

### Important Campus Office Phone Numbers

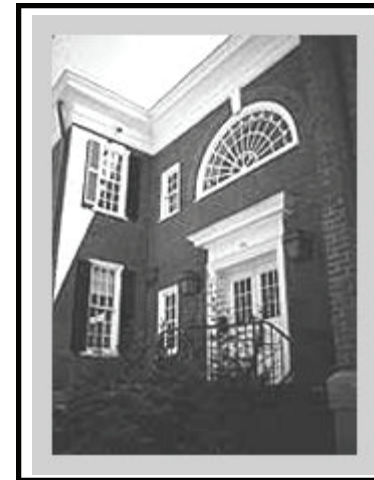
Computer HELP Desk	258-5957
Firestone Library	258-3181
Frist Campus Center	
<i>Welcome Desk</i>	258-1766
Graduate College	
<i>Residence Life</i>	258-6686
<i>Porter's Lodge</i>	258-3443
Graduate School	
<i>Academic Affairs</i>	258-3032
<i>Student Affairs</i>	258-3028
Housing Office	258-3720
ID Office	258-5436
International Center	258-5006
McCosh Health Center	258-3139
<i>Health Insurance Plan</i>	258-3138
Office of Visa Services	258-1451
Payroll Office	258-5878
Public Safety	258-3134
Registrar's Office	258-3360

Emergency 911

**Please note:**

**The area code for all campus numbers is 609. When using a campus phone, dial 8 then the number; no area code is necessary for local calls dialed off-campus.**

## A Guide for International Graduate Students 2009-2010



### Office of Visa Services Princeton University

120 Alexander Street, 2nd Floor  
Princeton, NJ 08544  
Phone: 1 (609) 258-1451  
Fax: 1 (609) 258-2502  
Email: [puvisa@princeton.edu](mailto:puvisa@princeton.edu)

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### *Checklist for Arriving Graduate Students*

#### **Before you leave home:**

##### **Prepare Immigration Documents**

- Certificate of Eligibility (I-20 or DS-2019)
- Passport
- Documentation of Funding
- Pay SEVIS fee and get receipt
- Apply for F-1 or J-1 Visa Stamp

##### **Arrange Transportation**

- From airport to Princeton
- From train station to Princeton

##### **Bring Money for Initial Expenses**

##### **Bring Personal Records**

- Driver's license
- Medical Records
- Dependents Records if applicable (birth certificates, medical records, etc.)

#### **Once On Campus at Princeton University:**

Visit the following campus offices:

##### **Your Academic Department**

- Office of Visa Services** (120 Alexander Street, please bring your I-20/DS-2019, passport and I-94 card)
- Graduate School** (Clio Hall, 2nd Floor)

#### *Important Dates*

- **Orientation for International Graduate Students**  
Thursday, September 10 and Friday, September 11, 8:15 am, McCormick 101
- **Graduate School Orientation**  
Tuesday, September 15, 10:00 am, Richardson Auditorium
- **Sign-In for First-Year Graduate Students**  
Wednesday, September 16, 9:00 am, Chancellor Green, East Pyne
- **Department Orientation Programs**  
(dates in early September, check with your department)
- **Classes begin Thursday, September 17**

be very costly. Some students find it helpful to postpone the arrival of their dependents until after arrangements for housing and schooling have been made. For additional information on childcare, consult the Graduate School's website [www.gradschool.princeton.edu/student-life/childcare/](http://www.gradschool.princeton.edu/student-life/childcare/).

Public school education in the U.S. is free for all children age 5 and older. All children between the ages of 5-16 are required by law to attend school. There are some private and religious-affiliated schools for which there is a tuition charge. The school year is from early September to mid June. Upon arrival, you should check with the school district in which you reside to find out how to enroll your children. When registering, you must bring your children's health records, dates of immunization, and birth certificates – all translated into English.

#### L. Campus Tour

If you arrive early, you may want to take a free student-led tour of the campus offered by the Orange Key Guide Service. For current tour information, please consult the tour schedule at <http://webscript.princeton.edu/~oktour/index.php> or call the Frist Campus Center Welcome Desk at (609) 258-1766.

#### M. International Resources on Campus

You will find many offices with resources to help international students at Princeton.

##### 1. Office of Visa Services (OVS)

The Office of Visa Services is part of the University's Office of General Counsel and is responsible for immigration advising for international graduate students as well as visiting scholars, faculty and research staff. The office is located on the second floor of 120 Alexander Street across from Forbes College. For more information, you can consult the OVS website at [www.princeton.edu/sites/Visa/](http://www.princeton.edu/sites/Visa/).

##### 2. Kathryn W. and Shelby Cullom Davis '30 International Center

The Davis International Center, part of the Office of the Dean of Undergraduate Students, provides programming for the international population of the University. The Center organizes the Host Family program and English Conversation groups. For more information please consult the Center's website at [www.princeton.edu/~intlctr/](http://www.princeton.edu/~intlctr/).

##### 3. Consortium of International Student Organizations

The Consortium of International Student Organizations is an umbrella organization for all ethnic, national and international student groups (graduate and undergraduate), which, working closely with the Davis International Center, meets regularly to network and promote joint sponsorship on the programs that enhance a sense of cosmopolitan presence on campus and give a better understanding of other cultures. The Consortium includes the International Students Association of Princeton; Council of International Graduate Students; and many national and ethnic student organizations. For more information about the Consortium of International Student Organizations and to find a list of country/regional specific international student groups please consult the ISA website at [www.princeton.edu/~consortm/](http://www.princeton.edu/~consortm/).

*Please note: This Guide was printed in April 2009 and therefore does not reflect any changes in information made after that date. Train/taxi fares are subject to change, therefore consult relevant websites for current information. For the latest information on immigration regulations, consult the OVS website at [www.princeton.edu/sites/Visa/](http://www.princeton.edu/sites/Visa/).*

## 1. VISA & IMMIGRATION CONCERNS FOR STUDENTS OUTSIDE THE U.S.

### A. Travel Documents

#### 1. Passport

International students must obtain a passport from their government under whatever regulations apply in their country for permission to travel abroad and reenter. The passport, which also serves as proof of identity, must be kept valid at all times while within the United States. If your passport will expire while you are in the U.S., you will need to apply for an extension PRIOR to the expiration date. You can renew your passport through your country's Embassy/Consulate in the U.S. If your passport is lost or stolen, you should report it immediately to the police and file for a replacement at your Embassy/Consulate. Canadian citizens are required to have a passport when arriving in the U.S. by air, or from the outside of the Western Hemisphere, and will be required to have a passport for all land and sea entries no later than June, 2009.

