



# International Graduate Student Guide



# WELCOME

Congratulations on your acceptance to the Graduate School at Kansas State University and welcome to our university!

You are joining a group of international students and scholars from more than 100 countries! We are looking forward to supporting your academic and career development journey while at K-State and after graduation. The Graduate School, in collaboration with the International Student and Scholar Services (ISSS) office, is here to work together with you to provide you with a positive and exciting K-State experience.

This guide contains information that will be useful as you transition to life at K-State and in Manhattan. If you have questions that are not answered in the guide, please contact the Graduate School or ISSS.

I am excited to welcome you to the K-State family and hope your experiences here are enjoyable and rewarding.

Sincerely,



Claudia Petrescu, PhD  
Vice Provost for Graduate Education and  
Dean of the Graduate School

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## Before Leaving Home



### Student Transcripts (internal documents requested by the university)

- Students are required to hand in the original copies of their diplomas and transcripts, which detail the curriculum that they have completed and the degrees that they have obtained. Your academic record will be matriculated at the Graduate School, at which point you will be able to register for courses. Please make sure that you have all of your certificates and transcripts from your prior course work with you before you leave.

### VISA (Apply through U.S. Government)

- Due to the extensive amount of time often required to process visa applications, it is important to apply for your visa as early as possible. Each embassy or consular post has its own application procedures, so you should consult the office where you will be applying for specific details. All students must complete a visa application in order to schedule a visa interview.
- Student visa information from the Department of State is available for those applying for an F-1 visa or a J-1 visa. The Department of Homeland Security requires the submission of a SEVIS I-901 form and fee, which must be paid before the Embassy will issue your visa.

### Plan your arrival

- You may be refused entry into the United States if you attempt to arrive more than 30 days before or any time after the

### Helpful Links

- [International Student admissions](#)
- [F-1 Visa](#)
- [J-1 Visa](#)
- [SEVIS I-901 form](#)

- program start date listed on your SEVIS I-20/DS-2019 form. Plan your travel so you arrive no later than the date on your I-20 /DS-2019 form and admission letter

### Connect with Current Graduate Students

- K-State has registered graduate student organizations. Student organizations include departmental wide student associations as well as international student organizations. You can find all the registered student organizations in the below link

### GRADUATE STUDENT ORGANIZATIONS

## Travel Planning

### Book Flights



### Websites to purchase International Tickets

- The Following are websites for purchasing international airline tickets. Prices in these websites will be low compare to direct airline website.
  - [Kayak](#)
  - [Skyscanner](#)
  - [Expedia](#)
  - [Student Universe](#)

### Flying to Manhattan Regional Airport (MHK)

- The Manhattan Regional Airport (MHK), conveniently located seven miles from the K-State campus, offers flight options coming from Dallas International Airport (DFW) or Chicago O'Hare Airport (ORD). If you are able to arrange your international flight to bring you through Dallas or Chicago, then you can fly directly into Manhattan.

### Helpful Links

[Manhattan Regional Airport](#)

- Taxis are available from Manhattan Regional Airport. If you are planning to live on-campus, ask the taxi driver to take you to Moore Hall. If you are living off-campus, have the address of your destination ready. There are phones available in the airport to call a taxi. If you need assistance making the call, ask an airport staff member for help.

### Taxi Services

- Go-Van-Go (785) 410-2005
- Taxi 4 Less (785) 776-5508
- Wildcat Taxi (785) 477-8808
- Apps (Uber, Lyft)

### Flying to Kansas City International Airport (MCI)

- The Kansas City International Airport is approximately 130 miles (208 km) from Manhattan. You can connect to MCI from your U.S. port-of-entry. Once you arrive in Kansas City, you can take a shuttle bus to Manhattan at your own expense.

