

International Guidebook

Prepared for International Students and Visiting Scholars

Office of International Affairs
Marywood University
Scranton, Pennsylvania

**Based on
Carnegie Mellon University's
Settling In Guide
For International Students and Scholars**

Welcome International Students!

Marywood University offers you a warm welcome and our best wishes for a meaningful and successful stay. Over the course of your time here at Marywood, we plan on getting to know you better and want to be a source of information and comfort to you while you are away from your home.

As you prepare to come to the United States, we are sure that you have many questions. Therefore we have prepared this guide for you which includes information on what you should bring with you, travel information, our weather, housing, health and insurance information, as well as checklists on what you need to do upon your arrival. This information should be of help whether you are a graduate student, an undergraduate student, or a student studying English as a Second Language (ESL) in our Intensive English Program (IEP).

The International Affairs Office will provide more details to you when you arrive on campus. Please visit [Marywood's International Affairs](#) website for more information or contact the Office of International Affairs (IAO) (570-961-4581) with your questions. We look forward to seeing you soon!

Sincerely,
The Office of International Affairs Staff

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Preparing to Come

Immigration and Visa Issues

Critical immigration procedures are discussed in the cover letter which accompanied your Confirmation Packet from Marywood University. Read this information very carefully to know the correct procedures for your particular situation. For a list of US Embassies, Consulates and web sites, click here: <http://www.usembassy.gov/>

For more information, check the [Marywood Admissions web site](#), click on Undergraduate Admissions, International Students, Application Instructions and read through the [International Guidelines](#).

When you are traveling to the US, make sure you carry your original documents (passport, I-20/DS-2019, evidence of admission and financial resources) with you in your carry-on luggage.

Weather and What to Bring

During the summer, June through September, the weather is often hot and humid. Lightweight clothing is required. During the winter season, late November through March, expect sudden and extreme weather changes: several days of cold weather may be followed by days of moderate temperatures; days of snow and/or rain alternate with periods of clear and bright weather. Warm overcoats and boots are needed and may be purchased at nearby stores and shopping malls. (All buildings are heated, so medium weight clothing is most comfortable indoors.) Spring and fall seasons are moderate. Below are some averages:

Season	Fahrenheit	Centigrade
Summer	70° to 90°	+21° to 32°
Winter	20° to 45° (may drop to 0° or below)	-6° to 70°
Spring/Fall	60° to 70°	+10° to +20°

In addition to clothes, books and other essentials, consider bringing the following items for your stay in the US: extra contact lenses (if you wear them), medications (in clearly labeled containers), photos, traditional clothing, addresses of friends and family, phone numbers of contact people in the US, compact items that will help your residence feel like home. Check with your airline regarding luggage weight and security measures or consult the [Transportation Security Administration](#).

Remember: **Do not pack your immigration documents in checked luggage.**

Communication

The Office of Information Technologies (OIT) generates electronic mail (e-mail) addresses for every student, staff and faculty member at Marywood. You may access your e-mail account via any web browser.

To begin using email, you will need your Net ID and password which will be mailed to you with your course package information from the [Registrar's office](#).

It is important that you check this email account frequently. All messages from the Office of International Affairs and Marywood University will be sent to you through this account.

Travel

Arriving in Scranton

Marywood is located at 2300 Adams Avenue, Scranton, PA 18509 on the border of Scranton and Dunmore. Following are directions to campus:

From Philadelphia

Proceed north on the northeast extension of the Pennsylvania Turnpike, Rt. 476, to exit 115. Proceed then to U.S. Interstate 81, head north, and exit on the right at Exit 188...then...

From Baltimore and other points south

Proceed north to Harrisburg and onto U.S. Interstate 81. Proceed north on I-81, and exit on the right at Exit 188...then...

From the west

Proceed east on U.S. Interstate 80. At intersection with U.S. Interstate 81, proceed north, and exit on the right at Exit 188...then...

From the east

Proceed west on U.S. Interstate 80 or U.S. Interstate 84. At intersection with U.S. Interstate 380, proceed right in a northerly direction on I-380. At intersection with U.S. Interstate 81, proceed north, and exit on the right at Exit 188...then...

From the north

Proceed south on U.S. Interstate 81, and exit right at Exit 188...then...

From the U.S. Interstate 81, Exit 188: follow directional signs at the end of the exit ramp toward Dunmore following Blakely Street to traffic light at Drinker Street (Fidelity Bank). Turn right onto Drinker Street, which merges with Electric Street (at the next traffic light). Proceed further to second traffic light. At this intersection, turn right onto North Washington Avenue, and proceed four blocks. At third stop sign on North Washington Avenue, turn right onto Seminary Street. Proceed up the hill to the Memorial arch. Parking areas are located near the Memorial arch and on other designated General Parking lots on campus (See Appendix for map).

The local airport is the [Wilkes-Barre/Scranton International Airport](#) located in Avoca, PA approximately 8.3 miles from campus. Transportation to campus from the airport may be obtained through McCarthy Flowered Cabs (570-344-5000) at a cost of approximately \$38 for 1 person. The price goes up in \$3-\$5 increments for more than one and is capped at four people per cab. The taxi should be metered and a tip of 10-15% of the cost on the meter is normally expected.

Many hotels in the Scranton/Dunmore area provide shuttle between the airport and the hotel with advance notice. A list is available on the airport website.

Once on campus, the [County of Lackawanna Transit System \(COLTS\)](#) bus service is convenient to the University and most of the county.

Temporary Hotel Accommodations

We have listed accommodations close to the Marywood University campus should this be necessary. Rates are per night and reservations are necessary as this is a very busy time of the year. Be sure to ask for a Marywood University discount when making reservations.

<p><u>Radisson Lackawanna Station</u> 700 Lackawanna Avenue Scranton, PA 18503 (570) 342-8300 800-333-3333</p>	<p><u>Hilton Scranton and Conference Center</u> 100 Adams Avenue Scranton (Downtown), PA 18503 (570) 343-3000</p>
<p><u>Hampton Inn Montage Mountain</u> Davis Street & Montage Mountain Road Scranton, PA 18507 (570) 342-7002 800-HAMPTON</p>	<p><u>Sleep Inn & Suites</u> 102 Monahan Avenue Dunmore, PA (570) 961-1116</p>
<p><u>The Inn at Nichols Village</u> 1101 Northern Boulevard Clarks Summit, PA 18411 (570) 587-1135 800-642-2215</p>	<p><u>Microtel Inn & Suites</u> 232 Main Avenue/I-81 exit 190 Dickson City, PA 18512 (570) 307-1200</p>
<p><u>Courtyard by Marriott</u> 16 Glenmaura National Blvd. Moosic, PA 18507 (570) 969-2100 800-321-2211</p>	<p><u>Spring Hill Suites, Marriott</u> 19 Radcliffe Drive Moosic, PA 18507 (570) 207-1212 Discount Code: Marywood New Student Orientation</p>
<p><u>Fairfield Inn</u> 949 Viewmont Drive Dickson City, PA 18519 (570) 346-3222 800-228-2800</p>	<p><u>Townplace Suites by Marriott</u> 26 Radcliffe Drive Moosic, PA 18507 (570) 207-8500 Discount Code: Marywood New Student Orientation</p>
<p><u>Residence Inn</u> 947 Viewmont Drive Dickson City, PA 18519 (570) 343-5121 800-331-3131</p>	<p><u>Scranton East Hotel & Convention Center</u> 200 Tigue Street Dunmore, PA 18512 570/343-4771 1-800-780-7234</p>

