

# Truman State University International Student Registration Guide



## Important Dates to Remember

Students must arrive on campus on Saturday, August 11, 2018.  
Mandatory Orientation begins at 8:00 a.m. on Sunday, August 12, 2018.

**All tuition and fees are due on Friday, August 24, 2018.**



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## To Do List for Accepted Students

All enrollment documents listed below should be submitted by **July 1, 2018**. You may submit documents and forms through TruView, or by email. **All forms are on the Truman student portal 'TruView' at [truview.truman.edu](http://truview.truman.edu) under the 'Accepted International Student' tab and/or attached to this guide.**

— **Acceptance of Admission Offer** – Complete this form immediately after you decide to attend Truman. This should be the first form you submit to Truman. Do not wait until you receive a visa to submit this form. Find this form on the Accepted International Student Tab on **TruView**.

— **Visa Status Notice** – Complete this form immediately after you receive the results of your visa interview. Find this form on your Accepted International Student Tab on **TruView**.

— **Travel Plan Confirmation** – Complete this form immediately after making your flight reservations and other travel arrangements. You may use this for to book spaces on Truman shuttles from nearby train stations, bus stops, or airports. Find this form on your Accepted International Student Tab on **TruView**.

— **Residence Hall Application** – Complete this form to request a room in one of the on-campus residence halls. Find this form on your Accepted International Student Tab on **TruView**. Freshmen under 21 who begin studying at Truman during the Spring semester are required to live in the on-campus residence halls for one semester. **If you are not a freshman under 21 and wish to live off campus, please email [intladmit@truman.edu](mailto:intladmit@truman.edu) and inform us of your decision. Do NOT fill out the residence hall application if you plan to live off campus.**

— **Registration Questionnaire** – Beginning freshman, and transfer students: complete this form on your Accepted International Student Tab on **TruView**. Graduate, visiting, and exchange students: please complete the Registration Worksheet at the **end of this guide** and email it to [intladmit@truman.edu](mailto:intladmit@truman.edu).

— **Registration Agreement** – Truman requires all students to agree to be financially responsible for their university expenses. Sign, date, and submit this form, and arrange for the payment of your tuition and fees prior to leaving your home country. Find this form on your Accepted International Student Tab on **TruView**, or email [intladmit@truman.edu](mailto:intladmit@truman.edu) to request for a PDF version.

— **Mathematics Placement Tests (2)** – These tests are required of all degree-seeking undergraduate students unless transfer math credit is approved. Complete them through the Accepted International Student Tab on **TruView**.

— **Communication & Foreign Language Placement Tests** – If you have previously studied Chinese, Latin, German, French, Spanish, Italian, or Communication, and would like to take classes in the subject(s) while at Truman, you **MUST** take the appropriate placement test(s) through the Accepted International Student Tab on **TruView**.

— **Medical History** – Complete, scan and email this form to [intladmit@truman.edu](mailto:intladmit@truman.edu). Find this form on the Accepted International Student Tab on **TruView** and at the **end of this guide**.

— **Meningococcal Vaccination Records** – You must provide proof you have received the Meningococcal Vaccination or complete the Meningococcal Vaccination Waiver. Scan and email your vaccination record or the completed waiver to [intladmit@truman.edu](mailto:intladmit@truman.edu). Find the waiver on the Accepted International Student Tab on **TruView** and at the **end of this guide**.

— **MMR Immunization Records** – You must provide proof of all immunizations you have received. Missouri state law requires all students to have received two measles, mumps, and rubella (MMR) vaccinations. Your records should be translated to English. Scan and email your immunization records to [intladmit@truman.edu](mailto:intladmit@truman.edu).

# Applying For Your Student Visa

## What exactly is a Visa?

A visa is a document that is placed into your passport and allows you to request permission from an immigration office at a port-of-entry to enter the United States. The visa itself does not guarantee admission into the U.S. because all other documents must be in order. If you violate the terms of your student visa, you will fall out of status and may become subject to immigration sanctions.

**F-1 (Student) Visa:** The F-1 visa is the most often used visa by international students to study at an accredited U.S. college, university, or English language institute. Students on F-1 visas come to the U.S. with the intent to obtain a degree.

**J-1 (Exchange) Visa:** The J-1 visa is used for educational and cultural exchange programs. Student on a J-1 visa typically come to the U.S. to study for a shorter period of time—one to two semesters.

You may apply for your student visa up to 90 days prior the start date on your I-20/DS-2019. Contact the U.S. Consulate or Embassy in your country in person or by accessing their web page to determine the application procedures. A high percentage of student visa applications are approved in most countries. Careful planning and attention to detail will help you avoid problems with the issuance of your student visa.

## Visa Application Steps

- 1) Confirm admission to Truman State University via the Acceptance of Admission Offer
- 2) Receive your I-20/DS-2019 and Admission Letter
- 3) Pay the SEVIS I-901 fee (F-1 \$200; J-1 \$180)
  - SEVIS fee: <http://www.fmjfee.com>
  - Keep receipt or print-out of payment for proof that you paid the fee for your visa interview.
  - You may have received an I-20 or DS-2019 from several schools, but you should only pay the SEVIS fee and apply for a visa with the I-20/DS-2019 of the school you are planning to attend.
- 4) Schedule a visa appointment/interview
  - U.S. Embassies and Consulates can be located via <http://www.usembassy.gov/>.
  - Appointment wait times can vary. We encourage you to make an appointment as soon as possible.
  - You may not receive your student U.S. visa more than 90 days before the start date on your I-20/DS-2019.

Organize your supporting documentation so that it can be logically presented without hesitation. Do not bring unnecessary papers with you to the interview unless you are prepared to present them to the consular officer. Start preparing the documents early as some documents may take time to generate.