**Other Shuttle Services** – Shuttle Services help students to travel from MCI Airport to Manhattan.

- 5 Guys Transportation (816) 891-9999
  - This shuttle-van will pick you up from MCI at any time. Just make your reservation before you arrive at MCI and the shuttle will pick you up when your flight arrives.
- ExecuCar
  - This town car service will pick you up from MCI and deliver you to your destination in Manhattan, according to your reservation.
- SuperShuttle Express
  - This town car service will pick you up from MCI and deliver you to your destination in Manhattan, according to your reservation.
- Arival Shuttle
  - Arival is the premier airport transportation service in Kansas City. Arival provides Kansas City International Airport to Manhattan
- Greyhound Bus
  - The Greyhound Bus has a stop at the parking garage on the K-State Manhattan campus. You can book a trip on the Greyhound Bus from Kansas City, Wichita, and other locations in the U.S.

- [Five Guys Shuttle online reservations](#)
- [ExecuCar online reservations](#)
- [SuperShuttle online reservations](#)
- [Arival Shuttle online reservations](#)
- [Greyhound Bus online reservations](#)

### List of Documents for students

- Mandatory Documents
  - I-20
  - Passport
  - Admission Letter
  - Flight Ticket Printout (Itinerary)
- Other Documents
  - Academic Documents
  - Degree Certificate
  - Course Completion Certificate
  - Provisional Certificate
  - Original Mark sheets

- I-20s from other universities
- Extra copies
  - Recommendation letter
  - University Transcripts
- Passport size photos
- Any other documents, like certifications, paper presentation reports

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### How to take care of your documents

- Carry all the documents with you in the carry-on baggage (one you take with you)
- Leave copies of your documents at home (passport, USA Visa, I-20, transcripts, passport size photos)
- Do not laminate your I-20
- Do not pack the documents in the bigger suitcase that you will check-in. If the checked-in bag is lost, you will lose the documents.

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### Items that you should wait to buy in U.S.

- Kitchen
  - Kitchen knives
  - Kitchen Cutting Table
  - Can Opener
  - Trash Can
  - Trash Bag
  - Water/Juice Drinking Glasses
  - Frying Pan Big
  - Frying Pan Small
- When buying utensils for kitchen, make sure it is safe to use with microwave
- Restroom
  - Shampoo
  - Soap
  - Trash can
  - Trash Bag
  - Shower Curtain + Shower Liner
- Bedroom - Order from Amazon so it will be there on time
  - Mattress (or bed) to sleep
  - Plush Blanket
  - Comforter (Not required if you buy plush blanket)
  - Pillow
  - Laundry Bag
  - Iron Box and Ironing Board / Steamer
- Electronics
  - Wireless Router
  - Ethernet Cable (Just in case)
  - Cellphone
  - Laptops

## U.S. Voltage and Socket

- The U.S. operates on 120V supply voltage and 60Hz. Type A plugs(left) have two pins, and Type B plugs (right) have two pins in addition to a ground pin. Make sure to have adaptors for both types.



## Baggage and packing information

- Following will be the usual baggage allowance in flights to USA
  - Two suitcase for check-in. Each 50 lbs (or 23 Kgs)
  - 1 carry-on cabin bag 17.5 lbs (8KGs)
  - 1 personal item (laptop bag or purse)
- Airlines allow 8 to 10 Kgs as carry-on cabin baggage for international travel. Care should be taken while packing cabin bags. There are few reasons for that
  - The airline could misplace your checked luggage
  - Checked baggage will be available for you only after you clear immigration
- Things to be packed in carry-on baggage
  - Original important immigration documents (I-20, admission letter, air tickets, passport)
  - Traveler's checks, demand draft, cash
  - Prescription medications in original, labeled containers to avoid security questions.
  - One or two pairs of clothing
  - Small sizes of toiletry items
  - Extra eyeglasses
  - A change of underclothes
  - A sweater or a jacket in case you encounter inclement weather on landing
  - Light weight towel
  - Your valuables, such as jewelry and electronics are safe in your carry-on.
  - Copies of your photo (passport size) and enlisted steps to be followed in case of emergency
  - Address and phone numbers of people whom you can contact in the US in case you need any help upon landing
  - Address and phone number of the place where you will stay. If address is not known, you can give the International Student and Scholar Services Office address
  - Address and phone numbers of friends, relatives in your home country



