Welcome to The Culinary Institute of America. At the CIA, we value the diverse cultural and culinary perspectives that you and fellow international students bring to our college. This guide is designed to help you make a smooth transition to college life and life in the United States. We look forward to seeing you on campus!
IMPORTANT INFORMATION

To issue you the I-20 form required to obtain your student visa, the CIA must first receive from you a copy of your passport. To ensure that Form I-20 is prepared correctly, the family name and first name must match your passport exactly. Please provide a copy of your passport’s Personal Information page to the CIA Admissions Department for this purpose.

STUDENT VISAS

You are responsible for yourself and your family with regard to immigration and visa laws. CIA staff will provide assistance and advisement where possible, but ultimately you are responsible for knowing and complying with the laws of the United States, your home country, and those of the countries to which you travel while you are a CIA student. This includes non-immigrant F-1 visa regulations. Keep in mind that you are expected to understand the F-1 student visa regulations—both the responsibilities and the benefits.

Please note: To remain IN-STATUS, you must continually attend class on a full-time basis. Academic or disciplinary suspension will terminate your F-1 student status, requiring a reinstatement application or departure.

Special note for Canadian students: At this time, Canadians must have passports but do not need visas to enter the U.S. A student should present the form I-20 A-B and financial documentation at the Canadian/U.S. border.

The F-1 Visa: Preparing for the Visa Interview

When you apply for a visa (F-1 visa for yourself and F-2 visas for your spouse and children, if applicable) at an American embassy or consulate, a consular official will interview you for about two to three minutes.

You should have the following documents:

- Form I-20 A-B
- A valid passport
- Financial documentation
- Letter of admission from the CIA
- SEVIS fee payment receipt

The main purpose of the visa interview is to “prove” to the consular official that you will return to your home country after finishing your academic program. Of course, it is impossible to actually prove whether or not a person will do something in the future. Thus, the consular official must believe that you will return to your home country, or the visa will not be issued.

You can reassure the consular official by talking about the things that tie you to your home: family, property, and employment. You should anticipate that the interview will be conducted in English and not in your native language.
Here are some specific suggestions to help you prepare for your visa interview:

- You need to be able to describe what you will do with your degree from the CIA when you return home. You need to have plausible future plans in your own country.
- You should know what the job situation is in your field in your home country. With a little research, you can find out what the job prospects are.
- Be ready to answer questions such as “Where did you hear about The Culinary Institute of America?”
- You should consider writing a “statement of purpose” explaining why you want to attend the CIA and what you hope to do with the knowledge you’ve gained after you return to your home country.
- You should be honest with consular officials at all times. For example, applicants in some countries might not want to show their true financial status because they may be trying to “shield” income from taxes. Not reporting this “hidden income” may indicate that applicants do not have enough money for education in the United States. Consular officials may not care if your family is hiding income from your own government. They most likely will, however, appreciate your honesty and be much more likely to grant the visa if they know your true financial status.
- Do not bring family members with you to the interview. A negative impression may be created if you are not prepared to speak on your own behalf.
- Maintain a positive attitude. If you are denied a student visa, ask the official for a list of documents he or she would suggest you bring in order to overcome the refusal and try to get the reason you were denied in writing.
- Do not concede, under any circumstances, that you intend to work in the U.S. after completing your studies. While many students do work off-campus during their studies, this work is incidental to their main purpose of completing their education.
- If your spouse is also applying for an accompanying F-2 visa, be aware that F-2 dependents cannot, under any circumstances, be employed in the U.S. If asked, be prepared to address what your spouse intends to do with his or her time while in the U.S. Doing volunteer work and attending school are permitted activities.
- If your spouse and children are remaining behind, be prepared to explain how they will support themselves in your absence. This can be an especially delicate area if you are the primary source of income for your family.

F-1 Student Visa Information

As a holder of an F-1 student visa, you may accept employment in the U.S. if you maintain a full-time course of study.

Sample Employment Opportunities for Students with F-1 Visas

- Working on campus for a maximum of 20 hours per week with authorization by the school official.
- Completing the required externship in the U.S. with authorization by the school official. Employment authorization is job-specific.
- Accepting part-time employment off campus after nine months of full-time study with authorization from the Department of Homeland Security (DHS) via the application process. The time worked will be deducted from post-completion employment.
- Accepting full-time employment—for up to 12 months after completion of studies—with authorization from the DHS via the application process, which takes approximately three months.