The following is a list of documents that are required or may considerably enhance your chance of obtaining a student visa:

- I-20 or DS-2019 (required)
- Passport (required)
- Visa Appointment Fee Receipt (required)
- SEVIS Fee Receipt (required)
- DS-160 Form (required)
- Truman Acceptance Letter (required)
- Bank statements (required)
- Proof of English proficiency - e.g. TOEFL, SAT, IELTS (highly recommended)
- High school and college transcripts (highly recommended)
- High School Graduation Certificate (recommended)

Once you have obtained the result of your visa interview, submit the **Visa Status Notice** to Truman found on the Accepted International Student tab on TruView.

# **Tips for Applying for a Student Visa**

## **1. Ties to Your Home Country**

Under U.S. law, all applicants for student visas are viewed as having immigrant intent until they can convince the consular officer that they are not. You must be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties to your home country" are the things that bind you to your home town, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans and career prospects in your home country.

## **2. English**

Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview, but do NOT prepare speeches! If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.

## **3. Speak for Yourself**

Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf.

## **4. Know the Program and How It Fits Your Career Plans**

If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the United States relates to your future professional career when you return home.

## **5. Be Brief**

Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

## **6. Additional Documentation**

It should be immediately clear to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will only have 2-3 minutes of interview time.

## **7. Not All Countries are Equal**

Applicants from countries suffering economic problems or from countries with a history of students remaining in the United States as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.

## **8. Employment**

Your main purpose in coming to the United States should be to study, not for the chance to work before or after graduation. While some students do work off-campus during their studies, such employment is not their main purpose of completing their U.S. education. You must be able to clearly articulate your plan to return home at the end of your program. If your spouse is also applying for an accompanying F-2 visa, be aware that F-2 dependents cannot, under any circumstances, be employed in the United States. If asked, be prepared to address what your spouse intends to do with his or her time while in the United States. Volunteer work and attending school part-time are permitted activities.

### **9. Dependents Remaining at Home**

If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If the consular officer gains the impression that your family will need you to remit money from the United States in order to support themselves, your student visa application will almost certainly be denied. If your family does decide to join you at a later time, it is helpful to have them apply at the same post where you applied for your visa.

### **10. Maintain a Positive Attitude**

Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.<sup>1</sup> Be sure to maintain a positive and polite attitude even if your visa is denied. Inquire about the rules for reconsideration and make an appointment as soon as allowed. Former prospective students have found it helpful to email the International Admissions Coordinator at Truman and discuss the reasons for a denial.



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<sup>1</sup>[http://www.nafsa.org/Find\\_Resources/Supporting\\_International\\_Students\\_And\\_Scholars/Network\\_Resources/International\\_Student\\_and\\_Scholar\\_Services/10\\_Points\\_to\\_Remember\\_When\\_Applying\\_for\\_a\\_Nonimmigrant\\_Visa/10\\_Points\\_to\\_Remember\\_When\\_Applying\\_for\\_a\\_Nonimmigrant\\_Visa](http://www.nafsa.org/Find_Resources/Supporting_International_Students_And_Scholars/Network_Resources/International_Student_and_Scholar_Services/10_Points_to_Remember_When_Applying_for_a_Nonimmigrant_Visa/10_Points_to_Remember_When_Applying_for_a_Nonimmigrant_Visa) - June 11, 2009



## Legal Status in the U.S.

Upon entry to the U.S., you become subject to the laws and regulations of the U.S. as well as the requirements and restrictions of your visa. In the last few years, American immigration laws and regulations have become stricter and it is important to be aware of your legal obligations.

To maintain your legal student status in the U.S. you must understand the requirements of your immigration status in the U.S. Some of the requirements are:

- You must report to the school that issued your I-20/DS-2019 by the designated date.
- You must maintain a full course load every semester. A full course load is 12-17 credit hours.
- You must make normal progress toward your degree.
- You may not work off-campus without the permission of the federal government.
- You may not drop out of school or take a semester away from school and remain in the U.S.

As you enter the U.S., your I-20/DS-2019 is stamped with the date of entry, place of entry, immigration status, and date of expiration of your stay. An I-94, which is issued electronically, must be printed after your arrival and carried with you when you travel. You will print your I-94 during orientation. These are very important documents. Do not lose them. **Always carry your passport, visa, I-20/DS-2019, and I-94 with you while traveling in the U.S.**



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# Traveling to Truman

## **Travel Plan Confirmation**

As soon as you have obtained your student visa, you must finalize your travel arrangements. It is important to keep the Center for International Students fully informed of your travel arrangements, including dates, times, methods, and cities of departure and arrival. Complete the Travel Plan Confirmation found on your **TruView** page or on our **website**. If your plans change, please submit an updated form.

## **Truman Shuttles**

Truman provides shuttles specifically for newly arriving international students. These shuttles run by reservation only. You can reserve a space on one of these shuttles by filling out the Travel Plan Confirmation on TruView.

### **From Kansas City International Airport**

- Friday, August 10, 2018 and Saturday, August 11, 2018
- Pick up at Terminal B, Gate 45
- Departs 10:00, Arrives at Truman at approximately 15:00
- Cost is \$75

### **From the La Plata Amtrak Station**

- Friday, August 10, 2018 and Saturday, August 11, 2018
- Pick up at the La Plata Amtrak Train Station upon student arrival
- Cost is \$25

### **From the Kirksville Airport**

- Friday, August 10, 2018 and Saturday, August 11, 2018
- Pick up at the Kirksville Regional Airport upon student arrival
- Cost is \$25

### **From the Kirksville Bus Station**

- Friday, August 10, 2018 and Saturday, August 11, 2018
- Pick up at the Kirksville Bus Station upon student arrival
- Cost is \$10

## **Recommended Routes to Kirksville, Missouri**

### **If you Arrive in Kansas City, Missouri:**

- Take the Truman shuttle from Kansas City International Airport to Truman's campus (3 hours).
- Take the Amtrak train from Kansas City, Missouri to La Plata, Missouri (2 hours). Then take a Truman shuttle from La Plata, Missouri to campus (15 minutes).
- Take the Greyhound Bus from Kansas City to Kirksville (5 hours). Then take a Truman shuttle to campus (15 minutes).
- Take the MoExpress Bus from the Kansas City Airport to Columbia, Missouri (2.5 hours). Then take the Greyhound bus from Columbia, Missouri to Kirksville, Missouri (2 hours). Then take a Truman Shuttle to campus (15 minutes).
- Take the Superior Shuttle from Kansas City to Truman's campus (3 hours).

