



OIP's

EXCHANGE STUDENT

GUIDE

2021-22



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**Due to the COVID-19 pandemic, we ask that at this time you not make any travel plans or financial commitments related to your exchange program at Princeton until you receive more information from both the study abroad office and your home university. Your participation on the exchange program is contingent upon your home university's final approval, and you must always consult your home university in regard to international travel policies and restrictions.**

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# INTRODUCTION<sup>1</sup>

Welcome to Princeton and congratulations on your selection as an exchange student! We look forward to working with you as you join the Princeton community.

Coming to the U.S. to live and study can be an exciting experience. This guide is intended to help answer questions you may have and to assist you as you make the transition to Princeton and the United States.

Learning to function in a new culture is not easy, and it is natural to feel anxious and frustrated at times. Those feelings are a normal part of the experience. However, the more you put into the experience, the more you'll learn from it. Make an effort to meet new people, form friendships, and get involved. We hope that your time at Princeton will provide you with a wealth of intellectual, social, and educational experiences.

**PLEASE NOTE:** The fall International Student Orientation is **NOT** intended for international *exchange* students. It is intended for first-year, matriculating students.

Exchange students for fall semester 2021 should plan to arrive on the Princeton campus **between 8:30 a.m. and 4:30 p.m. on Wednesday, August 25, 2021.**

The Princeton Facilities Office will send a housing and dining contract to you at your Princeton e-mail address. They will also let you know where and when to pick up the keys to your room.

You will not have access to your room before August 25. Should you need to arrive earlier, a list of hotels in the local area is included in Section XVI for your reference.

## SECTION I: CAMPUS RESOURCES AND SERVICES

While there are many resources on campus to assist you during your stay, the following are the offices that will engage with you upon your arrival.

### Office of International Programs (OIP)

Your primary point of contact at Princeton is the Office of International Programs; 609-258-5524; [sapexchange@princeton.edu](mailto:sapexchange@princeton.edu), <http://www.princeton.edu/oip>. The OIP provides ongoing support for international exchange students who are studying at Princeton for a semester or academic year and for Princeton undergraduates participating in international programs.

Contacts in the Office of International Programs:

- Jordan Zilla, Assistant Director of Study Abroad, Office of International Programs, [sapexchange@princeton.edu](mailto:sapexchange@princeton.edu)

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<sup>1</sup> Material in this guide has been adapted from the *Guide for Undergraduate International Students*, published by the Davis International Center, Princeton University and *Coming to Columbia: Essential Information for New International Students*, published by the Columbia University International Programs and Services Office.

## **Davis International Center**

The Davis International Center (Davis IC) provides services and programs that support the growth, development, and welfare of international students and scholars on multiple levels—immigration regulatory advising and processing, cultural adjustment, social enrichment, and assistance with practical matters related to living in the U.S. The Davis IC acts as a center for cultural and educational programming that advances cross-cultural understanding and interaction between U.S. and international students and scholars and promotes cultural competency across the University. For more information, visit <https://davisic.princeton.edu/>.

**If you have inquiries concerning immigration, visas, or employment related to your time at Princeton, please contact OIP directly, and we will assist you with your inquiry. The email is [sapexchange@princeton.edu](mailto:sapexchange@princeton.edu).**

## **International Students Association at Princeton**

The International Students Association at Princeton (ISAP) is a student-run organization consisting of all international undergraduates, including U.S. citizens who live overseas. ISAP organizes many social and cultural events on campus. All Princeton students are welcome to join. To learn more about ISAP, send an e-mail to [isap@princeton.edu](mailto:isap@princeton.edu) or consult the [ISAP Facebook page](#).

## **Office of the Dean of Undergraduate Students (ODUS)**

The [Office of the Dean of Undergraduate Students](#) supports all undergraduate students, with a variety of services that meet specific student needs.

Under the umbrella of ODUS, Princeton's student-oriented centers are an important focus of campus life. They offer social and academic support for students, as well as many opportunities for leadership and learning outside the classroom.

- [Carl A. Fields Center for Equality and Cultural Understanding](#)
- [Lesbian Gay Bisexual and Transgender Center](#)
- [Women's Center](#)
- [Campus Club](#)

## **SECTION II: TRAVEL DOCUMENTS: WHAT YOU NEED TO COME TO THE U.S.**

### **Passport**

When entering the U.S., students in F-1/J-1 status must have a passport valid for at least six months into the future. While citizens of certain countries may be exempt from the six-month rule, you are strongly advised that you apply for a new passport.

Students in F-1/J-1 immigration status must also keep their passports valid at all times while in the U.S. If your passport will expire while you are in the U.S., you should apply to obtain a new one **prior to the expiration date**. You can renew your passport through your country's embassy/consulate in the U.S. If you lose your passport or it is stolen, report it to the local authorities immediately and file for a replacement at your consulate or embassy. You can find a list of foreign consulates and embassies in the U.S. on the [U.S. State Department's website](#). NOTE: We strongly advise you that you renew your passport, if necessary, prior to traveling to the U.S.

### **Application for a Visa Certificate (AVC)**

According to the U.S. immigration regulations, you must provide documentation to verify that you are

able to cover the minimum expenses required for study at Princeton University. The Application for a Visa Certificate is essential to receive a Certificate of Eligibility (Form I-20 for F-1 students or Form DS-2019 for J-1 students), which is required for you to apply for an F-1 or J-1 student visa at the U.S. Embassy or Consulate nearest you. Princeton must confirm that sufficient funds will be available to you throughout your course of study. Any lack of documentation or incomplete information could delay the issuance of a visa certificate. **Please return the AVC to the Office of International Programs as soon as possible to ensure that you have enough time to obtain your visa.** The AVC form is sent to all admitted exchange students. If you have not received one, contact the Office of International Programs immediately ([ois@princeton.edu](mailto:ois@princeton.edu)).

## **Certificate of Eligibility (Form I-20 or Form DS-2019)**

Once you complete and return the AVC, you will be sent a Certificate of Eligibility (Form I-20 or Form DS-2019) for non-immigrant (F-1 or J-1) Student Status, respectively. These forms are created via the Student Exchange and Visitor Information System (SEVIS), a U.S. government, internet-based reporting and document production system. The Form I-20 or Form DS-2019 is required for you to obtain an F-1 or J-1 student visa at the U.S. Consulate or Embassy nearest you (or at your point of entry if you are Canadian). You will receive this form from Princeton University, pending receipt of the required AVC.

Please review your I-20 or DS-2019 immediately and make sure all the information on the form is correct. If there are errors, contact the Davis International Center at [puvisa@princeton.edu](mailto:puvisa@princeton.edu) to determine whether a replacement document must be issued. Note that you have been given a reporting date on your I-20 or DS-2019. This is the latest date by which you are expected to arrive at Princeton.

- F-1 or J-1 students may enter the U.S. up to but no more than 30 days prior to the start date as noted on their I-20 or DS-2019.
- You are required to attend the school whose I-20 or DS-2019 you used to obtain your visa.
- Read the printed instructions on your I-20 or DS-2019 form and sign it as required. Your I-20 or DS-2019 is a very important document. Keep it with your passport in a secure location at all times.

## **The Visa Application Process**

Note: Canadian citizens are exempt from the following visa process. See the section titled “Canadian Citizens” below for student visa policies and procedures for Canadian citizens. Canadian landed immigrants are required to obtain a visa.

You may wish to contact an [EducationUSA Advising Center in your home country](#) before applying for your visa. The Center can give you valuable information on the application procedures for your country. If possible, you may want to attend a pre-departure orientation program organized by a center because it will almost certainly include information regarding visa applications. To minimize difficulties or errors, you need to be familiar with the process before you apply for your student visa at the consulate or embassy nearest you (preferably in your home country).

## **What is a Visa?**

A visa is a multicolored computerized label affixed to a page in your passport by a U.S. Embassy/Consulate office abroad, following a scheduled visa appointment. It is issued for travel to the U.S., but it does not determine how long you may stay in the U.S. It is best to apply for your visa at the U.S. Embassy/Consulate in your home country or country of residence. If you are not able to do so, please ensure that you consult with the U.S. Embassy/Consulate you wish to apply at regarding Third Country National (TCN) visa processing eligibility and requirements.

## **Security Clearances and Special Visa Processing Procedures**

Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview to receive a visa. This process may take up to several weeks or months. Students may be subject to administrative processing for many different reasons. If you have any concerns that this may apply to you, please contact the Davis International Center at [puvisa@princeton.edu](mailto:puvisa@princeton.edu).