#### 2. Certificate of Eligibility (I-20/DS-2019)

Because you have accepted an offer of admission from Princeton University, you are being sent a Certificate of Eligibility (I-20/DS-2019) to apply for a student visa. If an I-20 form is enclosed, you will apply for an F-1 visa. If a DS-2019 is enclosed, you will apply for a J-1 visa. Your document was created in the Student and Exchange Visitor Information System (SEVIS). SEVIS is a U.S. government internet-based reporting and document production system. Please review your I-20 or DS-2019 immediately. Make sure all information printed about you and your program of study is correct. If there are any errors, contact the Office of Visa

Services (OVS) to determine whether or not a replacement document must be issued. Note that you have been given a reporting date as determined by your department. It is the first date listed in item 5 on the form I-20 or item 3 on form DS-2019. This is the latest date by which you are expected to arrive in Princeton. Please note that there is an International Graduate Student Orientation program scheduled on September 10th and 11th for all new international graduate students. Some students may have orientation programs organized by their academic departments as well (this information will be sent directly to students by their department). All first-year graduate students can register on-line, beginning Wednesday, September 2nd, and must sign in with the Graduate School on Tuesday, September 15th.

If you cannot arrive at Princeton by the program start date noted on your I-20/DS-2019, contact your academic department and request permission to arrive on a later date. If the department agrees, ask for a letter stating that they have no objection to your late arrival. This letter may be requested by the U.S. Embassy/Consulate and/or the Department of Homeland Security (DHS) officials at the port of entry, so carry it with your other immigration documents.

If you plan to arrive earlier than the program start date noted on your I-20/DS-2019, please coordinate this with the Housing Office (if you will live on campus) and with your academic department. It may not be possible for you to begin to work on campus (including research assistantships) earlier than the date noted on your I-20/DS-2019. Please consult the OVS if you have questions about your immigration documents. If you have questions about housing, please contact the Housing Office directly.

More information about the Housing Office, as well as contact information, can be found at [www.princeton.edu/facilities/housing/graduate\\_info/](http://www.princeton.edu/facilities/housing/graduate_info/).

**Important notes:**

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

**3. Student Visa (F-1 or J-1) and SEVIS Fee**

In order to enter the U.S. as an F-1 or J-1 student, you are required to have, in addition to the I-20/DS-2019, a valid passport and a student visa stamp (a label pasted onto a page of your passport permitting you to enter the U.S.). Canadian citizens are not required to have a visa stamp to enter the U.S., but they are not exempt from paying the SEVIS Fee (please see page 7 for more information). Applicants for F-1/J-1 student visas using documents to begin a new program are required to file form I-901 and to pay a \$200 (F-1 students) or \$180 (J-1 students) SEVIS fee BEFORE FILING AN APPLICATION for an F-1/J-1 visa at a U.S. Embassy/Consulate. The SEVIS fee may be paid by credit or debit card directly on the SEVIS website at [www.fmjfee.com/index.jhtml](http://www.fmjfee.com/index.jhtml) or by check or money order mailed to the Student and Exchange Visitor Program (SEVP) along with the form I-901. Further information about the SEVIS fee and the DHS form I-901 can be found at [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901).

**a. Applying for a Visa**  
 You may wish to contact a **U.S. Educational or Information Advising Center** in your home country before applying for your visa. The Center can give you valuable information on the application procedures in your country. If at all possible, attend a pre-departure orientation program organized by the center; it will almost certainly include information on applying for a visa. The center may also produce written pre-departure materials. Further information can be found on the Department of State (DOS) website [www.educationusa.state.gov/predeparture.htm](http://www.educationusa.state.gov/predeparture.htm).

Visa applications are made at a U.S. Embassy/Consulate. It is best to apply for the student visa at the U.S. Embassy/Consulate in your home country. Generally, students are required to present their passport, a completed visa application form with a non-refundable fee, an I-901 SEVIS fee receipt notice, an I-20/DS-2019 and original or notarized copies of the guarantee of financial support (e.g., your Princeton University admission reply, bank statements, letters of support from family, etc.). All visa applicants must complete forms DS-156 and DS-158.

**Note:** At some embassies/consulates, a new electronic form DS-160 is replacing the DS-156 and DS-158 forms. Please check the DOS website at [www.travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://www.travel.state.gov/visa/frvi/forms/forms_1342.html) for more details.

All male nonimmigrant visa applicants between the ages of 16 and 45, regardless of nationality and regardless of where they apply, must also complete a Supplemental Nonimmigrant Visa Application DS-157.

The exact application procedures and the amount of time required for processing varies at each U.S. Embassy/Consulate. You should deter-

mine the amount of taxes withheld has been greater than required, the student will receive a refund; if less, the student will have to pay additional taxes. Detailed information about tax matters is provided to students in March.

**J. Motor Vehicle Commission (MVC)**

If you will be an F-1 or J-1 student for more than a year, and you wish to drive in the U.S., New Jersey requires that you obtain a New Jersey driver's license within 60 days of moving to New Jersey. This means that you may use your home country driver's license or International Driver License as proof of driving experience, provided that your country is a member of the United Nations Convention on Road Traffic and your license is translated into English by a consulate or an MVC approved translator.

**If you will be an F-1 or J-1 student for less than 1 year,** you may use your home country or International Driver License throughout your stay.

If you do not have a valid driver's license, and you wish to drive in the U.S., you may apply for a NJ license. For further details about MVC rules and procedures, please consult [www.state.nj.us/mvc](http://www.state.nj.us/mvc).