### **If you Arrive in St. Louis, Missouri:**

- Take the Cape Air\* flight from Lambert-St. Louis International Airport to Kirksville Regional Airport (1 hour). Then take a Truman Shuttle or a taxi to Truman's campus (10 minutes).
- Take the MoExpress Bus from the Lambert-St. Louis International Airport to Columbia, Missouri (2 hours). Then take the Greyhound bus from Columbia, Missouri to Kirksville, Missouri (2 hours). Then take a Truman Shuttle to campus (10 minutes).



### **If you Arrive in Chicago, Illinois:**

- Take the Amtrak train from Chicago, Illinois to La Plata, Missouri (5 hours). Take a Truman shuttle from La Plata, Missouri to campus (15 minutes).

### **Scheduling and Buying Tickets**

Public transit in the United States, especially in the Midwest, is less common than in many other countries. It is important to book your tickets for all parts of your travel in advance to assure seat availability. Additionally, transit is often delayed so we encourage you to leave ample time to make connections.

#### **Amtrak Train:**

Tickets can be bought online at [amtrak.com](http://amtrak.com).

#### **Greyhound Bus**

Tickets can be bought online at [greyhound.com](http://greyhound.com).

#### **Cape Air\***

Tickets can be bought online at [capeair.com](http://capeair.com).

**\*Checked luggage may arrive 2-5 days after your flight if flying with Cape Air.**

#### **Superior Shuttle**

Tickets can be bought at <http://thesuperiorshuttle.com/reservations/>

### **Hotel Information**

#### **Kansas City Airport**

You may need to stay in a Kansas City Airport hotel if you arrive prior to Friday, August 11, 2017 and plan to take the shuttle to Kirksville, Missouri. Many airport hotels provide free shuttle service to and from the airport. Across from the luggage carousels where you pick up your suitcases, there is a hotel directory with free phone service. From that phone you can call a hotel and inquire about room availability, cost, and shuttle pick up. They will pick you up from the airport and take you to your hotel. The next day you can arrange for them to bring you back to the airport in time to meet the Truman shuttle. Prices range from approximately \$50 to \$120 per night.

|                          |                                  |                       |              |
|--------------------------|----------------------------------|-----------------------|--------------|
| Comfort Inn – Airport    | 11100 NW Ambassador Dr           | Platte City, MO 64079 | 816-569-2500 |
| Best Western Country Inn | 11900 Plaza Circle Drive         | Kansas City, MO 64153 | 816-431-2823 |
| Best Western – Airport   | 11133 N Ambassador Dr.           | Kansas City, MO 64153 | 816-459-7222 |
| Hampton Inn              | 11212 North Newark Circle        | Kansas City, MO 64153 | 816-464-5454 |
| Holiday Inn              | 11728 N Ambassador Dr.           | Kansas City, MO 64153 | 816-861-8400 |
| Hilton                   | 8801 NW 112 <sup>th</sup> Street | Kansas City, MO 64153 | 816-891-8900 |
| Residence Inn            | 10300 N Ambassador Dr.           | Kansas City, MO 64153 | 816-741-2300 |
| Sleep Inn                | 7611 NW 97 <sup>th</sup> Terrace | Kansas City, MO 64153 | 480-386-9528 |
| Econolodge               | 11300 NW Prairie View Rd.        | Kansas City, MO 64153 | 816-464-5082 |

#### **Kirksville**

Students who will live in the residence halls and arrive in Kirksville before Friday, August 11, 2017 must stay in a hotel until the residence halls are open because early check-in to on-campus halls is not allowed. Students who will live off-campus may wish to stay in a hotel until housing can be acquired.

|                     |                             |              |
|---------------------|-----------------------------|--------------|
| Holiday Inn Express | 2702 S. Franklin Street     | 660-627-1100 |
| Super 8 Motel       | 1101 Country Club Drive     | 660-665-8826 |
| Days Inn            | 3805 South Baltimore Street | 660-665-8244 |
| Comfort Inn         | 2209 N. Baltimore           | 660-665-2205 |
| Shamrock Inn        | 2521 S Franklin Street      | 660-665-8352 |

# Housing

## Truman State University Housing Policies

1. All freshmen\* under the age of 21 are required to live on-campus.
  - Freshmen under 21 are not allowed to move off-campus for any reason during their contracted term.
  - Freshmen under 21 who arrive in January must live on-campus for one semester (Spring semester).
2. Freshmen\* over the age of 21 may choose to live on or off campus.
3. Graduate students, visiting students, exchange students, re-applicants, and transfer students\*\* may choose to live on or off campus. **If you choose to live off-campus, you do not need to complete a housing application.** Non-freshmen do not have to live on-campus if they are over the age of 18.
4. Students who choose to break their housing contract and move off-campus during the term of their contract are subject to penalties of a minimum of \$1000 USD up to the full cost of housing.
  - \*Freshman is a student who has previously attended college or university for less than 1 full year.
  - \*\*Transfer Student is defined as a student who has attended college or university for 1 full year or more.
5. Students who stay for the whole year do not have to move out of their dorm rooms over winter break.  
**All students must move out of dorm rooms at the end of the academic year during the summer break.**

## Applying for Housing

To secure the on-campus living accommodation, you must complete and return the Housing Application and pay a \$150 deposit. This deposit is included in your tuition and fees costs. When you submit your housing application, it becomes a contract. As long as you leave your room in good condition and meet the terms of your contract, \$125 of your deposit is refundable at the end of the academic year. If needed, this deposit can be paid after your arrival on campus. The Residence Life Office does its best to accommodate your preferences, but hall choice is *not* guaranteed.