## **Tourist Visas**

DO NOT enter the U.S. as a tourist/visitor, either with a B-1 or a B-2 visa stamp if you plan to study at Princeton. In addition, if you are from a country whose citizens are eligible for the Visa Waiver Program, DO NOT enter the U.S. in a WT (waiver tourist) or WB (waiver business) status through the ESTA (Electronic System for Travel Authorization) program. Individuals in visitor visa status are NOT eligible to enroll in academic programs in the U.S. If you enter the U.S. as a visitor, you will be required to depart the U.S. Since you are coming to the U.S. to study, you MUST enter as an F-1 or J-1 student.

## **Visa Denials**

If your visa application is denied, you should politely request a written explanation of the denial from the U.S. Embassy/Consulate. Students visas are non-immigrant visas and the most common reason for visa denial is a failure to demonstrate non-immigrant intent.

To obtain an F-1 or J-1 visa, the visa officer must be convinced that you have non-immigrant intent; that is, that you have a residence abroad that you do not intend to abandon and move to the U.S. permanently. You may be able to demonstrate this through family, educational, business, or financial ties to your home country. In addition, you should be prepared to answer questions about how your field of study relates to your future employment and career goals.

Should your visa be denied, please let Andria Kwasnicki from Davis IC know immediately. You may be able to re-apply for a visa at a later date. However, it is not advisable to simply resubmit the original application material. You should only reapply if you are able to submit updated evidence that addresses the reason for the initial denial. Additional information about visa denials is available at the [Department of State website](#).

## **Step by Step Instructions**

**Step 1:** Make sure your passport is valid.

If your passport is going to expire in less than six months after the time you enter the U.S., you should obtain a new passport before applying for a visa.

Your passport must also be valid for at least six months in the future upon arrival in the U.S. While some countries are exempt from this requirement and they can enter the U.S. with a passport that is valid for less than six months, we strongly encourage you to obtain a new passport unless you are participating in a short-term program and plan to depart the U.S. before your passport expires. This rule also applies to subsequent entries to the U.S. while traveling as a student.

**Step 2:** Check your form I-20 or DS-2019 for completeness and correctness!

Your I-20 or DS-2019 indicates that Princeton has created a record for you in SEVIS (the Student and Exchange Visitor Information System), a national database for international students and scholars. Your unique assigned SEVIS ID number is in the upper right corner of page 1. Check to see that all information is correct and that your expected completion date is in the future.

If you have informed us that your dependents (husband, wife, or children under the age of 21) will come



with you to the U.S., each of them will receive their own “dependent” I-20 or DS-2019, which they need to apply for their F-2 or J-2 visas and to enter the U.S. in F-2 or J-2 status. You will need to check with the U.S. Embassy/Consulate as to what documentation is required to serve as proof of the relationship.

**Step 3:** Make an appointment at a U.S. Embassy/Consulate in your home country to apply for an F-1 or J-1 student visa. You will need the I-20 or DS-2019 form from Princeton University at the time of your appointment. **Do not make an appointment until you have received the I-20 or DS-2019.** While the U.S. Embassy/Consulate will not *issue* the student visa until 120 days before the reporting date on the I-20 or DS-2019, you should apply for your visa as soon as possible. Check the following websites for more information on visa appointments:

- <https://www.usembassy.gov/> to locate the nearest U.S. Embassy/Consulate and its instructions for applying for a visa (including links to required forms). Make a list of documents required for the visa interview. Note procedures for paying the visa application fee and any visa issuance fees, if applicable.
- <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html> for information about current wait times for the appointment. Note that the wait times do not include wait time for visa issuance and extra time that may be required for security clearances.

**Step 4:** Pay the SEVIS fee and print the receipt

All F-1 and J-1 students, including Canadian citizens, must pay a \$350 (F-1 students) or \$220 (J-1 students) SEVIS fee. Students required to obtain a visa stamp must pay the SEVIS fee prior to applying for a visa. Canadian citizens must pay the SEVIS fee before entering the U.S. as F-1 or J-1 students. The SEVIS fee may be paid by credit card directly at the [Student Exchange and Visitor Program \(SEVP\) SEVIS I-901 fee website](#). After paying the fee, please print a receipt as you will need it for your visa interview and at the U.S. port of entry. If you do not have proof of SEVIS fee payment with you, you may be denied entry into the U.S. For more detailed information refer to the [SEVIS I-901 Fee frequently asked questions](#).

**Step 5:** Complete [all required Department of State application forms](#).

The DS-160, Online Non-Immigrant Visa Application, is a fully integrated online application form used to collect the necessary application information from a person seeking a non-immigrant visa for temporary travel to the U.S. Form DS-160 is submitted electronically to the Department of State website via the Internet. Consular officers use the information entered on the DS-160 to process the visa application and, combined with a personal interview, determine an applicant’s eligibility for a non-immigrant visa.

**Step 6:** Refer to Step 3 and follow instructions for paying any visa fees required in advance of your appointment. Procedures may vary from country to country, and even post to post within the same country. Note that application and issuance fees are based on reciprocity and generally reflect your country’s policies in granting visa privileges to U.S. students.

**Step 7:** Acquire a passport-size photo less than six months old to bring to your appointment. For details, check [Photograph Requirements](#). Be sure to check the [Additional Requirements for Nonimmigrant Visas](#).

**Step 8:** Prepare for your interview appointment by learning what to expect.

You will be applying for an F-1 or a J-1 student visa, a non-immigrant classification. According to U.S. immigration law, “Every alien shall be presumed to be an immigrant until he establishes to the satisfaction of the consular officer, at the time of application for admission, that he is entitled to a non-

immigrant status.” This means you need to establish that you have no intention of staying in the U.S. permanently, but are coming here for a temporary purpose, i.e. to pursue your educational objective. While the consular officers are aware that it may be difficult for students to demonstrate strong professional and economic ties to their home countries, you should still bear this in mind as you prepare for your interview.

In advance of your interview, you may find the following information useful:

- [10 Points to Remember When Applying for a Non-Immigrant Visa](#), published by NAFSA: Association of International Educators, in consultation with the U.S. State Department.

**Step 9:** Checklist of what to take with you to your visa interview:

- \_\_\_\_ Passport valid for at least six months into the future upon arrival to the U.S.
- \_\_\_\_ Form I-20 or DS-2019 (certificate of eligibility)
- \_\_\_\_ Princeton letter of acceptance
- \_\_\_\_ Printed DS-160 visa application form confirmation page.
- \_\_\_\_ Photograph in the prescribed format (see Step 7)
- \_\_\_\_ MRV fee receipt to show payment of the visa application fee
- \_\_\_\_ I-901 SEVIS fee receipt.
- \_\_\_\_ Original or notarized copies of proof of funding documents as listed on your I-20 or DS-2019. You will need to present documentation in the form of bank statements, letters of support from family, scholarship letters, etc.

**Step 10:** After the visa is processed and issued, make sure you got what you requested! Check your passport to be sure you obtained an F-1 or J-1 visa, and that any dependents obtained an F-2 or J-2 visa. Also, **be certain that the I-20/DS-2019 was returned to you**, as you must have the original with you when you arrive in the United States. Sometimes, the I-20/DS-2019 is returned to you in a sealed envelope, which must be presented to the immigration inspector when you arrive.

### Visa Denials

If your visa application is denied, you should politely request a written explanation from the consulate or embassy, outlining the reasons for the denial. You are permitted to reapply for a visa; however, you should not resubmit your original application. Rather, your desire to reapply should be supported with updated information that addresses the reasons for the previous denial. Refer to the [Department of State Visa Denials webpage](#) for more information.

### Canadian Citizens

**Note:** All landed immigrants of Canada must have BOTH a passport and an F-1 or J-1 visa to be admitted to the U.S.

Canadian citizens must present a passport when entering or departing the U.S. by air.

**Canadian citizens are exempt from applying for an F-1 visa, but they are required to pay the SEVIS fee.** Canadian citizens entering the U.S. in F-1 status, using the I-20 or DS-2019 form, are required to file form I-901 and to pay the SEVIS fee **before entering the U.S.** The SEVIS fee may be

[paid online by credit or debit card](#) or by check or money order mailed to the Student and Exchange Visitor Program (SEVP) along with form I-901. Further information about the SEVIS fee and the DHS form I-901 can be found at the [U.S. Immigration and Customs Enforcement website](#).