Money

You should arrive with \$2500 to \$3500 in traveler's checks to cover initial costs. You should also carry a small amount (\$200- \$500) of US currency (\$1 and \$5 bills) and coins. These funds will be used for your arrival expenses such as taxis, meals, supplies, and other personal needs. NOTE: Books can be very expensive. You should definitely budget at least \$500 to pay for them. Check your courses online to see what books will be needed. In this way, you can price them before coming, and possibly even purchase them online. For your protection, it is best to carry any large sums of money in the form of traveler's checks (NOT in CASH).

If you bring a bank draft or a foreign check to open an account, you cannot draw on it for 2 to 3 weeks, so do not rely upon these funds for immediate cash. After you have established an account, you may have money wired directly from your home bank to your Scranton or Dunmore bank. Since wiring fees can be expensive (check with your bank in advance!), consider wiring only large sums.

If you have major credit cards bring them. Since you have no credit history in the US, initially it will be difficult or even impossible to obtain a credit card even if you have a credit card in your home country.

Money Management

Checking Account

You may open a checking account by depositing money into the account, which you access with checks. Checks are paper documents issued by your bank that have your name, address, phone number (if desired) printed on them and function as money when you write one for a purchase. Most stores require you to present some form of ID when you write a check that includes your address and picture.

Savings Account

A savings account is less active than a checking account. If you want to save money and gain interest on it, opening a savings account is your best option. The more money you deposit, the more interest you earn on it. This is ideal for money that you do not touch unless you really need it.

ATM (Automatic Teller Machine)

When you open a checking or a savings account with a bank, you can also get an ATM card and a credit card combined. They can be used like credit cards for most purchases, but unlike a credit card, for which you receive a bill with interest, the debit purchase comes directly out of your bank account. This is a nice option especially if you are concerned about getting into credit trouble or would rather not pay interest to the credit card company for your purchases.

Tuition Payments

All students are required to make full payment for all expenses by the specified due dates or at registration, whichever occurs later, unless an application for one of the University deferment options is submitted to the Cashier's Office by the semester due date or at registration. International students are required to observe the same payment terms established for all students.

International students should make appropriate arrangements for the transfer of funds from their home country so that payment of tuition and fees may be made by the specified due dates. Failure to do this can result in cancellation of the student's registration. In many cases, it can take as long as 12 weeks for funds to be transferred to the U.S. from other countries.

Be sure to include the student's full name and ID number on the transfer. International wire transfers take longer to process, so please allow fourteen business days to avoid late payment fees. If a third party will be paying your tuition, you must send them the bill for your first semester at Marywood University.

If the student is not carrying their own health insurance from their home country, it is necessary to pay for Marywood's Health insurance plan through [Bollinger Insurance, Inc.](#) As payment for this insurance is included with your tuition bill, if payment is not received on time, coverage will not be available to the student until this bill is paid.

Questions: If you have any questions on tuition costs, payment options, or your invoice, contact the Cashier's Office at (570) 348-6212; or FAX # (570) 961-4739. The Cashier's Office e-mail address is: cashier@marywood.edu.

Social Security Number (SSN)

A Social Security Number is a type of national identification number that is required for employment in US. An SSN is not required for living in the US but is used by the US government to withhold taxes from pay.

Students

Students in F-1 status must have an offer of employment to be eligible to apply for an SSN (for example: an offer of on-campus employment or off-campus work permission such as OPT or CPT). For F-1 or J-1 students who have an on-campus job offer, your on-campus employer must complete a [Social Security Form](#), which Marywood must also sign to verify immigration status. Students then take the form, in person, to the local Social Security Administration office (*409 Lackawanna Ave # 1, Scranton, PA 18503, (570) 342-8062*) to begin the application process. Take your passport, I-20 or DS-2019, I-94 card (found in your passport) to apply. Contact Marywood's Office of International Affairs for further information. J-1 students sponsored by another agency or government will need to get a confirmation from their visa sponsor. You will also need to provide an address where your new card can be sent. The Social Security Administration recommends that international applicants wait at least 10 (ten) days after arrival in the US before submitting an application for an SSN.

Scholars

Scholars should apply for a permanent Social Security Number (SSN) when they arrive in Scranton. You will be asked for the SSN at the bank, by your landlord, Marywood payroll office, etc. It's the closest thing that Americans have to a national identification number although you are not required to have one unless you will be paid in the US. Complete the forms on the [Social Security website](#), and take them to the nearby Social Security Administration (SSA) office (*409 Lackawanna Ave # 1, Scranton, PA 18503, (570) 342-8062*) at least 10 days after you have entered the US. It takes approximately 10 days for your entry to the US to be recorded in the immigration database that the SSA must check before they can assign a number to you. You must take your passport, DS-2019, I-94 card (found in your passport) and the SSN application.

Health Insurance

Health insurance is required for all enrolled students at the University and is a necessity for everyone living in the US because the cost of routine and emergency health care as well as prescription medicine is extremely expensive. Note: international students and scholars are not eligible for public benefits available to many US citizens with low incomes. Accepting any such public benefits can cause you to lose your legal status in the US and create a bar to your re-entry to this country. J visa holders (J-1 students, scholars and their dependents) are required by US federal law to have health insurance which meets minimum standards set by the government.

The current annual premium (cost) for Marywood's Health Insurance Plan, which all International Students are required to carry is \$1,638 per year for individual coverage for students age 26 and younger; for those students over 26 years of age, the annual premium payable with tuition invoice is \$2,275. Marywood contracts with [Bollinger Insurance Company](#) (*ATT: College Dept. 101 JFK Parkway, Short Hills, NJ 07078*). Please be sure to visit the website at: <http://www.bollingercolleges.com/marywood/your-brochure.aspx> to review and read the specific important details of the coverage. In particular, be sure that you print your **ID card and Claim forms**. Take both your ID card and claim form with you to any doctor or hospital visit as the insurance company will not be able to process your claim without the claim forms completed by you.

Students

Prior to your arrival on campus, the premium (\$1,638 or \$2,275) for the basic insurance plan will be charged to your invoice. Payment of your entire invoice is necessary for the insurance to be in force.

Only those students who are covered under an insurance policy in conjunction with their government's sponsorship of their education will be permitted to waive this insurance coverage.

Scholars

Most visiting scholars will be able to purchase the Marywood University insurance after arriving on campus. You may want to purchase short term travel insurance at home to cover you before your Marywood University insurance becomes active.