**K. Married Students**  
 Married students who wish to have their families join them must be prepared for the additional expenses for dependents. A married couple will require at least an additional \$17,620 per 12 months for a spouse and \$11,328 per 12 months for each child. For further details about bringing family members, please consult the OVS website at [www.princeton.edu/sites/Visa/Spouse.htm](http://www.princeton.edu/sites/Visa/Spouse.htm)

**1. Spouse Employment and Study**  
 An F-1 student's dependent spouse should NOT expect to study or to

obtain employment in the U.S. An F-2 dependent is not permitted to engage in any kind of employment. Nor is an F-2 eligible for full-time study in the U.S. If an F-2 dependent wishes to engage in full-time studies, or studies that are more than recreational in scope, s/he must change status to F-1. A J-1 student's dependent spouse may apply to the United States Citizenship and Immigration Services (USCIS) for permission to work if s/he meets the requirements. Spouses with J-2 status who want to work while in the U.S. should consult with the OVS upon their arrival.

**2. Social Security Numbers**  
 F-2 dependents are not eligible for Social Security numbers. J-2 dependents are eligible for a Social Security number only after obtaining employment authorization from USCIS.

**3. Driver's License**  
 F-2 dependents and J-2 dependents may be eligible for a New Jersey driver's license even without a social security number. However, their F-1 or J-1 spouse must have a Social Security number (SSN) or SSN denial letter from Social Security Administration before the dependent can apply for the license. The spouse should take all immigration documents (I-20, I-94, passport) as well as those of the F-1 or J-1 student (including a copy of the SSN). J-2 spouses with work permission will be eligible for a Social Security number. They must show their Employment Authorization Document (EAD) in addition to all other pertinent immigration documentation when applying for a driver's license.

**4. Day Care and Schools for Dependent Children**  
 If dependent children who require daycare or babysitting services will accompany you, you will need to make arrangements as soon as possible. Admission to a daycare program may require a waiting period and can

### 3. Dental and Vision Plan

Graduate students may also elect to participate in and pay for, optional vision and dental plans that provide benefits beyond those included in the SHP. For further information, see the University Health Services website at [www.princeton.edu/uhs/](http://www.princeton.edu/uhs/), Health Care and Princeton University Health Services will be discussed in more detail during International Graduate Student Orientation.

### H. Social Security Number (SSN) & Individual Taxpayer Identification Number (ITIN)

Anyone who receives a salary or wages (not a fellowship or stipend) in the U.S. is required to have a U.S. Social Security Number (SSN) for payment purposes. Therefore, students who have assistantships or jobs on campus must obtain a SSN. Students with fellowships are not eligible and cannot apply for a social security number. Students with fellowships will receive further instructions on applying for an Individual Taxpayer Identification Number (ITIN) during International Graduate Student Orientation.

If you are eligible for a SSN, you will need to present your immigration documents to the Social Security Administration. Instructions will be given during International Graduate Student Orientation. If your passport is less than one year old, you will also need identification with your name and date of birth that is more than one year old.

In general, students who have been in the U.S. for fewer than 5 years in F-1/J-1 status are exempt from paying Social Security tax. However, F-1/J-1 students remain exempt from FICA (Social Security) withholdings, regardless of the amount of time spent in the U.S. if they perform services (1) as an enrolled student for Princeton; (2) for state and local govern-

ments, unless an agreement with the federal government is involved; (3) for a foreign government; or (4) for an international organization.

### I. Income Tax

During New Student Sign In all students are required to fill out a W-4 form for U.S. income tax withholding purposes. This form indicates to the University how much money should be withheld from payments made to you as a credit toward your income tax liability.

Scholarship and fellowship awards that exceed the amount of tuition and the amount spent on course-required books, fees, supplies, and equipment are considered to be taxable income. Therefore, graduate fellowship maintenance allowances and prizes are subject to federal tax and withholding. Payments received for teaching and performing research (assistantship awards) are also considered to be taxable income. However, taxable payments made to international students on F-1 and J-1 student visas may be exempt from U.S. income taxes under an international tax treaty. Reference Publications 515 and 519 for further information about treaties at the Internal Revenue Service (IRS) website [www.irs.gov](http://www.irs.gov). Information about your eligibility to claim a tax treaty will be provided by the Payroll Office during the first year graduate student sign-in.

During the month of January, all persons employed by the University, including students, receive W-2 statements showing their taxable earnings for the previous year and the amount withheld by the University and already paid to the U.S. Government toward your income tax liability.

International students may also receive Form 1042-S if they received fellowship income. Students and their dependents are required to file an

mine these procedures well in advance by consulting the Embassy/Consulate website accessible through [www.usembassy.gov/](http://www.usembassy.gov/).

To obtain an F-1 or J-1 visa, the U.S. consular officer must be convinced that you have non-immigrant intent; that you have a residence abroad that you do not intend to abandon. You may be able to demonstrate this through family, educational, business, or financial ties to your home country. In addition, you should be prepared to answer questions about how your field of study relates to your future employment and career goals. You should be prepared with this documentation for your visa interview. The DOS cable on Student Nonimmigrant Intent (from September 2005) can be accessed at [www.travel.state.gov/visa/laws/telegrams/telegrams\\_2734.html](http://www.travel.state.gov/visa/laws/telegrams/telegrams_2734.html).

### b. Visa Denials/Security Clearances

If your visa application is denied, you should request a written explanation of the denial from the U.S. Embassy/Consulate. The most common reason for visa denial is a failure to demonstrate non-immigrant intent. You may reapply for a visa at a later date. However, it is not advisable to simply resubmit the original application materials. You should only reapply if you are able to submit updated evidence that addresses the reason for the initial denial.

Visa applicants should also be aware that certain disciplines are considered "sensitive" by the DOS. The Technology Alert List (TAL) describes critical fields which are considered sensitive, and outline procedures consuls must follow in issuing entry visas to prospective students whose areas of study or research coincide with fields on the list. Also, nationals of Cuba, Iran, Iraq, Libya, North Korea, Sudan and Syria are required to undergo security clear-

ances. **The procedures can take several weeks.** If your visa application requires a security clearance (the U.S. Embassy/Consulate may call this "additional administrative processing"), your visa will not be issued until the clearance is received. Security clearances **cannot** be expedited by Princeton University or by U.S. Congressional intervention. Therefore, **apply for your visa as early as possible.** If your visa application requires a security clearance and it will result in a delay in your arrival, you should notify your academic department and the Office of Visa Services. For more information on the TAL, please consult the latest published version of the DOS telegram at [www.princeton.edu/sites/visa/tal.pdf](http://www.princeton.edu/sites/visa/tal.pdf).