You must have a Social Security number to work in the United States. All international students may apply for a Social Security number after they have received a job offer. You can pick up the necessary paperwork from the CIA Admissions Department. You will then complete and submit these forms to the Social Security Office, located at Academy and Main Street in nearby Poughkeepsie, NY. The office is open Monday–Friday from 9 a.m. to 4 p.m. This application process takes up to 10 days, with authorization from a school official. For more information, please call 845-452-3584.

Planning a Trip to Another Country

When planning a trip back home or to another country, it is very important that you stop by the Admissions Department to have your I-20 signed. This procedure will enable you to reenter the United States.

YOUR ENROLLMENT PACKET

On-Campus Housing Form

To request a room on campus, please go to the Residence Life Housing page at www.ciachef.edu/housing and fill out the online form. The completed form will automatically go to the Residence Life Office. Please read all parts of the Residence Hall Agreement when completing the form.

Health Forms

Please complete the appropriate sections of the Physical Examination and Health Information Forms. Ask your medical doctor to complete the sections for the physician, and then mail or fax all completed forms to:

Health Services Office
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538-1499
U.S.A.
Fax: 845-905-4061

The State of New York requires that medical information be complete—including immunization for measles, mumps, and rubella (MMR)—before a student can move on campus or register for class.

The hepatitis A vaccination is also mandatory. Vaccination against hepatitis B is recommended but not required. It is very important that you submit your immunization information to the CIA before you arrive on campus. Many students wait to do this and are extremely disappointed when they cannot register.
# THINGS TO DO BEFORE LEAVING

1. Make sure you have a valid passport with an F-1 visa stamp from a U.S. Embassy. Canadians do not need visas to enter the U.S. They must present a passport, Form I-20 A-B, SEVIS fee payment receipt, and financial documentation at the Canadian/U.S. border.

2. Remember to bring the I-20 form.

3. Obtain required health insurance or be prepared to purchase the “Part B: Sickness Medical Expense Benefit” policy at the college.

4. Make your housing reservations.

5. Plan travel to the CIA. Our recommended travel directions are on page 7.

6. Have a medical and dental checkup. Mail or fax to the CIA proof that you have had the MMR and Hepatitis A immunizations.

7. If you are staying in a residence hall, be sure to pack sheets, blankets, and a pillow, unless you plan to purchase these items after you arrive.

8. Be aware that you may not bring any alcoholic beverages, uncooked food, plants, or fruit with you. These items will be seized by U.S. Customs. Visit the US Customs website for detailed information about travel: www.cbp.gov/xp/cgov/travel.

9. If you have a valid driver’s license, bring it with an official English translation.

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# MEDICAL INSURANCE

If you are an F-1 student, you’re required to have medical insurance while in the U.S.

We strongly recommend that you obtain a medical insurance plan before you leave that will cover your health costs in this country. Please note that you may also want to secure coverage for mental health treatment, prescriptions for any chronic illness, and dental care, as these are not necessarily included in basic medical insurance policies.

You should consider your overall needs and well-being as you select a health plan that is right for you. Also, most plans require you to pay for a portion of your care, so access to some cash or credit is still important.

You can call any of the following companies that offer medical insurance specifically for international students in the U.S.:

- Med Choice International, 202-457-6842
- The Harbour Group, 703-733-0952
- Collegiate Care, 251-661-0924

A group policy, “Part B: Sickness Medical Expense Benefit,” is offered by the CIA as well.

In addition, the CIA’s manager of admissions and international student services or the college’s Health Services Office can give you information about our insurance carrier. In lieu of personal coverage, the CIA policy will be mandatory.
FINANCIAL INFORMATION

Payment Options
We accept personal checks, bank checks, money orders (U.S. funds drawn on a U.S. bank only), and cash (in person only). All checks should be payable to The Culinary Institute of America.
The college has contracted with Tuition Management Systems (TMS) to provide students with payment alternatives.

Internet Checking and Savings Account Payment Using TMS
You can electronically debit your checking or savings account through the TMS Payment Center.

Monthly Payment Plan
Our payment plan, administered by TMS, allows you to spread the cost of your education over equal, manageable monthly payments. Your only cost is a $50 enrollment fee. You are encouraged to join the plan 60 days prior to the start of your program.

There’s a link to the TMS website (www.afford.com) in the “Tuition and Fees” section of the CIA’s website at www.ciachef.edu. Or, call TMS directly at 401-921-3700. Listen to the menu carefully; if you want to make a one-time payment or pay in full using the payment center, choose option 3, then listen for option 3.

For planning purposes, it is important for you to know that the cost of tuition in the American higher education system undergoes yearly increases. At the CIA, this increase occurs in June, July, or August. If you have any questions about tuition payment or payment plans, contact the Bursar’s Office at 845-451-1290.