## SECTION III: INITIAL ENTRY AND RE-ENTRY TO THE U.S.

### Early Arrival

If you intend to arrive in the U.S. prior to your program start date, you may do so up to but no more than 30 days before the start date on your I-20 or DS-2019. If you are unable to arrive on or before your program start date, please contact 609-258-5524 in OIP to request authorization to enter the U.S. at a later date. Students entering after the program start date as listed on the Form I-20/DS-2019 should obtain a letter from OIP approving their delayed arrival to carry at the port of entry. If you are unable to enter within 15 days of this start date, you will require an updated form to enter the country and should consult with both the Davis IC and OIP.

### Arrival in the U.S.

When you arrive in the U.S., the Port of Entry officer will review your:

- Valid passport
- Form I-20 or DS-2019
- SEVIS fee payment receipt notice
- Documentation of your acceptance to Princeton University
- Original (or notarized copies of original) proof of funding as listed on your I-20 or DS-2019

Important: Carry all documents with you in your carry-on baggage. **Do not put them in your checked baggage.**

For additional information, consult the Immigration and Customs Enforcement (ICE) website at: <http://www.ice.gov/sevis/students>.

At the U.S. port of entry, the CBP officer will review your passport, I-20 or DS-2019, I-901 SEVIS fee payment receipt, and accompanying documents. The immigration official may also request the name and contact information for your Designated School Official (DSO). Princeton University's Designated School Official is Andria Kwasnicki, [andriak@princeton.edu](mailto:andriak@princeton.edu), Davis International Center, Princeton University, Princeton, NJ, 08544; 609-258-5006 (phone).

After the CBP Officer reviews your documents, s/he will stamp your passport, indicating the Port of Entry (i.e. NEW for Newark), date of entry and "F-1" or "J-1", and "D/S," typically near the F-1 visa stamp in the passport. D/S allows you to remain in the U.S. for the length of time indicated on either the I-20 or DS-2019 as long as you are enrolled as a full-time student, and a "grace period" after you complete your program to prepare to depart the U.S. If you are an F-1 student, you have a 60 day grace period following your program completion date or your I-20 end date, whichever is earlier. If you are a J-1 student, you have a 30 day grace period after your program completion date or your DS-2019 end date, whichever is earlier.

**Review your documents carefully at the immigration inspection station to make sure the proper information was noted.** If any errors are made, politely ask for them to be corrected. It is very important to remember that, in most cases, **the only way to have a document corrected is at the port of entry itself.** Corrections to documents after leaving the port will be difficult and time consuming and can lead to

problems with other agencies (for example: with the Motor Vehicles Commission when you apply for a driver's license, Social Security Administration, Internal Revenue Services, etc.).

If the CBP officer determines that you do not have the proper documents, he/she may issue form I-515A, a Notice to Student or Exchange Visitor, and require you to submit the proper documents to the DHS within 30 days of arrival. **If this happens, you should report to the Davis International Center with all of your documents immediately upon arriving on campus.**

Contact the Davis IC immediately if you encounter any problems at the Port of Entry. If there is an emergency and you need to contact us after regular business hours (9 a.m. to 5 p.m. during the academic year; 8:30 a.m. to 4:30 p.m. during the summer), please call Princeton University Public Safety at (609) 258-1000.

**All F-1 and J-1 students MUST report to the Davis IC at Princeton University within 15 days of their I-20 or DS-2019 program start date. Please bring your passport, I-20 or DS-2019, and any additional immigration documents with you.** You will not be able to complete the check-in process without these documents. A meeting with Davis IC will be included in your orientation schedule to complete this requirement.

## **Secondary Inspection**

If the CBP official at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as "secondary inspection." Secondary inspection allows officials to conduct additional research to verify information without causing delays for other arriving passengers.

The CBP official will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, as mentioned above, the Customs and Border Protection official may issue a "Notice to Student or Exchange Visitor" Form (I-515A), which authorizes temporary admission into the U.S. Notify the Davis International Center immediately to ensure that you submit the proper documentation without delay.

## **Vacation Travel and Re-Entry to the U.S.**

Whenever you plan to leave the U.S., you must be sure that your travel documents are valid. Without these documents, you may not be allowed to return to the U.S. For re-entry, you must have the same set of documents you had at your initial entry into the U.S. as an F-1/J-1 student, plus a valid travel signature on your I-20/DS-2019. Your documents will be endorsed for travel by the Davis IC advisor.

## **SECTION IV: MAINTENANCE OF STATUS**

### **Full-Time Status**

All F-1 or J-1 students are required to be enrolled in a full-course of study during their time at Princeton. As per the immigration regulations, F-1 students must be enrolled in at least 12 credits (equivalent to three courses at Princeton) each semester. J-1 students must also pursue a full course of study for specific educational objective. This means that your exchange program determines what full-course of study is and you must abide by the conditions of your program.

### **Online Academic Year Sign-In**

All students are required to complete Academic Year Sign-In with Princeton University each spring semester. Undergraduate Academic Year Sign-In begins at **7:30 a.m. on Wednesday, August 25** and

ends at **11:59 p.m. on August 31**. To complete Academic Year Sign-In, you must [log in to TigerHub](#), review your personal and bio-demographic information, and confirm your student status. If you do not complete Academic Year Sign-In by the deadline, you will be assessed a late fee of \$75.

## **Address Change Reporting**

SEVIS regulations require that all F-1/J-1 students report a change of address within ten days of the change. At Princeton, students report a change of address using [TigerHub](#). Princeton will report any change of address to SEVIS on your behalf, based upon the information in TigerHub.

Immigration requires both:

- Your permanent (non-U.S.), residential address
- Residential (where you live) address in the U.S.

Please make sure that these addresses are always current in TigerHub. We will report any change of address to SEVIS on your behalf. Reporting a change of address to SEVIS does not result in the issuance of a new I-20 or DS-2019.

## **SECTION V: EMPLOYMENT**

Employment, including internships, is defined as any type of work performed or service provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit. USCIS regulations state that on-campus employment is automatically authorized for any student in lawful F-1 status. J-1 student on-campus employment requires prior authorization from the Davis IC which may be requested by completing the [J-1 On-Campus Employment Report Form](https://davisic.princeton.edu/j-1-campus-employment-report-form): <https://davisic.princeton.edu/j-1-campus-employment-report-form>. However, if you want to work, you should not assume that you are immediately eligible to work in the U.S. You should consult with the Davis International Center before accepting any employment.

*Note: Working without proper authorization is one of the most serious violations of your F-1 or J-1 status. It is your responsibility to comply with all immigration regulations or you may not be eligible for benefits normally granted to you.*

### **Employment off-campus**

*Exchange/non-degree students cannot be approved to work off campus during their period of enrollment or after completion of the academic objective that associate them to Princeton University. Accordingly, non-degree international students are not eligible to apply for Optional Practical Training (OPT) or Academic Training (AT).*

### **Employment by Princeton (on-campus)**

On-campus work is usually acceptable, whether it is employment in an academic department, the library, the computing center, dining services, or the housing office, so long as you are paid through a Princeton University account. Work performed on Princeton's grounds or premises for an outside contractor or firm is considered to be on-campus employment as long as the employer provides direct services to students and the students are paid via a university account. For more information, please visit the [U.S. Immigration and Customs Enforcement \(ICE\) website](#).

### **Social Security Number (SSN)**

If you will work or receive any wages while in the U.S., you will be required to apply for a Social Security Number (SSN) for payment and tax purposes. If you are eligible and plan to apply for an SSN,



you must visit the [Social Security Administration](#) (SSA). The closest SSA office is located in Trenton, NJ, about 35 minutes southwest of Princeton – accessible via train or bus. You *must* have a job offer/letter from your on-campus employer or the Student Employment Office that is also endorsed by the Davis IC to qualify for a SSN. You are not eligible to apply for an SSN until you arrive in the U.S. and have secured on-campus employment. You will receive more information on how to apply for an SSN during orientation and you can also find more information on the [Davis IC website](#).

## **Individual Taxpayer Identification Number (ITIN) and GLACIER**

In order for you to work for wages while on campus at Princeton, the Payroll Office requires information from you to determine your tax liability, as any payments made to you must be reported to the Internal Revenue Service (IRS)—the U.S. tax authority. The information that you enter will help Payroll determine if you are from a country that has a tax treaty with the United States, and whether or not you are eligible to take advantage of the tax treaty.