If the U.S. Embassy/Consulate indicates a problem with your visa application for SEVIS reasons, contact the Office of Visa Services immediately.

### 4. Visitor Visa

**DO NOT** enter the U.S. as a visitor, either with a B-1 or a B-2 visa stamp. If you are from a country whose citizens are eligible for the Visa Waiver Program, **DO NOT** enter the U.S. with a WT (waiver tourist) or WB (waiver business) green I-94.

If you enter as a visitor and apply for a change of status after arrival, you must wait until the change of status to F-1/J-1 is approved by DHS before beginning your program. A change of status inside the U.S. may take up to several months to process, and change of status applications submitted shortly after arrival are usually denied because they are considered visa fraud (entering the U.S. with a visa that does not accurately match your intention for entering the U.S.).

Extending or changing from WT or WB to any other non-immigrant status **is not possible under any circumstances.**

If you are coming to the U.S. to study, you should come with an F-1 or J-1 student visa.

If your I-20/DS-2019 is lost or delayed, you may be able to apply for a **B-2 Prospective Student** visa. If the B-2 visa is marked **Prospective Student**, you may use that to enter the U.S. and then apply for a change of status after arrival in the U.S. However, you may not legally enroll in classes nor may you begin your assistantship before your change of status has been approved. **Also, you may not engage in any other on-campus work while in B-1/B-2 status until that status has been changed.** If your I-20/DS-2019 is lost, contact the OVS immediately.

**5. F vs. J Visa**

Most international students study in the U.S. in F-1 student status. Princeton University issues I-20s for all students unless a sponsor or home country requires a student to be a participant in the Exchange Visitor Program and to obtain a J-1 visa. The Exchange Visitor Program exists to promote international education and cultural exchange to develop mutual understanding between the people of the United States and other countries. Ordinarily a J-1 visa is required for those students who are sponsored by an international organization or government agency (either in the U.S. or abroad) or who are participants in a formal exchange between Princeton and an institution abroad. To ensure the maximum benefits of the program, many J-1 students are subject to the “two-year home residence requirement.” Individuals subject to this requirement have restrictions on their ability to remain in the U.S. following the completion of their studies.

Further details are explained on page two of the DS-2019. If your sponsor requires a J-1 visa, you will find enclosed a DS-2019 that you will use to apply for a J-1 visa.

**B. Arrival in the United States**

Prior to your arrival in the U.S. you will be asked to complete a form I-94 Arrival/Departure Record. If you cross at a land border, there is a small fee for the I-94. If you travel by plane, this cost is included in the price of your airline ticket.

When you arrive in the U.S., the DHS officer will review your passport, I-94, I-20/DS-2019, I-901 SEVIS fee receipt and accompanying documents (i.e., your Princeton University admission letter and/or reply and financial documentation). Remember to carry all these documents with you. Do not store them in your luggage.

After being endorsed by an officer, the I-94 card should be stapled into your passport. The card should indicate the date of your arrival, the port of entry and your nonimmigrant status (either F-1 or J-1). The card should also be marked D/S indicating you may remain in the U.S. for Duration of Status.

The date of your arrival, the port of entry, your non-immigrant status (either F-1 or J-1) and D/S indicating you may remain in the U.S. for Duration of Status should also be indicated on your I-20/DS-2019.

D/S allows you to remain in the U.S. for the length of time you are enrolled as a full-time student, plus any authorized practical/academic training after you complete your program and a “grace period” to depart the U.S. Details about the grace period and practical/academic training will be discussed during International Graduate Student Orientation.

Review your documents carefully at the immigration inspection station to make sure the proper information was noted. If any errors are made, politely ask for them to be corrected. It is very important to remember that, in most

to take into consideration include: cost of shipping, additional baggage charges, immediate need, cost differential, etc. For example, since Princeton has four distinct seasons (summers are hot and humid, winters are cold, and fall and spring are moderate), within a few months of arrival, you will need a warm jacket or coat, boots, a hat, gloves, scarf and a raincoat and/or umbrella. Also, electrical appliances you use at home may not be compatible with the U.S. electrical system and may not be permitted in some on-campus housing facilities.

The U.S. Embassy/Consulate can provide you with information regarding customs regulations and restrictions on goods brought into the country. You may also consult the U.S. Customs and Border Protection (CBP) website at [www.cbp.gov/xp/cgov/travel/](http://www.cbp.gov/xp/cgov/travel/).

**E. Financial Matters**

You should bring traveler’s checks (which can be cashed at U.S. banks and businesses) in U.S. dollars in sufficient amounts to cover your expenses for the first few weeks after arrival. Even if you are fully funded by Princeton University, bring money to cover your initial expenses, as it may be several weeks before you receive your first payment from the University. Also, it is important to note that immigration regulations prohibit students from working off campus except in special circumstances. Do not travel with a large amount of cash. You may wish to open a bank account before entering the U.S. It is best to check with the bank in your home country about the easiest way to transfer money in U.S. dollars. Bank drafts you bring from home to pay for large expenses may take several days to clear at U.S. banks.

**F. Banking Information**

There are several banks located in downtown Princeton that you can contact to set up an account. You may even want to open a bank account

before you come to the U.S. Below is the list of banks that are close to campus. For individual banking questions and/or arrangements, you would need to contact a bank of your choice directly.

