Guide for New International Graduate Students

Pre-Arrival Checklist

☐ Create your Indiana University technology and email account
☐ Complete the mandatory citizenship verification
☐ Complete the immunization compliance form
☐ Complete the Office of International Affairs online immigration check-in
☐ Apply for on-campus housing - OR -
☐ Search for off-campus housing

Post-Arrival Checklist

☐ Attend New International Student Orientation
☐ Take the English for Academic Purposes Placement Test
☐ Attend New Graduate Student Orientation
☐ Meet with your Faculty and Academic Advisor
☐ Purchase your textbooks from the IUPUI Barnes and Noble Bookstore
☐ Order a parking permit online
☐ Get your JagTag
☐ Open a local bank account
Tips and Frequently Asked Questions

It can be difficult to know what your first steps are before and after you arrive on campus. The following guide is meant to help get you started so that you are best prepared when you come to IU McKinney School of Law. Many of these steps can be taken before you arrive on campus, and in most cases, you are encouraged to take these steps early and plan ahead so that you are prepared once orientation begins.

Before You Arrive

How do I set up my university technology and email account?

Before you arrive, you are asked to create your Indiana University username and passphrase which will be essential for such activities as course registration, logging into class Web sites, and checking your student email account.

Email will be the Law School’s primary method of sending out announcements and disseminating important information. You are expected to check your university email account regularly and to reply to all messages that need attention in a timely fashion.

To set up your account, follow these steps:

2. Click on “Create my first IU computing account.”
3. Follow the onscreen instructions to set up your IU email address, username, and passphrase.
   
   NOTE: You will need your ten-digit university ID number for this step. This will be on your acceptance letter from the Graduate School or the Office of International Affairs.

We urge you to create an account using Umail or Imail instead of the recommended Webmail account. If you have questions or problems with account setup, you can visit the Indiana University Knowledge Base for more information.

It may take up to 48 hours for your account to activate completely. To check your email, either log into https://imail.iu.edu/ or https://umail.iu.edu/.

You are expected to have your IU student email account before you arrive for orientation. Once your account has been created, the Law School will no longer use your personal account. Additionally, you will be added to several listservs. More information on this will be available during orientation.

Why do I need to do this before orientation?

In addition to serving as your primary student email address, your IU username will give you access to several essential Web sites and services, like OneStart (where you will review your academic information and pay your tuition), Oncourse (which provides access to course information), and Parking Services (where you can purchase a parking permit and pay
violations). Your **username** is the first part of your email address before "@iupui.edu." For example, jbaker would be the username for a student whose address is jbaker@iupui.edu.

You are encouraged to create your account early so that you can begin handling your university affairs through these websites. Before you arrive, you are asked to access your student account in OneStart (http://onestart.iu.edu/) to complete two steps. **Please understand that you cannot register for classes until you complete both of the following steps.**

**Citizenship Verification**

The first time you log into OneStart, you will be prompted to complete the online Citizenship Verification.

1. On the first page, select “Click here to complete the Citizenship Verification.”
2. On the next page, click NO if you are not a U.S. citizen. **If you hold an F-1 or J-1 student visa, you must select NO.**
3. On the Citizenship Verification page, select option “A.”
4. Follow the remaining steps until you reach a page that says, “Your verification is complete.”

If you do not see the Citizenship Verification on your first login at OneStart, look for it in the box titled “Services and Information.”

**Immunization Compliance**

Also on your first visit to OneStart, you are asked to complete the Immunization Compliance. Indiana University **does not require** IUPUI students to receive vaccinations for diseases or to submit medical records. However, all students must complete an acknowledgement that they have reviewed the university’s statement on meningitis vaccinations.

1. When you log into OneStart, scroll down to the section titled “Services and Information.”
2. Click on “Immunization Compliance.”
3. Select “All Non-Bloomington Campuses.”
4. Click on “Risks Associated with Meningococcal Disease” and review the information. You may close this window when you have finished reading.
5. On the previous page, check the box and click “Submit.”

**Do I have to complete the Office of International Affairs online immigration check-in?**

Yes, you do. All students who enter the United States on an F-1 or J-1 visa have a continuing obligation to update all personal information with their host university. Therefore, you must provide copies of your current immigration documents to the IUPUI Office of International Affairs. You can expect information on completing the immigration check-in from the Office of International Affairs soon after you receive your admission materials.

**Please complete this step before you arrive for orientation. Failure to comply with this request from the Office of International Affairs may prevent registration for classes.**
Where should I live? How do I find a roommate?

Comprehensive answers to both of these questions may be found in the attached document regarding on and off campus living. It is essential to begin your search before you arrive because the law school and IUPUI cannot provide temporary housing for international students.

After You Arrive

Do I have to attend orientation?

