



# Pre-Arrival Info for International Students

# 2016

1301 East Main Street  
Murfreesboro, TN  
37132-0001 USA  
+1.615.898.2300



**INTERNATIONAL AFFAIRS  
MTSU**

Congratulations on your acceptance to Middle Tennessee State University!

We are so pleased that you will be joining us at MTSU in January 2016.

To prepare for your studies at MTSU I am including the following key dates and information:

- **January 13th, 2016**                      **International Student Orientation**

The international student orientation is mandatory, if you do not check-in you will not be allowed to register for the spring semester and your SEVIS, I-20/DS-2019, registration will be cancelled

- **January 19<sup>th</sup>, 2016, Tuesday**    **Classes begin**
- **January 25<sup>th</sup>, 2016 Monday**    **Last Day to register. You must prepay in the Business Office before being allowed to late register**

The attached Info Pack will be a great resource of information in preparing you to come to campus. The pre-customs video is also available at

<http://frank.mtsu.edu/~customs/precustoms/movie/PreCUSTOMS.html>

I encourage you read the info pack and watch the video before your departure.

Please make sure you bring all the required documents to register on the first day of the orientation.

We look forward to welcoming you to our campus and are certain that you will find MTSU a rewarding place to live and study.

If you have any questions or concerns please feel free to write to us directly.

Sincerely,

David A. Schmidt, Ph.D.

Vice Provost for International Affairs, MTSU

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## Orientation Schedule

**December 1<sup>st</sup>**                      **Deadline to confirm enrollment for spring semester**

**January 11<sup>th</sup>, Monday – January 12<sup>th</sup>, Tuesday**

All Day                              Placement tests

All day                                Health Service Center Visits

All Day                                Individual Advising/Course Registration Appointments

**January 13<sup>th</sup>, Wednesday – Business and Aerospace Building – Room S102**

10:00 – 1:00 PM                      Check-in at Lobby of the BAS Building: Bring your passport, I20 or DS2019.

1:00 – 1:30 PM                        Session-1: Welcome Remarks from International Affairs

1:30 – 2:30 PM                        Session-2: Immigration

2:45 – 3:00 PM                        Session-3: MTSU and Murfreesboro

3:00 – 3:30 PM                        Session-4: MT One Stop

3:30 – 4:00 PM                        Session-5: Fee Payment, Blue ID Review

3:45:00 – 4:30 PM                      Questions and Answer Session.

**January 14<sup>th</sup>, Thursday**

All Day                                Individual Advising/Course Registration Appointments continued

9:00-11:00 AM                        Library Tour (9:00 am), Rec Center Tour (10:00 am), Meet at Library

1:00-3:30 PM                        Wal-Mart Shopping trips (Meet at Parking Lot at the back of Walker Library for pick-up)

6:30 – 8:30 PM                        MTSU Women’s Basketball Game, Meet at Peck Hall at 6:00 PM

