YOUR PRE-DEPARTURE CHECKLIST
Before you depart, please make sure you have:

• Obtained Roosevelt issued Form I-20
• Obtained valid passport and visa
• Received your required immunizations
• Filled in the Roosevelt Immunization Form and returned it via email to naadmissions@studygroup.com
• Paid your tuition and submitted the proof of payment via email to naadmissions@studygroup.com
• Completed the Housing Application
• Filled in the Arrival Information Form and returned it via email to naadmissions@studygroup.com as soon as your travel plans are confirmed and at least two weeks before your program start date
• Mailed official translated secondary school transcripts as well as any leaving certificates or exam results to the Roosevelt International Study Center, or brought them with you as you travel to Roosevelt (IY1 only)

Please use your official name (name on your passport and what you used to apply to Roosevelt) on all forms and correspondence with the Roosevelt ISC.
Welcome To Roosevelt University

Dear Student,

Welcome to Roosevelt! We are excited that you have decided to join us here at the International Study Center (ISC) and we cannot wait to meet you. Roosevelt's strong traditions and history weave throughout the school's modern education. In addition to the professionally relevant education you will receive, the school offers a number of activities to help you meet your fellow classmates from around the world and all across the United States. The school's close and friendly community is set against the exciting backdrop of a Chicago - America's 3rd largest city and 2nd largest business district. Opportunities are everywhere for you to explore the parks, museums, theaters, restaurants, historical places, and more.

With so many things to do, we know you already have a list of questions. This guide is meant to answer as many as possible. The ISC is here to help you in any way we can – both academically and personally. Please take a moment to read everything and come to us with any questions. This is only the first step in the next exciting stage in your career.

Once again, welcome to the Roosevelt community and welcome to the International Study Center!

Randy Hardwick
International Study Center Director

Contact

Randy Hardwick
Center Director

Main Number +1-312-281-3165
Mobile +1-312-259-8371

Sally Kubes
Admissions Manager

Main Number +1-312-281-3166

Roosevelt Address
International Study Center
Roosevelt University
18 South Michigan Avenue, Suite 211
Chicago, IL 60603

Hours of operation: 8:30 am – 5:00 pm
Main ISC Tel Number: +1-312-281-3166
Website: www.isc.roosevelt.edu
Facebook: www.facebook.com/roosevelttuniversityisc

Study Group Address
330 7th Avenue
New York, NY 10001
Toll-free emergency phone: +1-877-394-6404
Required Forms

How to Accept Your Offer and Confirm Your Enrollment

CONFIRM
- Submit the enrollment deposit payment.
- Submit a scanned copy or original recent bank document (dated within three months) translated in English indicating sufficient funds.
- Submit a signed Acceptance of Offer Form
- Receive I-20 for your visa interview.
- Submit your original or official academic records prior to or upon arrival at the school.

BEFORE YOU ARRIVE
- Submit your housing application.
- Notify us when you have received your visa.
- Send your flight arrival information form.
- Make your tuition payment.
- Review your pre-arrival documents.
- Prepare your medical immunization records.

WHEN YOU ARRIVE
- Bring your original academic records in sealed envelopes with the school stamp or seal.

Required Pre-Departure Checklist

Unless noted, all tasks are required. If you have questions about pre-departure tasks, please contact the Admissions Manager at naadmissions@studygroup.com.

<table>
<thead>
<tr>
<th>Flight Information</th>
<th>Send your Flight Arrival Information Form to <a href="mailto:naadmissions@studygroup.com">naadmissions@studygroup.com</a>. This form is due 2 weeks before the program start date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Form</td>
<td>Have your Roosevelt Immunization Form completed by a doctor and emailed to <a href="mailto:naadmissions@studygroup.com">naadmissions@studygroup.com</a> at least 2 weeks before your program start date.</td>
</tr>
<tr>
<td>Housing Application</td>
<td>Complete the online Housing Application, if required. Priority is given to students who apply early, so we recommend that you apply as soon as possible. Please find instructions in this guide.</td>
</tr>
<tr>
<td>RU Access and Email</td>
<td>Activate your RU Access account and university email account before you arrive.</td>
</tr>
<tr>
<td>Payment</td>
<td>Pay your tuition isc.roosevelt.edu/payPayment is due as soon as you receive your visa. Please contact <a href="mailto:naadmissions@studygroup.com">naadmissions@studygroup.com</a> if you have not received your statement.</td>
</tr>
<tr>
<td>Original Academic Documents – IY1 Only</td>
<td>Deliver/present your original transcript and proof of graduation to Roosevelt admissions staff on the first day of orientation.</td>
</tr>
</tbody>
</table>
Information about US student visas