- To find more information about individual residence halls, visit [reslife.truman.edu/](http://reslife.truman.edu/)
- You will likely be placed with an American roommate. We avoid placing international students from the same country together because we want students to make the most out of their experience in the U.S.
- Students who choose to live off-campus should arrive several days prior to the beginning of the semester to locate an off-campus apartment or use the internet to try to find an apartment prior to arriving in Kirksville.
  - Students may not live on-campus while searching for an off-campus apartment. We do not provide temporary housing on-campus. You may find it necessary to stay in a hotel until you find an apartment.
- *The Housing Application is a legal document. **Breaking the residence hall contract to move off-campus, after the semester has begun, will result in a severe financial penalty.***



Missouri Hall



Dobson Hall



Ryle Hall



Centennial Hall

## Additional On-Campus Housing Services

**Dining Services** – Centennial Hall, Ryle Hall, and Missouri Hall each house dining facilities that serve 20 meals per week. Truman State University has two coffee shops that sell hot tea and coffees, and two convenience stores that sell snacks, meals-to-go, and personal care items. In the Student Union Building, Main Street Market serves a large variety of fresh and hot meals to order and is open throughout the day and evening. Each of these dining locations accepts students' Meal Plans as payment. We provide several different Meal Plan options which give each student the flexibility to select a plan that will fit his or her personal needs. You will choose your "Meal Plan" during Orientation.

**Computer Access** – Truman is proud to offer free, campus-wide wireless internet access to all students, faculty, staff, alumni and sponsored guests. All buildings on campus and most outdoor areas have wireless internet access. Each residence hall room has access to the wireless campus network and has one network port per resident which allows students to use the internet, e-mail, and library resources from their rooms. You may want an Ethernet cord and coaxial cable to "plug in" to the campus system. Information on hardware requirements is available from Truman's Information Technology Services on the web at [www2.edu/cs/stu/EthernetAccess/html](http://www2.edu/cs/stu/EthernetAccess/html).

### What is provided in each residence hall?

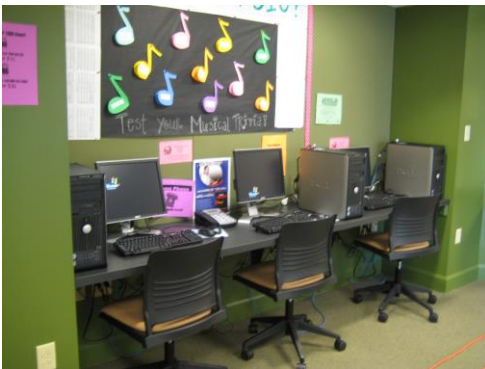
- Bed and mattress
- Desk with drawers and shelves
- Desk chair
- Chest of drawers
- Closet or wardrobe
- Window blinds
- Toilet paper (community bathrooms)
- Mirror (except Ryle)

### What should you bring or purchase?

- Bed linen (sheets, pillows, blankets, bedspread)
- Bath towels
- Clothes hangers
- Desk light
- Posters/decorations
- Toilet paper (suite style bathrooms)

### What is not permitted in the residence halls?

- Pets (except fish)
- Hot plates
- Hot pots
- Toasters
- Waterbeds
- Electric Heaters
- Candles
- Weapons of any kind



Campus Computers



Dorm Room



Main Lounge

## Payment of Tuition and Fees

**You must pay all tuition and fees (including housing, orientation, insurance, activities fee, etc.) by Friday, August 24, 2018 at 17:00.** Students must make arrangements to have the funds available by the first week of courses or be prepared to be dis-enrolled from the University. Options for payment of the fees include:

- Wire money using Flywire at [Truman.flywire.com](http://Truman.flywire.com). This is the only accepted method to wire fees to Truman.
- Pay by e-check, an electronic debit to your checking or savings account, available online at TruView for students or [mybill.truman.edu](http://mybill.truman.edu) for authorized users. There is no fee for this option.
- Pay by check mailed to Truman State University, Student Account Payment, PO Box 754, Kirksville, MO 63501-0754 or drop by the payment drop box at the cashier window in McClain Hall 105. There is no fee for this option.
- Pay by Visa, MasterCard, Discover or American Express credit cards online at TruView for students or [mybill.truman.edu](http://mybill.truman.edu) for authorized users. A convenience fee will be added to the payment amount. A 2.75% convenience fee will be added to the payment amount.
- Do not bring cash to pay your fees. If stolen, cash cannot be replaced.

### Refunds

- Students seeking refunds from overpayment receive up to \$1000 upon request.
- Students seeking refunds of \$1000 to \$3000 must have approval via email from their financial sponsor.
- Refunds above \$3000 are not allowed. Excess funds above \$3000 will be applied to the next semester's fees.
- To arrange refunds, go to the Student Accounts Department in the Truman Business Office in McClain Hall 105.

## Course Enrollment

You must complete the Registration Agreement online on TruView using the Accepted International Student tab to be allowed to enroll in classes. After these forms have been received, students are enrolled in classes by their advisors before or during orientation.

### Course Descriptions

For individual descriptions of each course and explanations of the requirements for each major, see the Truman Catalog at [catalog.truman.edu](http://catalog.truman.edu).

### Courses Offered for Spring Semester

Students are able to view all available courses for the spring semester on the Truman Registrar website. This can be found by going to <http://www.truman.edu/registrar/> and clicking on Current Courses on the left side of the screen. Select Spring 2018 in the term box and click submit.