**January 19<sup>th</sup>, Tuesday**                      **First day of Classes!**

## Contacts and Office Hours

**Office Hours: 8:00a.m.-4:30p.m.  
Monday through Friday**

### **International Affairs**

Room 216, Peck Hall

**Dr. David A. Schmidt,**  
Vice Provost, 615-898-2116  
David.Schmidt@mtsu.edu

**Maureen A. Young,**  
Coordinator, 615-898-2116  
Maureen.Young@mtsu.edu

### **Undergraduate Admission (International)**

Peck Hall room 208

**Angie Melton,**  
Associate Director, 615-904-8190  
Angie.melton@mtsu.edu

**Randolph Scott**  
Immigration Specialist, 615-904-8190  
Randolph.Scott@mtsu.edu

**Sandy Brandon,**  
Analyst, 615-904-8190  
Sandy.Brandon@mtsu.edu

**Aryo Hasnugung**  
Coordinator, 615-904-8190  
Aryo.Hasnugung@mtsu.edu

### **International Student & Scholar Services**

Jones Hall 111

**J.R. Becker**  
ISSS Specialist, 615-898-2282  
ISSS@mtsu.edu

### **Office of Education Abroad**

Room 207 Peck Hall

**Tiffany Bickers,**  
Director, 615-904-8117  
Tiffany.Bickers@mtsu.edu

**Katherine Kovar**  
Advisor, 615-494-7638  
Katherine.Kovar@mtsu.edu

### **MTSU Blue ID Cards Office**

Room 112, Student Services Building  
(615) 898-5523 help@mtsu.edu

### **Information Technology Division, 24/7 Help**

The basement of Cope  
(615) 898-5345 help@mtsu.edu

### **Bursar's office**

Student Services and Admission Center  
2<sup>nd</sup> Floor  
(615) 898-2761

### **Post Office \* M-F: 8:00 AM to 4:00 PM.**

1<sup>st</sup> floor, Student Union Building  
(615) 898-2459 cwatts@mtsu.edu

### **Housing and Residential Life Office**

Room 303, KUC  
Main Housing office  
615-898-2971

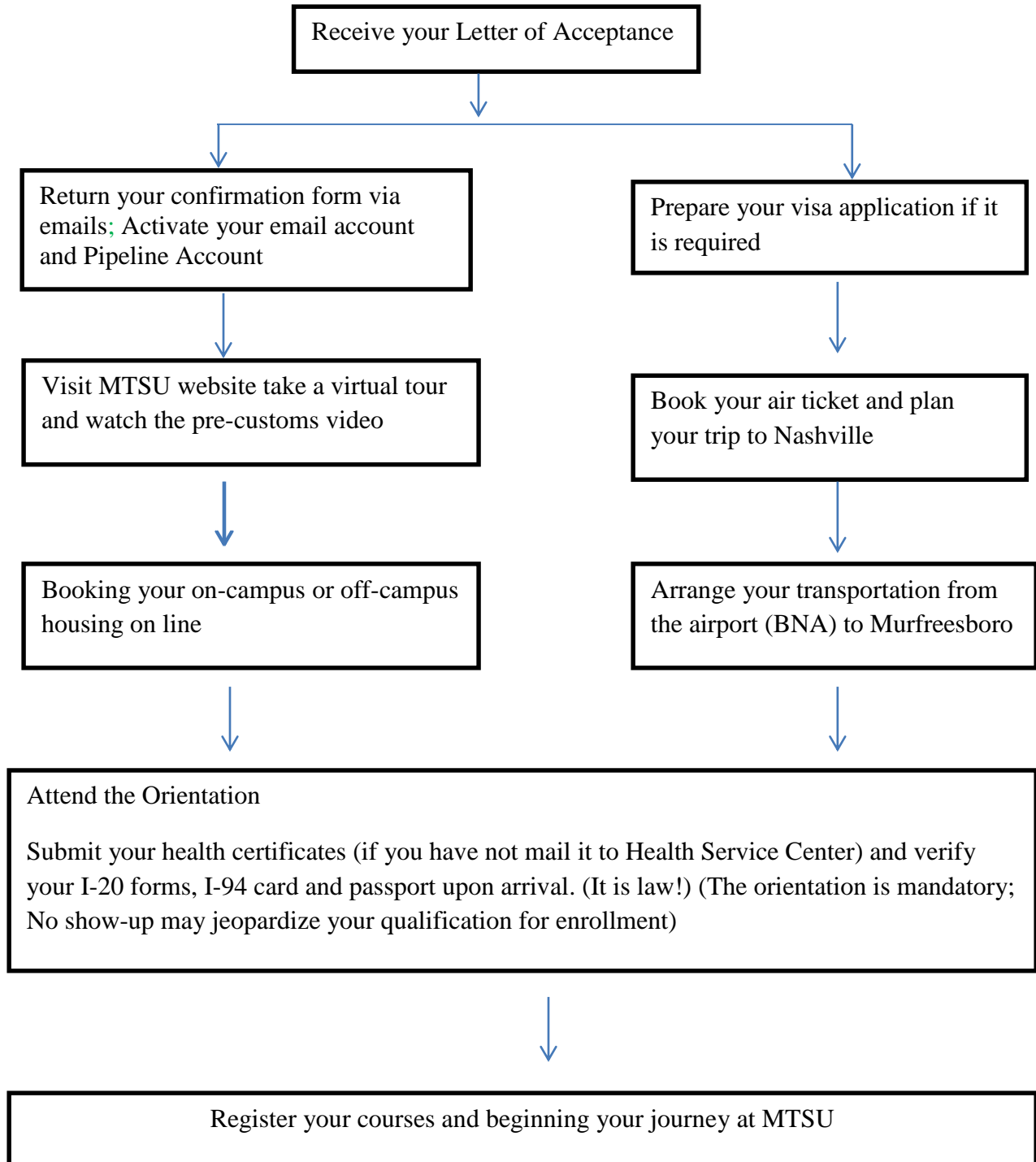
### **Dining Services Office**

Room 204, KUC  
(615)898-2675 or (615)898-2790  
mtdining@aramark.com

### **The Health Services Building**

Right section on the 1<sup>st</sup> floor,  
The Health, Wellness, and Recreation  
(615)898-2988