This information is collected through GLACIER, an on-line non-resident alien tax compliance system. If you are receiving funding or payments from Princeton University, before you arrive at Princeton, you will receive an e-mail from [support@online-tax.net](mailto:support@online-tax.net), with the subject line “Payments from Princeton University.” The e-mail is from the GLACIER system and contains log-in and password information. It is essential that you access and complete all of the required steps in the GLACIER system. For questions about Glacier, please contact the Office of Finance and Treasury at [ntcr@princeton.edu](mailto:ntcr@princeton.edu).

## **Income Tax**

During the month of January, all persons employed by the University, including students, receive W-2 statements showing their taxable earnings for the year and the amount withheld by the University. International students also receive Form 1042S. Students and their dependents are required to file an Income Tax Return by April 15. If the amount of taxes withheld has been greater than required, you will receive a refund; if less, you will have to pay additional taxes.

Payments made to international students on F-1 visas are taxable unless they are exempt from U.S. taxes under an international tax treaty. See IRS publications [515, Withholding on Non-resident Aliens and Foreign Corporations](#); and [519, U.S. Tax Guide for Aliens](#). More information about your eligibility to claim a tax treaty is available in the How To section of the [Princeton University Finance & Treasury website](#).

## **SECTION VI: FINANCIAL INFORMATION**

### **Travel Funds**

When traveling to the U.S., you may want to have from \$200 to \$250 available in low-denomination U.S. bills to cover immediate expenses such as telephone calls, bus or train service, and any other transportation and tips. Having a credit card or debit/bank card to withdraw funds from an ATM is the best method for obtaining cash while in the U.S.

### **Banking**

There are several banks within walking distance of the University where you can open a checking or a savings account. For safety and convenience, it is advised that you keep your money in a local bank while studying at Princeton. *If you will be at Princeton for only one semester, you may prefer not to open a bank account and rely on ATMs to access money.* Many banks provide special services or accounts for students. If you opt for not opening a bank account, check with your bank at home for withdrawal fees and foreign transaction fees beforehand, as they may vary largely. Larger foreign banks with branches or partners in the USA may offer the most competitive fees.

Banks in the U.S. make a distinction between checking and savings accounts. Checking accounts may or may not pay interest, while savings accounts always do. The differences between various banks are minor, but their services and policies change from time to time.

In Princeton, many international students choose to open accounts at [Bank of America](#) (90 Nassau Street, 609-430-2069) or [PNC Bank](#) (76 Nassau Street, 609-497-6700), since these banks do not require a Social Security Number to open an account. Other banks do require a Social Security Number to open an account. If you are interested in banks other than the two listed above, you may also consider:

- [Chase](#), 16 Nassau Street, 609-683-6060
- [Wells Fargo](#), 194 Nassau Street, 609-921-6000
- [Santander](#), 188 Nassau Street, 609-924-4498
- [Princeton Federal Credit Union](#), New South Building, 7th Floor, 609-945-6200 or (800) 456-5038

**Advice from an Oxford exchange student:** To open a Bank of America account, you will need two forms of ID. University ID card (Prox) and passport are best. Make sure you know your First mailbox before opening an account as that is the address to which the account will be registered. The bank will issue you with a temporary debit card immediately. The bank requires a \$50 initial deposit to open account (bring cash for this). Bank of America stayed open later than normal on Saturday to process new accounts, so I would recommend it.

## SECTION VII: TRAVELING TO PRINCETON

Princeton University is located in Princeton, New Jersey, approximately 50 miles southwest of New York City; 35 miles southwest of Newark, New Jersey; and 45 miles northeast of Philadelphia, Pennsylvania. For the latest travel information to campus, please consult the [Princeton University “Getting to Campus” webpage](#).

### Airplane

You should plan to arrive in the U.S via Newark Liberty International Airport in Newark, New Jersey, or JFK International Airport in New York, New York. It is more complicated to get to Princeton from the Philadelphia International Airport, so it is not recommended. However, if you must fly into Philadelphia, travel details are covered below.

### Airport Shuttle Service

Olympic Airporter maintains a daily van shuttle service between Newark and JFK airports and downtown Princeton. Reservations are necessary and should be made in advance or at the airport ground transportation counter at Newark or JFK airport (if the counter is closed, call the number below). For more information on rates, pick-up times, and reservation scheduling, please consult the [State Shuttle website](#) or call 732-938-6666 (from outside the U.S.) or (800) 822-9797.

The drop-off locations that are closest to the Princeton campus are the Nassau Inn and Baker Rink. You may find it easiest to be dropped off at the Nassau Inn, which is located in Palmer Square across from the Princeton campus, as you will be able to find a taxi there to take you and your luggage to campus. At the Baker Rink, which is on the Princeton campus, no taxis will be available. The fares can be found on the Olympic Airporter website.

**Note: There is no shuttle service from the Philadelphia Airport to Princeton.**

## **Train**

### **From Newark Liberty International Airport**

The [AirTrain shuttle](#) goes from each airport terminal at Newark to the Newark Liberty International Airport Station, where you can purchase NJ Transit tickets (either from an automated ticketing machine or from a NJ Transit counter) to Princeton. Ticket cost is \$21.25. You will be charged an extra \$5 if you buy your tickets on the train. Do not buy a ticket for Amtrak.

You will take the NJ Transit Northeast Corridor (NEC) train line to Princeton (make sure the final destination of the train is Trenton). Verify that you have purchased a ticket to Princeton (not Princeton Junction).

You will change trains in Princeton Junction to take a small train (referred to as the “Dinky”) to reach Princeton. Travel time from Newark Airport to Princeton is approximately one hour. For NJ Transit information, including schedules, visit the [NJ Transit website](#).

### **From JFK International Airport**

If you arrive at JFK, you may take the [AirTrain JFK](#), which will connect you to the NYC subway or the NYC Transit bus lines. Either way, you need to ensure that the subway (the A train) or the Transit bus line takes you to midtown Manhattan to NY Penn Station (directly beneath Madison Square Garden on 34th Street, between 7th and 8th Avenue).

Upon your arrival at Penn Station, purchase a train ticket to Princeton at a NJ Transit vending machine or the ticket counter. You will be charged an extra \$5 if you buy your tickets on the train. Do not buy a ticket for Amtrak.

You will take the NJ Transit Northeast Corridor (NEC) train line to Princeton (make sure the final destination is Trenton). Verify that you have purchased a ticket to Princeton (not Princeton Junction).

You will change trains in Princeton Junction to take a small commuter train (referred to as the “Dinky”) to reach Princeton. Travel time from NY Penn Station to Princeton is approximately one hour and fifteen minutes.

### **From Philadelphia International Airport**

Getting to Princeton from the Philadelphia Airport is more complicated but feasible. If you arrive at the Philadelphia Airport, you should take the SEPTA (Southeastern Pennsylvania Transportation Authority) R1 High Speed Rail Line from Airport Terminals A-East, B, C, D, and E to Philadelphia’s 30th Street Station.

At the 30<sup>th</sup> Street Station, you will need to buy a ticket to Trenton Transit Center in Trenton, New Jersey (make sure you take the Trenton line—not the West Trenton line).

In Trenton, you will need to buy a NJ Transit ticket to Princeton (not Princeton Junction). You will take the Northeast Corridor (NEC) line to Princeton Junction (final destination on the NEC line is NY Penn Station), where you will then change trains to take a small train (referred to as the “Dinky”) to reach Princeton.

For SEPTA information and schedules, visit the [SEPTA website](#). For NJ Transit information, including schedules, visit the [NJ Transit website](#).

### **The “Dinky”**

If your train ticket ends at Princeton Junction, you can still purchase a ticket at the Princeton Junction ticket counter or from a ticket machine to travel to Princeton on the Dinky. Tickets purchased before

boarding the train are cheaper than tickets purchased on the Dinky, as there is a \$5 surcharge for tickets bought on board the train.

Make sure you check the NJ Transit train schedule to see when the last Dinky departs Princeton Junction train station. It is a 5-10 minute ride to the Princeton train station, which borders the University (see the campus map). Taking a taxi or uber is another option.

## **Princeton Taxis**

Travelers who miss the last Dinky or who have a lot of luggage may take a taxi from Princeton Junction to Princeton (when arriving in Princeton, ask to be let off at the Nassau Street guard booth). Taxis are usually available at the Princeton Junction station, but students can use a pay phone to call AAA Taxi: (609) 921-1177; Associated Taxi Stand: (609) 924-1222; B-1 Taxi & Limo Service: 609-921-2667; Princeton Discount Taxi: 609-924-6645; Princeton Economy Taxi & Limo Service: 609-799-9180 or (866) 931-8294 to get to the University. The trip costs between \$15 and \$20 plus a 15% tip. Verify the fare and pickup locations with the taxi dispatcher when you call, as there are two sides to the train tracks (northbound and southbound), each with separate taxi pick-up locations.