All new international LL.M. students are required to attend orientation at the Law School and with the Office of International Affairs (for F-1 and J-1 students only). You will receive more detailed information in the weeks before orientation from both the Office of International Affairs and the Office of Student Affairs at McKinney Law. You must attend orientation programs sponsored by both offices in order to matriculate into the LL.M. program.

How do I register for classes?

Most of the remaining steps on your checklist require registration for classes. All new international LL.M. students will be registered for required, first-semester courses on or around the first day of orientation in order to allow you to proceed with the following steps.

Please make sure to complete all pre-arrival steps as early as possible to allow for us to register you for classes. Failure to complete pre-arrival steps will delay registration.

Course selection and registration for elective courses will be handled entirely during orientation week, but you are encouraged to review your track requirements and the schedule of classes online on the law school website.

Do I need a car to get to campus?

Depending on where you choose to live in Indianapolis, walking and bicycling are great options. Bicycle racks are located outside most buildings on campus. All bike riders are recommended to purchase a U-style lock, and we suggest locking up the frame and back tire together.

If you live in or around downtown, we recommend taking advantage of the IndyGo Public Transportation System. IUPUI has partnered with IndyGo to offer a special, discounted S-Pass to all IUPUI students. The S-Pass will allow you to ride the Red Line IUPUI/Downtown Circulator as well as many other IndyGo bus routes at a discounted rate. S-Passes are available in the JagTag Campus Card Services office in the IUPUI Campus Center. Information on routes and rates, including a convenient trip planner, can be found at http://www.indygo.net/.

How do I purchase a parking permit if I plan on driving to campus?

If you drive to campus, you must purchase a parking permit from IUPUI Parking and Transportation Services, and it is highly recommended and most convenient to purchase your permit online. In the left navigation pane, click on “Buy/Renew Permit.” You will be prompted to sign in with your IU username and passphrase and create a Parking Services account. Once
you are done with this, you will see a list of eligible permits for you to purchase along with current rates.

Please be aware that you cannot purchase a parking permit until you are registered for classes. We will make every attempt to register you early, but you might not be able to buy a permit until the first week of classes.

Students who do not have a car do not need to purchase a parking permit.

*How do I buy books for class?*

We will discuss buying books during orientation, but if you want to browse for required texts online, you can look at the [Barnes & Noble bookstore](https://www.barnesandnoble.com/) Web site and search by class.

**Please be aware that you should not buy books until you register for classes.**

*How do I get a JagTag (university ID card)?*

The Office of International Affairs will assist all new students in obtaining their first JagTag during their orientation program.

If you arrive early or if you are unable to attend the orientation program required by the Office of International Affairs, you can visit the Campus Card Services Office, located in the IUPUI Campus Center, Suite 217, to get your JagTag. When you go to the Campus Card Services office, you must bring a photo ID (driver’s license, passport, international ID card, etc.) and your ten-digit student ID number.

Your first JagTag is FREE, so you will not need to bring cash with you. There is a $25 replacement fee for lost or stolen cards. Damaged cards may be replaced at no charge.

You must first be registered for classes before you can obtain a JagTag. As is the case with parking permits, we will make every attempt to register you early for your classes, but you may not be able to get a JagTag until after orientation.

*How do I use my JagTag?*

Your JagTag will be very important in your time with the IU McKinney School of Law. Its primary function is as a university identification card, but you will also need it for the following:

- Using printers and checking out materials at the Ruth Lilly Law Library
- Evening and weekend access to Inlow Hall or residence halls
- Payment in the IUPUI Campus Center Food Court and other restaurants and businesses on and around campus
- Gaining free entry to IUPUI athletic and cultural events

Your JagTag also gets you several JagPerks, special discounts and services available to you as a student at McKinney Law. You can take advantage of several JagPerks such as:

- Discounted monthly cellular phone rates from AT&T and T-Mobile.
• Use with your S-Pass to ride most IndyGo public bus lines at a discounted rate.
• Discounts on software and computers at the IUPUI Barnes & Noble Bookstore as well as other vendors such as Sony, Dell, and Apple.
• Coupons and special promotions for local restaurants, retailers, and businesses.

Click here for a full list of JagPerks and to see what else your JagTag can do.

How do I open a bank account on campus?

There is a branch of Indiana Members Credit Union on the second floor of the IUPUI Campus Center. All students are eligible to open a free checking account. You will also find several national banks close to campus, such as Chase and PNC Bank.