How Can I Transfer Money?
Contact the CIA Bursar’s Office at 845-451-1290 for information on wire transfers.

After concluding the wire transfer, please provide the Bursar’s Office with the following information:

- Wire date
- Bank name
- Country of origin
- Amount transferred
- Student’s name
- Student’s ID number

You can give this information to the bursar by visiting the office, by faxing it to 845-905-4069, or by mailing it to:

Bursar’s Office
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538-1499
U.S.A.

Banking Services
International students are urged to open checking/savings accounts. Some can be opened by mail.

Chase Bank
4277 Albany Post Road
Hyde Park, NY 12538
845-229-7111

Hudson Valley Federal Credit Union
4011 Albany Post Road
Hyde Park, NY 12538
845-463-3011

TD Bank North
4240 Albany Post Road
Hyde Park, NY 12538
845-229-2675

Foreign students must produce their passport and another form of ID (your CIA ID card is acceptable). Checks deposited into new accounts (opened less than 30 days) will have a nine-business-day hold placed on their funds. Established accounts have a five-business-day hold on all out-of-state checks. Any fees for foreign check collection and processing will be passed on to the student.

On-Campus Services
For your convenience, an ATM is located in Roth Hall and in the Student Recreation Center. Please check with the service of your particular card for fees and withdrawal limits. The ATMs do not accept payments or deposits.
TRAVELING TO THE CIA

Making Travel Arrangements

The sections that follow offer information to help you plan your trip to the United States and the CIA campus in Hyde Park, NY. Please note that any toll-free “800” telephone numbers listed in this guide can only be used within the United States.

Arriving in the United States—
Stewart International Airport

The closest airport to the CIA is Stewart International Airport in Newburgh, NY, which is located approximately 30 miles south of the college.

Whenever possible, you should take a connecting flight from a major U.S. airport into Stewart.

From Stewart, you can travel to the CIA via taxi service or rental car. Taxi service from Stewart to the CIA costs approximately $55–$60 per person. Some local taxi numbers:

Dandy the Lion: 845-629-3636
Allens: 845-206-1524
Delroy: 845-452-1222

Driving from Stewart International Airport to the CIA

The CIA’s address is: 1946 Campus Drive (Route 9), Hyde Park, NY 12538-1499

GPS Coordinates: Decimal: 41.746, -73.933
GPS: N 41 44.759, W 73 55.976
Deg., Min., Sec.: N41 44 46, W73 55 59

From airport, turn left onto Route 207. Proceed to the traffic light and turn left onto Union Avenue. Continue on Union Avenue past the intersection with Route 17K. Turn right onto Interstate 84 East Ramp. Continue on Interstate 84 East across the Newburgh-Beacon Bridge (toll road) to exit 13, Route 9 North. Follow Route 9 for 16 miles. The CIA is on the left.

Arriving in the United States—
New York City-area Airports

Again, whenever possible the CIA encourages you to make a connecting flight to Stewart Airport due to its close proximity to our Hyde Park, NY campus.

There are three major international airports in the region located approximately two hours from the CIA: John F. Kennedy (JFK) International Airport and LaGuardia Airport in New York City, and Newark Liberty International Airport in New Jersey.

If you need help with your baggage upon arriving at one of these airports, look for the red-capped porters wearing security badges. Do not accept assistance from anyone else.

There are several alternatives for traveling to the CIA from these airports. You may take a connecting flight to Stewart Airport, travel by bus, or travel by train.
From the NYC-area Airports to the CIA by Train (Preferred Method)

You can continue the trip from LaGuardia, JFK, or Newark Airport to the CIA by train. The first step is to travel from the airport to one of two train stations in Manhattan, in the center of New York City. The two major train stations in Manhattan are Grand Central Station and Pennsylvania Station. Below is information on how to travel to the CIA from each station:

**Grand Central Station**

First, you need to travel to Grand Central Station from the airport in which you arrived. There are two ways to do this:

1. **Take a bus from the airport to Grand Central**—SuperShuttle (212-209-7000) takes passengers from the airports to Manhattan’s Grand Central Station. Bus stops are located directly outside each airline terminal.

2. **To Grand Central by Taxi**—There are taxi stands directly outside the airport terminals, usually with a dispatcher on duty. Fares are calculated by the trip, not by the person, and may be higher during rush hours.

**Grand Central Station to the Poughkeepsie Train Station**—You will travel on the Metro-North Railroad to Poughkeepsie, NY (just a few miles south of Hyde Park and the CIA). The train trip is approximately 1 hour and 50 minutes. You can call Metro-North Customer Relations at 212-532-4900 for schedule and fare information, or visit new.mta.info.