<b>Bank of America</b> , 90 Nassau Street <a href="http://www.bankofamerica.com">www.bankofamerica.com</a>
<b>Chase</b> , 16 Nassau Street <a href="http://www.chase.com">www.chase.com</a>
<b>PNC Bank</b> , 76 Nassau Street <a href="http://www.pnc.com">www.pnc.com</a>
<b>Princeton University Credit Union</b> 100 Level, Frist Campus Center <a href="http://www.princetonfcu.org">www.princetonfcu.org</a>
<b>Sovereign Bank</b> , 188 Nassau Street <a href="http://www.sovereignbank.com">www.sovereignbank.com</a>
<b>Wachovia</b> , 194 Nassau Street <a href="http://www.wachovia.com">www.wachovia.com</a>

**G. Health Matters**

**1. Medical records**

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

**2. Student Health Plan**

Every student is required to have health insurance coverage while enrolled at Princeton University. This health insurance must cover off-campus specialty care and hospitalization not provided by the University Health Services (UHS). All graduate students are automatically enrolled in the Princeton University Student Health Plan (SHP). All costs associated with the SHP and the services base at UHS are included in the total tuition and required fees.

**Westin Princeton at Forrestal\***  
(5 miles); (609) 452-7900; \$\$\$-\$\$\$\$  
[www.starwoodhotels.com/westin](http://www.starwoodhotels.com/westin)

### 3. Route 1, SW of Princeton:

**Amerisuites\*** (3 miles);  
(609)720-0200; \$\$\$-\$\$\$\$,  
[www.amerisuites.com](http://www.amerisuites.com)

**Clarion Hotel Palmer Inn** (3 miles);  
(609) 452-2500; \$\$-\$\$\$  
[www.choicehotels.com](http://www.choicehotels.com)

**Hyatt Regency\*** (1.5 miles);  
(609) 987-1234; \$\$\$-\$\$\$\$,  
[www.hyatt.com](http://www.hyatt.com)

## B. Graduate Student Housing Arrangements

The Housing Office will send the contract for an apartment or a dormitory with arrival instructions to all students who have made prior arrangements for on-campus housing. Please consult these instructions for specific arrival information. Further information can be found on the Housing Office website at [www.princeton.edu/facilities/housing/graduate\\_info/](http://www.princeton.edu/facilities/housing/graduate_info/)

### 1. Apartment key pick up

If you arrive in Princeton during business hours, Monday through Friday, 8:45 am to 4:30 pm, keys can be picked at the Housing Office in MacMillan Building. After hours, keys can be picked up at Public Safety, located at 200 Elm Drive. You will need to pay a security deposit prior to key pick up. Only check or money order is accepted. Make sure to submit either a W-8 (if you do not have a US Social Security number) or W-9 (if you do have a SSN) with your security deposit. The form can be found at [www.princeton.edu/facilities/housing/graduate\\_info/forms\\_apps/](http://www.princeton.edu/facilities/housing/graduate_info/forms_apps/). For more information regarding your Superintendent's office hours or about your apartment

complex, please visit the Graduate Housing Website at [www.princeton.edu/facilities/housing/graduate\\_info/apt\\_res\\_guide\\_draw/](http://www.princeton.edu/facilities/housing/graduate_info/apt_res_guide_draw/).

### 2. Graduate College & Annex Key Pick Up

If you arrive in Princeton during business hours, 8:45 am to 5 pm, on your move in date, Monday through Friday, keys can be picked up at the Housing Office in MacMillan Building. After hours and after your move in date, your keys can be picked up at the Porter's Lodge located at the Graduate College. Hours of operation are posted on the Porter's website [www.princeton.edu/~gradport](http://www.princeton.edu/~gradport).

If you arrive at the Graduate College after hours, you will need to call Public Safety to be keyed into your room. You should visit the Porter's Lodge the following morning and pick up your keys. For detailed information regarding policies and amenities in the Graduate College and Annexes, please visit the Graduate Housing Dorm Residential Living Guide at [www.princeton.edu/facilities/housing/graduate\\_info/re\\_guide\\_dorm\\_08/](http://www.princeton.edu/facilities/housing/graduate_info/re_guide_dorm_08/)

### C. Baggage and Mail

If you plan to mail personal belongings, we advise that you mark the package "used personal effects." This will facilitate customs clearance. If you will be living anywhere on campus, items that must be shipped should be timed for delivery after you arrive in Princeton. Any items that are delivered to your room before you arrive will be refused and sent back. Until you know your Princeton address, mail should be sent in care of your academic department. Mail is held until your arrival.

### D. Bringing with You vs. Buying upon Arrival

You should carefully plan what items to bring with you and what you can wait to purchase upon arrival. Factors

cases, the only way to have a document corrected is at the port of entry itself. Corrections to documents after leaving the port will be difficult and time consuming and can lead to problems with other agencies (for example: with the Motor Vehicles Commission when you apply for a driver's license, Social Security Administration, Internal Revenue Services, etc.).

If the DHS officer determines that you do not have the proper documents, he/she may issue form I-515 and require you to submit the proper documents to the DHS within 30 days of arrival. Your I-94 will be marked with a date of expiration INSTEAD of D/S. **If this happens, you should report to the OVS with all of your documents as soon as possible.**

For further information, please consult a DHS fact sheet called "Arriving at a U.S. port of entry...what a student can expect" at [www.ice.gov/sevis/factsheet/100104ent\\_stdnt\\_fs.htm](http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm).

### C. US Visit System

US-VISIT is an automated entry system that applies to all visitors to the U.S., including F-1 and J-1 students. For more information, consult [www.dhs.gov/xtrvlsec/programs/content\\_multi\\_image\\_0006.shtm](http://www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm).

Contact the Office of Visa Services immediately if you have encountered any problems at the port of entry. If there is an emergency and you need to contact us after regular business hours (9 am to 5 pm) please call Public Safety at (609) 258-3134.

### D. SEVIS Reporting

**All F-1/J-1 students are required to report to the Office of Visa Services at Princeton University within 15 days of their arrival in the U.S. Please bring your passport, I-20/DS-2019, and I-94 card.**

## 2. CANADIAN CITIZENS OUTSIDE OF THE U.S.

Canadian citizens entering the U.S. are exempt from visa requirements. However, as of January 23, 2007, all Canadian citizens are required to have a passport when arriving in the U.S. by air, or from the outside of the Western Hemisphere, and will be required to have a passport for all land and sea entries no later than June, 2009.

