CIA Contact Information

We’re here to help you make the transition to the CIA as an international student. Our staff members will be happy to assist you throughout the process.

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Join the International Student Facebook page at  
[www.facebook.com/groups/CIAIntlGroupCIA](http://www.facebook.com/groups/CIAIntlGroupCIA)
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Important Forms and Student Visas

I-20 Form
The CIA must receive a copy of your passport before we issue the I-20 form you need to obtain your student visa. To ensure that the I-20 form is prepared correctly, your family name and first name must match your passport exactly. Please provide the CIA’s Admissions Department with a photocopy of your passport’s “Personal Information” page. Your I-20 form will be processed approximately three months prior to your entry date.

Visas
When you apply for a visa (F-1 for yourself; F-2 for your spouse or children) at an American embassy or consulate, you will have a short interview with a consular official. The 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. The consular official must believe that you will return to your home country, or the visa will not be issued. You should anticipate that the interview will be conducted in English.

Please bring the following documents:

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

Canadian Students
Canadians must have passports but are not required to have a visa to enter the U.S. Students should present the form I-20 A-B and financial documentation at the Canadian/U.S. border.

Important
All students 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.
Your “To Do” Checklist

The Visa Process

☐ Pay enrollment deposit—upon your acceptance and once your enrollment deposit has been received, your I-20 will be issued within three months of your CIA entry date.

☐ Schedule a visa interview with your local U.S. consulate or embassy.

☐ Pay the $200 USD SEVIS fee through www.fmjfee.com.

Before Leaving for the U.S.

☐ Visit the CIA Portal at https://ciamainmenu.culinary.edu/student to complete your
  ☐ Health forms
  ☐ Housing form
  ☐ Uniform order

☐ Make sure you have a valid passport with an F-1 visa.

☐ Purchase medical insurance.

Arrival in the United States

☐ Be sure to have your passport, F-1 visa, and I-20 available at the port of entry.

☐ Make arrangements for transportation to the CIA campus.
When It’s Time to Enroll

On-Campus Housing Form

Once you’re admitted, you can access the Residential Housing Application at: https://ciamainmenu.culinary.edu/admitted/Pages/default.aspx.

The application is accessible 120 days prior to your start date. Check your CIA e-mail address two weeks prior to your start date for your room assignment.

Health Forms

Please complete the sections of the Physical Examination and Health Information Forms. Ask your medical doctor to complete the sections for the physician, and then mail, fax, or e-mail 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
E-mail: CIAhealthservices@culinary.edu

The State of New York requires that medical information be complete, including immunizations for measles, mumps, and rubella (MMR), before you can move on campus or register for class. You’re also required to have a Hepatitis A vaccination. It is very important that you submit your immunization information to the CIA before you arrive on campus; you cannot register if we have not received it.

Medical Insurance

If you are an F-1 student, you’re required to have medical insurance while in the U.S. Before you leave your home country, we strongly recommend that you obtain a medical insurance plan that will cover your health costs while you are in the U.S. Below are a few companies that offer medical insurance specifically for international students in the U.S.:

- Med Choice International: http://medchoicehealth.com/international-coverage
- The Harbour Group: www.hginsurance.com
- Collegiate Care: www.insubuy.com/collegiate-care-insurance
- ISO Student Health: www.isoa.org
- USI Study USA: https://my.travelinsure.com/studyusa

Preparing for Your Campus Stay

- Make sure you have made your housing reservations: https://ciamainmenu.culinary.edu/admitted/Pages/default.aspx
- Plan your travel to the U.S./The Culinary Institute of America (see page 9).
- Complete your medical checkup and paperwork. Send all required immunization records to The Culinary Institute of America.
- Pack sheets, blankets, and a pillow. You can also purchase these items in the U.S.

Please note: You may not bring any alcoholic beverages, uncooked food, plants, or fruit with you to the U.S. These items will be seized by U.S. Customs. Please visit the U.S. Customs website for detailed information about traveling to the U.S.: www.cbp.gov/xp/cgov/travel
Financial Matters

Payments
The Culinary Institute of America accepts the following forms of payment:

- Personal checks from a U.S. bank—payable to The Culinary Institute of America
- Bank checks from a U.S. bank—payable to The Culinary Institute of America
- Money orders—U.S. funds drawn on a U.S. bank only
- Wire transfer directly to the CIA—for information on wire transfers, contact the CIA’s Pre-enrollment Team at preenrollmentteam@culinary.edu

Payment Plan
Monthly payments can be made with the Tuition Management System (TMS) plan. Find out more…
Online: www.afford.com/ciachef
Phone: 401-921-3700
We encourage you to join the plan 60 days prior to the start of your program. You can make either a one-time payment or pay in full using the payment center.