Once you have been accepted on a program and paid your deposit, Roosevelt University will issue a Form I-20 from the United States Citizenship and Immigration Services (USCIS). You can then apply for a visa to study in the US. Roosevelt University is authorized under Federal law to enroll non-immigrant alien students. Your I-20 document is issued by the University and is valid for the entire duration of your studies.

FAQ: WHAT IS AN I-20?

A Form I-20 document is required to start the process of obtaining a student visa to enter the United States. Once accepted at a university, a student is provided with a Form I-20 from that University, issued on behalf of the United States Citizenship and Immigration Services (USCIS).

Contact the nearest US Embassy or Consulate in your country to find out what the procedure is for applying for a student visa. You may need an appointment, or walk-in hours may be available.

The following information is adapted from the US Department of State:

1. WHAT IS A VISA?

A visa allows a foreign citizen to travel to a US port-of-entry and request permission from the US immigration officer to enter the United States. It does not guarantee entry into the US.

2. WHAT TYPE OF VISA DO I NEED TO BECOME AN ACADEMIC STUDENT IN THE UNITED STATES?

Most non-US citizens who wish to study in the United States will seek an F-1 (non-immigrant) student visa, but there are other visa types that are sometimes authorized for those who study in the US. The F-1, or Student Visa, is the most common for those who wish to engage in academic studies in the United States. It is for people who want to study at an accredited USA university or to study English at a university or intensive English language institute.

3. WHEN SHOULD I APPLY FOR A VISA?

It is best to apply early for the visa to make sure that there is sufficient time for visa processing. We recommend that all students apply for their visa as soon as they have all the required documentation. Notify us directly once your visa status is known. Please tell your Student Enrollment Advisor when you have made an appointment, and notify them of the outcome of that appointment.

4. HOW DO I APPLY FOR A VISA IN MY COUNTRY?

In order to apply for a visa at a US embassy or consulate in your country, you must first have an I-20 document issued by Roosevelt University. You will be required to submit the I-20 when you apply for a visa. Roosevelt University will provide you with the appropriate SEVIS-generated form only when you have been academically admitted to the International Study Center, and your deposit payment has been received.

You then need to make an appointment for your visa interview.

Most of the procedures and requirements for applying for a student visa are standardized but some vary from country to country. For example, how to pay the visa application processing fee and how to make an appointment for an interview. Visit the website of the Embassy or Consulate where you will apply to learn more.
FAQ: WHAT IS SEVIS?

SEVIS is the abbreviation for ‘Student and Exchange Visitor Information System’. SEVIS is an internet-based US Government system that maintains data on foreign students and exchange visitors before and during their stay in the United States. In order to enroll students from other countries, US colleges and universities must be approved by the Student and Exchange Visitor Program (SEVP). Roosevelt University has received this approval.

6. PREPARING FOR THE VISA INTERVIEW

Prior to meeting with US Embassy officials you will need to pay a $200 SEVIS fee to the US government, and a visa processing fee (the procedure will differ from one US Embassy/Consulate to another). You should also make sure you have all the documentation you will need when you go for the interview:

- your passport
- the visa-qualifying document (I-20)
- documentation of your financial ability to support yourself*
- proof that you have ties to your home country
- proof of payment of the SEVIS and visa fees
- a completed visa application form (follow Department of State procedures carefully to ensure you complete it correctly)

* A bank statement or bank letter verifying your or your sponsor’s financial ability to cover your expenses should be provided. The bank statement cannot be a copy; it must be original (per immigration law). The bank statement must be notarized and no older than six months. We advise you to have an original letter (Affidavit of support) from your parents/guardian, financial sponsor or other source of support claiming financial responsibility for you as a student. This affidavit must be notarized.

If you are self-sponsored, no affidavit is required. In the case of government-sponsored students, the Financial Guarantee serves as both the bank statement and the affidavit.