Another reliable option for transportation to campus is ride-sharing apps, such as Uber or Lyft. Please be sure to check the license plate of the vehicle before getting in and ask the driver to state the name of the person they are picking up to ensure their identity and to be as safe as possible.

## **Security and Emergencies**

While traveling, you should keep money, passports, travel and visa documents, jewelry, and other valuables on your person at all times. You are advised not to leave luggage unattended nor items of value and importance in luggage, locked automobiles, or airport or train station storage lockers. If you have an emergency, you should seek airport security or the nearest Travelers Aid International representative during business hours. The Travelers Aid International telephone numbers are Newark Airport: (973) 623-5052 and JFK Airport: (718) 656-4870, Philadelphia Airport: (215) 523-7580

## **SECTION VIII: PHONE SERVICE**

The [University's Student Telephone Services](#) provides a unified messaging service called Tiger Voice for all students. Tiger Voice provides you with your own unique telephone number and unifies your voicemail and email by forwarding all voice mail to your email inbox. Tiger Voice also allows you to forward incoming calls to your mobile phone.

Students are responsible for supplying their own telephone. (You can purchase an inexpensive phone at Target or Walmart.) Touch-tone phones are required to use the University's phone system.

Information about getting your Tiger Voice number installed in your dormitory room to have a complete local and long distance calling telephone is available on the [Student Telephone Services website](#).

International calling options may be viewed at <http://www.princeton.edu/studentphone/international-students/>.

## **Cell Phones/Mobile Phones**

While some students may come to the U.S. with a cell phone from their home country, many students elect to switch to a U.S. carrier since it will be more affordable and convenient. There are a number of providers in the area (Verizon, T-Mobile, AT&T, Sprint) that provide cellular phone service. As an international student, it can be challenging to decide which company to choose, as well as a plan. In some

cases, students may be able to purchase a U.S. cell phone online from their home country, prior to coming to the U.S./Princeton. Or you may purchase a cell phone at one of the providers below after you arrive:

[Princeton has connections to two major cell phone companies](#), and most carriers have stores near the Princeton campus (see below). Alternatively, you may opt to buy an inexpensive cell phone to use with prepaid cards.

**Advice from an Oxford exchange student:** H2O Wireless-Pay as You Go Mobile Virtual Network Operator (MVNO) runs on the AT&T network. Order a H2O SIM card and have it sent to your Frist Mailbox from Amazon.com prior to arriving in the U.S. for around 10 cents (will cost \$10 if ordered from H2O directly). You can top up as little as \$10 at a time and it will work with all UK handsets. Avoid expensive contracts offered by other networks. You can top up online with a credit card at <https://www.h2owirelessnow.com>.

## Cell Phone Service Contract Plan

If you use your phone (for calls and text) a lot, you may want to get a full-service contract. Check the terms to see which contract option best suits your needs. However, be aware that because you do not have a social security number or a credit history in the U.S., you will be charged an expensive deposit. In addition, many contracts are longer than the amount of time you will be in the U.S. If you wish to purchase a contract-based phone, you will need enough cash or travelers' checks to pay the deposit. At Best Buy (251 Nassau Park Blvd, Nassau Park Shopping Center: 609-514-9500), you can purchase cell phones and cellphone contracts for Verizon Wireless, Sprint, and AT&T.

### [AT&T](#) Locations:

- 3373 US Highway 1, (609) 987-9663 (additional location in Quakerbridge Mall)

### [Verizon Wireless](#) Locations:

- Mercer Mall, 3371 US Highway 1, (609) 452-6767

### [Sprint](#) Locations:

- Quakerbridge Mall, (609) 799-0522

## Local Stores to Buy Pre-Paid Cell Phones

Many international students will be required to pay a refundable security deposit when purchasing a cell phone (deposits range from \$150-\$400) since they do not have an established credit history in the U.S. and/or they do not have a social security number. Since that can be a large sum of money to pay up front, some students prefer to choose a pre-pay or pay-as-you-go cell phone plan available at the following locations:

- CVS Pharmacy (walking distance), 172 Nassau Street
- Quaker Bridge Mall
  - Sprint Store (609-799-0522)
  - T Mobile USA (609-275-5562)
- Best Buy (609-514-9500), 251 Nassau Park Blvd.
- Wal-Mart (609-987-0202), 101 Nassau Park Blvd.
- Target (609- 951-8555), 500 Nassau Park Blvd.
- AT&T (609-720-9393), 3716 U.S. Highway 1



## International Calling

Many students find international calling cards the cheapest way to call home. International cards can be purchased in pharmacies and other convenient locations. You can use them to call from a landline or your cell phone. Be aware that if you are calling from a prepaid cell phone with an international calling card, you will be paying for the minutes plus the calling card.

There are many international calling cards on the market. To find out which one provides the best rates to the country you want to call, check on-line search engines to compare prices. Also, check to see whether the card you're purchasing expires after a certain date whether you use it or not.

You can also check the cost of international calling via various cell phone companies. Rates differ, and some companies are cheaper, especially for cell to cell calling, than others for some countries but not for others. For instance, AT&T may be cheaper cell-to-cell to Europe, while Verizon is cheaper cell-to-cell to China.

The University has also partnered with MobileSphere to provide a service called CellularLD for placing international and domestic calls. For more information, visit the [Student Telephone Services website](#).

Finally, at least one prepaid service, [Tracfone](#), offers international calling to some countries at no additional charge. Check to see if your home country is on their list, and then consider whether their package is a good option for you all around.

## Internet-Based Phone Services

Using Internet-based phone services is becoming increasingly popular among students for making long distance calls, including international long distance. These web-based services offer a cheap way to stay in touch with your family and friends. One of the more popular options is [Skype](#). Skype allows you to make phone calls and send messages via the Internet. All you need to do is have a broadband connection and download the software online. You can make Skype-to-Skype calls for free, but have to pay for calls to ordinary landlines and mobile phones. Other examples of Internet-based phone services include WhatsApp, Google Talk and Yahoo! Messenger. Rates and services vary.

# SECTION VIX: MISCELLANEOUS INFORMATION

## Health Insurance

All Princeton undergraduates are required to be covered by the Princeton Student Health Plan (SHP) for off-campus medical care and hospitalization *unless they can demonstrate alternative coverage that meets the University's criteria*. Enrollment in the Princeton Student Health Plan for 2021-2022 costs \$1390/semester; however, you may choose to waive automatic enrollment into the SHP by providing evidence of [comparable insurance coverage](#). You must fill out the [online Student Health Plan \(SHP\) Waiver/Enrollment Form](#) by May 15.

If you don't opt for the SHP, **you must choose one of the following two alternatives** that meet the University's criteria and are available at a lower cost than the SHP: the Global Student USA Preferred Plan or the United Healthcare Global, Plan C. More information about these plans is available at the links below. Please note that both plans exclude pre-existing medical conditions.

- [https://www.hthparents.com/gs\\_benefits.cfm](https://www.hthparents.com/gs_benefits.cfm)
- <https://uhcsafetrip.com/>

## Medical Records

Bring copies of your medical records and the medical records of any dependents that are coming with you. You should keep these records with other important documents so they will be on hand if necessary. All medical records should be translated into English before you come to the U.S.

## Accessibility and Special Services

The Office of the Dean of Undergraduate Students (ODUS) serves students with disabilities that require housing and dining accommodations. Both [ODUS](#) and the [Office of Disability Services](#) can provide information and resources on campus accessibility.

## Baggage and Mail

Any items that must be shipped should be timed for delivery after you have arrived in Princeton. The Office of International Programs cannot accept or store baggage for students. Therefore, do not send any items to our office. When mailing clothes and other items to campus, mark the package(s) “used personal effects” as this will facilitate customs clearance. Please contact a U.S. Consulate or Embassy for customs regulations and restrictions on property brought to the U.S.

Mail is delivered once each day to student mailboxes, which are located in the Frist Campus Center. Undergraduates are assigned one mailbox for the duration of their enrollment. **Students should use this address format: name, [mailbox number] Frist Center, Princeton University, Princeton, NJ 08544 U.S.A.** Additional information can be found on the [Mail Services webpage](#).

Overnight carriers (for example, FedEx, DHL, UPS) are required to deliver directly to the recipient’s campus residence if the mail piece is addressed to the student at his/her room and dormitory. Mail pieces addressed to a student’s address in Frist Campus Center are handled as a parcel post delivery; that is, notification of receipt is sent via e-mail while the package is held for pickup. Mail Services does not guarantee delivery consistent with the carrier’s responsibility.