For more information about Marywood Health Services or health insurance please go to the Health Services website at: [Marywood Student Health Center](#) or email Health Services directly: pwilliams@marywood.edu.

If you are paid a salary by Marywood University and will receive benefits, you will purchase health insurance (as well as dental coverage) at a subsidized rate through the university. Spouse or family coverage could cost a couple of hundred of dollars per month depending on the health insurance coverage which you choose.

Required Immunizations

Marywood University considers proper immunization to be extremely important, particularly for students who will live in Marywood residence housing. The International Affairs Office strongly recommends that you take care of all required immunizations prior to your arrival on campus; certain immunizations and PPD skin testing for tuberculosis are required of all students. **Please be sure that you have received the proper immunizations before coming to campus.** This will alleviate your having to pay for them if you must get them here. For more information, visit the [Student Health Services](#) web site, or email Health Services directly: pwilliams@marywood.edu.

Students Living On Campus

Prior to moving into your on-campus room and registering for classes, you will be required to provide medical history information and immunization records to the Student Health Services office. You will receive these forms with other materials prior to your arrival on campus, and you should either:

- 1) send them in advance of your arrival to campus, or
- 2) carry them with you to Marywood University.

****Marywood requires that all students expecting to live in campus housing must be immunized against the Meningococcal virus before moving in.**

Failure to comply with immunizations and health requirements has serious consequences such as the inability to continue living on campus and/or to register for classes. If you have met all of the requirements, you may proceed to move into your campus housing and register for classes without delay. If you have not met the immunization and testing requirements, you will need to check in with the Student Health Services staff and receive the immunizations prior to moving into your campus residence hall.

Students Living Off Campus

Graduate students and students living off campus are required to provide medical history information and immunization records to the university if they expect to make use of the Student Health Services. Certain immunizations and PPD skin testing for tuberculosis are

required. If you do not fulfill the records submission requirements, you will not be eligible for treatment at the university. The Admissions department will send medical forms that you should have completed and returned to the university in advance of your arrival or bring with you. Student Health Services will provide immunizations at a cost, as needed, if necessary.

Drinking Age/Alcohol Policy

In the United States, you must be 21 years old to drink alcohol. The sale or service of alcohol to anyone who has not yet reached the age of 21 is prohibited. For many of you, this may be an adjustment. Marywood University is a “dry campus” – no alcohol permitted. This policy is strictly enforced.

Housing

Marywood University offers housing services to foreign undergraduate students. Graduate students and ESL students enrolled in the Intensive English Program (IEP) may be housed in on-campus housing on a first-come-first-serve basis if units are available. The Housing and Residence Life Office is located on the second floor (Room 205) in the Nazareth Student Center. The phone number is: 570-348-6236; fax number is: 570-340-6078; email is reslife@marywood.edu.

On Campus Housing

Marywood guarantees housing to all undergraduate students, both foreign and native for four years if desired. Residences include dormitories, including single rooms and suites, apartments and full houses which accommodate a number of same sex persons for regular academic terms.

***Sheets, pillows and blankets are not provided.** With notification to the International Affairs office, these items may be purchased before your arrival, with payment due upon arrival.

Residence hall students, except those living in the Woodland Townhouse Apartments, are required to choose one of the University meal plans indicated on the Residence Hall/Dining Services Plan Selection Form which can be found under Meal Plans on the [Housing & Residence Life website](#).

On-campus housing is provided for Graduate Students and ESL students registered in the Intensive English Program (IEP) on a very limited basis. Application may be made by these students for housing, but due to space constrictions, this is not always available. Any graduate or student who would like to attempt to secure a spot on campus should contact the Office of Housing & Residence Life by emailing reslife@marywood.edu or calling (570)348-6236.

Visiting scholars must arrange for housing at off-campus locations, sometimes with the assistance of the home academic department and perhaps in consultation with the hosting faculty person.

Move In Day

All new first-year undergraduate students live in campus housing at Marywood University. There are traditional residential dormitories and apartment-style living options. First-year students must follow the instructions in the Welcome Packet and submit their Housing Application and Housing License Agreement as instructed.

Please be advised that due to summer housing demands and building maintenance, you are not permitted to enter your living space or store belongings before the day before the beginning of the New International Student Orientation.

Off-Campus Housing

Visiting scholars and most new graduate, exchange and English as Second Language (ESL) students who do not live on campus, will need to search for off-campus housing independently since there are no long-term on-campus housing options available. The search for off-campus housing is perhaps the biggest source of anxiety for new international students and scholars. Most current students recommend arriving several weeks before classes start so you have ample time to get settled before you become involved in academic life. Housing is reasonably priced in comparison with major US cities. Most rental leases start on the first of each month with the most common start dates being the first of June, July, August, and September. A link to Placefinder.com can be found on Marywood's [Housing and Residence Life](#) page to assist in your search for an apartment. By using an online map services such as mapquest.com, maps.yahoo.com, or googlemaps.com, you can pinpoint the university and refer to it in searching out convenient housing. The local newspaper, [The Times-Tribune](#) carries classified ads advertising apartments/housing, both furnished and unfurnished. The Sunday edition of the newspaper has the most comprehensive listings. Many students also use craigslist.com to search for both apartments and roommates if desired.

Another suggested option for graduate students and visiting scholars is The Mill Apartments. The Mill is comprised of studio and loft apartments. For more information on the apartments at The Mill go to www.loftsatthemill.com or call (570)504-1555. Transportation is necessary to get to campus from The Mill.

Renter's Insurance

Renter's insurance is relatively inexpensive and can be purchased after arrival. It is **highly recommended** because the landlord's property insurance policy that covers the physical dwelling will **not** cover your possessions inside of the building. Renter's insurance will cover your personal property, such as furniture or electronic equipment should there be damage from fire, theft, etc.

Neighborhoods in Scranton

Marywood is located on the border of Scranton and Dunmore in Lackawanna County in the state of Pennsylvania, USA. Following is a listing of neighborhoods in close proximity to the university.

Many times in your search for apartments in the area, the neighborhood will be noted in the classified ad. This is particularly true in the newspaper ads. The **Green Ridge section of Scranton** and the **Hollywood area of Dunmore** are the two closest neighborhoods to campus. They are definitely the most convenient and safe areas, as well as a bit more expensive than the neighborhoods a few blocks away.

The next closest area by name would be the **Scranton Hill section**. This area is less expensive, but is more crowded with less parking available. But in some cases, it is close enough to the shuttle route that extends between Marywood and the University of Scranton and operates on a daily basis.

Other areas within a 2 mile radius of Marywood are: North Scranton, West Scranton, South Scranton, Dickson City and Throop, PA. Other than public transportation via the [County of Lackawanna Transit System \(COLTS\)](#) bus, a resident would need to provide own transportation to and from campus.

Different Types of Rental Housing

Rental costs depend on location, size, condition and whether utilities (gas, water, and electric) are included. Although you cannot - and should not - rent housing before you visit the actual location, informing yourself before you arrive and arriving early will make the housing search a much smoother and less anxious experience.