**Pennsylvania (Penn) Station**

First, you need to travel to Penn Station from the airport in which you arrived. There are two ways to do this:

1. **Take a bus from the airport to Penn Station**—SuperShuttle (212-209-7000) takes passengers from the airports to Manhattan’s Penn Station. Bus stops are located directly outside each airline terminal.

2. **To Penn Station by Taxi**—There are taxi stands directly outside the airport terminals, usually with a dispatcher on duty. Fares are calculated by the trip, not by the person, and may be higher during rush hours.

**Penn Station to the Poughkeepsie Train Station**—You can take the Amtrak train to Poughkeepsie, NY. For schedules and fares, call Amtrak at 1-800-872-7245 (toll free, in the U.S.), or visit www.amtrak.com.

**From the Poughkeepsie Train Station to the CIA**

The Poughkeepsie station is a short taxi ride from the CIA. Taxi service is just outside the station. To reserve a taxi ahead of time, call:

- Allen’s Taxi Service 845-485-2411
- Del-Roy Taxi Service 845-452-1222

**From the NYC-area Airports to the CIA by Bus**

SuperShuttle (212-209-7000) offers bus service from JFK and LaGuardia airports to the Port Authority bus station in Manhattan (New York City). From the Port Authority, you can travel using the Short Line bus (201-529-3666) to Hyde Park, NY and the CIA.
YOUR FIRST FEW DAYS

Residence Hall Check-in

If you’ve been assigned to a residence hall on campus, you can move into your room after 1 p.m. on the day before your entry date. Please report directly to the residence hall. If you arrive after midnight, please check in at the Safety Office to obtain keys to your room. Your residence assistant (RA) can put you in touch with other international students.

International Phone Calls

It is recommended that you bring with you an international call-enabled cell phone or other mobile device to make personal phone calls. Residence hall rooms are not equipped with telephones. There are a few telephones located in public areas on campus where an international calling card may be used to place long-distance calls.

Meals on Your First Day

Your arrival on campus usually coincides with two days (Sunday, and sometimes Monday) when classes are not in session. This means that the kitchens and bakeshops are not in operation and student meals are not available. You can purchase a quick meal at the Courtside Café and Pub at the Student Recreation Center.

Uniforms

Prior to beginning classes at the CIA, you will order your chef’s pants and restaurant uniforms online. You will need to purchase your own kitchen work shoes in accordance with CIA guidelines. You will also need to bring business attire with you to wear during your first two days of class. During this time, you will be measured for your chef’s jackets.

After You’ve Registered

IMPORTANT: After you have registered for classes, please bring your passport, I-94 card (the white card stapled into your passport), and I-20 form to the Admissions Department.

Food is Life. Create and Savor Yours. | www.ciachef.edu
HELPFUL HINTS

Transfer Credit
Students who have attended other colleges and universities may be eligible to transfer courses for credit at the CIA. For details, refer to the CIA catalog or visit www.ciachef.edu/transfer-credit-policies.

Residence Hall Rooms
The average size of rooms in the residence halls is 12 x 20 feet (4 x 6.5 meters). Each student is provided with a bed (with a 82.5 x 203 cm mattress), dresser, desk, and closet or wardrobe. If you already have sheets for this size mattress, please bring them. Otherwise, you may purchase them at local shopping malls. Each room is allowed a 3.5-cubic foot (one cubic meter) refrigerator that is provided by the student.

Off-Campus Storage
If you need additional storage space, there are several rental facilities in the area. The closest is Guardian Self-Storage, located one mile north of the CIA on Route 9. Please call 845-229-0330 for more information.

Area Shopping
You can purchase food items at Stop & Shop, located approximately one mile north of the CIA on Route 9. For clothing, appliances, and other supplies, you may visit either the Poughkeepsie Galleria or the South Hills Mall, both located 20–25 minutes south of the college. Please be advised that a 8.25% tax is automatically added to all purchases (except clothing and shoe purchases up to $110 and all food products). You can reach the shopping areas via the Dutchess County LOOP bus, which runs north and south on Route 9. The bus stop (under the bus sign) is located right outside the CIA’s south entrance. Bus schedules are available on campus.

Religious Services
Services are held throughout the Hudson Valley region. Off-campus places of worship are listed in the Yellow Pages of the phone directory. In addition, Catholic services are held at the Our Lady of the Way Chapel, located at the college’s south entrance.

Clothing
The CIA is located in the northeastern region of the United States. The Northeast has a varied climate, one that allows residents to enjoy four distinct seasons. During the change of seasons (late spring, summer, and fall), light coats and jackets are appropriate for outdoor wear. Summers can be very warm, with average temperatures of 66°–82°F (19°–28°C). For this time of the year (June–August), light clothing is needed.