However, Canadian citizens are NOT exempt from paying the SEVIS fee. They are required to file form I-901 and to pay a \$200 (F-1 students) or \$180 (J-1 students) SEVIS fee BEFORE entering the U.S. The SEVIS fee may be paid by credit or debit card directly on the SEVIS website at [www.fmjfee.com/index.jhtml](http://www.fmjfee.com/index.jhtml) or by check or money order, mailed to the Student and Exchange Visitor Program along with form I-901. For further information about the SEVIS fee and form I-901 can be found at [www.ice.gov/sevis/i901/index.htm](http://www.ice.gov/sevis/i901/index.htm).

**Important note:** All landed immigrants of Canada must have BOTH a passport and an F-1/J-1 visa to be admitted to the U.S. Landed immigrants should follow the procedures in Section I of this Guide.

You will find enclosed a Certificate of Eligibility (I-20/DS-2019). You should present this document along with copies of your guarantee of financial support (i.e., your Princeton University admission letter and/or reply, and financial documentation), and I-901 SEVIS fee receipt to the DHS officer at the port of entry or pre-flight inspection station.

Prior to your arrival in the U.S. you will be asked to complete a form I-94 Arrival/Departure Record. If you cross at a land border, there is a small fee for the I-94. If you travel by

plane, this cost is included in the price of your airline ticket.

When you arrive in the U.S., the DHS officer will review your passport, I-94, I-20/DS-2019, I-901 SEVIS fee receipt and accompanying documents (i.e., your Princeton University admission letter and/or reply and financial documentation). Remember to carry all these documents with you. **Do not store them in your luggage.**

After being endorsed by an officer, the I-94 card should be stapled into your passport. The card should indicate the date of your arrival, the port of entry and your nonimmigrant status (either F-1 or J-1). The card should also be marked D/S indicating you may remain in the U.S. for Duration of Status.

The date of your arrival, the port of entry, your non-immigrant status (either F-1 or J-1) and D/S indicating you may remain in the U.S. for Duration of Status should also be indicated on your I-20/DS-2019.

D/S allows you to remain in the U.S. for the length of time you are enrolled as a full-time student, plus any authorized practical/academic training after you complete your program and a “grace period” to depart the U.S. Details about the grace period and practical/academic training will be discussed during International Graduate Student Orientation.

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

apply for a driver’s license, Social Security Administration, Internal Revenue Services, etc.).

If the DHS officer determines that you do not have the proper documents, s/he may issue form I-515 and require you to submit the proper documents to the DHS within 30 days of arrival. Your I-94 will be marked with a date of expiration INSTEAD of D/S. **If this happens, you should report to the OVS with all of your documents immediately.**

Make sure to enter the U.S. in F-1 or J-1 student status. Without obtaining an I-94 and without having your I-20 or DS-2019 endorsed at a port of entry, you will be considered as having entered as a tourist. If you are admitted as a tourist, you MUST return to Canada and reenter the U.S. in F-1 or J-1 status.

You may not begin full-time studies as a tourist nor may you engage in any on-campus work while here as a tourist. If you have an assistantship, you may not begin your assistantship until you are in valid F-1 or J-1 status.

Contact the OVS immediately if you have encountered any problems at the port of entry. If there is an emergency and you need to contact us after regular business hours (9 am to 5 pm) please call Public Safety at (609) 258-3134.

**All F-1 and J-1 students MUST report to the Office of Visa Services at Princeton University within 15 days of their arrival in the U.S. Please bring your passport, I-20/DS-2019, and I-94 card.**

(NJ Transit’s Dinky) which is approximately a 5-minute ride. Dinky service is limited late at night and on weekends. (The last Dinky to Princeton leaves Princeton Junction at around 1 am.) The Dinky arrives in Princeton at the Alexander Road Station, located on the edge of the University campus. The one-way cost from Princeton Junction to Princeton is around \$2. (If you purchase your ticket at New York Penn Station through to Princeton, the total cost is around \$13). **Please note:** most NJ Transit trains to Princeton Junction are timed to coincide with Dinky shuttles to Princeton station. This is not true of Amtrak trains to Princeton Junction.

If you will be traveling with a lot of luggage, especially during peak hours when space on the train is limited, you may want to consider taking a taxi from Princeton Junction to Princeton.

Although it is only a 10-15 minute walk from the Princeton train station to the Housing Office and the Graduate College, those with considerable luggage may wish to take a taxi. If there is no taxi waiting at the Dinky station, use a public telephone to call one of the taxi numbers.

**C. A Note on Taxis**

From Princeton Junction you may also take a taxi to Princeton. Taxis are usually waiting at the train station. However, if you arrive in off-peak hours, you may need to phone for a taxi:

**Princeton Taxi Cab Companies**

Taxi fare from Princeton Junction to Princeton is approximately \$15.00 (plus tip). If you take a taxi, be certain to verify your pick up location and **agree to a cost for the trip first!**

Triple A Taxi: (609) 921-1177
Taxi Stand: (609) 924-1222

Princeton Taxi: (609) 924-1177
A Local Taxi: (609) 275-1616

**6. LIVING IN PRINCETON**

**A. Local Accommodations**

If you do not have confirmed housing arrangements before arrival, or if there will be a delay moving into your housing, you may need to stay in a hotel. If so, you should make reservations in advance. Mention that you are a Princeton student; some establishments have discounted rates. Also, several hotels offer additional services, such as shuttles to town and free breakfasts. Inquire when making reservations. Hotels listed have a restaurant within, attached, or within an easy walk. Hotels marked with an asterisk (\*) also are drop-off points for the Airporter Shuttle Service.

