Pre-Arrival Info for International Students

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

International Affairs
MTSU
Dear International Student:

Congratulations on your acceptance to Middle Tennessee State University!

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

To prepare for your studies at MTSU I am sending this along as a reminder of some key dates and information:

- **August 17th, 2016** International Student Orientation
  The international student orientation is mandatory, if you do not check-in you will not be allowed to register for the fall semester and your SEVIS, I-20/DS-2019, registration will be cancelled

- **August 22nd, 2016 Monday** Classes begin
- **August 29th, 2016 Friday** Last Day to register. You must prepay in the Business Office before being allowed to late register

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

[http://frank.mtsu.edu/~customs/precustoms/movie/PreCUSTOMS.html](http://frank.mtsu.edu/~customs/precustoms/movie/PreCUSTOMS.html)

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

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

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

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

### July 1st

**Deadline** to confirm enrollment for fall semester

### August 15th, Monday – August 16th, Tuesday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30 PM</td>
<td>Placement tests</td>
</tr>
<tr>
<td>All day</td>
<td>Health Service Center Visits</td>
</tr>
<tr>
<td>All Day</td>
<td>Individual Advising/Course Registration Appointments</td>
</tr>
</tbody>
</table>

### August 17th, Wednesday – Business and Aerospace Building – Room S102

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 – 1:00 PM</td>
<td>Check-in at Lobby of the BAS Building: Bring your passport, I20/DS2019.</td>
</tr>
<tr>
<td>1:00 – 1:30 PM</td>
<td>Session-1: Welcome Remarks from International Affairs</td>
</tr>
<tr>
<td>1:30 – 2:30 PM</td>
<td>Session-2: Immigration</td>
</tr>
<tr>
<td>2:45 – 3:00 PM</td>
<td>Session-3: MTSU and Murfreesboro</td>
</tr>
<tr>
<td>3:00 – 3:30 PM</td>
<td>Session-4: MT One Stop</td>
</tr>
<tr>
<td>3:30 – 4:00 PM</td>
<td>Session-5: Fee Payment, Blue ID Review</td>
</tr>
<tr>
<td>3:45:00 – 4:30 PM</td>
<td>Questions and Answer Session.</td>
</tr>
</tbody>
</table>

### August 18th, Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Day</td>
<td>Individual Advising/Course Registration Appointments continued</td>
</tr>
<tr>
<td>9:00-11:00 AM</td>
<td>Library Tour (9:00 am), Rec Center Tour (10:00 am) Meet at Library</td>
</tr>
<tr>
<td>1:00-3:30 PM</td>
<td>Wal-Mart Shopping trips (Meet at Library)</td>
</tr>
<tr>
<td>5:00 - 8:00 PM</td>
<td>Welcome Picnic at Oaklands Park. Meet at Peck Hall at 4:30 pm.</td>
</tr>
</tbody>
</table>

### August 19th, Friday

**Trip to Nashville, meet at Library, 8:00 AM**

### August 20th, Saturday

**Great Giveaway, RFC Building, 8:00 AM – 12:00 PM**

### August 22nd, Monday

**First day of Classes!**
Contacts and Office Hours
Office Hours: 8:00a.m.-4:30p.m.
Monday through Friday

International Affairs
Room 216, Peck Hall

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

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

Undergraduate Admission (International)
Peck Hall room 208

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

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

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

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

International Student & Scholar Services
Jones Hall 111

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

Office of Education Abroad
Room 207 Peck Hall

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

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

Rachael Moore
Coordinator
Rachael.Moore@mtsu.edu

MTSU Blue ID Cards Office
Room 306, James Union Building
(615) 898-5523 help@mtsu.edu

Information Technology Division, 24/7 Help
The basement of Cope
(615) 898-5345 help@mtsu.edu

Bursar’s office
Student Services and Admission Center
2nd Floor
(615) 898-2761

Post Office  * M-F: 8:00 AM to 4:00 PM.
1st floor, Student Union Building
(615) 898-2459 cwatts@mtsu.edu

Housing and Residential Life Office
Room 303, KUC
Main Housing office
615-898-2971

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

The Health Services Building
Right section on the 1st floor,
The Health, Wellness, and Recreation
(615)898-2988
Flowing chart for getting started at MTSU

Receive your Letter of Acceptance

Return your confirmation form via emails; Activate your email account and Pipeline Account

Prepare your visa application if it is required

Visit MTSU website take a virtual tour and watch the pre-customs video

Book your air ticket and plan your trip to Nashville

Booking your on-campus or off-campus housing on line

Arrange your transportation from the airport (BNA) to Murfreesboro

Attend the Orientation
Submit your health certificates (if you have not mail it to Health Service Center) and verify your I-20 forms, I-94 card and passport upon arrival. (It is law!) (The orientation is mandatory; No show-up may jeopardize your qualification for enrollment)

Register your courses and beginning your journey at MTSU
Pipeline MT- Your gateway to the MTSU campus!

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

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

Where can I use a computer to activate my account?

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

What can I do Through Pipeline?

♦ Register for your courses
♦ Check messages from your advisors
♦ Pay your tuition and fees online
♦ …and many more options

What is M#?