### Foreign Language Requirements for International Students

As a liberal arts and sciences university, Truman requires students to attain proficiency in a foreign language. This requirement is waived for international students who are non-native English speakers. If you wish to study Chinese, German, Italian, Latin, Spanish, or French, you must take the appropriate Foreign Language Placement Test on TruView. You do not need to take a placement test to study Arabic, Russian, Japanese, Portuguese, and Ancient Greek. If you wish to study one of these languages, you should speak to your advisor about this when you arrive for orientation.

**You CANNOT take foreign language instruction classes taught in your native language. You will not receive credit for classes taken in your native language.**

## Transfer Credit

To have transfer credit considered, Truman requires official transcripts from your previous college or university and may request course descriptions as well. Likely, these were submitted to the Center for International Students during your application process, but you must submit your final transcripts, or certified copies, for all of your credits to be considered for transfer credit evaluation.

### Sources of Transfer Credit

1. Secondary School: On occasion, transfer credit will be awarded for higher level secondary school courses in which the subject content equals the content of a Truman course.
2. Colleges and Universities: There is no limit on the number of credits that can be transferred from a university. However, students must complete a minimum of 45 credit hours at Truman in order to qualify for a degree at Truman. Of this 45, the last 28 credits must immediately precede the granting of the degree. A minimum of 15 credit hours of required major coursework must be completed at Truman.
3. A-Levels: Transfer credit may be given for A-level examinations with a grade of C and above. **Your official score report must be mailed to our office directly from the Cambridge International exam board.**
4. International Baccalaureate: Students who complete the IB with a minimum score of 30 will receive a minimum of 30 transfer credits equal to one academic year of study.
5. Caribbean Advanced Proficiency Examination: Truman will accept scores of 1-4 on CAPE results for credit.
6. Advanced Placement: Advanced Placement credit, or AP credit, is achieved through examinations administered through high schools. In order to obtain credit through an AP examination, a minimum score must be achieved. In order to view a list of AP transferable credit with minimum score requirements, go to <http://www.truman.edu/registrar/transferring-credit/advanced-placement/>.



# Health Requirements and Health Services

## Student Health Center (SHC) and the History Form

The SHC is an on-campus health facility staffed by a physician, trained nurse practitioners, and nurses. The center is open Monday through Friday. Students can make appointments by calling the SHC or scheduling an appointment online. The fees for the SHC charges will be filed with your insurance. Any fees not covered by insurance will be charged to the student's account and are the student's responsibility. All services provided are confidential.

Please complete the Medical History Form found on TruView, or at the end of this packet, as thoroughly as possible, and submit it to [intladmit@truman.edu](mailto:intladmit@truman.edu). This is a valuable tool for the SHC. Students who do not have this form on file will be required to complete one prior to being seen for any non-emergency care.

### Services Provided:

- General Medical Care
- Health and Wellness Education
- Immunizations & TB Testing
- Nursing Assessments
- Nutritional Counseling
- Reproductive Health Care (for men and women)
- Lab (In-house & SmithKlineBeacham Clinical Lab)
- Allergy Injections

## Immunization Requirements

Students should scan and email proof of their vaccinations to the Center for International Students, at [intladmit@truman.edu](mailto:intladmit@truman.edu). Students requesting medical or religious waivers should contact the Student Health Center. Serological titers will be required for students requesting permanent medical or religious waivers of the immunization requirements. *All students must meet vaccination requirements before arriving on campus.*

1. **Two Sets Of Measles, Mumps, and Rubella Vaccinations:** The two doses of measles, mumps, rubella required by the immunization policy can be met in three ways. One way is for an individual to receive two doses of the combined vaccine measles, mumps, rubella (MMR). Another way is for an individual to receive two doses of the combined vaccine measles & rubella (MR), and two individual doses of the mumps vaccine. Lastly, an individual can receive individual measles, mumps, and rubella vaccines; two doses of each individual vaccine must be received to complete the requirement. The first set of measles, mumps, and rubella immunization must have been received on or after the student's first birthday. The second dose must have been received at least one month after the first dose was received.
2. **One Meningococcal Vaccination:** This must have been received after the student's 16<sup>th</sup> birthday.

## Mandatory Tuberculosis Testing

Truman has adopted a policy requiring Tuberculosis (TB) screening and testing for all incoming international students. All students will be tested during the first week of classes. If you have received a recent TB test in the United States, there is a possibility that you will be able to use those results instead of receiving another exam. However, all decisions regarding the viability of previous testing within the United States are made by the Student Health Center. Anyone testing positive for TB will have a chest x-ray and follow-up treatment. The cost of the testing will be billed to your student account along with tuition, housing, and other fees.

## University Counseling Center

The University Counseling Center is available for all currently enrolled Truman students. Every counselor at the Counseling Center is a licensed practical counselor, has extensive training in counseling, and is professionally dedicated to working with college students. Their services include individual, group, and relationship counseling, as well as screenings and consultations.

# Health Insurance

Healthcare is very expensive in the United States. The U.S. does not have a national insurance provided by the government. Each individual is responsible for their own insurance and medical expenses. Truman State University requires health insurance coverage for all international students—any student attending Truman State University who is not a citizen or permanent resident of the United States. Students are automatically billed for the International Student Medical Insurance Plan by The Lower Agency, Inc. on their student account and pay for it with their tuition and other fees. This provides you with insurance coverage during your time at Truman. All students, except for ISEP and SACM students, will have insurance through the Lower Agency, Inc. while at Truman; there will be no waivers or exceptions. Due to this, we recommend that you do not purchase international insurance.

## Insurance Exclusions:

Even with insurance, some expenses are excluded and will be the responsibility of the student. The excluded services will be described in upon arrival. This insurance plan does not cover dental or vision care.

## Cost:

The fee for health insurance coverage is approximately \$750 each semester. This fee is charged on your student account and must be paid with your tuition and other fees.