- Pens to write
  - More Travel Suitcase Packing Tips
    - Remove all the tags from new dress/clothes
    - Remove all cardboard boxes. If you feel some items are fragile, try to wrap around your dress materials.
    - You will get almost everything in U.S. so, try to pack only items that are not available in the U.S.
    - Tie a colorful ribbon on the suitcase handle. It will be much easier to identify your suitcase in the baggage claim area.
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### What happens right after flight lands in USA (port of entry)

- Here is the quick overview of what happens right after you land in USA airport at Port of Entry
    - [Port of Entry Procedures \(Video\)](#)
    - You will be given I-94 and Customs form to fill while in flight to USA
    - Your flight will land in an International Terminal
    - Take your cabin items and belongings.
    - Step 1 – Clear Immigration Check
    - Have the Forms (I-94, Customs filled)
    - Passport and I-20
    - Wait in queue for your turn
    - CBP (Customs and Border Protection) officer at Port of Entry will ask you a few questions
    - They will stamp I-20, Staple I-94 to Passport and stamp your customs form
    - Collect your checked-in bags (you may have to get a baggage cart)
    - Clear Customs (they might ask if you have any food items)
    - Give the customs form and they will let you go to next destination.
    - If Port of Entry is your final destination, then walk out and wait for pickup help
    - If you have a connecting flight, check in your bags again to the next flight
    - Go to domestic terminal to board your next flight
    - You may have to go through security check again.
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### Travel tips to USA

- Here are a few last-minute flight travel tips for flying to the U.S. for the first time.
  - Don't forget to register for Frequent Flyer Miles
  - Make arrangements for accommodation and pickup from airport.
  - Carry dollar bills (\$1, \$5 or \$10) to make phone calls and rent trolley at airport
  - Phone numbers of person going to pick you up from the airport

- Share your U.S. contact numbers with family in your home country.
- If possible, buy a calling card that can be used while in transit and in the U.S.
- If your flight gets delayed, inform pickup person about the delay
- If you are not sure about anything, ask for Help
- While in airports, keep an eye on your carry-on bags, and do not leave them unattended.
- If you arrive in the U.S. during mid-day, don't go to bed right away. Try to adjust yourself to the local time.

### How to avoid jet lag

- The following tips will reduce your set lag
  - Drink a lot of water. Stretch your legs, arms, or go for a walk in-flight
  - Avoid alcohol and caffeinated beverages
- Based on your flight arrival time in U.S., adjust your sleeping time in the flight

## Life in Manhattan

### About Manhattan



- Known as The Little Apple, Manhattan has a population of more than 53,000. Located in the scenic Flint Hills, you can experience all four seasons in Manhattan--sometimes all in one day! Winters are chilly (average high temperature is 41-degree F/ 5 degree C) with small to moderate amounts of snow, while summers are hot and humid (average high temperature is 92-degree F/ 33 degree C).

## Housing



### Temporary Housing

- The Office of Housing and Dining Services offers limited early arrival housing for international students that arrive for orientation in August. There is a cost for early arrival housing. An invoice is created and it can be paid by cash, check, or credit card. Credit card payment may also be made by telephone. Further information on temporary housing can be found in [University Guest Housing](#).
- Jardine apartments also offers temporary housing. Further information on temporary housing in Jardine contact [Housing@ksu.edu](mailto:Housing@ksu.edu)
- If you know someone in Jardine housing and wish to stay with them, they may register you as a visitor in their home and allow you to stay for free (up to seven days).

### On-Campus Housing

- There are two on-campus housing options available through the Office of Housing and Dining Services
  - Residence halls have space available year-around, including holidays and vacation periods. The cost for residence halls includes up to three meals per day.
  - Jardine Apartments has more than 700 apartments for undergraduate and graduate students, as well as single students, married couples, and families. Options include 1-, 2-, 3- and 4-bedroom apartments, as well as studios, lofts, and town houses. Residents are not required to purchase a meal plan, but it is an option. Please note that you must apply for housing a minimum of 9 months in advance to secure a space in Jardine.

### **Helpful Links**

- To reserve a space, email [housing@k-state.edu](mailto:housing@k-state.edu)

- [Residence halls](#)

- [Jardine Apartments](#)

## Off-Campus Housing

- Several apartments and houses off-campus are also available for rent. Costs are moderate to expensive depending on individual choices. Apartments are generally available but can be difficult to find at the beginning of the semester. Also be sure to check out our Graduate Student Housing Guide, designed by VeryApt specifically for K-State graduate students!