If you are an international student, you must bring your passport and a copy of a letter from the Office of International Affairs stating that you are ineligible for a Social Security card when you come to this branch to open a checking or savings account. The Office of International Affairs should be able to provide more information during their orientation program.
How to Find a Place to Live: On-Campus Housing Tips and Questions

Campus Housing is very limited, and the demand increases every year. In total, we have about 1,300 beds for nearly 30,000 students. However, living on campus can be very convenient, has several advantages, and is often a good option for students coming to IU McKinney School of Law from other countries or for those new to the city who want to stay connected with campus life. If you are considering living on campus, you will want to take a moment to think if it is right for you. Ask yourself some of these questions:

Who do I contact about living on campus?

Your primary contact for on-campus housing will be IUPUI Housing and Residence Life. The following is a list of on-campus contacts that can help address questions about living at IUPUI:

IUPUI Housing and Residence Life  
reslife@iupui.edu  
http://life.iupui.edu/housing/  

IUPUI Student Advocate  
stuadvoc@iupui.edu  
(317) 278-7594  

Office of International Affairs  
oiagrad@iupui.edu  
(317) 274-7000  

Anthony Masseria, LL.M. Program Advisor  
amasseri@iupui.edu  
(317) 274-1488  

Why should I live on campus?

Living on campus has a wide range of benefits. First, in many cases, it is the most practical housing solution, particularly if you are new to Indianapolis or if you know you will only be here for the duration of your academic program. In some cases, Campus Housing will give preference to out-of-state and international students because they know that distance from home is a large concern for this population.

Second, living on campus gets you engaged with the campus community. IUPUI is mostly a commuter campus, meaning the vast majority of students travel to campus from their own homes only to attend classes. Also, Inlow Hall, where you will take your classes, is on the southeast corner of campus. As such, it can be hard to meet students outside the classroom or to get connected to events happening on campus. Living on campus gives you a network of other students who also live and study on campus. Campus Housing, along with other offices, offer programs and events specifically designed for residential students.

Third, living on campus is a very convenient option. Located on the west end of campus, all housing options are immediately accessible to the most important places on campus. The IUPUI Police Department and the Office of Student Health Services are adjacent to all housing options. The Campus Center, which houses the Barnes & Noble Bookstore, Starbucks, Campus Card Services, Financial Aid, and Campus Dining Services, is just a few blocks down the street. IUPUI provides a free shuttle service that connects all points on campus and can transport you from Campus Housing to Inlow Hall.
What are my options?

IUPUI currently offers five housing options for students, and it is important to know which of these is right for you:

- **Campus Apartments**: Typical apartment-style living, students in the Campus Apartments live in one, two, or four-bedroom units. Apartments come fully furnished. Private rooms without a roommate are very limited and available at a higher rate. Campus Apartments is currently the best option for law students interested in living on campus.

- **Townhomes**: Similar to Campus Apartments, the Townhomes offer one and two-bedroom, fully furnished units. Students may request a single room in the two-bedroom units only, but space is even more limited here than in the Apartments.

- **International House**: An option for our international students only, International House (or I-House) is a themed living-learning community. Representing students from 15 to 20 different countries each year, I-House holds events and programs for the campus community based on global issues. Inquiries about I-House should be directed to ihouse@iupui.edu or to the Office of International Affairs.

- **Park Place**: A converted apartment building just off the west side of campus, Park Place is used only as supplemental housing for students who request on-campus housing, and it cannot be listed as a preference on your housing application.

- **Ball Residence Hall and University Tower**: Traditional residence halls for *first-year undergraduate students only*. You are permitted the use of the dining hall on the first floor of University Tower no matter where you live on campus.

Am I willing to live with a roommate?

Most students in Campus Housing have to live with a roommate based on the availability of space. Supplemental housing in Park Place has helped with space concerns, but typically a single room is more difficult to get and will cost more money per semester.

Who is coming with me?

Campus Housing currently cannot accommodate students with families or pets, so if you are coming to IU McKinney School of Law with a spouse and/or children, you will need to look for something off campus.

How do I apply for housing?

If you decide that living on campus might be a good option for you or if you have questions, visit the Housing and Residence Life Web site for more information on what they have to offer. An application and current rates can be found at [http://life.iupui.edu/housing/apply.html](http://life.iupui.edu/housing/apply.html).
How to Find a Place to Live: Off-Campus Housing Tips and Questions

IUPUI is mostly a commuter campus, and very few students, particularly professional students, live on campus. However, when you start your home search, the process can be intimidating, and it is difficult to know where to start. Make sure you are prepared and know the right questions to ask yourself.

What do I need?

The first step will be to make sure you know what you will need as the school year approaches. If you are coming to IU McKinney School of Law alone, your needs will be very different than if you bring your whole family. Consider the following when trying to determine what you have to have in a home:

- Cost, including rent, electricity/gas, water, telephone, cable, Internet, etc.
- Size and accommodations
- Distance to campus
- Ease of commute
- Compatibility with study habits

How do I find a place to live and who am I going to live with?