Health Center on Campus



Sample Insurance Card

# Support for International Students

**International Orientation** is an introductory event to the American and Truman culture and an explanation of the processes, procedures and policies governing your studies and time in the U.S. Attendance at the International Orientation is mandatory for all new Truman international students. Please arrange your travel schedule accordingly!

**The Center for International Students** is responsible for recruitment, admission, orientation, and support of all international students. Staffed by the Assistant Director for International Education, the International Admissions Coordinator, the International Student Advisor, and many teams of student assistants, supports students from the application process to graduation and beyond.

**Academic Success Mentors** is an outreach program run by the Center for International Students, aimed at helping new international students adjust to the American educational system. New students will begin meeting with their Academic Success Mentor, a successful student at Truman, during the first full week of classes. Students will receive an email from their assigned mentor to arrange a convenient time to meet. Participation in the Academic Success Mentors Program is mandatory for all new degree-seeking students as it is a condition of admission to Truman.

**Cultural Integration Leaders** are American students who live in the residence halls or off-campus and assist new international students adjust to the social and cultural differences of American college life. The Cultural Integration Leaders are here to welcome new students to campus and they continue to work with students throughout their time at Truman.

**International Ambassadors** are current international students who have successfully transitioned to college life and want to help you do the same. You may have already spoken with an International Ambassador before you arrived at Truman, as they reach out by calling admitted students and managing the Newly Admitted Truman Students Facebook page. You will have many opportunities to connect with the International Ambassadors upon your arrival and during International Student Orientation. The International Ambassadors have shared the same experiences you will face as an international student at Truman and are an excellent source of information.

**New Student Advisors & the Center for Academic Excellence** - The professional advisors, peer advisors, and tutors of the Center for Academic Excellence help students make a smooth academic and social transition to Truman, beginning with freshmen orientation (Truman Week) and transfer student orientation. Our Academic Advisors assist all new students with registration and ensure that students find the campus resources they need for success. They also teach courses such as Book and Discussion, which allow their advisees to connect with each other as well as their advisor. In addition, the Center co-sponsors events, including the International Film Festival and student-initiated programs.

**Cultural Clubs** – Student organizations centered around certain countries or areas of the world or for all areas of the world are popular at Truman to teach others about the countries and cultures they represent and to support students from those countries and cultures.

**The Writing Center**- The Truman State University Writing Center provides all Truman students with a comfortable environment for conversations about writing. Writing Consultants work with writers at all levels of competence, from all disciplines, and at any stage of the writing process. They assist students in generating ideas, drafting, revising, and editing. The Writing Consultants are always ready to share ideas about writing strategies and techniques.



## Orientation

International Student Orientation is **MANDATORY** for all new international freshman, transfer, exchange students, and even those who have lived or studied in the U.S. before. Although a student may already have experience in the U.S., it is important to learn about specific university procedures, local culture, and regulations. At orientation you will learn about policies and procedures which will make the transition to life in Kirksville and at Truman much easier. Early arrival to the Truman campus for orientation is a great opportunity to acclimate yourself to the new surroundings, learn the essential rules of the university, and most importantly to meet other American and international students. All students are charged an orientation fee, so make sure you get the most value and attend all of the orientation events and activities.

In orientation sessions, we cover a variety of essential information such as how to maintain legal status in the United States, how to adjust to the American classroom and campus, registration procedure, as well as explaining health insurance, employment options, money management, and much more. During orientation, new students will meet people who will serve as resources throughout their time at Truman. You will have the chance to meet Truman students who work in the CIS and also to familiarize yourself with your student advisor. Last but not least, International Student Orientation is fun and is what many international students will remember as their first positive experiences at Truman.



## Employment

Employment for international students in the U.S. is limited by law. International students may **ONLY** work on-campus up to 20 hours per week while classes are in session and up to 39 hours per week during breaks and holidays. However, the availability of on-campus jobs is limited, and students should not rely on on-campus employment as a significant source of financial support. Students may not work off-campus without permission from the U.S. government and this permission is granted only under very specific circumstances. Working off-campus without permission will result in loss of non-immigrant status.

# Course Request Form

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_  
Major \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
E-mail Address \_\_\_\_\_

## Application Type (Check One):

- ☐ Exchange (Please indicate if you plan on studying at Truman for one or two semesters) \_\_\_\_\_
- ☐ Visiting (Please indicate if you plan on studying at Truman for one or two semesters) \_\_\_\_\_
- ☐ Graduate

## Listing of Class Preferences

Use this section to list classes which you might be interested in enrolling. Also, please indicate if there are classes your institution absolutely requires that you take during your time at Truman. An advisor will design your class schedule to reflect your major requirements and interests. This schedule will be dependent on course availability and appropriateness to your major and interests.

Maximum number of hours you wish to take (for exchange students, full-time status is 12–17 hours; for graduate students, full-time status 9 hours): \_\_\_\_\_

Personal issues or concerns which should be considered in planning your schedule:

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\*The semester course listings may be found on-line at: <http://catalog.truman.edu>

| Discipline Code | Course Number | Credit | Course Title       |
|-----------------|---------------|--------|--------------------|
| Example:<br>ENG | 252           | 3.0    | Western Literature |
|                 |               |        |                    |
|                 |               |        |                    |
|                 |               |        |                    |
|                 |               |        |                    |
|                 |               |        |                    |

Center for International Students  
Truman State University  
100 East Normal Avenue  
Kirksville, Missouri, USA 63501  
Phone: 660-785-4215  
Fax: 660-785-5395  
Web: <http://truman.edu/international>  
Email: [intladmit@truman.edu](mailto:intladmit@truman.edu)



## Medical History *(confidential)*

Completion of this form is required prior to receiving any non-emergency health care at the Student Health Center.

As one office administratively, the Student Health Center and University Counseling Services may share information deemed pertinent to client care.

