



**Hartford International**  
UNIVERSITY FOR RELIGION & PEACE

# Residential Student Onboarding Handbook



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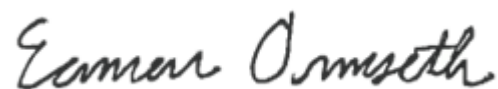
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## Introduction

Congratulations on your admittance to Hartford International University. We're so eager to welcome you here. To ensure a smooth transition to life at HIU, we've put together this onboarding handbook that includes necessary information for you to digest before, during, and after your arrival at HIU. Be sure to use the New International Student Checklist to keep track of the most important tasks and please take the time to read through this handbook. If you need to reach out to Student Services, please use my contact information below. I look forward to seeing you here soon!

Peace,



Eamon Ormseth

Student Services Manager

Hartford International University

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## Pre-travel

This section has some important tasks that need to be done before you travel to Hartford. Taking care of these important tasks will make your arrival here much smoother and easier. Certain tasks and dates will differ depending on the program you are entering.

## Vaccination info

Please submit your immunization records by email to [registrar@hartfordinternational.edu](mailto:registrar@hartfordinternational.edu) and cc Student Services by email **as soon as possible after you have confirmed your acceptance.** HIU's immunization requirements are [here](#). Please complete all your immunizations in your home country **as they can be very expensive in the US, as much as US\$200-300 per vaccine.** Students who do not meet our immunization requirements will be required to get them as soon as possible upon arrival in the US and **be prevented from registering for their courses and residing in the housing.** If you are unable to get these immunizations in your country, please send an email to Student Services.

[HIU Information about Immunizations](#)

[Immunization Verification Form](#)

[Immunization Exemption Request](#)

# Technology

## Laptop

A laptop is essential for your classes here at Hartford International University. You will need a laptop with Zoom capabilities to attend some of your classes and work on your homework. Please install and attempt to run Zoom on your current laptop before traveling here. If you are not able to obtain a laptop in advance of your travel here, please contact Student Services.

## Homework

Some programs require that you complete readings and other work over the summer, prior to enrollment.

### **MAP**

There will be prework to do for the MAP August intensive course. Please plan to set aside time in July to get this important reading done **before** your arrival to Hartford.

## Mobile Phones

Some phones from outside the United States no longer work in the United States. **PLEASE check** your phone's compatibility [here](#). If your phone is not compatible, we suggest you purchase a phone in your home country that is compatible, as it can be expensive to buy a phone in the United States. Student Services will provide a Mint Mobile SIM after your first few days here. You are welcome to look at other phone carriers to see if your phone will work. You are responsible for purchasing cellular service. Having a working cellular phone is **required**.

## SEVIS

You will receive emails about procuring your visa from HIU's SEVIS Department. It is very important that you respond promptly to these emails and carry out the tasks required. If you do not receive a visa, you will not be able to come to HIU.

## Weather

The weather in Hartford is notable for the variation in temperatures. We do not have a wet season and a dry season; it can be rainy at any time of the year. Our summers are hot and humid. In the winter, temperatures can drop below 0 degrees Celsius.

## What to Pack

Please read the previous section for weather guidance. For items provided in the housing, see the Housing section in this handbook. Here is a list of recommended items:

- Rain jacket
- Waterproof shoes/boots
- Warm clothing for the winter. (Warm clothing can also easily be purchased here. It is expensive new but can be affordable second-hand.)
- A small gift from your home country (optional)
- An electricity adapter (can also be purchased here)
- A phone that will work in the US (see Mobile Phones section for more info)
- Some US dollars if you do not have a debit card/in case your debit card doesn't work (it will take you some time to get a bank account)
- Formal clothing for events; this can be traditional or Western in style (optional)

## Travel Information

If you need assistance with arranging your travel to Hartford please contact the Student Services Manager and MAP Program Manager Eamon Ormseth at [eormseth@hartfordinternational.edu](mailto:eormseth@hartfordinternational.edu). Please inform Student Services of your travel plans ASAP.

### When Should International Students Arrive?

In order to be present for the international student orientation, all students should plan to arrive at the latest one week before classes begin according to the [HIU academic calendar](#). MAP students must arrive in mid-August for their first course, Introduction to Peacebuilding. Check the [HIU Academic Calendar](#) for details and your program director or manager for more information.