Room in Private Home: One room with a shared bathroom and a shared kitchen located in a private home or a large house with many such rooms. These rooms are usually furnished.

Efficiencies/Studios: A small one or two room combination of living room, kitchenette, and bathroom. The price range for studios is, on average, \$300 - \$500 a month.

1, 2, 3+ Bedroom Apartments: An apartment including one or more bedrooms, a living-dining area, a kitchen, and a bathroom.

The price range for one-bedroom apartments is approximately \$375 - \$600, for two-bedroom apartments, the price range is about \$500 - \$850.

Houses: A one or two family style home in which a group of students share kitchen and bathroom facilities. In addition to full houses, the area near the University has many town houses, which are built in rows sharing common walls between each dwelling. Some houses include a car garage, a basement and/or a yard.

Utilities and Paying Bills

Bills in the US are commonly paid by personal checks available through your US bank. In most cases, you may set up automatic bill payment which enables you to pay bills electronically, directly from your bank account.

Some apartments may include utilities like gas, electric and water. However, in most cases you will have to contact the utility companies directly to set up and pay for service for your apartment.

When looking for an apartment, be sure to include the cost of utilities in your monthly rent estimate. It is strongly recommended that you request an estimate of the previous tenant's

utility bills by calling the utility company directly. Note that heating bills can be very high in the winter (over \$100 depending upon the type of heat and size of apartment). Listed below are some major utility providers:

ELECTRICITY

[PPL](#) 1-800-DIAL-PPL (1-800-342-5775)

GAS

[UGI Penn Natural Gas \(UGI-PNG\)](#) 1-877-474-3637

WATER

[PAWC](#) 1-800-565-7292

*this hook-up will automatically trigger a sewer account with the Scranton Sewer Authority; bill will be based on water use.

LOCAL TELEPHONE

[Verizon](#) 1-888-214-4451

CABLE TV, INTERNET

[Comcast](#) 1-800-COMCAST (1-800-266-2278)

[Verizon](#) 1-888-214-4451

[Directv](#) 1-888-777-2454 (tv only)

Note: Some students are told that they need a US Social Security Number (SSN) before they are able to establish telephone or other utility services. This information is incorrect. Students who do not have an SSN may have to complete an application and submit copies of documents (such as a passport and a student ID) and may have to pay a deposit. If the employee you are speaking with seems unaware of the procedure for starting service without an SSN, politely ask to speak with a manager or call back and talk to another employee. For further assistance, contact the International Affairs Office at Marywood University.

Transportation

Bus Service:

As noted previously in this guide, the [County of Lackawanna Transit System \(COLTS\)](#) bus service program buses students between Marywood University and the University of Scranton, and includes stops at the Steamtown Mall and some smaller local shopping centers and operates on the school schedules.

Taxi, Cab Company:

McCarthy Flowered Cabs 570-344-5000

Purchasing a Car

Owning a car in the US can be expensive. There are ownership costs (purchase price, taxes, depreciation, finance charges, registration, insurance, license fees, parking, etc.) as well as operating costs (gas, oil, annual inspections, engine maintenance, tires, etc.). If you'd like to research this option, [Consumer Reports Magazine](#) and [Car and Driver Magazine](#) are good resources. You can also visit <http://www.carseverything.com> and <http://www.nada.com> for more information. Automobile insurance rates for people who are new to the US are usually inflated until a driving history has been established. Obtaining a Pennsylvania driver's license may also be difficult. **Do not purchase a car without first determining if you'll be able to obtain a Pennsylvania driver's license, which you must have before you are able register the car.** You may wish to discuss auto insurance for the US with your current auto insurance company at home.

Parking on Marywood's campus is available at a cost of \$100/year. Street parking around the campus is reserved for the local residents who have Dunmore/Scranton parking permits.

Pennsylvania Driver's License

You will only be able to receive a Pennsylvania driver's license if your I-20, DS-2019 or H-1B status is valid for more than one year. **If you will stay less than one year, and you would like to drive, you must bring your valid current home-country license and the international drivers permit (in English).** Students and scholars who will stay for more than one year should apply for the Pennsylvania Driver's License soon after arrival. To receive a driver's license, you will need to pass (1) a vision test and physical exam, (2) a written knowledge test, and (3) a driving test. More information is available online at the [PA Department of Transportation](#) website.

Shopping

Supermarkets and grocery stores are usually open from 7:00 am to 11:00 pm. Some may even be open 24 hours a day. Most other stores open around 10:00 am and close around 5:00 pm or 6:00 pm, Monday through Saturday. Some may have evening hours as well. Shopping malls are open from 10:00 am to 9:30 pm every day except Sunday, when they are open from 12:00 pm to 6:00 pm.

Scranton and the surrounding area offer a variety of neighborhood shopping districts within a short walk or bus ride from campus where you may purchase clothing, furniture, appliances, household supplies, cosmetics, as well as general and ethnic groceries.

Suburban shopping malls offering a larger selection of stores are accessible by bus or car. The State of Pennsylvania charges a 6% sales tax on all purchases except unprepared food, clothing, and medicine. Other states and cities also charge sales tax on purchases, but there is no uniform nationwide sales tax.

Some local shopping areas include:

[The Mall at Steamtown](#), [Viewmont Mall](#) in Dickson City and the [Shoppes at Montage](#), located in Moosic, PA.

Buying Used Items

You can save money by buying used items, such as clothing, furniture, and other household goods. Certain stores sell used items and people often have sales in their garage or yard where they sell things they no longer need or want. You can check the want-ads (classified advertisements) in the [Scranton Times](#), the [Paper Shop](#) (a free online newspaper serving Northeastern Pennsylvania) or on [craigslist](#).

Tax Information

Tax filing obligations in the United States may seem complicated, depending on what students and scholars have experienced previously regarding tax forms.

The International Affairs and Human Resources offices will assist international students and scholars with filing their tax forms.

Even if an international student or scholar has no US income, each person (and his/her dependents) must complete at least one tax form for each calendar year in the US, even though no tax is owed to the US. The tax filing process will be relatively simple for students and scholars with no US source income.

Meeting tax obligations is more complex for those with US source income such as a stipend or salary for full-time, part-time or temporary work (such as an internship). Broadly speaking, taxes on income earned at Marywood University will include federal taxes (from 0% to 30% depending on earned income amount, treaties, etc.), Pennsylvania state tax (slightly over 3%) and local tax (from 1% to 3% depending on several factors). These taxes are withheld from paychecks, reducing the actual “take home pay.” Each year tax forms must be filed to reconcile what has been withheld by the employer with what is owed. International students and scholars will spend several hours each year completing the necessary tax forms for local, state and federal tax obligations, even with assistance. Tax obligations for students and scholars with any US-based financial support may be reduced or modified by tax treaty agreements between nations. For additional information on tax treaties, read the [IRS Publication 901](#). When using this guide, be sure to look in the correct section; either “Professors, Teachers and Researchers” or “Students and Apprentices,” as is relevant to your situation. Tax agencies, such as the IRS, or certified tax advisers and accountants may be consulted for further information.