Return to:  
Truman State University  
Student Health Center  
100 East Normal  
Kirksville, MO 63501-4221

(660) 785-4182 PHONE  
(660) 785-4011 FAX

\* Please provide name as it appears on official University registration \_\_\_\_\_

\*Name: \_\_\_\_\_

*Last*

*First*

*M*

Date of Birth: \_\_\_\_\_  
*mm/dd/yr*

Banner/Student ID # \_\_\_\_\_ Social Security # \_\_\_\_\_

Phone: Cell \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home \_\_\_\_\_

*City*

*State*

*Zip*

*Country*

Age: \_\_\_\_\_

Race: \_\_\_\_\_

Marital Status (circle one): Single Married Widowed Divorced

Gender: ☐ Female ☐ Male

In case of emergency, contact: Name \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Eve \_\_\_\_\_ Cell \_\_\_\_\_

Family physician: \_\_\_\_\_ Phone: \_\_\_\_\_

I will enter in: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Class: ☐ Freshman ☐ International ☐ Grad. Student ☐ Transfer ☐ Other: \_\_\_\_\_

## Personal Health History

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Do you have a present or past history of (check all that apply)

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Abnormal Pap Smear | <input type="checkbox"/> Epilepsy/Seizure Disorder       | <input type="checkbox"/> High Blood Pressure        | <input type="checkbox"/> Scarlet Fever                  |
| <input type="checkbox"/> Allergic Rhinitis  | <input type="checkbox"/> Ear Trouble/Hearing Loss        | <input type="checkbox"/> Intestinal/Stomach Trouble | <input type="checkbox"/> Sexually Transmitted Infection |
| <input type="checkbox"/> Anemia             | <input type="checkbox"/> Eye Disease (excluding glasses) | <input type="checkbox"/> Joint Disease/Injury       | <input type="checkbox"/> Sickle Cell Trait/Disease      |
| <input type="checkbox"/> Arthritis          | <input type="checkbox"/> Gallbladder Problems            | <input type="checkbox"/> Kidney Infections/Disease  | <input type="checkbox"/> Stroke                         |
| <input type="checkbox"/> Asthma             | <input type="checkbox"/> Headache                        | <input type="checkbox"/> Mononucleosis              | <input type="checkbox"/> Surgery                        |
| <input type="checkbox"/> Back Problem       | <input type="checkbox"/> Head Injury                     | <input type="checkbox"/> Pacemaker                  | <input type="checkbox"/> Tuberculosis                   |
| <input type="checkbox"/> Blood Clots        | <input type="checkbox"/> Heart Condition                 | <input type="checkbox"/> Paralysis                  | <input type="checkbox"/> Thyroid Disease                |
| <input type="checkbox"/> Cancer             | <input type="checkbox"/> Hepatitis/Jaundice              | <input type="checkbox"/> Pneumonia                  | <input type="checkbox"/> Other                          |
| <input type="checkbox"/> Diabetes           | <input type="checkbox"/> Hernia/Rupture                  | <input type="checkbox"/> Rheumatic Fever            |   |

Describe any conditions checked above with dates: \_\_\_\_\_

Current Medications: \_\_\_\_\_

List DRUG ALLERGIES: \_\_\_\_\_ While at Truman will you need allergy shots? ☐ Yes ☐ No  
If yes, you must contact the Health Center at (660) 785-4182 prior to your arrival.

## Psycho/Social History

Do you have a present or past history of (check all that apply):

- |   |  |                                     |   |                                 |
|---|--|-------------------------------------|---|---------------------------------|
| <input type="checkbox"/> Alcohol Use      | <input type="checkbox"/> Bipolar/Mood Disorder | <input type="checkbox"/> Depression | <input type="checkbox"/> Psychological Counseling | <input type="checkbox"/> Smoker |
| <input type="checkbox"/> Anxiety Disorder | <input type="checkbox"/> Eating Disorder       | <input type="checkbox"/> Drug Use   | <input type="checkbox"/> Smokeless Tobacco        |                                 |

Describe any conditions checked above with dates: \_\_\_\_\_



## Family Medical History

|          | Age   | State of Health | Age at Death | Cause of Death |
|----------|-------|-----------------|--------------|----------------|
| Father   | _____ | _____           | _____        | _____          |
| Mother   | _____ | _____           | _____        | _____          |
| Sisters  | _____ | _____           | _____        | _____          |
|          | _____ | _____           | _____        | _____          |
| Brothers | _____ | _____           | _____        | _____          |
|          | _____ | _____           | _____        | _____          |

Has any relative (father, mother, sister, brother, or grandparent) suffered from the following:

|                         | Yes   | No    | Relationship & Comments |
|-------------------------|-------|-------|-------------------------|
| Asthma                  | _____ | _____ | _____                   |
| Drug Allergy            | _____ | _____ | _____                   |
| Cancer                  | _____ | _____ | _____                   |
| Diabetes                | _____ | _____ | _____                   |
| Heart Disease           | _____ | _____ | _____                   |
| High Blood Pressure     | _____ | _____ | _____                   |
| Kidney Disease          | _____ | _____ | _____                   |
| Mental Health Disorders | _____ | _____ | _____                   |
| Genetic Problem         | _____ | _____ | _____                   |
| Tuberculosis            | _____ | _____ | _____                   |
| Other:                  | _____ | _____ | _____                   |

Is there any other information which could be helpful to the health care providers at the Student Health Center?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Health Insurance Information

**Students are required to bring all pertinent health insurance information with them to Truman State University.** This would include a copy of the front and back of the medical insurance card and the prescription card if applicable.

**Students without any insurance may purchase a school plan endorsed by Truman.** This plan application is available online at [www.sas-mn.com](http://www.sas-mn.com) or by contacting the Student Health Center. Those with no insurance must so advise the Health Center personnel.