## Flowing chart for getting started at MTSU



## Pipeline MT- Your gateway to the MTSU campus!

### How can I activate my MT email account and pipeline MT?

- ◆ Visit the website: [http://www.mtsu.edu/password\\_change.shtml](http://www.mtsu.edu/password_change.shtml)
- ◆ Enter your M number (m+8 digits); your birth date, the system will automatically create your pipeline MT username; enter your password twice following the instructions on the screen. Then the password will be activated within 5 minutes.
- ◆ Login pipeline MT with your user name and password:  
<http://lum4prod.mtsu.edu/cp/home/loginf>

### Where can I use a computer to activate my account?

- ◆ Option 1: You can use the public computers in the library. (You do not have to input your username and password at computers which are set for searching book catalogue, but remember to close your browser at any time when you complete your work.)
- ◆ Option 2: If you have your personal laptop, you may use “WIFI” service on campus to surf on the internet. After having the authorization from ITD office, you can activate your account instead of a temporary guest account.
- ◆ Option 3: Anywhere you have internet access.

### What can I do Through Pipeline?

- ◆ Register for your courses
- ◆ Check messages from your advisors
- ◆ Pay your tuition and fees online
- ◆ ...and many more options

### What is M#?

- ◆ “For identification purposes, you will be assigned a special identification number. Please use that ID number in all correspondence being sent to International Undergraduate Admissions.”

- ◆ With your M number: M 0XXXXXXXX (M+8 digits), you can activate your MT email, login pipeline MT to register your courses or pay tuition on line. When you arrive at MTSU, you may also access recreation center or use other facilities on campus.

## Blue ID card- Be a member of the Blue Raiders

### What is Blue ID card?

“Every student and employee is issued an ID. This card serves numerous purposes from identification to meal plan card to library card to debit card. A single ID card that can replace multiple cards, cash, coins, and checks, and can provide automat services increases the convenience and safety of campus life for MTSU students and employees.”



### What can I do with my MTSU Blue ID on campus?

- Check out books at the MTSU Library
- Access the Student Recreation Center
- Campus computer labs
- Cash checks
- Discounted tickets or free for campus events like movies, concerts or performances

“In addition, students can use the card to receive student health services, vote in student government elections, use student meal plans, and be admitted to residence halls.”

### How can I get my Blue ID card?

Bring your passport or other photo ID (if applicable) and M number to the Blue ID office.

(You don't have to bring your photo; there is no payment first time, but if you lose it, you need to pay \$10 for replacement): <http://www.mtsu.edu/itdcommunications/idoffice/#f>



## Registration Confirmation and Payments

### How can I confirm my registration?

1. **Pay your tuition and fees online with** credit cards, check card or by e-check on [Pipeline](#);  
**Or pay your tuition and fees in person** at the Business Office cashier windows in [MT One Stop](#) Building (8:00 a.m. - 4:30 p.m.)
2. **Confirm your registration**  
You must complete registration confirmation on [Pipeline](#). (Down at 6:00 p.m. on January 26) You will be given a CONFIRMATION NUMBER when you are confirmed.  
Write down this number as this is your proof that you have completed the confirmation process.

### How can I pay my fees?

1. Personal check or money order  
Checks should be made payable to “Middle Tennessee State University” and include the student's ID number (M#) on the face of the check.
2. American Express, Visa or MasterCard  
Credit card or check card payments can be made either on the web or in person. Access RaiderNet to pay registration fees by credit card or to use your American Express, Visa or MasterCard check card. Students may pay either the full amount due or the down payment on the Deferred Payment Plan by credit card or checking card on RaiderNet. Credit card payments may be paid at the cashier windows in the MT One Stop Building, Monday - Friday, 8:00 a.m. - 4:30 p.m. The Business Office will not accept credit card payment over the telephone.
3. Pay from your home country, typically in your home currency, with PeerTransfer Education. Visit: [www.mtsu.edu/bursar/peertransfer.php](http://www.mtsu.edu/bursar/peertransfer.php).
4. Cash: Cash can be taken only at the Business Office in the MT One Stop, Monday - Friday, 8:00 a.m. - 4:30 p.m. Please do NOT mail cash.