## Motor Vehicle Commission (MVC) of NJ

If you have a valid driver’s license from your home country and you plan to drive in New Jersey, please bring your license with you, along with an English translation, as necessary. Your home country driver’s license is valid for up to 60 days from your date of arrival in the U.S. If you wish to obtain a New Jersey driver’s license, you will need to go to the Motor Vehicle Commission Office in Trenton, NJ. For more information on how to apply and MVC regulations and procedures, please visit the [MVC website](#).

## Climate

You should come prepared for variable weather in Princeton: cold winters, hot summers, and pleasant days in between. New Jersey winters are fairly cold with some snow; spring is warm with frequent rain; summers are hot and humid, and fall is cool and crisp. The temperature may drop to between 5 and 10 degrees Fahrenheit (-12 to -15 degrees Celsius) in the winter and rise to 90 to 95 degrees Fahrenheit (32 to 35 degrees Celsius) in the summer.

## Clothing

You should plan to have warm clothing for the colder months (late October through April), including sweaters, a heavy overcoat (preferably a lined coat or jacket), hat, gloves, scarf, and boots or waterproof shoes; a raincoat is also recommended. For the warmer months (late April through September), you should plan for cooler clothing, including shorts, skirts, t-shirts, tank tops, etc. For special occasions and events, it is recommended for students to have formal/semi-formal attire, which may include a suit, shirt and tie, formal dress, evening wear, etc. Generally, students do not dress formally for class. Informal clothing such as slacks, zippered jackets, blue jeans, and t-shirts are acceptable for women as well as men.

## Shopping

In Princeton, there are several places to shop for clothing and other sundries, but it can be expensive (i.e. Urban Outfitters, Ralph Lauren, JCrew, Ann Taylor). More affordable stores can be accessed via the [Tiger Transit campus shuttle](#), [NJ transit bus](#), or taxi. Some options are listed below:

- **[MarketFair Mall](#)**: Barnes & Noble anchors this mall, which also has a United Artists movie theater with 10 screens. Stores include Gap, Banana Republic, Anthropologie, and Pottery Barn.
- **Mercer Mall Shopping Center**, which has a ShopRite grocery store. Bargain hunters can visit T.J. Maxx; Bed, Bath & Beyond; and DSW, the Designer Shoe Warehouse.
- **Nassau Park Shopping Center**, home to some of the mega-stores: Wal-Mart, Target, Home Depot, Kohl's, Best Buy, and Wegmans grocery store.
- **[Princeton Shopping Center](#)**: Tenants include Bon Appetit Fine Foods, Main Street (a Euro-American bistro), McCaffrey's (supermarket), Blue Ridge Mountain Sports, and Taste of Mexico (restaurant).
- **[Quakerbridge Mall](#)**: This is the largest indoor mall near campus. Macy's, Lord & Taylor, J.C. Penney, and Sears are the large department stores that you can find here, along with dozens of mainstream mall staples like Apple Store, Gap, Old Navy, and Aeropostale.

The **Princeton University Store**, or U-Store, is one of the oldest independent co-ops in the country. Members of the co-op receive a 10% discount on most purchases in the store at 36 University Place, in the insignia store at 114 Nassau Street, and [online](#). Memberships may be opened at any U-Store register or [online](#). The U-Store offers stationery and school supplies, dorm-approved appliances and dorm furnishings, bedding and linens, batteries, digital photo needs, computer software and tech gear, as well as Princeton apparel and gifts. There is also an ATM, a full-service pharmacy, and a printing and copy shop. The U-Store location at 36 University Place, *open 8 a.m. to 4 a.m.* when class is in session, sells toiletries, snacks, drinks, fresh fruit and vegetables, and prepared foods from local eateries.

**Labyrinth Books**, located at 122 Nassau Street, is an independent bookstore that serves both the University and the local Princeton communities. The store provides faculty and students with all course book needs and also sells new releases, discounted remainder-titles, and used books. Labyrinth specializes in academic as well as general-interest books across diverse fields of interest from the humanities, sciences, social sciences, literature, art, architecture, and photography to foreign language and children's books. It also offers a full program of author events. For hours, events and programs, and other information, please visit the [Labyrinth Books website](#) or e-mail [info-pr@labyrinthbooks.com](mailto:info-pr@labyrinthbooks.com).

## SECTION X: GETTING TO KNOW PRINCETON

### Orange Key Tours

When you arrive on campus, you will quickly learn that many of Princeton's buildings and landmarks are not easily identified. Therefore, you may want to take a free, student-led tour of the campus. Weekday tours depart from Clio Hall. If you would like more information, contact the Admission Office (609-258-3060) or visit the [Admission Tour Scheduling Website](#). In addition, the [online Campus Map](#) is always available.

### Path to Princeton Website

You may find useful information on the [Path to Princeton website](#) (keep in mind that some information applies only to first year students).

## Princeton University History

Chartered in 1746 as the College of New Jersey—the name by which it was known for 150 years—Princeton University was British North America’s fourth college. Located in Elizabeth, NJ for one year and then in Newark, NJ for nine, the College of New Jersey moved to Princeton in 1756. It was housed in Nassau Hall, which was newly built on land donated by Nathaniel FitzRandolph. Nassau Hall contained the entire College for nearly half a century. In 1896, when expanded program offerings brought the College university status, the College of New Jersey was officially renamed Princeton University in honor of its host community of Princeton.

## Why Orange and Black?

As early as the 1860s, Princetonians began wearing orange ribbons at athletic competitions, perhaps in reference to William III, Prince of Orange (of the House of Nassau), for whom Nassau Hall was named. When students began to write class numerals in black ink on their orange ribbons, the two colors became associated. The tradition was solidified within a decade. The trustees adopted orange and black as Princeton’s official colors in 1896, despite a professorial plea that the true colors of the House of Nassau were orange and dark blue. By then no one was about to change the title of the beloved song “The Orange and the Black” to “The Orange and the Blue.”

“The Orange and the Black,” written in the late 1880s by Clarence Mitchell (Class of 1889):

“Although Yale has always favored  
The violet’s dark hue,  
And the many sons of Harvard  
To the crimson rose are true,  
We will own the lilies slender,  
Nor honor shall they lack,  
While the tiger stands defender  
Of the Orange and the Black.”

## Why Tigers?

The Tiger emerged as a symbol of Princeton not long after a pair of lions was given to the university to guard the main entrance to Nassau Hall (in 1911, the lions that flanked the entrance to Nassau Hall were replaced by bronze tigers). The use of the tiger—rather than the lion— as Princeton’s mascot has been ascribed by Princetonians of the late 19<sup>th</sup> century to two things: the College cheer, which contained a “tiger” as a rallying word; and the growing use of orange and black as the college colors. Throughout the 1880s, football players sported wide orange and black stripes on their jerseys, stockings, and stocking caps.

## SECTION XI: ACADEMICS

### The U.S. Educational System

Schooling is compulsory for all children in the U. S., but the age range for which school attendance is required varies somewhat from state to state. Most children begin elementary education with kindergarten (usually at five years old) and finish secondary education (high school) with 12th grade (usually 18 years old). Post-secondary education in the U.S. is known as college or university and commonly consists of four years of study at the undergraduate level leading to a bachelor’s degree in a field of concentration (known as a “concentration” at Princeton, this field of concentration is also commonly referred to as a major). Like high school, the four undergraduate years are commonly referred to as the freshman, sophomore, junior, and senior years.

Unlike in many countries, professional degrees such as law, medicine, pharmacy, and dentistry are not offered at the undergraduate level and are completed as graduate study after earning at least three years of undergraduate schooling or after earning a bachelor's degree. These professional fields do not require a specific undergraduate major, though medicine, pharmacy, and dentistry have set prerequisite courses that must be taken before enrollment.

## **Undergraduate Degrees at Princeton**

Princeton University offers two undergraduate degrees: the Bachelor of Arts (A.B.) and the Bachelor of Science in engineering (B.S.E.). Recently, approximately 18% of the undergraduate degrees awarded have been B.S.E.'s, and 82% have been A.B.'s.

## **Departments**

Students working toward the A.B. normally concentrate their studies in one of 31 departments. Students working toward the B.S.E. normally concentrate their studies in one of six departments. All undergraduates may supplement their concentrations by participating in any of 40 interdisciplinary programs; most grant certificates of proficiency.