Information for Families

Getting a Social Security Number for a Spouse

Social Security Numbers can only be issued to those non-immigrants (those who are not citizens or permanent residents of the US) who have an official need for such numbers. A Social Security Number is **not required** for living in the US, but is used by the US government to withhold taxes from pay. F-2 visas are not eligible for work authorization and therefore cannot obtain a Social Security Number.

Schools

School for children begins at age 5 and is required by Pennsylvania law for children between the ages of 5 and 17. Parents with children under the age of 5 will find several child care options available including in-home care, family day care, group home day care, and child care centers. Prices will vary widely but can range up to \$1,300 per month for full-time care for infants and toddlers.

For school-age children, parents may consider public or private education. Public education is free although there are charges for some after-school programs. Tuition will be charged for private education and may cost as much as \$10,000-\$15,000 per child, per year. To attend public schools, children must be in a dependent (J-2, H-4) immigration status. If they are in a tourist status (B-1/B-2), they may not be allowed to enroll or may have to pay a fee.

Arrival Checklists

This checklist should help you during your first few days on campus. Many of these items will be addressed during the Orientation program. Please read it carefully:

Students Living On Campus including Undergraduate, Graduate, Exchange and English as a Second Language (ESL) Students

__ Attend mandatory International Student Orientation: See Orientation Schedule on International Affairs website

__ Complete mandatory immigration check-in.

This should be completed during orientation. Please bring your immigration documents (I-20, passport and I-94 card) to the Registrar's Office, LAC 92.

__ Complete course registration procedures.

This is usually done before you arrive. or at Orientation.

(IEP students will be registered on the first day of classes)

__ Stop in at the International Affairs Office, Liberal Arts Center, 220

Visit the office to meet the staff, ask questions and learn about the office services for our International population.

__ Get your student ID at Madonna Hall Front Desk

This will be necessary to make use of Learning Resource Center services, the Mellow Fitness Center and the COLTS bus service.

__ Open a bank account.

When you attend international student orientation you will receive detailed information on full service banking close to campus. In the meantime, check out the following web site: [PNC Bank](#). This bank is near to Marywood, offers checking and savings accounts, and ATM (Automatic Teller Machine) services on campus, making it more convenient to access your money.

IMMIGRATION CHECK-IN MUST BE COMPLETED BY THE END OF THE FIRST WEEK OF CLASSES OR YOU WILL LOSE YOUR LEGAL NONIMMIGRANT STATUS IN THE U.S.!

__ Health Insurance.

Health insurance is required by the university and is a necessity in the US because the cost of routine and emergency health care is extremely expensive. For more information about Marywood's health insurance policy for International students please check with the [Health Insurance](#) link on the International Affairs website.

__Apply for a Social Security Number (SSN) if you will be employed on campus.

In the United States it is necessary to have a Social Security number in order to be employed. To apply for a card go to the [Social Security website](#), print and complete the form and take it to the local Social Security office located in the downtown area of Scranton, [Oppenheim Building, 1st floor, 409 Lackawanna Avenue, Scranton, PA 18503](#).

You must have an offer of employment to be eligible to apply for an SSN and you must apply in person at the Social Security office. Take your passport, I-20, I-94 card (found in your passport). You will also need to provide an address where your new card can be sent. The Social Security Administration recommends that international applicants wait at least 10 (ten) days after arrival in the US before submitting an application for a SSN.

Arrival Checklists (continued)

Students Living Off Campus

Graduate, Undergraduate, Exchange and English as a Second Language (ESL) Students

__ Attend mandatory International Student Orientation:

See Orientation Schedule on [International Affairs website](#)

You will receive essential information and assistance in getting settled. Orientation is a rare opportunity to meet students from campus and offers much needed information on the location of many of Marywood's services.

__ Graduate Students: Report to your academic department advisor and complete registration procedures.

Your advisor should be able to assist you with class registration and advise you on your curriculum.

__Get your student ID card at the Student Activities Office in Nazareth Hall.

This will be necessary to make use of Learning Resource Center services, the Mellow Fitness Center and the COLTS bus service.

__Stop in at the International Affairs Office, Liberal Arts Center, 220

Visit the office to meet the staff, ask questions and learn about the office services for our International population.

__ Complete mandatory immigration check-in.

This should be completed during orientation. Please bring your immigration documents (I-20, passport and I-94 card) to the Registrar's office, Liberal Arts Center, 92A

Immigration check-in must be completed by the end of the first week of classes or you will lose your legal nonimmigrant status in the U.S.!

__Find off-campus housing.

Review the information in this booklet and Marywood University Housing and Residence Life Office (570) 348-6236

__Open a bank account.

When you attend international student orientation you will receive detailed banking information. The PNC Bank is near to Marywood and is convenient as PNC's ATM (Automatic Teller Machines) are available on campus so that you may access your money quickly and easily.

They also offer telephone and web banking.

However, you may not want to open an account until you have secured housing as proximity to your residence is also an important consideration.

__Health insurance for yourself dependents, if you do not already have it.

Health insurance is required by the university and is a necessity in the U.S. because the cost of routine and emergency health care is extremely expensive. For more information about Marywood's health insurance policy for International students please check with the [Health Insurance](#) link on the International Affairs website.

__Apply for a Social Security Number (SSN) if you will be employed on campus.

In the United States it is necessary to have a Social Security number in order to be employed. To apply for a card go to the [Social Security website](#), print and complete the form and take it to the local Social Security office located in the downtown area of Scranton, [Oppenheim Building, 1st floor, 409 Lackawanna Avenue, Scranton, PA 18503](#).

You must have an offer of employment to be eligible to apply for an SSN and you must apply in person at the Social Security office. Take your passport, I-20, I-94 card (found in your passport). You will also need to provide an address where your new card can be sent. The Social Security Administration recommends that international applicants wait at least 10 (ten) days after arrival in the US before submitting an application for a SSN.

Arrival Checklist

International Scholars

****Currently Marywood does not sponsor the J-2 Visa; however the following information is available for those persons attending Marywood on another institutions J-2 sponsored visa.**

__ Secure temporary housing.

__ Report to your academic department.

Your department should be able to provide you with information about your email account, office and/or lab space, office telephone, computer facilities and Marywood University ID card.

__ Complete Immigration Check In.

Bring your passport with visa, DS-2019, and I-94 to the Registrar's office. This check-in is required; failure to check-in will result in the loss of your legal status.

__ Get your staff ID card at the Student Activities Office, Nazareth Student Center, Room 107.

Your ID card will allow you privileges in the Learning Resource Center, Mellow Athletic Center and use of Pacer Points to obtain a discount at Marywood eateries.

__ Check in at the International Affairs Office.

The office is located on the second floor of the Liberal Arts Center in Room 220. Please leave your contact information, including email and phone number with the office, and meet with the department staff who will do their best to assist you with your needs.

__ Locate off-campus housing.

Review the information in this booklet and Marywood University [Housing and Residence Life](#) Office (570) 348-6236.