Visit here for more information:

<http://www.mtsu.edu/bursar/docs/ConfirmationPaymentProcess.pdf>

## Housing on/ off campus

### ◆ Short-term staying at hotels in Murfreesboro

1. [www.hotwire.com](http://www.hotwire.com) or other websites provides information about local hotels. Price ranges from \$33 to \$120 per night, e.g. Murfreesboro Knights Inn hotel, (4 miles, 10-minute drive) Vista Inn & Suites Murfreesboro hotel (4 miles) etc.
2. Temporary housing on MTSU campus may be provided for Customs Program participants, international students can check room availability at [http://www.mtsu.edu/customs/cost\\_customs.php](http://www.mtsu.edu/customs/cost_customs.php) The following document shows \$30/night for on-campus dormitories

### ◆ Long-term housing on campus

1. You may check the descriptions of residence halls, apartments and Global Learning Community as to their locations, varied rates, furniture, room size, and layout at <http://www.mtsu.edu/housing/> .
2. Before starting the online application, please read the housing application, agreement, and cancellation policies, making sure you fully understand the on-campus housing policies. <http://www.mtsu.edu/housing/forms.php>
3. You can apply for the FULL academic year August –May next year. You can pay Non-refundable \$300 as prepayment fee and complete the housing application on line.
4. Contact the housing staff as early as you can, confirm your application and check in at specific residence hall or apartment as assigned date. More information at <http://www.mtsu.edu/housing/contact.php>

### ◆ Long-term housing off campus

You may contact Off-Campus Student Services office at [ocss@mtsu.edu](mailto:ocss@mtsu.edu), call 615-898-5989, or come by the office in KUC 320 in person. To check out the off-campus housing availabilities, go to the website <http://www.mtsuoffcampus.com/>; or you may also find off-campus housing close to MTSU at Google map. (Click the [link](#))

Meals on/off campus



# WHERE YOU WANT IT, WHEN YOU WANT IT!

[www.mtdining.com](http://www.mtdining.com)