*I hereby certify that the above history is complete to the best of my knowledge:*

Date: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

**TO PARENTS OF STUDENTS UNDER AGE 18:** I hereby grant permission to the medical staff of the Student Health Center at Truman State University to carry out necessary medical treatment on the above named patient.

Date: \_\_\_\_\_ Signature of Parent: \_\_\_\_\_

## Instructions for Meeting Truman State University Immunization Requirements

Please read carefully. Failure to comply may result in registration delays.

Complete the Tuberculosis Screening below, obtain copies of your immunization records and attach to this form. Mail to Student Health Center, Truman State University, McKinney Building, 100 E. Normal Ave., Kirksville, MO 63501, ATTN: Immunization Clerk. You may, instead, fax records to (660) 785-4011 or e-mail scanned attachments to [cdavis@truman.edu](mailto:cdavis@truman.edu). (Please send scanned documents in jpg or PDF format.) Truman's immunization requirements are specified on p. 4.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Records sent to other offices are not guaranteed to reach the Health Center. **Students should retain original documents.** Copies of records may be destroyed after entry into the University database. Examples of acceptable documents include:

- Copies of personal immunization records ("baby book")
- Copies of physician office, Health Department or military immunization records
- Copies of high school or previous college immunization records

### Tuberculosis (TB) Screening

Check any that apply:

(If any apply, TB Screening with a TB Skin test is required. Documentation of PPD Mantoux skin test (done in the US within the past 12 months), read and documented in millimeters of induration, must be provided with this document. Chest x-rays (from the US) will be required for anyone with a positive skin test. A negative chest x-ray is not a substitute for a skin test.

I certify that I:

- \_\_\_\_\_ am from or have lived for two months or more in Asia, Africa, Central or South America or Eastern Europe.
- \_\_\_\_\_ have been diagnosed with a chronic medical condition that may impair my immune system.
- \_\_\_\_\_ am a health care worker.
- \_\_\_\_\_ am a volunteer or employee of a nursing home, prison or other residential institution.
- \_\_\_\_\_ have contact with a person known to have active tuberculosis.

Individuals who have been treated for latent or active TB disease must provide documentation of adequate treatment as specified by the CDC (Centers for Disease Control).

## Required Immunizations

1. All students born after Dec. 31, 1956, must comply with Truman's two-dose **Measles Immunization Requirement**.  
The requirement can be met any of the following ways:
  - a. 2 doses of MMR vaccine. The first dose must have been given at age 12 months or later. The second dose must have been given at least one month after the first one.
  - b. 1 dose of MMR vaccine and 1 dose of rubella. The first dose must have been given at 12 months of age or later. The second dose must have been given at least one month after the first dose.
  - c. Titre (blood test) results proving immune status. (Documentation is required.)
2. All students living in University housing (residence halls or apartments) must either:
  - a. show documentation of **meningococcal vaccine**, or
  - b. sign a waiver that indicates they have been provided educational materials but have chosen not to receive the vaccine at this time.  
To obtain the waiver for meningococcal vaccine, the pdf may be downloaded and printed from:  
[http://studenthealth.truman.edu/meningitis\\_form.asp](http://studenthealth.truman.edu/meningitis_form.asp)

## Recommended Immunizations

The following immunizations are recommended, but not required, for all University students:

- **Tetanus/Diphtheria** administered within the past 10 years.
- **Hepatitis B series** (3 doses). Even if incomplete, provide dates of any doses received.
- **Influenza vaccine**. Available each fall and advised for all students.
- **Varicella (chicken pox)**. No vaccine is needed if there is a good history of natural infection. If history is questionable, a blood test can be done at the student's expense to determine immune status. If history of chicken pox infection, indicate approximate: Month \_\_\_\_ Year \_\_\_\_
- **Human Papilloma Virus series**. Recommended for females over age 11.

### CHECKLIST OF ITEMS TO SEND TO STUDENT HEALTH CENTER:

- |   |  |
|---|--|
| ____ Completed Medical History Form             | ____ Copy Insurance Card, front & back |
| ____ New Patient Information/Insurance Sheet    | ____ Immunization Record Copy          |
| ____ Meningitis Waiver Form (if no vaccination) |  |



TRUMAN STATE UNIVERSITY STUDENT HEALTH CENTER  
**MENINGOCOCCAL VACCINATION  
WAIVER FORM**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

LAST

FIRST

MI

MM/DD/YYYY

BANNER (Student ID): \_\_\_\_\_ Home/Cel Phone: (\_\_\_\_) \_\_\_\_\_

### Medical Exemption

Missouri State Law 754 section 174.335 requires all students who reside in on-campus housing at a public institution of higher education to have received the meningococcal vaccine unless a signed statement of medical or religious exemption is on file with the institution's administration. A medical exemption requires a signed certification by a physician licensed to practice in Missouri indicating that the immunization would seriously endanger the student's health or life of the student has documentation of the disease or laboratory evidence of immunity to the disease.

Comments: \_\_\_\_\_

PRINTED NAME OF PHYSICIAN

SIGNATURE OF PHYSICIAN

SIGNATURE DATE

Physicians' Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Religious Exemption

After consulting my healthcare provider, Student Health Center, or local or state health department, I understand the risks of not being vaccinated for meningococcal disease. Initial: \_\_\_\_\_

**A. To be completed by student 18 years of age or older:**

I do not choose to get the meningococcal vaccine at this time, due to my religious beliefs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. For students under the age of 18:**

As the parent of a legal guardian, I do not want this student to get the meningococcal vaccine at this time, due to our religious beliefs.

Printed Name of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax, bring or mail this form to:**

Truman State University Student Health Center

100 E. Normal Ave.

Kirksville, MO 63501-4221

Phone: (660) 785-4182

Fax: (660) 785-4011

E-mail: [pjohnson@truman.edu](mailto:pjohnson@truman.edu)