



# Northeastern

College of Computer and Information Science  
202 West Village H  
Boston, MA 02115

gradschool@ccs.neu.edu  
(617) 373-2464  
(617) 373-5121

## Information for Admitted International Students

Welcome to Northeastern University and congratulations on your acceptance! We hope you find this initial information helpful as you prepare to begin your studies in the Graduate School of the College of Computer and Information Science. If you have any further questions or concerns after reading this information, please contact the Administrative Office of the College of Computer and Information Science by email or by telephone. **Attached is a Registration Checklist. The checklist will help to guide you through the actions necessary to join the college. Please pay particular attention to the steps you must take before arriving on campus.**

Please also refer to the website, <http://www.ccs.neu.edu/graduate/currentstudents/graduateguidebook.html>, which covers student rights and responsibilities, and provides information on the college resources and facilities. *You are responsible for following the rules and completing the requirements described in this publication.*

Please note that updated details about deadlines and program requirements, as well as information specific to your student status, can be found at [myNEU.neu.edu](http://myNEU.neu.edu). You can set up this account at any time and refer to it through the duration of your enrollment at Northeastern University. If you need help with your myNEU username or myNEU password, please call 617.373.4357 or email [help@neu.edu](mailto:help@neu.edu).

### Immigration Clearance and Course Registration

New international students will be able to register for classes before they attend an International Student & Scholar Institute (ISSI) Immigration Clearance session at the beginning of their first semester and receive their Immigration Status Verification Form (ISVF). The International Student & Scholar Institute will send each new student an orientation schedule when they issue the student an I-20 and/or inform the student of Orientation Assistance for International Students (OASIS). If you do not receive a schedule, please contact the International Student & Scholar Institute directly or check the orientation page on the ISSI's website: <http://www.northeastern.edu/issi/orientation/index.html>

**International Student & Scholar Institute** 405 Ell Hall, Northeastern University, Boston, MA 02115  
phone: (617) 373-2310, fax: (617) 373-8788, website: [www.issi.neu.edu](http://www.issi.neu.edu)

Upon arriving on campus, you should meet with a CCIS advisor to plan your course schedule. Once you have agreed upon courses with your advisor, you can register for your courses using the Northeastern University MyNEU registration system. Information on how to register using MyNEU is available online at: <http://www.registrar.neu.edu/schedules.html>.

**Please pay close attention to registration dates and deadlines. Adding or dropping courses after registration deadlines may incur fees.**

### Billing, ID Cards, and Email Accounts

**E-Billing-** You will receive an online bill from the University Registrar's Office shortly after you register for classes at your Northeastern email address. If you have an assistantship or scholarship, please pay the balance of what is not covered by your award. If you have billing questions, contact:

**University Registrar's Office** 120 Hayden Hall, Northeastern University, Boston, MA 02115  
phone: (617) 373-2270, fax: (617) 373-8222, email: [registrar@neu.edu](mailto:registrar@neu.edu),  
website: <http://www.neu.edu/registrar/>

If you would like to pay some of your upfront expenses over several payments, expenses (tuition, books, health insurance, fees) can be budgeted for a period of 4 to 11 months and paid over the length of the budget period without paying interest on the balance. For additional information or to enroll, please contact:

### Academic Management Services

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phone: 1-800-635-0120, website: [www.tuitionpavenroll.com/northeastern](http://www.tuitionpavenroll.com/northeastern)

International students may obtain a student photo ID at **Husky Card Services** in the **University Registrar's Office** (120 Hayden Hall) Monday – Thursday from 8:00 a.m. – 7:00 p.m. and Friday 8:30 a.m. to 4:30 p.m.

University email accounts can be obtained at:

**InfoCommons** 184 Snell Library, Northeastern University, Boston, MA 02115

phone: (617) 373-3183, fax: (617) 373-8755, email: [infocommons@neu.edu](mailto:infocommons@neu.edu), website: [www.help.neu.edu](http://www.help.neu.edu)

College of Computer and Information Science students must also obtain CCIS user accounts. CCIS user accounts can be created by filling out the required paperwork in the College Administrative Office in 202 WVH and following the instructions provided at that time. *It is extremely important that you not only create this email account, but check it as often as possible. For your career in CCIS, this will be the primary form of communication between you and school administrators.*

### **On-Campus and Off-Campus Housing Information**

International students interested in on-campus housing should contact the Coordinator of Graduate Housing in the Department of Residential Life. Graduate housing is, unfortunately, quite limited. The rooms that are available will be offered to applicants on a first-come, first-serve basis. In order to apply for housing, a Northeastern University identification number is required. This number is either your social security number or an assigned number provided by the Graduate School of the College of Computer and Information Science. If you do not have this number, please contact Bryan Lackaye at [lackaye@ccs.neu.edu](mailto:lackaye@ccs.neu.edu) or (617) 373-2464. If you have any questions related to housing, please contact the Department of Residential Life directly using the following information:

On-campus housing information may be obtained at:

**Department of Residential Life** 4 Speare Hall, Northeastern University, Boston, MA 02115

phone: (617) 373-2814, fax: (617) 373-8794, email: [housing@neu.edu](mailto:housing@neu.edu),

website: [www.housing.neu.edu](http://www.housing.neu.edu)

Off-campus housing information may be obtained at:

**Off-Campus Student Services** 4 Speare Place, Northeastern University, Boston, MA 02115

phone: (617) 373-2814, fax: (617) 373-8794, e-mail: [housing@neu.edu](mailto:housing@neu.edu),

website: [www.offcampus.neu.edu](http://www.offcampus.neu.edu)

Off Campus listings can be found at: [www.northeastern.edu/offcampus/apartment](http://www.northeastern.edu/offcampus/apartment)

### **Financial Aid**

International students may be eligible to apply for a variety of loans. If you are interested in receiving financial aid information, please contact:

**Graduate Student Financial Services** 356 Richards Hall, Northeastern University, Boston, MA 02115

phone: (617) 373-3190, fax: (617) 373-5666, email: [sfs@neu.edu](mailto:sfs@neu.edu),

website: <http://www.financialaid.neu.edu/home.php>

### **Health Requirements**

All international students must provide a physical examination record and official immunization documentation by completing and returning the Health Report. The Health Report must be submitted before any student can attend Northeastern. If you have not already completed this form please download it from the *University Health and Counseling Services* website, below. All documentation **must** be in English. English translations of original documents must be official. You should complete the health center documents and requirements prior to leaving your home country since historical medical information is required. Forms may be faxed, mailed or emailed to the Health Center. Health records from undergraduate institutions are also acceptable.

Massachusetts law requires that all international students maintain a medical care plan, including health insurance. Northeastern University will provide you with a medical plan and health insurance for approximately \$2,040 per year. For more information about the NU Student Health Plan, please visit: <http://www.neu.edu/uahcs/> or call the University Health and Counseling Center insurance coordinator at (617) 373-2775.

Graduate students may waive NUSHP by showing proof of comparable coverage. Students who waive coverage may pay an annual fee for unlimited primary care at University Health and Counseling Center. For questions about waivers, please contact Student Central by calling (617) 373-2270.

**University Health and Counseling Services** 135 Forsyth Building, Northeastern University, Boston, MA 02115

phone: (617) 373-2772, fax: (617) 373-2601, email: [p.harris@neu.edu](mailto:p.harris@neu.edu),

website: <http://www.neu.edu/uahcs/>

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# **International Registration Checklist**

## **Graduate School of the College of Computer and Information Science**

Complete before your arrival in the US:

- Health Report:**  
All international students must complete and submit the Health Report to the University Health and Counseling Center (address is given on Health Report). The Health Report can be found at <http://www.neu.edu/uhrs/>. **Please be aware that your doctor must complete and sign sections of the Health Report.**

Complete upon your arrival on campus:

- Immigration/Visa Clearance:**  
**You must bring your passport, I-94 card, and I-20 or DS-2019.**  
If you are transferring from another school, please bring I-20s or DS-2019s from **all** previous schools. Check the International Student and Scholar Institute's website ([www.issi.neu.edu](http://www.issi.neu.edu)) for times and locations.
- English Test:** \*\*  
English Language Center, Location will be announced prior to test date, (617) 373-2455  
Please arrive a few minutes early.
- CCIS User Account:**  
**You must set up a CCIS user account by completing the orange CCIS Account form and running the account program. CCIS Account Forms can be found in the College Administrative Office (202 WVH) or outside of the Systems Office (310 WVH). It is extremely important that you not only create this email account, but check it as often as possible. For your career in CCIS, this will be the primary form of communication between you and school administrators.**
- Husky Card:**  
Husky Cards will be issued beginning August 30th, from 8:30am-4:30pm .
- New Local Address:**  
Your local address must be changed in the MyNEU system. Please be sure to make this change to that you will receive all notifications from the University.
- Final Transcript:** \*\*  
Please bring your official final transcript indicating your degree earned to the College Administrative Office (202 WVH).
- Registration:**  
Please follow the instructions provided on MyNEU.  
You may register for courses only after you have completed the applicable requirements above.

\*\* Must be completed only if the item is listed on your 'Conditions of Admission' form or if you were notified to do so by the college.

**Scheduled Events:**

- "ISSI Orientation"- Orientation Assistance for International Students.** Please see the International Student & Scholar Institute's website at <http://www.issi.neu.edu/> for the Orientation schedule which will be announced shortly. Please contact the ISSI office for further information at [ISSI@neu.edu](mailto:ISSI@neu.edu).
  - CCIS Orientation- Orientation for Graduate Students will be held during the first week of the semester. Date and time are TBD. You will be notified as the semester approaches.**
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