7. KEY INFORMATION ABOUT VISAS AND ENTERING THE UNITED STATES

The US Embassy/Consulate cannot issue an F-1 more than 120 days before the actual start of the academic program in the United States. However, visa applicants are encouraged to apply for their visa as soon as they are prepared to do so. Thus, if the university to which you have been admitted states on the I-20 that the program will start on September 1, a visa cannot be issued before May 1.

Even if you have been issued a visa to enter the United States, you will not be allowed to enter the country more than 30 days before the start of your program, if you are an initial entry student. Returning students do not have this requirement. Using the earlier example, if the program of study starts on September 1, you will not be permitted to enter the United States until August 1 or later.

8. WHAT TO DO WHEN YOU ARRIVE AT UNIVERSITY IN THE US

Once you arrive on campus, the International Study Center will help you with any questions or concerns you may have about immigration rules and regulations. Roosevelt University International Student Services must report your arrival within the SEVIS system. If this report is not submitted, you may be considered to be in violation of your status in the United States. During international student orientation, you will be given information about maintaining your visa status.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Move in date</th>
<th>Orientation date</th>
<th>Start date</th>
<th>Confirmation deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>15 August</td>
<td>17 August</td>
<td>24 August</td>
<td>31 July</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>12 January</td>
<td>13 January</td>
<td>20 January</td>
<td>11 December</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>18 May</td>
<td>19 May</td>
<td>23 May</td>
<td>25 April</td>
</tr>
</tbody>
</table>

**Spring 2016 Semester**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 January 2016</td>
<td>Jan 13, 2016 Spring Orientation begins</td>
</tr>
<tr>
<td>18 January 2016</td>
<td>Jan 18, 2016 - Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>20 January 2016</td>
<td>Jan 20, 2016 First Day of Classes</td>
</tr>
<tr>
<td>7 March 2016</td>
<td>March 7, 2016 Midterm – End of 7th week</td>
</tr>
<tr>
<td>7 – 11 March 2016</td>
<td>March 7-11, 2016 NO CLASSES - Spring Break</td>
</tr>
<tr>
<td>3 May 2016</td>
<td>May 3, 2016 Last day of Classes</td>
</tr>
<tr>
<td>4 – 10 May 2016</td>
<td>May 4-May 10, 2016 Final Exams</td>
</tr>
<tr>
<td>11 May 2016</td>
<td>May 11, 2016 Roosevelt University Commencement</td>
</tr>
</tbody>
</table>
Planning Your Arrival

Average Temperatures (in Celsius)
- Summer: 16 - 26°C
- Fall: 1 - 23°C
- Winter: -8 - 2°C
- Spring: 2 - 18°C

Most of the essentials for any student are within walking distance from school and can be bought during orientation or during the school year. You may, however, want to consider bringing a few things from home.

- US Dollars to purchases anything for your apartment.
- A bi-lingual dictionary or electronic translator or phone app
- 110 volt adapter for North American electric plugs
- Skype – Until you get an American mobile number, Skype is a convenient way to talk and see your friends and family back home.
- Personal items such as photos, music, books, magazines, etc…
- Cultural Items – Roosevelt has a strong international student population with numerous activities that share the heritage of every country and culture. Consider bringing traditional clothes, national arts and crafts to share with your fellow students.
- Linens – The school does not provide bed sheets or bathroom towels, but you can either bring them from home or purchase them during the orientation shopping trip.
- Clothes – It is good to bring a variety and especially warm clothes and boots as Chicago experiences all seasons including snow in the winter.

Arriving in the United States

The closest and most convenient airport to fly into is Chicago O'Hare. Some flights may arrive at Midway Airport. Students are responsible for their own transportation and arrival to campus. Roosevelt is in the heart of Chicago and any taxi will take you to our doorstep. The city subway also connects to the airport as well. Should you have any questions, please feel free to ask us.