## **Course Load**

The normal course load for freshmen, sophomores, and juniors is four courses each semester, with the exception of one semester in freshman or sophomore year when a student typically will need to take five courses to meet the expectation that 17 courses will have been completed by the start of junior year. A.B. students must successfully complete 31 courses for the degree. Students in the B.S.E. program normally take four courses in the fall term of the freshman year, and four or five courses in each succeeding term for a total of 36 courses.

## **Structure of a Princeton Course**

In almost every course that you take at Princeton, instructors will hand out a course syllabus on the first day of class. The syllabus provides a detailed outline of reading assignments, written assignments to be handed in, examination dates, and, generally, the method for calculating the final grade in the course.

Fortunately, the semester contains periodic breaks that allow you to catch your breath. Midterm exams are normally scheduled during the sixth week of the term, followed by a weeklong break. After another six weeks of classes, Princeton schedules a nine-day reading period to allow you to complete papers in your courses and to begin preparing for your final exams. All papers are due at the end of reading period; this date is referred to as the "Dean's Date." If, as occasionally happens, you need a short extension into the exam period to complete a paper, see your residential college dean or director of studies. Extensions require the permission of both your course instructor and your dean or director of studies and are to be regarded as a privilege rather than an entitlement.

While each course is unique in terms of its manner of presentation, work load, assignments, and class meetings, there are several common formats for courses at Princeton:

### **The Lecture/Precept Format**

The lecture/precept format is common in many departments. The professor in charge of this kind of course lectures twice a week to all the students enrolled in the course.

Each student signs up for a section meeting, called a precept (from the Latin *praecipere*, "to teach"), where normally 12 to 15 students meet with a section leader, called a preceptor, to discuss the material in greater depth. The preceptor uses the Socratic Method and promotes stimulating discussion. In most cases, the preceptor does the grading for his or her section, and the professor of the course usually teaches at least one precept. Precept attendance and participation are required components of the course.



### **“Class” Format**

This kind of course has no lecture where all the students meet. Rather, the course is already broken down into several classes, at which you meet with the same group of students and the same professor for an hour three times a week or for an hour and a half twice a week. The format might best be described as a combination of lecture and discussion. The same instructor lectures, leads discussion, and does the grading for those students in his or her class. Normally, the exams are uniform throughout all classes (as they are in lecture/precept courses). Mathematics courses are often taught according to the class method.

### **Laboratory Science and Technology**

Laboratory science and technology courses have lectures, sometimes a discussion section, and a required laboratory exercise one afternoon a week. These courses do have more than the average number of class hours, and you should plan accordingly when organizing your schedule.

### **Seminars**

A small number of courses at the introductory level, and more at the advanced level, meet only once a week for a period of three hours. These courses, called seminars, bring together a professor and no more than 15 students; the intellectual dialogue is intense, and everyone is expected to be an active participant. Seminars often require students to produce a substantial paper and to deliver to the class the results of their research.

### **Reading Period**

The week and a half preceding final examinations is designated as the reading period, which is free of most class obligations. During this time students are expected to consolidate course work, complete papers, undertake extended reading and investigation, and prepare for examinations.

### **Examinations**

Final examinations are scheduled at the conclusion of each term. The registrar, acting for the Faculty Committee on Examinations and Standing, may authorize a student to take an examination up to 24 hours before or after the scheduled examination time. Appropriate reasons for granting such requests are religious days, personal emergencies, and more than one examination scheduled in a single calendar day. Examinations are normally rescheduled during the 24 hours after the scheduled examination time; examinations are rescheduled during the 24-hour period before the regularly scheduled time only in the most unusual and compelling circumstances. Requests for longer postponements must be submitted to the student's residential college dean or director of studies. Such requests are granted very rarely and only for a compelling reason that is outside a student's control (such as illness).

### **Optional Additional Courses**

Any student wishing to enroll in more than two courses above the normal course load in any given term must obtain the permission of the appropriate residential college dean or director of studies.

### **Graduate Courses**

Undergraduates of high academic standing are encouraged to enroll in graduate courses that are well suited to their program of study. A student wishing to enroll in a graduate course should obtain approval from the instructor of the course, as well as from the appropriate departmental representative and dean. Undergraduates must submit written graded work for graduate courses, and all assignments must be complete by dean's date unless prior approval for an extension is granted by a residential college dean. Graduate courses do not satisfy undergraduate distribution area requirements.

### **Auditing Courses**

A student is permitted to audit one or more courses in any term. An auditing student usually takes the final examination or completes an appropriate final exercise. Audited courses may not be included in the

basic departmental program of study, used to complete University distribution requirements, nor counted toward either the number of courses required for graduation or the minimum number of courses needed in a term.

## Grades

Final grades for undergraduate courses and independent work are reported as follows:

- A+: Exceptional; significantly exceeds the highest expectations for undergraduate work.
- A: Outstanding; meets the highest standards for the assignment or course.
- A–: Excellent; meets very high standards for the assignment or course.
- B+: Very good; meets high standards for the assignment or course.
- B: Good; meets most of the standards for the assignment or course.
- B–: More than adequate; shows some reasonable command of the material.
- C+: Acceptable; meets basic standards for the assignment or course.
- C: Acceptable; meets some of the basic standards for the assignment or course.
- C–: Acceptable, while falling short of meeting basic standards in several ways.
- D: Minimum acceptable; lowest passing grade.
- F: Failing; very poor performance.
- P: Grades of A+ through C– in courses taken on pass/D/fail basis.
- Audit: Satisfactory completion of required work in a course taken on audit basis.
- Inc: Course not completed at end of term (late completion authorized).
- W: Withdrew from University during reading period.

A grade of D is the minimum acceptable passing grade in all courses. However, many departments require at least a C average in courses taken to fulfill a program of concentration. The accumulation of two or more D's in a term is regarded by the Faculty Committee on Examinations and Standing as evidence of serious academic deficiency, for which letters of academic probation or academic warning may be issued.

## Libraries

Firestone Library is the center of a multi-branched library system and one of the largest open-stack libraries in the world. The [library's homepage](#) provides easy access to basic information (locations, hours, names, and numbers) and to thousands of electronic journals, databases, and digital collections. The Main Catalog, which is linked from the home page, lists materials in all of Princeton's libraries, including books, journals, videos, musical scores, sound recordings, rare materials, and electronic resources.

Stop by the Reference Desk in the Trustee Reading Room on the first floor of Firestone and meet the friendly reference librarians. You can also contact a reference librarian by e-mail ([refdesk@princeton.edu](mailto:refdesk@princeton.edu)), by phone at (609) 258-5964, or through live chat (IM "LIBCHATPUL"). See the library home page for the "Ask a Librarian" feature.

## SECTION XII: RULES AND REGULATIONS

### The Honor System

Princeton's honor system was established in 1893 by a covenant between the faculty and the students. Under its provisions, students assume full responsibility for honesty on all written examinations and tests. When students enroll at the University, they sign an agreement to abide by the code, and on each examination students write and sign this statement:

*I pledge my honor that I have not violated the honor code during this examination.*

Under the honor system, students have a twofold obligation: They must not violate the code, and they must report any violation they observe. Responsibility for administration of the honor system rests exclusively with the Honor Committee, composed of nine undergraduates, including the presidents of the freshman, sophomore, and junior classes.

### ***Rights, Rules, Responsibilities***

[Rights, Rules, Responsibilities](#) includes regulations concerning general conduct, campus associations, off-campus activities, University security, the honor system, academic work, disciplinary action, and grievance procedures. Students are expected to be familiar with regulations and to respect each other's rights, privileges, and sensitivities.

### **Alcohol Policy**

Alcoholic beverages are not, in general, provided at events sponsored by the University, the residential colleges, University centers, the Undergraduate Student Government (USG), and the classes where persons under the legal drinking age are present. When alcoholic beverages are served, all applicable state and municipal laws must be observed. **The legal drinking age in New Jersey is 21.** Violations of University policy include serving alcoholic beverages to persons under 21 years of age on campus or in the local vicinity, purchasing alcohol for a minor, presenting false identification for the purpose of purchasing alcoholic beverages, transporting an open container of alcohol by any student across common spaces of the University (for example in lounges, game rooms, courtyards, dining areas, or hallways), possessing any container of alcohol by students under the age of 21 in common spaces of the University, and serving alcohol in a manner that endangers health and safety.