- [Housing information](#)

## Transportation

### ATA Bus

- The aTa bus system in Manhattan offers routes with access to several important on- and off-campus shopping and entertainment locations. Monthly passes can be purchased or you can pay per ride.

- [ATA Bus routes and Schedule](#)

### Driving in Kansas

- If you plan on renting or purchasing a vehicle once you arrive in the U.S., remember to bring your international driving license with you to avoid having to complete the entire Kansas driver's license process.
- If you purchase a vehicle, you are required to pay a license and registration fee yearly. Kansas law also requires all drivers to have automobile insurance.

- [Kansas driver's license](#)

- [Registration and insurance information](#)

- [International driving license](#)

### Bicycles

- Bicycles are an economical and easy way to travel around campus and Manhattan. If you will be using and parking your bike on campus, you must complete the free registration through Parking Services.
- There are several locations to purchase a bicycle and accessories in Manhattan. Some also offer repair services.
  - The Pathfinder 304 Poyntz Ave
  - Target 800 Commons Pl
  - Walmart 101 Bluemont Ave
  - Green Apple Bikes

## Banking / Finances

It is not common for individuals in the U.S. to carry large amounts of cash. Most people use a debit card, credit card, or check to pay for items. A debit card works similarly to a credit card, except funds are withdrawn directly from your checking or savings account.

- Identifications required to open a checking or savings account:
  - Passport



- Proof of address -- where you are staying/Where you are going to stay (Agreement should be signed and have your name in it)
- I-20
- Student ID Card
- There are several banks in Manhattan, some with multiple branches. You are not required to use any of the banks listed below. If you are interested in opening an account at any of these banks, please contact the bank directly for further information A branch of Commerce Bank is also located in the K-State Student Union.
  - Capitol Federal Savings (785) 537-4226
  - Commerce Bank (785) 537-1234
  - Kansas State Bank (785) 587-4000
  - K-State Federal Credit Union (785) 776-3003
  - Sunflower Bank (785) 537-0550
  - UMB National Bank of America (785) 776-9400

## Shopping

Manhattan offers several stores to buy food and household items, many of which can be reached by public transportation.

### Grocery Stores

- Aldi's 140 E Poyntz Ave  
Discount grocery store with lower prices on everyday basics. Bring your own grocery bags to save even more.
- Dillons 130 Sarber Ln & 1101 Westloop Pl  
Wide selection of products. Compared to other grocery stores, prices are mid-range.
- Hy-Vee 601 N 3rd Pl  
Similar to Dillons, Hy-Vee offers a wide selection of food products, personal items and a pharmacy.

### Superstores

- Target 800 Commons Pl  
Wide selection of products, such as home furnishings, electronics and clothing and personal items. Target also carries a limited amount of grocery items and has a pharmacy.
- Walmart Supercenter 101 Bluemont Ave  
Wide selection of products, such as home furnishings, electronics, clothing and personal items. Walmart has a full stock of groceries and a pharmacy.

### Specialty stores

- Manhattan Farmer's Market 3rd and Leavenworth is open from early spring to late fall. The Farmers Market is a great place to buy fresh fruits and vegetables, as well as homemade jellies, breads and other treats.

### International Food Markets

- Asian Market 2304 Stagg Hill Rd, Ste D
- Halal Meat (Islamic Center) 1224 Hylton Heights Rd
- La Estrella 312 Tuttle Creek Blvd
- Yi's Oriental Market 1030 Colorado St

### Discount and Thrift Stores

- Dollar Tree 624 Tuttle Creek Blvd  
Wide selection of products, including food, personal and household items for very low prices.
- Goodwill 421 E Poyntz Ave  
Sells a variety of used items, such as clothing, furniture and household items at low prices.
- Salvation Army Thrift Store 310 Poyntz Ave  
Similar to Goodwill. Sells a variety of used items at low prices.
- Grand Ol' Trunk Thrift Shop and Bookstore 1304 Pillsbury Dr  
Sells a variety of used items, such as clothing, furniture and household items at a low price
- Helping International Students (HIS) provides free furniture for students who are relocation to Manhattan. Students may request their furniture [here](#).