__ Open a bank account.

Check out the following web sites: [PNC Bank](#). Take into consideration services and fees associated with checking and savings accounts, interest rates, wire transfer fees, ATM machine access, credit and debit card availability, as well as telephone and web banking. You may want to open an account after you find housing so that you can choose a bank located conveniently near to your apartment or house.

__ Purchase health insurance for yourself and dependents, if you do not already have it.

Health insurance is a necessity in the US because the cost of routine and emergency health care is extremely expensive. J visa holders are required by US federal law to have health insurance. More information about health insurance can be found at [Student Health](#)

[Services](#) or at [Human Resources](#) for those with Marywood University benefits.

__Apply for a Social Security Number (SSN) if you will be employed on campus.

In the United States it is necessary to have a Social Security number in order to be employed. To apply for a card go to the [Social Security website](#), print and complete the form and take it to the local Social Security office located in the downtown area of Scranton, [Oppenheim Building, 1st floor, 409 Lackawanna Avenue, Scranton, PA 18503](#).

You must have an offer of employment to be eligible to apply for an SSN and you must apply in person at the Social Security office. Take your passport, I-20 or DS-2019, I-94 card (found in your passport). You will also need to provide an address where your new card can be sent. The Social Security Administration recommends that international applicants wait at least 10 (ten) days after arrival in the US before submitting an application for a SSN.

__ Go to Marywood's Payroll Office.

If you will be paid by Marywood, visit the Payroll department within the Human Resources office, Liberal Arts Center 86 between 9:30 am and 3:30 pm. Helpful documentation to bring with you include your passport, DS-2019 and I-94 as well as your social security number or card. Unless you claim a tax treaty based on the specific treaty between your home country and the US, US federal taxes will be withheld from your paycheck. You will also pay state (3.07%) and local (1 – 3%) income taxes.

What's What On Campus

The main phone number for the University is 570-348-6211 or toll free: 1-866-279-9663 (1-86marywood)

<p>Office of International Affairs Cultural adjustment issues, employment issues, and trouble-shooting for other problems not handled elsewhere.</p>	<p>Liberal Arts Center 220 international@marywood.edu Tel: 570-961-4581 Fax: 570-340-6026</p>
<p>Registrar's Office I-20/DS-2019 signatures, immigration questions, international travel visa issues. Enrollment verification letters, change of student I.D.#, name, or address, transcripts, correction of enrollment errors.</p>	<p>Liberal Arts Center 92 registrar@marywood.edu Tel: 570-348-6280</p>
<p>Housing and Residence Life Office Listings of off-campus housing/maps/notebook of landlords to watch.</p>	<p>Nazareth Student Center 205 reslife@marywood.edu Tel: 570-348-6236 Fax: 570-340-6078</p>
<p>Student Health Services Basic health care, immunizations, health insurance information, and medical history information.</p>	<p>Loughran Hall 1st Floor pwilliams@marywood.edu Tel: 570-348-6249 Fax: 570-961-4735</p>
<p>Campus Safety (24 hrs) Emergencies, report crimes, parking passes, payment of parking tickets, escort service.</p>	<p>Nazareth Student Center, 2nd Floor campus-safety@maryu.marywood.edu Emergency: 570-348-6242</p>
<p>Post Office (across from the Learning Resource Center) Stamps, mail services.</p>	<p>Printing and Mailing Center kmkelly@marywood.edu Tel: 570-348-6216</p>
<p>Payroll Office (Human Resources Office) For students with on-campus employment: tax & I-9 (eligibility to work) forms, and information on tax withholding.</p>	<p>Liberal Arts Center, 86 Dunleavy@marywood.edu Tel: 570-348-6220 Fax: 570-961-4740</p>
<p>Computer Help Desk E-mail account problems, computing issues, and problems.</p>	<p>helpdesk@marywood.edu Tel: 570-340-6070</p>
<p>Cashier's Office Billing questions, sponsor billing, financial aid & loan services</p>	<p>Liberal Arts Center, 87 Tel: 570-348-6212 Fax: 570-961-4739</p>

Money and Banking

American paper currency (dollars) comes in denominations of \$1, \$5, \$10, \$20, \$50 and \$100. American dollars are all the same size and color. Coins or “change” make up the smaller units of money called cents. They come in the amounts of 1 cent (a penny), 5 cents (a nickel), 10 cents (a dime), 25 cents (a quarter), and 50 cents (a half-dollar – these are rarely used.). Here is what the most commonly used American money looks like:



Penny \$.01



Nickel \$.05



Dime \$.10



Quarter \$



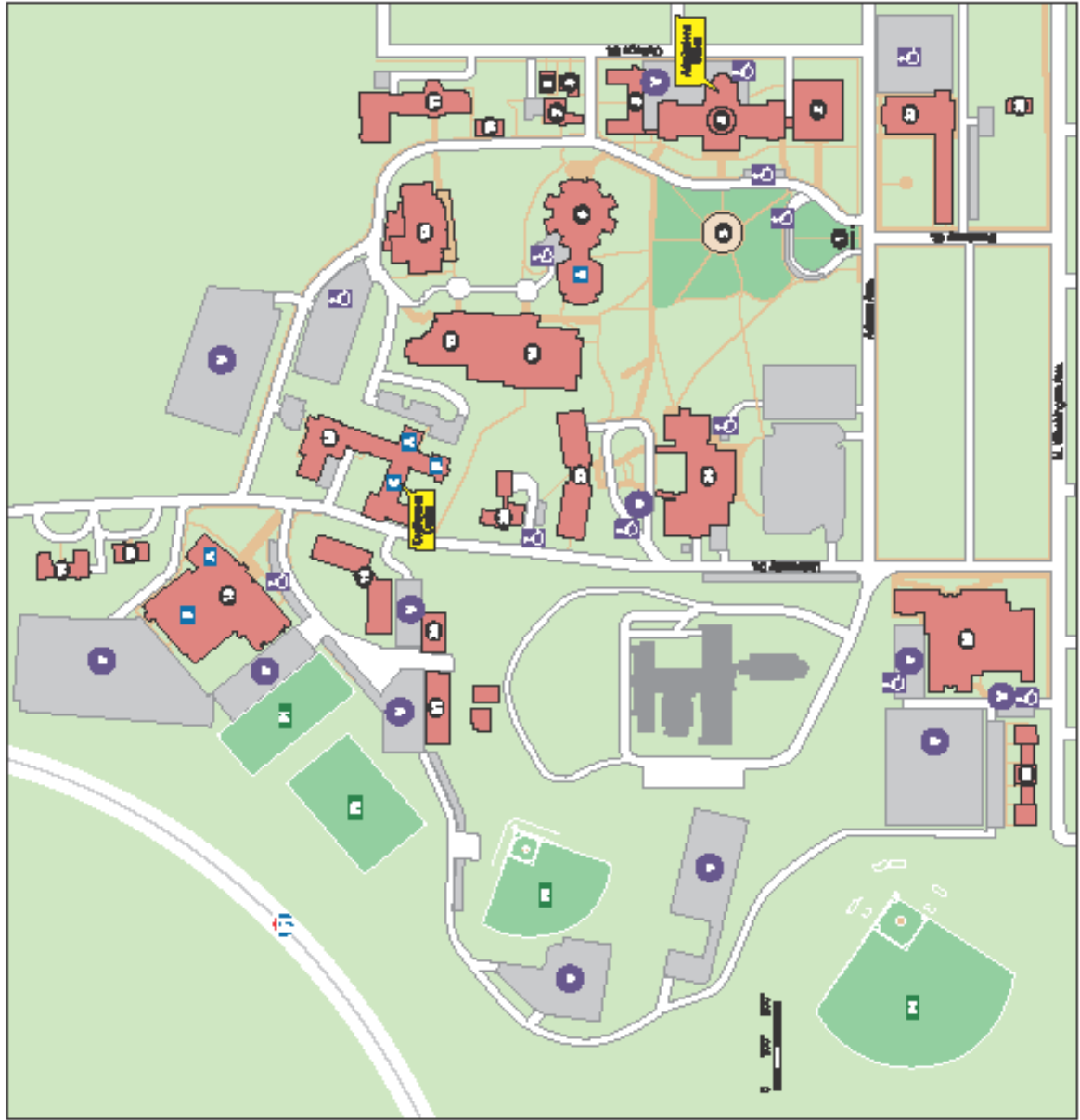
One dollar bill \$1.00

The Five, Ten, Twenty dollar bills are also used frequently. These bills are similar to the One dollar bill, however with different pictures and numbers corresponding to their worth.

Expedia.com has an excellent currency converter online. Just go to [Expedia.com's currency converter](#) . You can also call any local bank for exchange rates.

APPENDIX

Marywood University Campus Map



Alphabetical Buildings Listing

- Bethany Hall 26
- Center for Health and Physical Education 14
- Center for Learning Resources 6
- Center for Natural and Health Sciences 11
- Conference Center 15
- Domlano Center for Early Childhood Education 17
- Emmanuel Hall 27
- Ficchione Day Care Center 25
- Immaculata Hall 5
- Insalco Arena 10
- Insalco Center for Studio Arts 12
- Liberal Arts Center 4
- Loughran Hall 13
- Lynett-Haggerty Fitness Center 10A
- Madorra Hall 29
- Maintenance Building 21
- Marla Hall 20
- Marlan Chapel 13A
- McCarty Hall 2
- McCowan Center for Graduate and Professional Studies 25
- Media Center 6A
- Mellow Center for Athletics and Wellness 10
- Memorial Arch 1
- Memorial Commons 3
- Nazareth Student Center 24
- O'Neill Center for Healthy Families 19
- Perpetual Help Hall 9
- Physical Plant 20
- Printing/Mailing Center 7
- Regina Hall 2
- Sette LaVerghetta Center for Performing Arts 27
- Shields Center for Visual Arts 13
- Swartz Center for Spiritual Life 10B
- Woodland Townhouses 26

Parking

- Visitor Parking (Reserve in the January/February/June/July)
- Academy Center (center state visitor parking)
- Parking for Physically Disabled

Fields and Courts

- Tennis Courts 11
- Soccer and Lacrosse Fields 12
- Softball Field 13
- Baseball and Field Hockey Fields 14

[Marywood Map](#)

Clothing Size Conversion

Clothing sizes depend on the country you are in, and the garments you buy there may not be the size you think they are. Use this guide to determine whether or not the clothes that you are buying will fit you.

Women's Clothing Size Conversion Chart

<i>United States</i>	6	8	10	12
<i>United Kingdom</i>	8	10	12	14
<i>Europe</i>	36	38	40	42
<i>Japan</i>	5	7	9	11

Men's Suits and Coats

<i>United States</i>	34	36	38	40
<i>United Kingdom</i>	34	36	38	40
<i>Europe</i>	44	46	48	50
<i>Japan</i>	S(34)	S(34)	M(38)	L(40)

Women's Shoes

<i>United States</i>	8	9	10	11
<i>United Kingdom (Subtract .5 from US size)</i>	7.5	8.5	9.5	10.5
<i>Europe</i>	41.5	42.5	43.5	44.5
<i>Japan (Add 9 to US size)</i>	27	28	29	30

Men's Shoes

<i>United States</i>	6	7	8	9
<i>United Kingdom (Subtract 1.5 from US size)</i>	4.5	5.5	6.5	7.5
<i>Europe (Add 30 to US size, round up half sizes)</i>	36	37	38	39
<i>Japan Add 17 to US size</i>	23	24	25	26

Men's Shirts (collar size)

<i>United States</i>	15	16	17	18
<i>United Kingdom</i>	15	16	17	18
<i>Europe (Add 22 to US size, round up half sizes)</i>	37	38	39	40
<i>Japan (Add 22 to US size)</i>	37	38	39	40

INTERNATIONAL STUDENT RESPONSIBILITIES

A. MAINTAINING LEGAL IMMIGRATION STATUS

Understand your immigration status and know what you may do, what you may not do, and what you are REQUIRED to do while in the U.S. Know which documents you need to have, how to keep them current, and when and why they may need to be updated. These include your Passport, Certificate of Eligibility, the I-20 or DS-2019, the I-94 Arrival/Departure Record.

B. ENROLLMENT

F-1 students are required to be enrolled full time each semester in order to maintain status. Please see the [Marywood University Undergraduate catalog](#) for further explanation of this.

C. CHANGE OF ADDRESS

You must update your living address information with the Office of International Affairs within 10 days of moving to a new address. This may be done by visiting the office at Liberal Arts Center, 220, or by calling 570-961-4581 or by email to international@marywood.edu.

D. EMPLOYMENT ISSUES

There are limits to the type and the amount of employment you may have while in the U.S. F-1 students may work on campus for Marywood University part time (20 hours or fewer per week) while classes are in session and full time during official school breaks or annual vacations.

E. TRAVEL ISSUES

Know before you go! If you are traveling internationally and will need to return to the U.S. to resume your studies, be sure to have all documents necessary to re-enter the U.S. If you are traveling to a country that is not your home country, you must contact that country's embassy or consulate to find out what documentation is required to go there. Please visit or contact the Registrar's Office, LAC 92 (570-340-6054) for further information.

F. TAX ISSUES

All international students in the U.S. are required to file a tax return with the Internal Revenue Service by mid-April of every year whether or not they earned income in the U.S. In February and March, the International Affairs Office will send email updates and let you know about assistance with your tax returns. Take advantage of these services when they are offered.

G. CONTACT THE INTERNATIONAL AFFAIRS OFFICE

The Office of International Affairs is open Monday through Friday 8:30 am to 4:30 pm. The office can be reached by phone: 570-961-4581 or email: International@marywood.edu . Staff include:

DAVID CRISCI, Associate Director for International Affairs

NANCY MALONEY, Assistant Director for International Affairs

NANCY AMORI HEMMLER, Coordinator/Instructor, Intensive English Program

Travel Advice

Dear Students,

The following message provides recommendations for persons in F-1 and J-1 status who will be traveling internationally OR domestically at any time during their enrollment at Marywood. If you plan to travel outside the Scranton/Wilkes-Barre area, read this email carefully and contact the International Affairs Office with questions or concerns.