- **Chicago Public Transit**

- **Go Airport Express Shuttle**
  - Can be reserved online and offers door-to-door service to and from O'Hare or Midway and downtown Chicago from 4 a.m. to 11:30 p.m. Departures are about every 15 minutes. The bus driver will request your confirmation number when you board the bus. You will receive this when you make a reservation here: [https://www.airportexpress.com/reservations](https://www.airportexpress.com/reservations)
  - Transportation from O'Hare:
    - Outside the baggage claim areas in the innermost lane of the lower level roadways of the Domestic and International Terminals (Door E). For international flights, please go to Door 5-E. For domestic flights, please go to Door 1-E, 2-E, 3-E, or 4-E, across from baggage claim in your terminal.
  - Transportation from Midway:
    - Lower Level Arrivals Door 3. The pickup location is located outside Door 3, inside lane.
  - Cost
    - The cost for this service is varies by destination. As an example, it costs $32 for a ride from O'Hare airport to downtown Chicago. In addition, it is customary to give the driver a cash tip of 15%-20% of the total cost of your ride ($6-$8).

- **Taxi / Limousine Services**
  - From O'Hare International Airport (ORD) [http://www.flychicago.com/OHare/EN/GettingToFrm/TaxiLimo/Taxi-Limousine.aspx](http://www.flychicago.com/OHare/EN/GettingToFrm/TaxiLimo/Taxi-Limousine.aspx)

* Tip is not included in the final price displayed on a taxi meter. Please plan to tip your taxi driver approximately 15% of the total fare. Tip more if your driver helps you with your bags.
* **Have the address of your destination written on paper (not in your phone) in case the driver is unfamiliar with the area.**
Residence Hall Move In

Roosevelt students live in either the **Wabash Building** (425 S Wabash Ave, Chicago, IL) or the **University Center** (525 S. State St., Chicago, IL). After you pay the housing deposit and complete the online housing application, the room assignment will be sent to your Roosevelt email account.

Students can move into the residence halls on **January 13, 2015**. Please check in with the security guard at the front desk when you arrive. Students who arrive before January 13 are responsible for making their own accommodation arrangements in Chicago.

---

**Local Hotels**

- **Renaissance Blackstone**
  636 South Michigan Avenue, Chicago, Illinois 60605
  [www.blackstonerenaissance.com](http://www.blackstonerenaissance.com)
  +1-312-447-0955

- **Hilton Chicago**
  720 South Michigan Avenue, Chicago, Illinois 60605
  +1-312-922-4400
  Special RU Rates - Use Corporate Code: N1367302

- **Hostelling International Chicago – The J. Ira and Nicki Harris Family Hostel**
  24 E. Congress Parkway, Chicago, Illinois 60605
  [http://www.hiusa.org/illinois/chicago/chicago](http://www.hiusa.org/illinois/chicago/chicago)
  +1-312-360-0300
Orientation
International student orientation is an important and helpful way to introduce you to the academic, social, and cultural norms of America. Your attendance is required and you will find it quite valuable to your upcoming success. During orientation, you will:

- Take English test to confirm the appropriate proficiency level
- Register for classes
- Meet your classmates
- Meet Roosevelt faculty and staff and the ISC team
- Learn about the school and town

Living at Roosevelt

Housing
- Bachelor students live in the modern Wabash building the first two years at Roosevelt.
- Master’s students can live wherever they choose if they are 21 years of age or older
- Each dorm room comes with a bed, a desk, a chair, and a dresser

Transportation
- Public trains, buses, and taxis are available all around Roosevelt.
- Chicago is also a walking city with many places easily accessible by foot.

Social attitudes
- Life in the U.S. will probably be different from what you are used to. The American culture can vary based on where you are in the country. Like anywhere in the world, lifestyle, heritage, and geography all influence the personality of a region. You will find similarities as well as differences between your home country and culture, but people are fundamentally the same in their pursuit of personal growth and friendly interaction.

Drinking
- Alcohol is legal to anyone over the age of 21. There are strict rules against underage drinking and severe consequences. Drinking is often associated with a party lifestyle and atmosphere for college students. For those over 21, it is acceptable to drink in moderation in public venues.

Smoking
- Smoking is banned in many public places in the U.S. On campus, there are restrictions about where students can smoke. Smoking is prohibited in university buildings and residence hall courtyards. If you are being hosted by friends, always ask where an acceptable place to smoke is located.