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### Cell Phones

It is recommended that you get a U.S./local sim card as soon as you arrive in Manhattan. There are several cell phone providers in Manhattan.

- AT&T 100 Bluemont Ave Ste B
- Best Buy 329 Tuttle Creek Blvd
- T-Mobile 707 Commons Pl & 638 Tuttle Creek Blvd
- Target 800 Commons Pl
- U.S. Cellular 322 Southwind Rd C
- Verizon Wireless 100 E Bluemont Ave Ste H
- Walmart Supercenter 101 E Bluemont Ave

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### Medical Care

- LAFENE HEALTH CENTER 1105 Sunset Ave
  - Lafene Health Center is a professional accredited health facility designed to provide cost effective, physician directed healthcare and offer health information to students at K-State. As a student at K-State, a student health fee is included in your tuition each semester. This fee entitles you to:
    - Access all services available at the health center from the time of fee payment on campus until midnight the day before the next semester begins
    - See a health care provider free of charge (students needing other services and procedures such as

laboratory testing, x-rays, physical therapy, medications or medical supplies will be charged additional fees)

- **MANHATTAN MEDICAL GROUP** 2900 Amherst Ave 785-539-8700
- **K+STAT URGENT CARE** 711 Common Place 785-537-6264, and 930 Hayes Drive B 785-565-0016
  - When Lafene Health Center is closed, K+Stat Urgent Care and Manhattan Urgent Care provide timely, walk-in treatment for non life- threatening conditions. No appointments are necessary, the clinics are open seven days a week and rates are typically cheaper than emergency room rates at Mercy Regional Health Center.
- **ASCENSION VIA CHRISTI HOSPITAL** 1823 College Ave 785-776-3322
  - The Emergency Department at Mercy Regional Health Center offers high-quality medical services by physicians with specialty training in emergency medicine. The department is open 24 hours a day, 7 days a week. Hospital charges will apply and are higher than those at Lafene Health Center, K+Stat Urgent Care or Manhattan Urgent Care.

- [Manhattan Medical Group](#)

- [K+Stat Urgent Care](#)

- [Emergency Department](#)

**In the event of a serious or life-threatening emergency, call 911.**

## Student Services



### Graduate School

113-119 Eisenhower Hall  
1013 Mid-Campus Dr, Manhattan, KS 66506  
Phone: (785) 532-6191  
Email: [grad@k-state.edu](mailto:grad@k-state.edu)

- [Graduate School](#)

- [Facebook](#)

- [Twitter](#)

## [International Student and Scholar Services](#)

104 International Student Center  
1414 Mid-Campus Dr. North, Manhattan, KS 66506  
Phone: (785) 532-6448  
Email: [iss@k-state.edu](mailto:iss@k-state.edu)

- [ISSS](#)
- [International Student Organizations](#)

## [Office of International Programs](#)

304 Fairchild Hall  
1601 Vattier St. Manhattan, KS 66506  
Phone: (785) 532-5498  
Email: [oip@k-state.edu](mailto:oip@k-state.edu)

- [Office of International Programs](#)

## [Non-Traditional and Veteran Student Services](#)

217 Student Union  
Manhattan, KS 66506  
Phone: (785) 532-6432  
Email: [kstatenontrad@k-state.edu](mailto:kstatenontrad@k-state.edu)

- [Non-Traditional and Veteran Student Services](#)

## [Housing and Dining Services](#)

104 Pittman Building  
1531 Mid-Campus Dr. North Manhattan, KS 66506  
Phone: (785) 523-6453  
Toll free: (888) 568-5027  
Email: [housing@k-state.edu](mailto:housing@k-state.edu)

- [Housing and Dining Services](#)

## [Student Programs and Involvement](#)

114 K-State Student Union  
918 N. 17th Street  
Phone: (785) 532-6541  
Email: [studentinvolvement@k-state.edu](mailto:studentinvolvement@k-state.edu)

- [Student Programs and Involvement](#)

## [Manhattan Campus Map](#)

- [Campus Map](#)