Average temperatures in the winter are 20°–30°F (−7°–−1°C) from December through March. Please note that during these months, the temperature can also be significantly colder. Snow often falls during the winter and you can expect rain during any season of the year. You should bring appropriate clothing such as a warm coat, gloves, hat, woolen scarf, raincoat, umbrella, windbreaker jacket, waterproof boots, and long-sleeved garments.

Casual clothing for everyday wear as well as businesslike attire for formal activities and dining in the CIA’s restaurants is also recommended. You will need to have business attire to wear during your first two days of classes. If you plan to take advantage of our Student Recreation Center gym, swimming pool, and other athletic facilities, you should bring appropriate athletic wear.

College Vacations
The CIA community refers to student vacation periods as winter and summer breaks. The winter break is approximately two weeks long and coincides with the Christmas (December 25) and New Year’s Day (January 1) holidays. The summer break is about three weeks in duration and usually takes place in July. Because college-wide maintenance and construction projects are performed during these breaks, all students must vacate their on-campus housing. You should therefore make alternate living or travel plans for these vacation periods.

Counseling & Psychological Services (CAPS)
The CAPS Office provides confidential personal counseling to CIA students, free of charge. Services include individual counseling or “talk therapy,” crisis intervention, support groups, and educational programs. The office also provides referrals to specialized services—including psychiatry—off-campus.

The transition to living in a different country can be stressful. CAPS therapists are available to discuss adjustment concerns and support you in your transition.

To schedule an appointment to speak with a CAPS staff member, call 845-905-4241. CAPS is open from 8:30 a.m.–5 p.m., Monday through Friday, except holidays and school break periods.
FREQUENTLY ASKED QUESTIONS

Q: When do I pay my bill?
A: You will pay one-half of your first-semester bill 60 days prior to enrolling. The balance is due 14 days prior to the semester start date. Acceptable forms of payment are wire transfer, check, or money order (U.S. funds drawn on a U.S. bank only).

Q: What if I can’t pay my full bill?
A: The Culinary Institute of America, in partnership with Tuition Management Systems (TMS), is pleased to offer payment choices to help you afford your college education expenses. This interest-free monthly payment option allows you to maximize your savings and income by spreading your college education expenses over equal monthly payments. Your only cost is a $50 enrollment fee. Enroll today by calling a TMS educational payment counselor at 1-888-713-7239, or enroll online at www.afford.com/ciachef.

Q: How much money should I bring with me?
A: You should bring U.S. $100 cash with you along with about $2,000 in U.S. dollar traveler’s checks. Since there are only certain banks that will change foreign currency, we recommend you change money to U.S. dollars before you enter the United States. If you will rent your own apartment, realtors require in advance one month’s rent, one month’s security deposit, and one month as a realty fee.

Q: How long does an international check take to clear?
A: It takes at least six to eight weeks for checks from abroad (drawn from non-U.S. bank accounts) to be cleared by an American bank that maintains your account.

Q: Can I work in the United States after graduation?
A: Employment opportunities are indicated in the “Student Visas” section on page 2 of this guide. Please be aware that the application process for DHS approval for post-completion practical training takes approximately 90 days. You will need to visit the Designated School Official (DSO) for the required forms and materials to be processed and/or copied:

- Form I-765—Application for Employment
- Authorization
- All previously issued Form I-20s and new
- Form I-20 endorsed with the DSO’s
- Recommendation
- Form I-94—Departure Card
- Two photographs on white background
- $380 payable to the U.S. Department of Homeland Security
CIA CONTACTS

All college students need a little help now and then. As an international student at the CIA, to whom should you turn for advice, information, and assistance? In addition to your instructors and CIA staff members, the following professionals are available to assist you and other international students with specific issues:

Virginia Reilly
Manager of Admissions and International Student Services
Phone: 845-451-1531
Fax: 845-451-1068
E-mail: v_reilly@culinary.edu
Assists students with any visa-related issues.

Admissions Department
Phone: 845-452-9430 (U.S. country code is 1)
E-mail: admissions@culinary.edu

CIA Pre-enrollment Team
Preenrollmentteam@culinary.edu
Assists students with enrollment questions.

WEBSITES HELPFUL FOR INTERNATIONAL STUDENTS

The Culinary Institute of America
www.ciachef.edu

Airport Transportation
www.goairportshuttle.com
www.supershuttle.com

Currency Conversion (Exchange Rates)
www.xe.com/currencyconverter

Foreign Embassies
www.projectvisa.com

Department of Homeland Security
www.uscis.gov