## Residential Restaurant



## KUC Grill - Food Court



## Residential Restaurant



Bistro ~ grab n go

Buy & Fly Kiosk

## Cyber Cafe



## Library

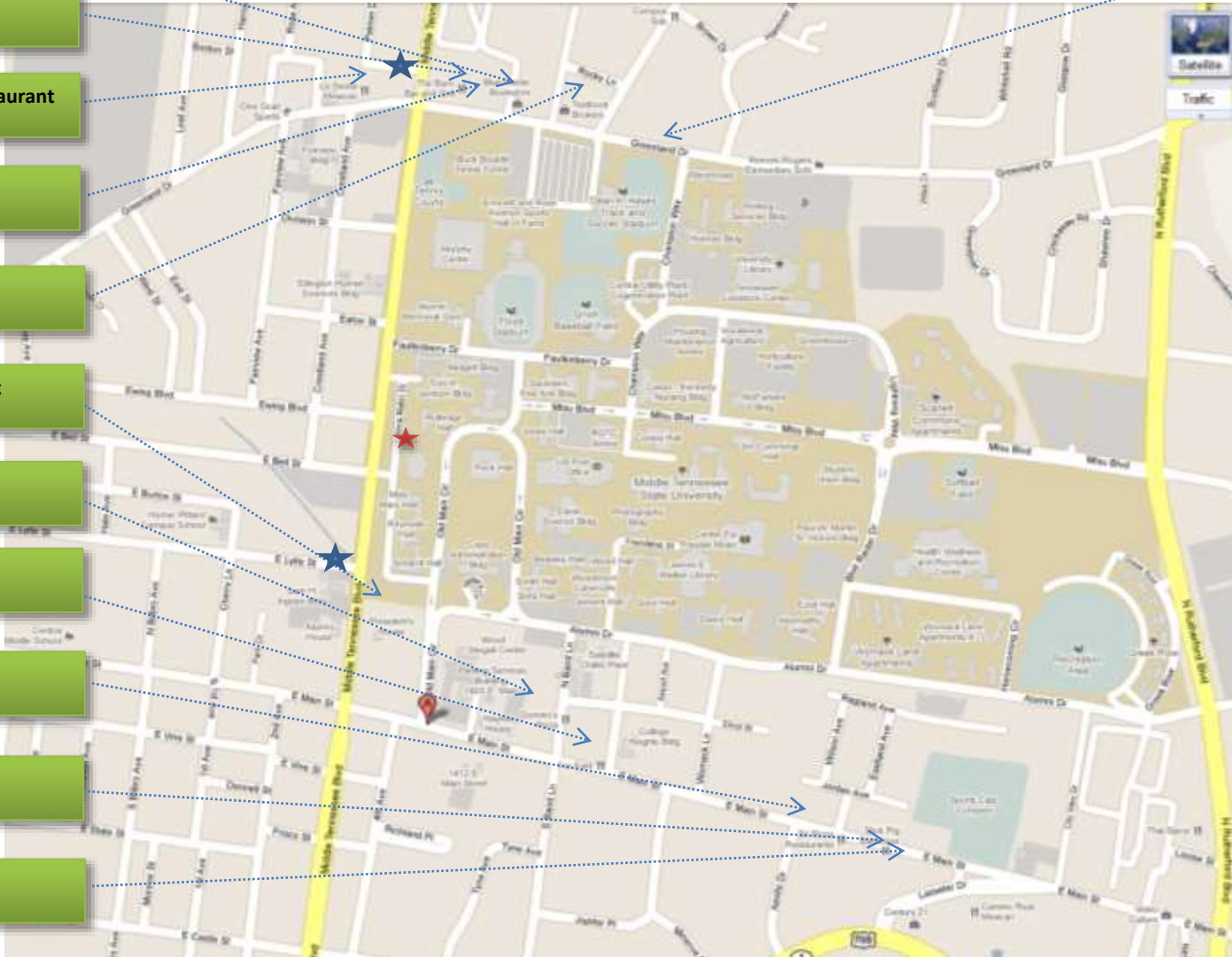


WE ACCEPT VISA, MASTERCARD, & FLEX DOLLARS



**Exploring MTSU Community within Walking Distance**  
 (All the places listed in the map are within 5-15minutes walking distance.)

- Blue Raider Bookstore
- The Boro Bar and Grill
- La Siesta Mexican Restaurant
- Sun trust Bank
- Textbook Brokers
- Jimmy John's Gourmet
- Domino's Pizza
- Far East Restaurant
- Sir Pizza
- Slick Pig Barbeque
- Around the Way Dog



Subway Sandwiches

This map shows some restaurants, bookstores, convenience stores, and barber shops within walking distance to MTSU Campus.

If you want to explore a wider area of Murfreesboro community you can ride bicycles, take public transportation such as Rover or even a taxi.

★ Blue Stars where you can take "Rover"- Murfreesboro City Bus System      ★ Red Star for Shuttle Bus to Nashville- MTA 96X

## Post Office/Banking/Telephone

### Post office

MTSU students who are registered for the current semester receive a mailbox for free if they live on campus. Current students living off campus may rent a box for \$12.00 per semester. Bring your MTSU Blue ID card and register for your mailbox on the first floor of KUC. Your postal address is:

**Your Full Name**  
**Box \_\_\_\_\_**  
**MTSU**  
**1301 E Main Street**  
**Murfreesboro, TN 37132**

### Banks

#### **SunTrust Bank**

Location: 1213 Greenland Drive, M-F: 8:30am-4:00p.m.

#### **Bank of America**

Location: 120 East Main Street,

#### **Fifth Third Bank**

Location: 2927 South Rutherford Boulevard (opposite the Wal-Mart)

\*with Western Union service for sending or receiving cash

#### **ATMs at KUC on Campus**

SunTrust (2nd floor), U.S. Bank, 5th/3rd Bank, Bank of America, First Tennessee Green Bank etc.

### Telephone

Visit local stores of T mobile, AT&T or other telephone companies open your phone service or buy prepaid phones at Wal-Mart or Kroger Grocery Store.

## Transportation, driving license

### **Raider Xpress Bus- campus wide transportation**

Blue, Green and Red Bus Routes provide the transportation on campus. It is a free transportation on campus only. <http://www.mtsu.edu/parking/sec12.php>

### **Rover Buses – Murfreesboro city wide transportation**

Eight routes leading to Post Office, Public square, Stones River Mall, Wal-Mart and more locations in Murfreesboro area. Time: 6:00am-6:00pm Monday through Friday

Fare: \$1, free for Transfer. <http://www.murfreesborotn.gov/index.aspx?NID=248>

### **MTA 96X Bus- Murfreesboro to Nashville metropolitan area**

A commuter bus from JUB, MTSU to Music City Central, Nashville

5:53am-4:52pm Monday through Friday

Fare: \$1.75 with MTSU ID

<http://www.nashevillmta.org/maps/route96.pdf>

### **Greyhound Buses- Nation-wide transportation**

2114 South Church Street Murfreesboro, TN 37130-5521 (615) 893-5531

Time and fare varied with your travel plans, <http://www.greyhound.com/>

### **Taxi - Service provided by calling the taxi company**

Local Service Call 615-522-6701; <http://www.borocabtaxiservice.com/> or other cab companies.