OUTLINE OF TOPICS COVERED BELOW.

- 1) What documents should I carry for international travel?
- 2) What do I need if I will apply for a new US visa?
- 3) Will I need to follow US-Visit departure procedures?
- 4) What if I'm traveling to or through another country?
- 5) What about Special Registration (NSEERS)?
- 6) What should I carry for travel within the US?
- 7) What items can be carried on planes?
- 8) Where can I find more information?
- 9) How can I get in touch with OIE?

1) WHAT DOCUMENTS SHOULD I CARRY FOR INTERNATIONAL TRAVEL?

Students should travel "fully documented." Expect attention to detail from the US border officer examining your documents upon reentry to the US or by US Consular officials if you must apply for a new entry visa. Carrying all of the documents suggested may keep your anxiety level low if you are carefully examined by US officials.

Carry with you:

--- Unexpired I-20 or DS-2019 with a current signature from Marywood's Registrar Office (F-1s within the last 6 months). To get a signature, bring your most recently issued I-20 or DS-2019 to Registrar's office. --- Copies of all previous I-20s or DS-2019s

--- Unexpired passport valid 6 months into the future

--- Unexpired US F-1 or J-1 visa stamp affixed in your passport (See point 2 below if your visa will be expired when you plan to re-enter the US)

--- I-94 card (This will be collected when you leave the US and a new I-94 will be issued upon your return).

--- Marywood ID

2) WHAT DO I NEED TO APPLY FOR A NEW US VISA?

--- Plan ahead! Contact the US Consulate or Embassy where you will apply for your visa before you leave the US. Most US Consulates now require a scheduled, in-person interview. Make sure you understand their visa

application processes and that you have an appointment, if necessary. Remember, US Consulates and Embassies observe both local and US holidays.

Also, a US Consulate may close for an indefinite period of time if there are concerns about security in that region. A Consulate closing will prevent your ability to obtain a new visa, if needed. You should check the relevant US Department of State websites shortly before you exit the US as a last-minute precaution.

Information on US Consulates/Embassies abroad can be found at www.travel.state.gov/visa/questions_embassy.html. The accuracy of the information on these sites depends on each Consulate keeping it current.

--- Obtain copies of official transcripts from Marywood and any previous schools that you attended in the US.

--- Obtain original financial documents, showing your ability to cover remaining tuition and living expenses to complete your degree. (Examples: bank statements for personal funds and/or department letters for Marywood support.)

--- Obtain a copy of your paid student account via the Cashier's office. This proves you are not in debt to the school. If you have paid for next semester's tuition or have a positive balance on your account, this may be counted as proof of finances.

--- You may also be asked to show ties to your home country. Property, other assets, family, and future job opportunities in your home country should be mentioned and documented. Offer such information **ONLY** if the issue is raised by the consular official reviewing your application. Officials are looking for proof that you intend to return home after completing your degree in order to qualify for the F/J nonimmigrant visa.

3) WILL I NEED TO FOLLOW US-VISIT PROCEDURES?

Travelers entering the US are photographed and have a fingerprint scan as part of the US-VISIT entry procedure. **Effective May 6, 2007**, international travelers are no longer required to check out at a US-VISIT exit kiosk.

For further information on the US-VISIT program see www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm

NSEERS Special Registrants must be sure to follow NSEERS departure procedures regardless of port of departure. See section 5 below for more information.

4) WHAT IF I'M TRAVELING TO OR THROUGH ANOTHER COUNTRY?

If you are planning to travel to, or in transit through, a country where you are not a citizen, you should check with that country's Embassy or Consulate regarding entry requirements. In addition to the documents you need for re-entry to the US, you may also need a visa for entry to any other country you may be traveling to or through. For example, the European Union (including the United Kingdom) is now requiring citizens from several countries, including India, to have transit visas for flights routed through the European Union. This rule may only apply to individuals with expired US visas. Contact the Embassy/Consulate concerned for more information.

5) WHAT ABOUT SPECIAL REGISTRATION (NSEERS)?

EXIT PROCEDURES

If you have a fingerprint identification number on your I-94 card and you were fingerprinted and photographed separately from the US-VISIT procedure at the port of entry or at the local USCIS office, you are subject to NSEERS. This means that when you exit the US you must follow special exit procedures. You are required to go to a specific location in the final airport before you depart the US to report your intention to leave to Customs and Border Protection officers. If you fail to report your intent to depart, you may not be permitted to re-enter the US. Even if it means missing your flight, **DO NOT LEAVE THE US WITHOUT FOLLOWING THESE INSTRUCTIONS**. Make an appointment to discuss this with your International Student Advisor if you have concerns about this requirement.

RE-ENTRY PROCEDURES

Whether you are already subject to NSEERS or not, you may become subject to the NSEERS/Special Registration requirements at the port of entry.

For more information, visit the Special Registration Home Page at www.ice.gov/pi/specialregistration/index.htm

6) WHAT SHOULD I CARRY FOR TRAVEL WITHIN THE US?

It is required by Immigration and Nationality Act that non-US citizens carry proof of their valid status while in the United States. If you will travel outside the Scranton-Wilkes-Barre area, the International Affairs Office recommends that you carry your I-94 card, passport, and I-20 or DS-2019.

7) WHAT ITEMS CAN BE CARRIED ON PLANES?

If you will be flying, make sure you pack according to current restrictions which limit liquids and gels in carry-on bags. Consult the US Transportation Security Administration's website for US flights. Consult the website of the air carrier you will be traveling on for international flights.

US Transportation Security Administration: www.tsa.gov

8) WHERE CAN I FIND MORE INFORMATION?

GOVERNMENT RESOURCES:

US Department of State: www.state.gov

US Customs and Border Protection: www.cbp.gov

US Citizenship and Immigration Services: www.uscis.gov

US Transportation Security Administration: www.tsa.gov

TRAVEL RESOURCES:

Wilkes-Barre/Scranton International Airport: [Wilkes-Barre/Scranton International Airport](#)

Daily updates on safety and travel alerts: www.expedia.com

9) HOW CAN I GET IN TOUCH WITH OIA?

Marywood's International Affairs Office is open during our normal office hours 8:30 AM – 4:30 PM, Monday - Friday. The best way to contact is to call 570-961-4581. You may also send a fax to 570-340-6026.

In the case of an emergency during hours outside of normal office hours, please call Marywood's Safety and Security Office which is staff 24 hours. The phone number is: 570-348-6242.

For routine questions that do not require an immediate response, the International Affairs Office may be reached by email at international@marywood.edu.

International Affairs Office
Marywood University
Liberal Arts Center, Room 220
2300 Adams Avenue
Scranton, PA 18509
570-961-4581 (Phone)
570-340-6026 (Fax)
international@marywood.edu (Email)

Updated: June 11, 2013