

# Lincoln University

Dear Student:

August 15, 2024

Congratulations on your acceptance at Lincoln University. On behalf of the students, administrators, faculty and staff, we welcome you to this institution. Enclosed is your Certificate of Eligibility for Nonimmigrant Student (Form I-20) admitting you to study at Lincoln University. The Form I-20 must be presented to the United States Consulate or Embassy in your country as part of your application for student visa (F-1) along with your passport and financial statement.

For the most recent catalog, please visit: [www.lincolnuca.edu](http://www.lincolnuca.edu) and click on “Catalog”.

**You must inform Admissions Office immediately once your visa is confirmed to secure your admission for the term indicated on the Acceptance Letter and I-20.**

**Please note that by accepting the Form I-20 you are indicating to us that you plan to complete your studies at Lincoln University.**

To prepare for your trip to the United States, here are several items to take into consideration:

- **The Admissions Office is open on weekdays only (Monday through Friday) from 9:00 a.m. to 5:00 p.m.**
- The English placement test for the Spring 2025 semester will be held on January 22 2025, beginning at **9:30 AM for new students. The Academic advising and registration will begin on January 23 and will continue through January 24, 2025, from 10:00 AM to 12:30 PM, and from 1:30 PM to 5:00 PM.**
- The tuition and fees for your first semester of studies will be due in full or by installments when you register for classes. **A student’s registration is finalized by the payment of tuition.**
- **All international students who enter the University must carry student health insurance.** Students who do not have appropriate coverage will be required to buy health insurance once they arrive on campus. The Student Services Office will be able to assist you with the selection of an insurance company. Students who have their own insurance will need to bring proof of coverage to the office.

**You should report to the University in person within 3 days of your arrival in the USA.**

We are looking forward to your arrival at Lincoln University.

Sincerely,

Admissions Evaluation Officer

# F-1 Student Visa Application Procedures

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Following is a step-by-step description of the **F-1 Student Visa** application procedures. Please follow the instructions carefully and visit the websites for more information.

## 1) Sign the Form I-20

You must sign and date the Form I-20.

## 2) Pay the SEVIS Fee

SEVIS is a web-based Immigration system for maintaining information on international students. Your Form I-20 was issued in the SEVIS system and has a unique SEVIS ID number in the upper left corner of page 1.

To pay the SEVIS fee online:

- go to <http://fmjfee.com>
- Complete the Form I-901 online and provide the necessary credit card information to pay the SEVIS fee.

**Important:** Write your name exactly as it appears on your Form I-20.

- Print a copy of SEVIS I-901 Payment Confirmation and take it with you for the visa interview.
- You must pay the SEVIS fee 3-4 days prior to the interview date.

## 3) Complete the Visa Application Form DS-160

The electronic visa application form can be found online at <https://ceac.state.gov/genniv/>

It is important to follow the instructions very carefully and make sure to save your data regularly.

## 4) Pay the Visa Application Fee

Follow the instructions on your local U.S. Embassy or Consulate's website to pay the visa application fee.

## 5) Schedule the Visa Interview

Contact the U.S. Consulate or Embassy in your area and follow their instructions to schedule an interview for your F-1 visa interview. A list of U.S. Consulates and Embassies can be found at <http://usembassy.state.gov>

It is important to apply for your student visa interview as early as possible but many consulates recommend that you make the appointment no more than 90 days before the planned date of your travel.

## 6) Visa Interview

Here is a checklist of all documents you need to prepare and bring to your visa interview:

- ✓ Your passport (must be valid for at least six months from your arrival date in the U.S.)
- ✓ Form I-20 and Letter of Acceptance from Lincoln University.
- ✓ Completed Visa application forms
- ✓ Two passport-size photographs (refer to the following site for the format)

<http://travel.state.gov/content/visas/english/general/photos/photo-page.html>

- ✓ a receipt for the visa application fee
- ✓ a receipt for the SEVIS fee (I-901)
- ✓ Financial evidence – bank statement / other documents.
  - You must show that you have sufficient funds to cover your tuition and living expenses during the period you intend to study.
- ✓ Any information that proves that you will return to your home country after finishing your studies in the U.S.
  - U.S immigration law requires that all applicants for nonimmigrant visas demonstrate that they have social, familial, work or other compelling circumstances that will obligate them to return to their home country after a temporary visit in the United States.
  - The examples of compelling ties could be employment, home or business ownership, family, or other ties to your community etc.