Recreation / Getting Involved
- Roosevelt has over 60 student clubs and organizations to get students involved, have fun, and learn.
Campus Safety
- Roosevelt has its own security that patrols its buildings with Chicago Police monitoring the city.
- Emergencies in the Wabash or Auditorium Buildings, call +1-312-341-2020 or 2020 on campus phones.
- Emergencies in the Gage Building, call +1-312-281-3111 or 3111 on campus phones.
- Emergencies requiring Chicago Police or Fire Departments can be reached from any phone by dialing 911.
- Non-emergencies inquiries to the Chicago Police or Fire Department can be addressed by dialing 311.

International Communities
- Roosevelt has the International Student Association which is dedicated to breaking down cultural and language barriers by providing students with an opportunity to meet with and network with students from all over the world! ISA also provides students with opportunities to make new friends and work together to reach or a common goal of fundraising to help support children's education abroad.
- Chicago is a global city which is reflected in its large and ethnically diverse population.
- International communities include Pilsen and Little Village (Mexican), Polonia West Side (Polish), Chinatown (Hong Kong and China), K-Town / Albany Park (Korean), Albany Park (Latino, Arab, Korean), Rogers Park / West Ridge (Indian, Pakistani, Arab), Ukrainian Village (Ukrainian), Humboldt Park / Logan Square (Latino).

Computers
- You will need to bring a computer with Microsoft Office installed.

Religious Information
- Chicago is home to numerous religious organizations and places of worship. You may want to consult your home church, temple, mosque, or synagogue for a local Chicago religious referral, speak with the Roosevelt Center Director, or check a local directory or online resources.

Budget Planning
- You need to budget carefully to cover all of your living costs, including clothes, transportation, books and entertainment. It is difficult to estimate how much money you will need over a year, as this depends on individual lifestyles and circumstances. Please remember that almost everything you buy will have an additional 8-10% sales tax on top of the "sticker price."

Approximate prices in Chicago:
- Mobile phone service: $20-$100/month
- Mobile phone activation: $300-500 with national carrier (Sprint, AT&T, T-Mobile, Verizon)
- Movie ticket: $12
- Dinner at a restaurant: $10-30/per person + tax + tip (It is common to tip your server 15% on top of bill)
- Coffee: $2/cup; $3-5 for specialty coffees

Useful Links
- www.roosevelt.edu/News_and_Events
- www.chicagotribune.com
- www.chicago.suntimes.com
- http://www.transitchicago.com/
- http://www.transitchicago.com/apps/
Roosevelt Student ID

After you confirm your place at Roosevelt University, you will receive a 9-digit Roosevelt University student identification number. If you have not received this yet, please ask your counselor or send a request to roosevelticsadmissions@studygroup.com.

You will use your student ID to login to RU Access (see below) and apply for on-campus housing (see next page).

How to Login to RU Access

1. Open this webpage: http://www.roosevelt.edu/
2. Select RU Access, located in the top right-hand corner of the page.
3. In the User ID field, type your Student ID.
4. In the PIN field, type the letters RU, then your birthdate (month-month-day-day-year-year) and, finally, an exclamation mark. For example, if you were born on April 18th, 1984, your PIN is RU041884!
5. Select Login.
6. If your PIN is not working, please contact roosevelticsadmissions@studygroup.com.
7. You will see the following note on the screen: Your PIN has expired. Please change it now.
8. In the field Re-Enter Old PIN retype your PIN (RUmmddyy!)
9. In the New PIN field, create a new six-character PIN.
10. In the Re-enter new PIN field, type your new PIN again.
11. Select Login.
12. Write a security question. Write the answer to your question.
13. Select: Submit
14. Read the Terms of Usage and select Continue.
15. Welcome to RU Access!

How to activate your Roosevelt University email account

1. You will receive your email address after confirmation.
2. To login, go to http://mail.roosevelt.edu  Click the "Click here to login" to be directed to the email login page.
3. Your default password is your date of birth in RUmmddyy! format (example: Feb 24, 1975 = RU022475!)
4. After you login to Mail, you should change your password to something you prefer and can easily remember.
5. Roosevelt faculty and staff will only contact you at this email address, so it is important that you check it regularly.
Housing Application

All new undergraduate, full-time students enrolled at the Chicago Campus of Roosevelt University are required to live in University housing during Fall and Spring semester. Undergraduate students who are over the age of 21 on the first day of term are exempt from this requirement. Over summer semester, students of any age can choose to live either on campus or off campus. Priority is given to students who apply for housing early—we recommend that you apply for housing as soon as possible.