**Approximate nightly room rates:**

- \$ (under \$100)
- \$\$ (\$100-175)
- \$\$\$ (\$175-250)
- \$\$\$\$ (\$250 and up)

**1. In Town**

<b>Nassau Inn*</b> Palmer Square (walking distance); (609) 921-7500; \$\$\$-\$\$\$\$ <a href="http://www.nassauinn.com">www.nassauinn.com</a>
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**2. Route 1, NE of Princeton**

<b>Courtyard by Marriott*</b> (1 mile); (609) 716-9100; \$\$\$-\$\$\$\$ <a href="http://www.courtyard.com">www.courtyard.com</a>
<b>Days Inn</b> (5 miles); (732) 985-2666 \$-\$\$, <a href="http://www.daysinn.com">www.daysinn.com</a>
<b>Doral Forrestal Hotel/Spa*</b> (5 miles); (609) 452-7800; \$\$-\$\$\$ <a href="http://www.doralforrestal.com">www.doralforrestal.com</a>
<b>Holiday Inn*</b> (6 miles); (609) 520-1200; \$\$, <a href="http://www.holiday-inn.com">www.holiday-inn.com</a>
<b>Radisson*</b> (6 miles); (609) 452-2400; \$\$-\$\$\$; <a href="http://www.radisson.com">www.radisson.com</a>

**b. AirTrain Newark**

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

AirTrain is an automated monorail train link from Newark Airport to the NJ Transit Northeast Corridor Rail Line that connects points from New York City to Princeton and beyond.

Passengers arriving at Newark International Airport can take AirTrain Newark directly from the [arrivals terminal](#) to the Rail Link station and then connect with NJ Transit for rail travel to Princeton. Ticket vending machines for New Jersey Transit are available at AirTrain Newark stations located in the airport passenger terminals. The one-way fare cost from Newark Airport to Princeton Junction is around \$14.00. You may want to purchase a ticket through to Princeton which will cost you around \$15.50. Please note that it is best to purchase tickets at vending machines prior to boarding the train. If you purchase a ticket on board, you will be assessed an additional \$5 surcharge. Also, conductors on board the train will not accept bills over \$20. The trip is about 5 to 15 minutes from the airport terminal to the NJ Transit Newark Airport Station. At this station, you will transfer to a NJ Transit (**not Amtrak**) train bound for Trenton. You will ride this train for about 45 minutes to Princeton Junction.

To get to Princeton University campus from Princeton Junction, you may take a connecting train (NJ Transit's Dinky) which is about a 5-minute ride. Dinky service is limited late at night and on weekends. There are also taxi cabs available at Princeton Junction train station (See *A Note on Taxis* page 13).

If you will be traveling with a lot of luggage especially during peak travel hours when space on the train is limited, the AirTrain may not be the best travel option to Princeton.

**B. By train:**

Princeton is accessible by train from either New York Penn Station or Philadelphia's 30th Street Station. Because our experience is that most students traveling by train travel through Penn Station we limit our directions to Princeton through Penn Station. If you arrive at Philadelphia's 30th Street Station, you should consult the following web pages for information on transportation to Princeton:

Trains from Philadelphia: <a href="http://www.septa.com">www.septa.com</a>
Trains within the U.S.: <a href="http://www.amtrak.com">www.amtrak.com</a>
Connecting trains to Princeton: <a href="http://www.njtransit.com">www.njtransit.com</a>

**1. From New York Penn Station, West 33rd Street**

Take any New Jersey Transit Northeast Corridor Line going to Trenton, stopping at Princeton Junction, or Amtrak train stopping at Princeton Junction. **Many Amtrak trains do not stop at Princeton Junction so read the schedule carefully.** You should purchase tickets in Penn Station (at vending machines or at a ticket counter) prior to boarding the train to avoid a \$5 surcharge in addition to the ticket price. Also, conductors on board the train will not accept bills over \$20. A ticket on NJ Transit from Penn Station to Princeton Junction is around \$11.50. You may want to purchase a ticket through to Princeton which will cost around \$12). Amtrak costs between \$30.00-\$40.00.

**Caution:** Visitors often confuse New York Penn Station (New York City) with Newark Penn Station in New Jersey.

**2. From Princeton Junction to Princeton – The Dinky**

To get to Princeton University campus, you may take a connecting train

**3. VISA & IMMIGRATION CONCERNS FOR STUDENTS ALREADY INSIDE THE U.S.****A. Students in F-1/J-1 status transferring to Princeton from another school**

For immigration purposes, a transfer process must be followed for any student who is attending one U.S. institution and wishes to attend another. This includes students who:

- began a degree program (e.g., Ph.D.) at one school and will continue it (e.g., Ph.D) at Princeton University.
- completed a degree program (e.g., a Master's, including Optional Practical Training) at one school and will start another (e.g., Ph..D) at Princeton University.

Therefore, if you are currently in F-1 or J-1 status sponsored by another institution in the U.S. and plan to enroll at Princeton University, you should transfer your existing SEVIS record from your current school to Princeton University. Follow the instructions on the Office of Visa Services website [www.princeton.edu/sites/visa/transfer.htm](http://www.princeton.edu/sites/visa/transfer.htm) and **download the Transfer Form**. The form should be completed and signed by your current International Student Advisor with whom you will determine your SEVIS record release date. The form should be then submitted, along with the Application for Certificate of Visa Eligibility to the Office of Visa Services. Once your SEVIS record is transferred to Princeton University, you will be issued a transfer pending I-20/DS-2019 on/or after the release date. Your I-20/DS-2019 will be sent to an address you provide on the transfer form.

After registering at Princeton University, please bring your transfer pending I-20/DS-2019, your passport, and

all previously issued I-20s/DS-2019s to the Office of Visa Services. We will then update your record in SEVIS and issue an I-20/DS-2019 for continued attendance. **You are required to complete the transfer process within the first 15 days of your enrollment at Princeton. If you fail to complete the transfer process, your F-1/J-1 record will be terminated.**

If you have an assistantship, you may not begin it until you complete appropriate transfer procedures. Also, you may not engage in any on-campus work until your transfer has been completed.

**NOTE: transfer of your SEVIS record is not the same as an academic transfer.** All F-1/J-1 transferring students must complete both academic and immigration transfer processes.

**B. Students not in F-1/J-1 Status**

If you are in the U.S. in another non-immigrant status, you will need to change your status to F-1 or J-1 once you obtain an I-20/DS-2019 from Princeton University. You may obtain an F-1/J-1 visa by leaving the U.S. and applying for one at a U.S. Embassy/Consulate abroad and re-entering **OR** by staying in the U.S. and applying for a change of status through the USCIS (United States Citizenship and Immigration Services).