A good place to start looking would be right here in the Law School. Many students post advertisements for roommates or rooms for rent on the bulletin boards in the first floor lounge or in other places around the building. You can also check with the law school’s Office of Admissions to see if they have any information on housing options and other new students looking for roommates.

Another option is to search postings on the campus Classifieds in OneStart. When you log in, click on the Campus tab at the top of the page. You will see IUPUI Classifieds on the right. Click the Roommates & Sublets link to start browsing.

You might also consider looking for a roommate in the newspaper classified section or other local online classifieds, such as:

- Indianapolis Star – Daily newspaper (http://www.indystar.com/)
- Nuvo – Free newsweekly (http://www.nuvo.net/)
- Apartment Guide – Updated daily (http://www.apartmentguide.com/)

A final option to consider for your apartment and roommate search would be through online searches or roommate referral services. Although there is a higher level of risk, an online service is a convenient option, especially if you are trying to make arrangements before moving to Indianapolis. In fact, international students have had much success in finding a place to live using online services, but it is always best to exercise caution and talk to a trusted source or Law School staff member if you are unsure. A few examples of such online services include CraigsList.org and Roommates.com.
How do I get started?

If you know what you need but you are having a hard time getting started, the following is a brief list of apartment communities and rental companies that have properties conveniently located to campus. All of the following manages properties in the immediate vicinity of the Law School or throughout downtown Indianapolis. Many of them also offer special rates and discounts to IUPUI students through JagPerks. Click here for more information on discounts and other housing management companies in the area.

**Canal Square Apartments**  
One block from Inlow Hall  
359 N. West Street, Indianapolis, IN  
(866) 521-9271  

**Lockefield Gardens**  
Directly north of campus  
952 Indiana Avenue, Indianapolis, IN  
(317) 522-0554

**Riley Towers Apartments & Townhomes**  
Within walking distance of Inlow Hall  
650 N. Alabama Street, Indianapolis, IN  
(866) 535-1619  

**1201 Indiana Townhouses & Apartments**  
On the northwest edge campus  
543 Indiana Avenue, Indianapolis, IN  
(317) 955-1201

**Van Rooy Properties**  
25 properties throughout downtown Indianapolis  
downtownleasing@vanrooy.com  
(317) 684-7305

**Zender Family, L.P.**  
18 properties throughout downtown Indianapolis  
[http://zender.us/](http://zender.us/)  
1321 N. Meridian Street, Indianapolis, IN  
(317) 488-8800

**Flock Realty**  
House and condominium rentals  
[http://flockrealty.com](http://flockrealty.com)  
442 Massachusetts Ave, Indianapolis, IN  
(888) 500-1085

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The IU Robert H. McKinney School of Law does not endorse nor recommend any particular management company, apartment community, or housing agency. No faculty or staff member of the Law School is permitted to offer a personal reference or may co-sign a lease for any student.

How much does it cost to live off campus?

Indianapolis is often ranked as one of the most affordable cities in the country. The estimated average monthly cost of housing and related expenses in Indianapolis for the 2013-2014 academic year is approximately $1,280.00 USD, and you can expect an annual increase of 4 to 5%. This is not a guaranteed amount, and costs will vary depending on the property you rent. It is best to discuss all cost concerns with your leasing or housing agent before signing a contract.
What do I have to have when I’m ready?

Most apartment communities, housing agencies, and private renters will require certain things from you to determine whether they will rent to you. The following list is not exhaustive, nor will you need all of these things in all cases. However, you should expect them if they are asked of you:

- Completed housing application
- Application fee
- Proof of income and/or credit check authorization
- Copy of photo identification
- Personal references
- Security deposit
- First month’s rent

What questions do I ask?

Be prepared with questions for the leasing office or agent. Consider asking the following:

- Are any utilities (water, gas, etc.) included in the cost of rent?
- What is the typical monthly cost of utilities?
- Get a list of all utility and phone/cable services that you will need to contact.
- What are the terms of the lease (6, 12, 18 months)?
- What is your pet policy?
- Where do I park my car?
- What is your policy on visitors?
- What maintenance services do you offer?
- Do you have staff on the premises? If so, at what times?
- Is the building monitored by security services?
- Are there any additional maintenance or association fees?

Contact Information: Utilities and Local Services

Indianapolis Power and Light Company (Electricity services)
Automated service line: (317) 261-8222 or (888) 261-8222
Customer service center: 2102 N. Illinois Street, Indianapolis, Indiana 46202
CustomerService@aes.com

Citizens Gas and Water (Residential natural gas and water services)
New customer service line: (317) 924-3311

*Cable television and home Internet services vary by area. Ask your leasing agent which company services your area.