Graduate students are not required to live on campus, but it is highly encouraged. Priority is given to students who apply for housing early. If you would like to live on campus, we recommend that you apply for housing as soon as possible.

How to Apply for Roosevelt University Housing

1. Learn about housing options here: http://www.roosevelt.edu/ResidenceLife/Prospective.aspx
2. Open this webpage and read the instructions here: http://www.roosevelt.edu/ResidenceLife/Admitted/ApplicationContract.aspx
3. Select RU Access Login in the top right corner of the page.
4. Enter your Roosevelt Student ID / User ID and new PIN. If you have not created a PIN, use the RU Access instructions on the previous page.
5. Select Registration and Other Student Services.
6. Select Housing Application.
7. Review application terms and conditions carefully. If you have any questions about the housing contract, stop and send them to rooseveltiscadmissions@studygroup.com. If you understand and agree to the terms, select Accept terms.
8. Enter your profile information, roommate preferences and room preferences.
9. Connect to Bill & Payment system. This will take you to a separate secure screen. Select Deposits.
10. Choose the correct term (semester) and Housing Deposit.
11. Connect to Bill & Payment system. This will take you to a separate secure screen.
12. Select Deposits.
13. Choose the correct term (semester) and Housing Deposit.
14. Pay the $500 housing deposit. Please remember that you must pay this within 48 hours of submitting your Application and Contract. Your Application and Contract will be cancelled if the $500 housing deposit is not received in full. More information about the deposit is available here: http://www.roosevelt.edu/ResidenceLife/Admitted/ApplicationContract/500Deadline.aspx
15. If you are having problems paying your housing deposit, please use Peer Transfer, a service to send money from overseas: https://www.peertransfer.com/school/roosevelt. We recommend that you watch the instructional video before you start—please find a link to this in the top right corner of the Peer Transfer webpage.
16. When the housing assignments are announced, you will receive an updated statement showing the correct price for the room that you have received.
17. Please send any questions to rooseveltiscadmissions@studygroup.com.
## Arrival Form

### Roosevelt Flight Arrival Information Form

Please provide all information listed below so we can plan to welcome you appropriately at Roosevelt. If you are taking more than 1 flight, please provide details of your final flight arriving in the area. You can email the complete form to rooseveltadmissions@studygroup.com at least 2 weeks before move in day or as soon as you purchase a flight.

<table>
<thead>
<tr>
<th>Student Name</th>
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<tr>
<th>Departure Airport</th>
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<table>
<thead>
<tr>
<th>Departure Date and Time</th>
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<tr>
<th>Flight Number and Airline</th>
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<th>Arrival Airport</th>
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<tr>
<th>Arrival Date and Time</th>
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<table>
<thead>
<tr>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you will have a working phone when you arrive in the US, please provide your phone number.</td>
</tr>
<tr>
<td>YES/NO (choose one)</td>
</tr>
</tbody>
</table>

### HOUSING:

All undergraduate students are required to live on campus. Graduate students can live on or off campus.

<table>
<thead>
<tr>
<th>ON-CAMPUS HOUSING: I will be living on campus and I have completed the Roosevelt housing application.</th>
<th>YES/NO (choose one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Note to students living on campus - After you apply for housing and pay the housing deposit, your housing assignment will be sent to your Roosevelt email address. Move-in day is January 12, 2016 and orientation begins on January 13, 2016.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFF-CAMPUS HOUSING: I will be living off campus in independently arranged housing (graduate students only). If yes, please write your off-campus address here:</th>
<th>YES/NO (choose one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Note to students living off campus - Orientation begins on January 13, 2016. Please arrive before this date.</td>
<td></td>
</tr>
</tbody>
</table>
IMMUNIZATION RECORD

PLEASE COMPLETE AND RETURN TO: Office of Student Services
Roosevelt University
430 S. Michigan Ave.
Chicago, IL 60605-1394
(312) 341-2004

PART I—TO BE COMPLETED BY THE STUDENT (Please print.)