### Booking Your Flight

The cheapest airport to fly into is usually JFK International Airport in New York City. Prices at Logan International Airport in Boston are also reasonable. The closest airport to HIU is Bradley International Airport. It is cheaper to travel to JFK International Airport in New York or Logan International Airport in Boston and take a shuttle, bus or train to Hartford. You can travel to the U.S. 30 days before the 'Program Start Date' listed on your I-20. This date is listed as 'Earliest Admission Date' under 'Program of Study' on your I-20. Accommodation at HIU is not available until the date announced by [HIU Housing Department](#), usually the 2<sup>nd</sup> or 3<sup>rd</sup> week in August.

If you fly into JFK, it is best to choose a flight which arrives in the morning. Otherwise, you may not get through immigration and customs in time to catch a shuttle bus to Connecticut. HIU is approximately 155KM from JFK airport.

#### *What to Pack For the flight*

- A battery to charge your phone as you travel
- A light sweater or jacket as planes can often be cold
- A snack (there will likely be a meal on the flight also)
- All documentation in your carry-on bag.

#### *Suggested pre-flight tasks*

- Weigh your luggage
- For MAP students: bookmark on your phone the [press release](#) announcing your cohort
- Inform your bank that you will be using your debit card in the USA
- Bookmark on your phone the [HIU webpage](#)
- Get a good night's sleep the night before – traveling can be exhausting
- Purchase **a small amount of data to use in the US** on your current phone plan a day before you leave. This can help you navigate the airport and your first few days before you get a mobile phone plan.

## Flying to the United States

- Please print a paper copy of your ticket.
- Please plan to arrive at the airport no later than **3-4 hours prior** to departure. Review your departure time on your ticket.
- Closely follow the instructions about what immigration documents you need to bring.
- Send a message on WhatsApp to Student Services as soon as you have passed airport security and found your gate.

## Transit from the airport, bus station, or train station to HIU

### *Address of Hartford International University*

Hartford International University is located at 77 Sherman St, Hartford, CT 06105.

### *Guidelines for transportation to HIU*

1. You can schedule a ride from Student Services from Bradley airport or Union Station in Hartford (bus & train station between the hours of **9AM-5PM Monday-Thursday and**

**9AM-12PM Friday, excluding holidays.** Please check our [academic calendar](#) for holidays.

2. For flights to other airports, I can pick you up at Union Station in Hartford. You will need to arrange transportation from the airport to Hartford.
3. Please send an email to Student Services with further questions.

## Transit from New York to Hartford

*Shuttle from JFK to New Haven; train or bus to Hartford*

[Go Airport Shuttle](#) operates shuttles from 9AM-5PM from JFK to Union Station, New Haven, CT. This is the least expensive option. From New Haven Union Station, there are [trains](#) and buses to Hartford Union Station

John F. Kennedy Airport Arrival Instructions for Go Airport Shuttle:

*"Please switch on your cell phone after landing so we can communicate with you and direct you to your pickup location. We are currently operating a limited Shared Shuttle Service due to the Pandemic . For added safety drivers are not currently entering terminals. Please collect any checked luggage and proceed to the Ground Transportation Welcome Center. If you are "ready to go" and have not heard from us on your phone please dial 27 from the courtesy telephones at the Welcome Center for GO Prime Time Shuttle. Shuttles operate at random intervals from approximately 7:00am to 8:00pm at JFK and 7:30am to 8:30pm at La Guardia when possible. Average waiting time for our Shuttle service is currently 30 to 45 minutes. Any significant schedule changes will be communicated to customer emails and cell phones the day before travel."*

*Private car from JFK to Hartford*

[Go Airport Shuttle](#) offers private cars from JFK to Hartford, CT. Be sure to book in advance.

*Train from NYC to Hartford*

Take public transportation or a rideshare app to Grand Central Station (MetroNorth) or Penn Station (AmTrak). MetroNorth is usually the cheaper option.

*Bus to Hartford*

Take public transportation or a rideshare app to Port Authority Bus Terminal. Take [Peter Pan or Flixbus or Greyhound](#).



## Transit from Boston to Hartford

### *Bus from Boston to Hartford*

Take a bus from Boston (Logan Airport) to Boston (South Station). You can do this through [Peter Pan](#) or through the city [SL1 bus](#). From Boston (South Station) there are several options for buses to Hartford Union Station, including [Peter Pan](#) and [FlixBus](#). Book your bus in advance.

### *Train from Boston to New Haven Union Station*

Take a bus from Boston (Logan Airport) to Boston (South Station). Buy a ticket on [Amtrak](#) from Boston to Hartford Union Station, connecting in New Haven.