♦ “For identification purposes, you will be assigned a special identification number. Please use that ID number in all correspondence being sent to International Undergraduate Admissions.”
♦ With your M number: M 0XXXXXXXX (M+8 digits), you can activate your MT email, login pipeline MT to register your courses or pay tuition on line. When you arrive at MTSU, you may also access recreation center or use other facilities on campus.
Blue ID card- Be a member of the Blue Raiders

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

What can I do with my MTSU Blue ID on campus?
- Check out books at the MTSU Library
- Access the Student Recreation Center
- Campus computer labs
- Cash checks
- Discounted tickets or free for campus events like movies, concerts or performances

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

How can I get my Blue ID card?
Bring your passport or other photo ID (if applicable) and M number to the Blue ID office. (You don’t have to bring your photo; there is no payment first time, but if you lose it, you need to pay $10 for replacement): http://www.mtsu.edu/itdcommunications/idoffice/#f
Registration Confirmation and Payments

How can I confirm my registration?
1. **Pay your tuition and fees online with** credit cards, check card or by e-check on Pipeline (available until 6:00 p.m. August 21st on Pipeline);
   
   **Or pay your tuition and fees in person** at the Business Office cashier windows in MT One Stop Building (8:00 a.m. - 4:30 p.m.)
2. **Confirm your registration**
   
   You must complete registration confirmation on Pipeline. (Down at 6:00 p.m. on August 30) You will be given a CONFIRMATION NUMBER when you are confirmed. Write down this number as this is your proof that you have completed the confirmation process.

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

Visit here for more information:
http://www.mtsu.edu/bursar/docs/ConfirmationPaymentProcess.pdf
Housing on/off campus

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

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

♦ Long-term housing off campus
  You may contact Off-Campus Student Services office at ocss@mtsu.edu, call 615-898-5989, or come by the office in KUC 320 in person. To check out the off-campus housing availabilities, go to the website http://www.mtsuoffcampus.com/; or you may also find off-campus housing close to MTSU at Google map. (Click the link)
Exploring MTSU Community within Walking Distance
(All the places listed in the map are within 5-15 minutes walking distance.)

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

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

Blue Stars where you can take “Rover” - Murfreesboro City Bus System

Red Start for Shuttle Bus to Nashville - MTA 96X
Post Office/Banking/Telephone

Post office

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

Your Full Name  
Box _________  
MTSU  
1301 E Main Street  
Murfreesboro, TN 37132

Banks

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

Bank of America  
Location: 120 East Main Street,

Fifth Third Bank  
Location: 2927 South Rutherford Boulevard (opposite the Wal-Mart)
*with Western Union service for sending or receiving cash

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

Telephone

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

Raider Xpress Bus - campus wide transportation
Blue, Green and Red Bus Routes provide the transportation on campus. It is a free transportation on campus only. [http://www.mtsu.edu/parking/sec12.php](http://www.mtsu.edu/parking/sec12.php)

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

MTA 96X Bus - Murfreesboro to Nashville metropolitan area
A commuter bus from JUB, MTSU to Music City Central, Nashville
5:53am-4:52pm Monday through Friday
Fare: $1.75 with MTSU ID

Greyhound Buses - Nation-wide transportation
2114 South Church Street Murfreesboro, TN 37130-5521 (615) 893-5531
Time and fare varied with your travel plans, [http://www.greyhound.com/](http://www.greyhound.com/)

Taxi - Service provided by calling the taxi company
Local Service Call 615-522-6701; [http://www.borocabtaxiservice.com/](http://www.borocabtaxiservice.com/) or other cab companies.

Transportation from Nashville Airport (BNA) to MTSU campus
Option 1: Call local Taxi/Cab companies 615-217-7433/6040 or reserve taxi/shuttle services online at [http://www.anytimetransport.com/](http://www.anytimetransport.com/) before your arrival.

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

Option 3: MTA Bus route 18 to Nashville, transfer at Music City Central to MTA96X
Driving License
Check the separate pamphlet or the website at http://www.tn.gov/safety/dlmain.shtml

Recreation, movies and more funs!

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

Recreation Center
The Recreation Center on campus provides state-of-the-art facilities, such as indoors track, basketball court, racquetball room, ping pong tables and swimming pools.
http://www.mtsu.edu/camprec/index.php

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

Tucker Theater
The theater hosts different concerts, dance events on campus.
Health Service, Emergency and Insurance
The Health Services Building on campus is open 8:00a.m - 4:30p Monday-Thursday and 8:00a.m-4:00p.m. Friday.

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

Important Numbers
MTSU Health Services: 615-898-2988
Murfreesboro Medical Clinic: 615-893-4480
Middle Tennessee Medical Center: 615-396-4100
Middle Tennessee Medical Center Emergency Room: 615-849-4100
MTSU Campus Police: 615-898-2424
StoneCrest Medical Center Emergency Department: 615-768-2034

Insurance
Questions about Health Insurance, please visit
http://www.mtsu.edu/intered/HealthInformation.php
Pre-Customs video
http://frank.mtsu.edu/~customs/precustoms/movie/PreCUSTOMS.html

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

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

Quick facts of MTSU
   Founded on September 11, 1911
   2012 Total Enrollment: 26,442
   Total full-time employees: 2,191
   Area: more than 500 acres

Fall 2016 Academic Calendar
   August 22 - Classes Begin
   September 5 – Labor Day Holiday - No Classes
   October 8-11 – Fall Break – No Classes
   November 23-26 – Thanksgiving Holiday, No Classes
   November 30 - Last Day of Classes
   December 1 - Study Day - No Classes
   December 2-8 - Final Examinations
   December 8 – Last Day of Term
   December 10 - Commencement
   December 12 - Deadline for Final Grades

Location of Tennessee in the United States


Digital Tools Recommended
   www.google.com map service will help you to locate your place and make a trip plan.
   www.dropbox.com will offer you a 2 G online disk to store your files, assignments.