Name:______________________________________________________________________________________________________________________________________________

Last First Middle Initial

Address:________________________________________________________________________________________________________________

Street City State Zip

Date of Birth (mm/dd/yyyy): ________________ Sex: [ ] Male [ ] Female Student ID: ________________

Home Phone Number: ______________________ Semester First Attending (Check one): [ ] Spring [ ] Fall [ ] Summer, Year: 20___

I authorize Roosevelt University to release my immunization record to the Illinois Department of Public Health or its designated representative — for compliance audits in accordance with Illinois immunization law (Illinois Public Act 85-1315). This release also applies in the event of a health or safety emergency.

Student Signature:________________________________________________________________________ Date:____________________

PART II—FOR COMPLIANCE THROUGH A CERTIFICATE OF CHILD HEALTH EXAMINATION

[ ] Check here if you are attaching a copy of a previously prepared certificate (generally issued as a result of elementary/high school requirements). You need NOT complete sections III and IV.

PART III—FOR COMPLIANCE THROUGH INFORMATION SUBMITTED AND SIGNED BY HEALTH CARE PROVIDER.*

Part III need not be completed if you submit a copy of Certificate of the Child Health Examination. All dates must include month, day and year.

<table>
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<tr>
<th>MEASLES (Rubeola)</th>
<th>Yes</th>
<th>Month, Day, Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Disease confirmed by physician records</td>
<td>[ ]</td>
<td>Date of Illness Signature of Physician</td>
</tr>
<tr>
<td>2. Immunity confirmed by blood titer</td>
<td>[ ]</td>
<td>Date of Test Attach copy of a laboratory report.</td>
</tr>
<tr>
<td>3. First immunization with live attenuated virus must have been on or after the first birthday.</td>
<td>[ ]</td>
<td>Date of Immunization</td>
</tr>
<tr>
<td>4. Second immunization with live attenuated virus must have been given at least 28 days after first immunization.</td>
<td>[ ]</td>
<td>Date of Immunization</td>
</tr>
</tbody>
</table>

* Physician licensed to practice medicine in all of its branches (M.D. or O.D.), Registered Nurse or a Public Health Official

(over)
**GERMAN MEASLES (Rubella)**

<table>
<thead>
<tr>
<th>Yes</th>
<th>Month, Day, Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Disease confirmed by blood titer</td>
<td>[ ] ______________________</td>
</tr>
<tr>
<td>2. Immunization with live attenuated virus</td>
<td>[ ] ______________________</td>
</tr>
</tbody>
</table>

**MUMPS**

<table>
<thead>
<tr>
<th>Yes</th>
<th>Month, Day, Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Disease confirmed by physician records or blood titer</td>
<td>[ ] ______________________</td>
</tr>
<tr>
<td>[ ] ______________________</td>
<td>Date of Test Attach copy of a laboratory report.</td>
</tr>
<tr>
<td>2. Immunization with live attenuated virus</td>
<td>[ ] ______________________</td>
</tr>
</tbody>
</table>

**TETANUS / DIPHTHERIA**

<table>
<thead>
<tr>
<th>Yes</th>
<th>Month, Day, Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Primary series completed (must include at least two dates)</td>
<td>[ ] ______________________</td>
</tr>
<tr>
<td>[ ] ______________________</td>
<td></td>
</tr>
<tr>
<td>[ ] ______________________</td>
<td></td>
</tr>
<tr>
<td>4. Most recent booster (must be within last 10 years)</td>
<td>[ ] ______________________</td>
</tr>
</tbody>
</table>

**PART IV - HEALTH CARE PROVIDER OR ADMINISTRATOR VERIFYING PART III INFORMATION***

Name (print): ______________________________________________ Signature: ___________________________

Phone: __________________________ Date: __________________________

*Physician licensed to practice medicine in all of its branches (M.D. or O.D.), Registered Nurse or a Public Health Official

**FOR ROOSEVELT USE ONLY**

Reviewed by: __________________________________________ [ ] Incomplete Date: __________ [ ] Complete Date: __________

<table>
<thead>
<tr>
<th>Immune:</th>
<th>Measles (Rubeola)</th>
<th>German Measles (Rubella)</th>
<th>Mumps</th>
<th>Tetanus/Diphtheria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>2nd</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Exempt: Medical or Religious [ ]
External Studies or One Course [ ]
Pregnancy (temporary exemption) [ ]
Susceptibility List [ ]

ADM-FO-9-2011-7076