Banking
You should open checking and savings accounts. The following are some local banking institutions you can use.

Chase Bank
4277 Albany Post Road
Hyde Park, NY 12538
845-229-7111
www.chase.com

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

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

You’ll need to show your passport and another form of ID (your CIA student ID card is acceptable). Checks deposited into new accounts that have been opened for less than 30 days will have a nine-business-day hold placed on the funds. There will be a five-business-day hold on all out-of-state checks. Please note: all fees for foreign check collection and processing will be passed on to you.

Automated Teller Machines (ATM) are located in Roth Hall and in the Student Commons. ATMs do not accept payments or deposits.
Traveling to the CIA

Air Travel
There are three major international airports in the region located approximately two hours from the CIA:

- Newark Liberty International Airport (EWR), Newark, NJ: [www.airport-ewr.com](http://www.airport-ewr.com)

If you need help with your baggage upon arriving at one of these airports, please ask for assistance from uniformed porters or airline employees.

There are several alternatives for traveling to the CIA from these airports, including connecting flights, and bus and train transportation.

Bus Transportation
Check out SuperShuttle at [www.supershuttle.com](http://www.supershuttle.com). Pick-up areas are located directly outside of each airline terminal. Buses provide transportation from airports to New York City's Grand Central Station and Penn Station. Be sure to ask for assistance to ensure you get on the correct bus.

Taxi Service
Taxis are located directly outside of each airline terminal and provide transportation from airports to New York City's Grand Central Station and Penn Station.

Train Stations
Trains leave New York City and travel to Poughkeepsie, NY—just a few miles south of the CIA campus.

- Metro-North Railroad (located in Grand Central Station) [www.mta.info/mnr](http://www.mta.info/mnr)
- Amtrak (located in Penn Station) [www.amtrak.com/home](http://www.amtrak.com/home)

Poughkeepsie Train Station to Campus
Taxis are located directly outside the Poughkeepsie Train Station for transportation to campus.

Additional Airports
We recommend that you fly into one of the three international airport listed above. However, you may also choose:

- Stewart International Airport: [www.ifly.com/stewart-international-airport](http://www.ifly.com/stewart-international-airport)
- Albany International Airport: [www.albanyairport.com](http://www.albanyairport.com)
Climate and Clothing

The CIA is located in the northeastern region of the United States. The Northeast has a varied climate, with four distinct seasons. During the change of seasons (late spring, summer, and fall), light coats and jacket are appropriate for outdoor wear.

Summer (June-August): Can be very warm, with average temperatures of 75º–92ºF (24º–33ºC)—only light clothing is needed.

Winter (December-March): Average temperatures range from 10º–25ºF (-12 º–4ºC). 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 clothing such as:

• A warm coat, gloves, hat, woolen scarf, raincoat, umbrella, lightweight jacket, waterproof boots, and long-sleeved shirts and sweaters
• Casual clothing for time spent outside of the classroom or kitchen
• Business-like attire for formal activities, dining in CIA restaurants, and your first day of orientation
• Athletic wear and swim suits for use in our Student Commons and outdoor activities

Your First Few Days at the CIA

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.

International Phone Calls

You should be sure to have an international call-enabled cellphone or other mobile device to make personal phone calls. Residence hall rooms are not equipped with telephones.

Meals on Your First Day

Your arrival on campus usually coincides with two days (Sunday and sometimes Monday) when classes are not in session. The college’s kitchens and bakeshops are not in operation and student meals are not available. Meals are available for purchase on campus at the Student Commons. Only debit and credit cards are accepted.

Uniforms

You’ll receive information on how to order your chef’s pants and restaurant uniforms prior to beginning classes. You will also need to purchase your own kitchen work shoes. The guidelines for purchasing shoes will be provided to you on CIA Main Menu, the student portal. Be sure to bring business attire for your first day of orientation. During this time you will be measured for your chef’s jackets.

International Student Information Session

On your first day of orientation, there will be a mandatory information session for all international students. Please bring the following documents with you:

• Passport
• F-1 student visa
• Current I-20 form
• Confirmation of your health insurance coverage

More Useful Information

Off-Campus Storage

If you need additional storage space for your personal belongings, there are two Guardian Self Storage facilities located close to campus:

• Hyde Park, NY: 845-229-0330
• Poughkeepsie, NY: 845-462-8888
• www.guardianselfstorage.com

Area Shopping

Grocery stores and retail outlets are located around and near the college. The CIA provides shuttle service for students to local merchants every Saturday.

College Vacations/Closings

The CIA refers to student vacation periods as “winter break” and “summer break.” 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 and generally takes place in early August. During these breaks, the college manages repairs, maintenance, and construction projects and all students must vacate their on-campus housing. Please be sure to make alternate living or travel plans during these vacation breaks.