**1. Obtaining F-1/J-1 status by travel**

You will need to apply for a F-1/J-1 visa at a U.S. Embassy/Consulate abroad. Once you obtain a visa, you will then enter the U.S. with your visa, your I-20/DS-2019 and other supporting documents, such as your Princeton admission reply. See Section 1, pages 4-5, for more information on the visa application procedure.

## 2. Change of status within the U.S.

If you choose not to travel outside the U.S. to obtain an F-1/J-1 visa, you will need to apply for a change of status to F-1/J-1 by submitting an application through the USCIS.

Please note that any on-campus work (including assistantships) requires that you hold an immigration status that allows you to work. If you will need to change your status to accept an assistantship, be aware that the application process can be lengthy (processing times vary greatly around the U.S.— 2 to 12 months) and you cannot begin your assistantship until your change of status to F-1/J-1 is approved.

You must be in a proper immigration status in order to begin your program at Princeton. While it may be possible that you begin your program in other than F-1/J-1 status, you will probably be required to change to F-1/J-1 status at some point in the future. If your program requires this, you must have a visa status that allows you to work at Princeton to fulfill this requirement.

Please note the following:

- If you are currently in B-1, B-2 or F-2 status, you will NOT be allowed to begin your program before your change of status to F-1/J-1 is approved.
- If you are currently in H-1B, H-4 or G-4 status, you will be allowed to start your program but you will not be able to hold an assistantship for teaching or research, or to accept any other type of on-campus employment before your change of status to F-1/J-1 is approved.

Change of Status applications are complex, and you are strongly encouraged to seek competent advice from your current international student advisor, the OVS or an experienced immigration attorney before filing an application.

## 4. GENERAL VISA & IMMIGRATION CONCERNS

### A. Registration

All F-1 and J-1 students are required to register with the University each Fall semester. All graduate students will register on-line, beginning Wednesday, September 2nd. Students on a Leave of Absence who remain in the U.S. are considered to be out of status by DHS. Reinstatement to valid F-1/J-1 status may be difficult and time consuming. If you have any questions or concerns about your status, contact the OVS.

### B. Address change

All F-1/J-1 students are required to report any change of local U.S. address within 10 days of moving to another address. Students must update their address in the SCORE system online (through the Registrar's Office). The Registrar's office will notify the OVS of your new address. OVS will then report the change to SEVIS on your behalf.

All F-1/J-1 students are also required to report any change of their permanent address in their home country in the SCORE system online.

## 5. GETTING TO PRINCETON

Princeton University is located in Princeton, New Jersey, approximately 50 miles southwest of New York City, 35 miles southwest of Newark, NJ and 45 miles northeast of Philadelphia, PA.

### A. By plane

Although it is possible to reach Princeton from all of the nearby airports (JFK, LaGuardia, Newark, and Philadelphia), we recommend arrival at Newark Airport. It is expensive and time consuming to travel from JFK, LaGuardia, and Philadelphia to Princeton. If you arrive at JFK, LaGuardia or Philadelphia, you should consult the following web pages for information on transportation to Princeton:

For **shuttle van** service from JFK:  
[www.goairporter.com](http://www.goairporter.com)

For **bus transportation** from JFK and La Guardia through Manhattan to NJ:  
[www.panynj.gov](http://www.panynj.gov)

For **connecting train service** from Philadelphia: [www.septa.com](http://www.septa.com)

### 1. From Newark Airport

Arrival at Newark International Airport is the most convenient way for travel to Princeton University. To get from the airport to Princeton you may use:

#### a. Olympic Airporter Shuttle

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

Olympic Airporter is a seven-day-a-week shuttle van service (shared ride). You may make an advanced reservation for the shuttle service or make a reservation upon arrival at the airport.

If you have made an advanced reservation, upon arrival at Newark Airport, you should go to the baggage claim area in the Arrivals area of the terminal. Claim your baggage and locate the Ground Transportation Counter. Next to the Ground Transportation Counter, locate the self-service telephones. Dial 22 on any of the phones to confirm your arrival with Airporter. An Airporter Representative will tell you when the next shuttle is available and will ask you to wait by the Ground Transportation Counter for the Airporter Driver.

If you do not make an advanced reservation, upon arrival at Newark Airport, you should go to the baggage claim area in the Arrivals area of the terminal. Claim your baggage and locate the Ground Transportation Counter. Go to the Counter and make your reservation on Airporter with the agent at the Counter. If the Counter is closed, dial 22 from the Ground Transportation self-service telephones to be connected directly with Airporter. An Airporter Representative will take your reservation

on a space-available basis. The one-way cost from Newark to Princeton is around \$23 per person. The trip takes about 1½ to 2 hours. The Airporter shuttle service runs from 7:15 a.m. to 7:15 p.m. Sunday - Friday. A reduced schedule is in effect on Saturday.

Airporter shuttle vans have various drop-off locations between Newark Airport and Princeton. Most students arriving in Princeton by Airporter shuttle van should request to be dropped off at the Nassau Inn in Palmer Square just off Nassau Street. Palmer Square is in the center of town and opposite the main entrance to Princeton University. The only campus drop off location is Baker Rink, but since there are no taxis on campus, Nassau Inn may be more convenient. Shuttle vans also drop passengers off at various local hotels. See Local Accommodations, page 13.

Graduate students who have made arrangements to live at the Graduate College or in town should locate the taxi stand in front of the University gate across Nassau Street from Palmer Square. The average in-town fare or fare to the Graduate College is approximately \$10 to \$15 (plus tip) depending on the amount of luggage you have and how late it is. The trip to the Graduate College takes approximately 10 minutes. If there is no taxi waiting, students can use the taxi telephone box or a public telephone. Read *A Note on Taxis* on page 13.

If you will be traveling with a lot of luggage, particularly during peak travel hours, the Airporter is probably the best travel option to get to Princeton.

**Please note:** The Airporter does pick up from JFK airport, but the trip is longer (2 ½ to 3 hours) and more expensive (around \$45 one way) than from Newark Airport.