Commonly submitted documentation includes, salary statement, job letter from employer, insurance papers showing when work at the company was started, property deeds, and personal and company tax returns showing earned income and tax paid.

## 7) When can you enter the United States?

Students on F visas are not permitted to enter the United States earlier than 30 days before the start date of their program.

## 8) What is the form I-94?

A new electronic I-94 process was fully implemented by May 25, 2013. Under the new CBP process, a CBP will provide each admitted nonimmigrant traveler with an admission stamp on their passport. CBP will no longer issue a paper Form I-94 upon entry to the U.S, with some exceptions. You can visit <https://i94.cbp.dhs.gov/i94/consent.html> to retrieve and print you I-94 number.

# ACADEMIC CALENDAR

## Fall 2024

Semester begins; placement tests .....	August 21
Academic advising and registration.....	August 22-23
Classes begin.....	August 26
Labor Day (Holiday) .....	September 2
Last day classes may be added/dropped without academic penalty .....	September 9
Veterans Day (Holiday) .....	November 11
Fall recess .....	November 26-30
Classes resume .....	December 2
Final examinations .....	December 9-14
Fall semester ends .....	December 14

## SPRING 2025

Semester begins; placement tests .....	January 22
Academic advising and registration.....	January 23-24
Classes begin.....	January 27
Last day classes may be added/dropped without academic penalty .....	February 10
Presidents' Day (Holiday).....	February 17
Spring recess .....	March 18-22
Classes resume .....	March 24
Final examinations .....	May 12-17
Spring semester ends .....	May 17
Commencement .....	May 24

## SUMMER 2025

Session begins; placement tests.....	June 5
Academic advising and registration.....	June 5-6
Classes begin .....	June 9
Last day classes may be added/dropped without academic penalty .....	June 16
Independence Day (Holiday).....	July 4
Seven-week summer session ends .....	July 26

## Fall 2025

Semester begins; placement tests .....	August 20
Academic advising and registration.....	August 21-22
Classes begin.....	August 25
Labor Day (Holiday) .....	September 1
Last day classes may be added/dropped without academic penalty .....	September 8
Veterans Day (Holiday) .....	November 11
Fall recess .....	November 25-29
Classes resume .....	December 1
Final examinations .....	December 8-13
Fall semester ends .....	December 13

# FEE SCHEDULE\*

**APPLICATION FEE** (non-refundable) on campus / distant ..... \$95/\$50

**TUITION**

MATH 5, SOC SCI 5, and ENG 2-9 .....	\$300	per unit*
BA 10-290, DI 10-199, and general education courses.....	\$525	per unit*
BA 298-299 and DI 200-290.....	\$565	per unit*
BA 300-396, BA 400-480, BA 490, and DI 291-295.....	\$595	per unit*
BA 397-399 and BA 481-484 .....	\$625	per unit*
BA 500-599 .....	\$690	per unit*