### **Transportation from Nashville Airport (BNA) to MTSU campus**

**Option 1:** Call local Taxi/Cab companies 615-217-7433/6040 or reserve taxi/shuttle services online at <http://www.anytimetransport.com/> before your arrival.

**Option 2:** Take a Taxi/shuttle when you walk out of the terminal to the ground transportation area.

**Option 3:** MTA Bus route 18 to Nashville, transfer at Music City Central to MTA96X

### **Driving License**

Check the separate pamphlet or the website at <http://www.tn.gov/safety/dlmain.shtml>

### **Recreation, movies and more fun!**

You can check the university Master Calendar, subscribe email notice for those events which interest you at <http://www.mtsu.edu/calendar/>.

### **Recreation Center**

The Recreation Center on campus provides state-of-the-art facilities, such as indoors track, basketball court, racquetball room, ping pong tables and swimming pools.

<http://www.mtsu.edu/camprec/index.php>

### **KUC Theater and Student Union Building**

You can watch the latest movies for free or at discounted tickets, and even participate other fun events such as video game night, MT idol, Karaoke Night, Palatial Concerts, acoustic afternoons, etc. <http://www.mtsu.edu/events/>

### **Tucker Theater**

The theater hosts different concerts, dance events on campus.

## **Health Service, Emergency and Insurance**

The Health Services Building on campus is open 8:00a.m - 4:30p Monday-Thursday and 8:00a.m-4:00p.m. Friday.

### **Emergency Care**

If you experience a life-threatening medical emergency, call 911.

### **Important Numbers**

MTSU Health Services: 615-898-2988

Murfreesboro Medical Clinic: 615-893-4480

Middle Tennessee Medical Center: 615-396-4100

Middle Tennessee Medical Center Emergency Room: 615-849-4100

MTSU Campus Police: 615-898-2424

StoneCrest Medical Center Emergency Department: 615-768-2034

### **Insurance**

Questions about Health Insurance, please visit

<http://www.mtsu.edu/intered/HealthInformation.php>



## Pre-Customs video

<http://frank.mtsu.edu/~customs/precustoms/movie/PreCUSTOMS.html>

You are recommended to view the following parts concerning with you as an international student:

- 2. PipelineMT- To help you use pipelineMT and keep yourself updated with MTSU;
- 6. Housing- To introduce you to on-campus/ off-campus housing;
- 7. Food Services- To introduce you the cafeterias on campus and meal plans;
- 8. Health Services- To introduce the medical service on campus, the process to see a doctor;
- 9. Public Safety- To introduce the on campus police and security facilities in the community;
- 10. Parking- To introduce the parking area and policies;
- 11. Bookstore- To introduce the place where you can get your textbooks, souvenirs, etc.;
- 12. Library- To introduce the book collection of the library, how to use the library;
- 15. Advising- To introduce how to make an appointment with your advisor and register for your courses;
- 16. Counseling & Testing- To introduce the testing service for placement tests;
- 18. Campus Recreation- To introduce how to use the facilities at the recreation center;
- 19. Campus involvement- To introduce the student organizations and events on campus.

## Appendix

### Quick facts of MTSU

Founded on September 11, 1911

2012 Total Enrollment: 26,442

Total full-time employees: 2,191

Area: more than 500 acres

### Spring 2016 Academic Calendar

January 19 - Classes Begin

March 7-12 – Spring Break – No Classes

April 27 - Last Day of Classes

April 28 - Study Day - No Classes

April 29-May 5 - Final Examinations

May 5 – Last Day of Term

May 7 - Commencement

May 9 - Deadline for Final Grades

### Location of Tennessee in the United States



From [http://en.wikipedia.org/wiki/File:Map\\_of\\_USA\\_TN.svg](http://en.wikipedia.org/wiki/File:Map_of_USA_TN.svg)

### Digital Tools Recommended

[www.google.com](http://www.google.com) map service will help you to locate your place and make a trip plan.

[www.dropbox.com](http://www.dropbox.com) will offer you a 2 G online disk to store your files, assignments.