### **Drug Policy**

The University does not permit the possession, use, manufacture, or distribution of illegal substances or drug paraphernalia of any kind or in any amount, and it administers its own penalties for such acts. Offenses considered to be serious violations include the manufacture, sale, or distribution of illegal drugs; any involvement in illegal drug use or traffic with minors, particularly from the local area; and possession or use of the more dangerous or highly addictive drugs.

### **Faculty-Student Committee on Discipline**

This committee considers issues regarding the rules and regulations governing undergraduate conduct (including academic conduct outside examinations), assesses reported violations, and assigns appropriate penalties when necessary. Its voting members include four faculty members, five students, and an associate or assistant dean of the college; its chair is the dean of undergraduate students.

## **SECTION XIII: RESIDENTIAL LIFE**

The [Residential Living Policies Guide](#) is a source of information about room and board at the University.

### **Residential Colleges**

Princeton's residential colleges provide a comfortable social structure; academic advising; opportunities to meet faculty members; a variety of intellectual, cultural, social, and recreational activities; and a strong sense of identity. Each college consists of a cluster of dormitories with a dining hall, lounges, and seminar and study rooms.

All undergraduates are required to reside in a residential college during their freshman and sophomore years. Juniors and seniors also have the option to live in a residential college. No matter where they choose to live, all juniors and seniors have the opportunity to take two meals a week in the colleges and to participate in programs and activities there.

The residential college community includes a senior faculty member as master, a residential college dean, a director of studies, a director of student life, a college administrator, secretarial staff, resident graduate students, faculty fellows and advisers, staff fellows, and upper-class residential college advisers.

The college dean and director of studies are responsible for academic advising and intellectual and cultural programming in the college. They oversee the academic progress of the freshmen and sophomores living in the college, as well as of all juniors and seniors associated with the college. The dean and the director of studies counsel students in academic or personal difficulty, provide academic support, and work closely with faculty academic advisers as well as with academic departments. The director of student life supports students in crisis, handles disciplinary matters, oversees the residential education program, and works closely with the residential college advisers (RCA).

## **Room Furnishings**

The University provides a desk, a chair, a dresser, and a bed for each resident; furniture may not be removed from any dormitory room. Students must provide their own linens and pillows. Bed linens should fit a 36-by-80-inch twin mattress. Many students add mirrors, bookshelves, rugs, plants, end tables, and lamps. Halogen lamps are not permitted in student dormitories because of the serious fire hazard they present. Students should only purchase lamps that use incandescent or fluorescent bulbs. Students are permitted to have under-the-counter refrigerators (not exceeding 5.2 cubic feet) in their rooms, as long as the units do not impede the flow of traffic to the exits. Regulations concerning lofts, room decoration, and painting are outlined in the [Undergraduate Housing Resident Services Policies & Regulations](#).

Personal computers, stereos, and televisions are permitted in student rooms. If the student brings a computer from home, he or she will subscribe to Dormnet, a data service that allows access to campus and global network computing and information resources directly from a student's room. Students can also purchase computers from the Student Computing Initiative that have been subscribed to Dormnet. Students who own television sets may subscribe through OIT to dorm cable video service. Students should keep all electronic equipment secure by locking their rooms, marking items with identification numbers, and storing equipment in designated high-security storage rooms over semester breaks. Adequate insurance coverage for personal items should be reviewed prior to the start of the school year.

## **Dining**

Regardless of class year, all students living in a residential college are required to purchase a dining agreement. In the past, there have been two dining plans available: the Block 105 (\$2850 for the academic year) and the unlimited (\$7340 for academic year), but please note that plans may change for the 21-22 academic year. Please check [the Princeton dining website](#) to learn more about dining plan specifics. You will also be able to upgrade your meal plan after you arrive on campus and meet with the Dining Services office as part of your Orientation program. Students can also join a food cooperative, or cook independently; however full-service kitchens are not wide-spread on campus, nor are there any big supermarkets in town, so cooking independently can be challenging. See "Meal Plans" at <https://dining.princeton.edu/>.

## **Meal Hours**

Meal hours are posted on the Dining Services website and at each dining unit. In general, breakfast in the residential dining halls is served from 7:30 a.m.–11 a.m.; lunch from 11:30 a.m.–2 p.m.; and dinner from 5 p.m.–8 p.m. On weekends, brunch is served on Saturday from 10 a.m.–2 p.m. and on Sunday from 11 a.m.–2 p.m.

## **Missing Meals**

Students who miss a meal in the residential colleges are eligible for Late Meals or Late Show, which

features late lunch Monday through Friday and late dinner Monday through Thursday. The meals are served at the Frist Campus Center Food Gallery at the following times: lunch 2 p.m. to 3:30 p.m. and dinner 8:30 p.m. to 10 p.m.

A meal swipe in the Block 105 Plan may be used for any late meal period. No credit is given for unused meals.

### Dining Options for Upper-class Students

Many upper-class students join one of the ten eating clubs on Prospect Avenue, which operate independently of the University. Five of the clubs are nonselective and new members are accepted using a random lottery. The other five clubs are selective and new members are chosen by current members. All of the eating clubs are coed and offer shared meal plans that allow members to eat meals in both their eating club and University dining venues.

Some upper-class students decide not to join an eating club or sign up for a University dining plan. Instead they become “independents” and prepare their own meals in dormitory kitchens. The University also has co-ops at 2 Dickinson Street (vegetarian, [2-D](#)), Laughlin Hall ([International Food Co-op](#)), and in Brown Hall ([Brown Co-op](#)). Co-op members often shop and cook as a group.

For more information about dining options for upper-class students, please see <http://princeton.edu/main/campuslife/housingdining/upperclass>.

### Laundry

There are 30 laundry rooms in the dormitories. The washers and dryers operate without need of money. The cost of operation is included in the room rent charge. A year-round laundry service is available through the [Student Laundry Agency](#).

## SECTION XIV: IMPORTANT DATES

- Exchange students for fall semester 2021 should plan to arrive on the Princeton campus **between 8:30 a.m. and 4:30 p.m. on Wednesday, August 25, 2021 for fall/AY.**
- In addition to registering for courses, you must complete Academic Year Sign In (online via TigerHub). For exchange students studying at Princeton for the fall or full academic year, Academic Year Sign-In begins on Wednesday, August 25, at 7:30 a.m. and concludes on Tuesday, August 31, 2021 at 11:59 p.m. **Note: There is a \$75 penalty for late Academic Sign In!**
- The first day of classes for fall semester is Wednesday, September 1, 2021 and for spring is Monday, January 24, 2022.
- [Princeton University Academic Calendar](#)

## SECTION XVI: HOTELS IN OR NEAR PRINCETON

You may make reservations at the hotels listed below. Note that the rates listed on the website are Princeton University hotel rates for University-sponsored business travel. Hotels may, at their discretion, extend these rates to individuals visiting campus. Contact the specific hotels for rates and availability. Several hotels offer additional services, such as shuttles to campus and complimentary breakfasts. Inquire when making reservations.

In Town	Address	Telephone
Nassau Inn	10 Palmer Square (walking distance)	609-921-7500
Peacock Inn	20 Bayard Lane (walking distance)	609-924-1707

<b>North of Princeton</b>		
Courtyard by Marriot Princeton	3815 US Route 1 at Mapleton Rd (2 miles)	609-716-9100
DoubleTree by Hilton Princeton	4355 US Route 1 at Ridge Road (3 miles)	609-452-2400
Hampton Inn Princeton	4385 US Route 1 (5 miles)	609-951-0066
Holiday Inn Princeton	100 Independence Way (5 miles)	609-520-1200
Holiday Inn Express	870 Scudders Mill Road	609-936-6600
Princeton Marriott at Forrestal	100 College Road East (4.5 miles)	609-452-7800
Residence Inn Princeton — South Brunswick	4225 US Route 1 (5 miles)	732-329-9600
Sonesta ES Suites	4375 US Route 1 (5 miles)	609-951-0009
Westin Princeton at Forrestal Village	201 Village Boulevard (4.5 miles)	609-452-7900
<b>South of Princeton</b>		
Homewood Suites by Hilton Princeton	3819 US Route 1	609-720-0550
Hyatt Regency Princeton	102 Carnegie Center, US Route 1 (2 miles)	609-987-1234
Hyatt Place Princeton	3565 US Route 1 (1 mile)	609-720-0200
Inn at Glencairn	3301 Lawrenceville Rd. (3 miles)	609-497-1737
Clarion Hotel Palmer Inn	3499 US Route 1 (2 miles)	609-452-2500
Residence Inn Princeton at Carnegie Center	3563 US Route 1 (1.5 miles)	609-799-0550