**SEMESTER REGISTRATION FEE**.....\$275 (non-refundable)

**SUMMER SESSION REGISTRATION FEE**.....\$175 (non-refundable)

**SPECIAL FEES**

Student Identification Card .....	\$25	first and for each replacement
Late Registration Fee (charged after the last add/drop day)		
a) Returning Students .....	\$60	per term
b) New Students .....	\$20	per term
Diagnostic Imaging Lab Use Fee .....	\$50	per lab unit
Returned Check Payment Fee .....	\$40	per transaction
Change in Registration Fee**/Late Fee (after add/drop date).....	\$20/\$50	per transaction
Deferred Payment Fee .....	\$50	per note
Deferred Payment Adjustment Fee/Late Payment Fee.....	\$25/\$35	per transaction
Externship Insurance Fee .....	\$30	per unit
Diploma Replacement Fee / Additional Transcripts Fee .....	\$75/\$8	per application
Commencement Ceremony Fee: Before/After the Deadline.....	\$150/\$250	per application
Verification Letters.....	\$20	per letter
English Placement Test Fee .....	\$20	per test
MBA Comprehensive Exam Retake Fee.....	\$625	per retake
DBA Qualifying Exam Retake Fee .....	\$690	per retake
DBA Dissertation Defense Retake Fee .....	\$690	per retake
Pre-application Transcripts Evaluation Fee*** .....	\$95	per evaluation
Airport Pickup Fee .....	\$95	per trip
Housing Placement Fee .....	\$95	per placement
Health Insurance Plan (estimate) .....	\$700 – \$1,200	per year
Past Due Balance Interest.....	0.05%	of the balance per day
Wire Transfer Fee: In/Out.....	\$15/\$40	per transaction
International Credit Card Convenience Fee .....	\$10	per transaction

Students are responsible for all bank charges and fees related to their payments.

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\* Fee Schedule, including tuition rates, is effective Fall Semester 2024. Term is a semester or a summer session.

\*\* Non-refundable after the first-class session or seventh day after the classes begin, whichever is later.

\*\*\* The fee is waived if the student later applies to Lincoln University.

**PERSONAL EXPENSES** (conservative estimates, not including miscellaneous personal expenses)

Room and board: \$900 per month, transportation: \$60 per month, textbooks: \$200 per term.



## Housing Program: Policies and Requirements

### Eligibility:

The Students Services Office offers an all-year housing program to full-time undergraduate and graduate students who have completed the registration process. Exceptions are granted for semester and summer breaks and may be granted for part-time students and students from other universities or colleges during the summer session.

Please Note: If you decide to withdraw or transfer out, you will no longer be eligible for the housing program, and will be required to vacate within 30 days of notice from the Lincoln University Housing Program per your rental agreement with the university. Rent will be prorated to correspond with your move out date.

### Requirements:

When you are accepted into the LU Housing Program, you must sign a Student Housing Agreement, which is a legally binding contract that governs occupancy, rental payment, conduct, and expectations for proper maintenance of your apartment for an academic term (Fall, Spring, Summer). You will need to renew your Agreement for the next term or request an extension when you are not attending classes if you will be a continuing student at Lincoln. Carefully read the Housing Agreement and ask questions if you need clarification before you sign it.

The Agreement specifies expectations for personal conduct. Lincoln's community includes students and staff of different genders, races, color, religions, sexual orientations, marital status, and national and ethnic origins. Lincoln highly values diversity because it significantly contributes toward each student's social, cultural, and intellectual life. Therefore, conduct that violates the rights of others is **grounds for immediate termination of your Agreement** and/or future housing program privileges.

### Reservation Information:

A confirmed reservation and a non-refundable deposit in the form of a cashier's check/money order, or wire transfer in the amount of \$500 is required to secure housing for the upcoming semester. It is highly recommended that you start the process a minimum of 10 business days prior to your arrival at the university. Please follow the instructions in this order:

1. Send an e-mail request to [housing@lincolnuca.edu](mailto:housing@lincolnuca.edu) with your planned date of arrival at Lincoln University. Apartments are available 10 business days before the first day of class (different from the first day of registration) each semester or summer session. A confirmation of apartment reservation will be sent within 2 business days.
2. Once you receive your confirmation, send your non-refundable of \$500 at least 10 business days before your arrival date by cashier's check/money order, or by wire transfer to:  
**Citi Bank NA**  
**1325 Broadway Oakland, CA 94612**  
**Lincoln University Extension**  
**International Routing Number: 321171184**  
**Account Number: 207313339**  
**Swift Code: CITIUS33**
3. Plan on arriving at the university by 4:00 PM on your arrival date. If you do not arrive by then, you may need to stay at a local hotel. Please communicate with the Student Services Office to confirm your move in time or to help you find a local hotel in case of late arrival. If you do not arrive within 1 business day of your arrival date and you have not made other arrangements with the Student Services Office, your reservation will be cancelled, and you may lose your deposit.
4. Have funds (cashier's check/money order, or other approved LU payment method) upon arrival for the following:
  - a. The prorated amount of your Rent (if any).
  - b. A security deposit and a moving -in fee of \$500 made payable to Lincoln University Extension.
  - c. A placement fee of \$95 made payable to Lincoln University.
5. Sign a Student Housing Agreement, which is a legally binding contract that governs occupancy, rental payment, conduct, and expectations for proper maintenance of your apartment for the term of the contract which is for the Fall or Spring semester, or Summer session. If you are planning to stay in your apartment for the next academic session, you need to inform the Student Services Office at least 30 days before the end of your current Housing Agreement.

Please Note: If you want to avoid staying at a hotel when you arrive, we must receive your \$500 a minimum of 10 business days prior to your scheduled arrival date. Students will be prioritized for housing based on the date the money is received. Housing is not guaranteed after the first day of classes of each semester or summer session.

If you decide upon arrival that you do not want to stay in our housing program, your non-refundable deposit will be forfeited.

Information about some of the student housing costs:

- Rent starts at approximately \$850 per month.
- \$95 one-time placement fee.
- \$75 for parking space.

# Lincoln University

## Living in the Bay Area

### A brief guide for the San Francisco Bay Area

Adjusting to a new environment and culture is not easy. You may feel that people do the strange things in strange ways. This is because they do not behave as people do in your country or as you are accustomed to seeing people behave. This is what makes life in another country so very interesting.

#### Oakland

Lincoln University is in Oakland, California – one block from the downtown center. It is the 8th largest city in California and is well known for its cultural diversity. The climate here is much sunnier than in San Francisco. The average temperature in January is 60 F = 16 C. In July, the average temperature is 72 F = 22 C.

The city of Oakland provides the “**Safety and Maintenance Ambassador Program**”. This is a flagship of the Downtown Oakland and Lake Merritt-Uptown Community Benefit Districts. The program consists of 25 full-time, highly visible Ambassadors that circulate throughout Downtown Oakland providing essential security, maintenance and hospitality services. The staff works daily to improve our neighborhood by creating a cleaner, safer and more hospitable downtown for all to enjoy. The Safety and Hospitality Ambassador Program Hours of Operation: Monday-Friday 7:00 am-10:00 pm, Saturday 12:00 pm-12:30 am

**For Ambassador assistance, call 510-898-8592**

### Weather in the Bay Area

Newcomers to the Bay Area sometimes have difficulty getting used to the weather. If you are from a warm climate, you will be very uncomfortable at first. Although the Bay Area climate is considered temperate, it is rarely truly warm and even more rarely it is hot. San Francisco is famous for its fog, which can come rolling in quite unpredictably. Even on warm days, it is wise to keep a coat or jacket with you. Oakland is typically warmer than San Francisco; however, it gets cold and rainy during the winter season because of the proximity to the Bay.

If you go just a few miles inland, you will find the climate is often quite hot in the summer. People learn to dress in layers so that they can adjust their clothing to the varying temperatures they are likely to encounter as they travel to different cities in the Bay Area.

Winters in the Bay Area are cool and usually rainy. In a normal winter, from November to March, it is expected to see a lot of rain and temperatures to be quite cool. Freezing temperatures, snow, and ice are extraordinarily rare.

### What to Bring

- Your Acceptance package from Lincoln University
- A photo copy of your birth certificate, Passport along with your original passport
- Make sure to have copy of your airline ticket as it can get lost
- Bring Travel's check and the numbers
- Have a list of emergency phone number, email addresses (include the university)
- Make a photocopy of all your prescriptions and medications incase you need to seek medical attention in the united states
- Comfortable shoes and socks to walk around the city
- A heavy jacket to help you adjust to climate
- A Laptop to help you study from home