## Transit from Bradley International Airport to Hartford

The public [Bradley Flyer \(Bus #30\)](#) operates regularly from Bradley Airport to Hartford Union Station. Alternately, you can use a ride-share app such as Uber or Lyft. If you arrive during HIU business hours, you may request an airport pickup by emailing [eormseth@hartfordinternational.edu](mailto:eormseth@hartfordinternational.edu) one week in advance of your arrival date.

# After Arriving

## Academic Year

Important dates can be found by looking at the [HIU Academic Calendar](#). Some programs have special dates. Check with your program director if you are unsure.

### MAP Important Dates

- Intensive, beginning in mid-August (A combination of orientation activities and academic coursework will run every day 9:00-5:00 from mid-August until the start of the fall semester in early September.)
- Four courses in fall
- Intensive in early January
- Three courses plus capstone in spring
- After graduation in early May, there is one course plus completion of your capstone.

**MAP students remain on campus until the end of June.**

## MAIRS, MAC, PhD Important Dates

Check with your advisor or program director.

## Employment

More information about employment will be available after arrival on campus. Most international students' visas stipulate that they are only allowed to work for on-campus. There are limited on-campus work opportunities at HIU.

## MAP-Specific Employment Policy

Due to the intensive nature of the MAP program, students are discouraged from working more than 10 hours per week. Students' work schedules will not be accommodated when scheduling MAP activities.

## Academic Catalog

For more information about courses and academic policies, please look at the [Academic Catalog](#).

## Course Registration

Unless noted otherwise, all students must register for their courses and may need to consult their advisor. The sooner you register the more likely you are to save money.

## Course Registration for MAP students

MAP students will be automatically registered for Introduction to Peacebuilding in August and their fall semester courses. MAP students must register for spring semester courses in late fall.

## Student Handbook

For more information about code of conduct and other policies, please look at the [Student Handbook](#)

## Attendance Policies

Policies are determined based on the degree program you are enrolled in. If your program is not listed, consult the Academic Handbook, your adviser, or your program director.

## MAP Leave of Absence Policies

If a MAP student leaves:

- For up to 3 weeks at any point during the year, they may provide a letter of explanation which will be reviewed by the Program Director and Dean. If accepted, they may resume the program, but will be required to work with their professors to make up the work they missed.
- If they need to leave after the first 5 weeks in the program (approximately mid-September), they can get credits for IP-500 (which they will have already completed) and continue with DI-550 OR leave and reapply.
- After the first semester, they can receive all the credits taken in the first semester (15) and will receive a Leadership Certificate.
- If they must leave directly after graduation rather than staying for summer semester, they will have an alternate path to finish the program. They can continue their capstone work remotely, and instead of taking the required F2F summer course they may apply the remainder of their tuition scholarship money to one replacement HIU course and approved by the Program Director and the Dean.

## Graduation

Please refer to the HIU Academic Calendar for the exact date of graduation.

### MAP June coursework

MAP students should be aware that they are not done with the program after graduation in early May. There is another course in June and they are expected to complete their capstone work before departing in late June.

## Student Services

### Health insurance/health care

F-1 and J-1 students are required to have health insurance while enrolled at HIU. There are several options for health insurance:

1. For international students there is a group plan with costs of approximately \$150/month.
2. For domestic or international students: Student Services can assist you in navigating [AccessHealthCT](#) to enroll in a government-subsidized plan. This will mean you take on responsibility for managing your own health insurance. The cost to you will likely be little

to \$0 unless you have a significant income. If you want to do this option, you must sign a disclaimer

3. You may purchase your own plan separately.

## Housing

- International students will be provided with one set of sheets and towels.
- **You will be cooking for yourself.** Each house is equipped with pots, pans, ovens, microwaves, etc. **There is no dining hall or cafeteria on campus.** Eating out is very expensive. If you have never cooked for yourself before, please ask the person who cooks for you to show you the basics.
- For more information, please refer to the [Housing page](#) on the HIU website.

## Banking

Shortly after arrival, you will need to set up a bank account. Having a functional debit card and a way to withdraw cash from ATMs is essential. For instructions on how to do this, please refer to this [guide](#).

## Student Activities

Student Services organizes regular activities throughout the year. Students are also encouraged to organize activities and HIU facilities may often be reserved for these activities. In recent years, student-run activities have included musical performances, talent shows, calligraphy workshops, and joint Iftars and Shabbat dinners.

## Departing Hartford

Please contact Student Services for details about this.