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Preparing to study at Pace University

Your guide to the next steps for admitted international students

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Paying your deposit

- A. Accessing your application dashboard and decision letter
 - 1. Sign into your application dashboard
 - 1.1. Undergraduate: https://admission.pace.edu/account/login
 - 1.2. Graduate: <u>https://grad.pace.edu/account/login</u>
 - 2. Click on "Forgot your Password"

PACEUNIVERSITY

Welcome to Pace University!



- 3. Use the email address supplied on your application and the date of birth on your passport.
- 4. Click on "Status Update" to view your decision letter.



B. Direct admission deposit

- 1. Once you have signed in, you will see the option to pay your deposit through the portal.
- 2. You can choose to pay your tuition only or both tuition and housing deposit. It takes 2 days for the deposit to be received and reflect on your dashboard.
- 3. Below is an example of a graduate deposit of \$200; undergraduate tuition deposits are \$100.



C. Global Pathways deposit

- 1. You may view your decision letter on the application dashboard then pay your deposit through <u>www.flywire.com</u>.
- 2. You will need to make a \$3,000 deposit to "Pace University Global Pathways".



3. Once you have paid your deposit, you will receive an updated invoice reflecting your payment. Once you receive this confirmation, you will be able to continue with activating your Pace Portal.

Activating your Pace Portal

D. Finding your Pace Portal username

- 1. You can find your username in your application dashboard, under the "my info" tab.
- 2. Undergraduate:



3. Graduate:



4. You can also find your username here: whitepages.pace.edu



E. Resetting the default password

1. Take your username to <u>adam.pace.edu</u> and click "Account Activation"



2. You will be led to an instruction page, click "Begin Activation" at the bottom of the page

aspnetweb.pace.edu		୍
ACRAO Edge 💈 Bill On Demand		
	Apps, Downloads & Account Management	
	Losis I ADAM Home	
	Account Activation	
	What is activation? Atheutics of your account involves setting up your password, and then choosing two secret questions and answers.	
	Do I need to activate my account?	
	How do I activate my account?	
	When you click the link below, you will be prompted to log in and you will be given information to use as your username and password. After logging in, your password, you will be pasked to set up two security quastons, which will be used in the event that you forget	
	your parawond. If you require further assistance with the account activation parameterized the ITS Help Dask at (914) 773-3333. For hours of operation, plasse wist <u>mini-parameterized</u> in the account activation parameterized and the second	

- 3. Type your username in the username box and use the instructions below to complete your default password:
 - 3.1. If you have never logged in, your password will be your initials from your first and last name (lower-case), followed by a hyphen, and then your date of birth in MM-DD-YYYY format. For example, if your name is John Smith, and you were born on January 3, 1990, your default password would be **js-01-03-1990**.
 - 3.2. If the system does not accept your initial password, one possible reason is that the date of birth is not your default. In that case, try replacing the birth date portion of the initial password with your 9-character University UID to complete your initial password. You can find this in "My Info" on your application dashboard. Following the same example as above for John Smith, with sample UID: U12345678, the backup initial password would be **js-U12345678**



- 3.3. Once you have entered your username and default password, you will be asked to set three security questions and <u>create a new password</u>. Keep this new information somewhere safe.
- To access your Portal and other Pace websites, you will need to fill in your password as well as another security step through an app on your phone. You will need to follow the steps here: <u>Multifactor Authentication (MFA) through Duo</u>

Access your student email

F. Your email address and password

 You need to activate your account first (section D and E): your Pace username and newly created password are the credentials that allow you access to all Pace resources.



2. Go to the following webpage: <u>email.pace.edu</u> and put your username and password into the fields below



- 3. You will now be able to send and receive email through your Pace mailbox. If your credentials do not allow you to access your inbox, it could be that your deposit has not yet been processed.
- 4. Information on how to add your inbox to your mobile devices can be found here: <u>Pace Mobile Services</u>

Requesting your Form I-20

Please note that it is mandatory to pay your deposit (see section B or C for instructions) before you can request the Form I-20 that you will need to apply for an F-1 visa.

G. Preparing your financial documents

- 1. **Filling out your financial affidavit**: choose the correct year then follow the estimates for your specific program.
- 2. **First page of financial affidavit:** describes the estimated costs of your education. This is **not** an invoice or a bill. This is where you will let Pace know if you, a sponsor, or scholarship will cover your costs:

Dyson College of Arts and Sciences	Tuition Fees	NYC Campus	Pleasantville Campus
Actors Studio Drama School	\$48,517.00	\$74,167.00	-
Environmental Science and Policy**	\$21,762.00	-	\$45,412.00
Publishing Program**	\$26,622.00	\$52,272.00	-
Biochemistry & Molecular Biology**	\$27,702.00	\$53,352.00	-
Forensic Science**	\$26,982.00	\$52,632.00	-
Applied Quantitative Economics**	\$26,982.00	\$52,632.00	-
Public Administration **	\$22,662.00	\$48,312.00	-
Psychology (MA)**	\$26,982.00	\$52,632.00	-
MS School Psychology & Psych PhD	\$27,702.00	\$53,352,00	-
Mental Health Counseling**	\$26,982.00	-	\$50,632.00
Mental Health PhD	\$27,702.00	-	\$51,352.00
Summer Terms (OPTIONAL ADD ON) **	\$7,560.00	\$11,860.00	\$9,860.00
School of Education		NYC Campus	Pleasantville Campus
MS Ed. & EdD**	\$20,952.00	\$46,602.00	\$44,602.00
Summer Terms (OPTIONAL ADD ON)**	\$6,984.00	\$11,284.00	\$9,284.00
Global Pathways Program (English)	+ +		-
1 term of English Language Study	\$13,800.00	\$39,450.00	-
2 terms of English Language Study	\$26,800.00	\$52,450.00	-
3 terms of English Language Study	\$39,800.00	\$65,450.00	-
Each Dependent (Spouse & Child)		\$5,000,00	\$5,000.00

You should break down your funding here based on how much you are plan to pay, your scholarship, and any sponsors

SOURCES OF SUPPORT	REQUIRED DOCUMENTS	GUALANTEED SUPPORT IN US DOLLARS	
1. Personal funding	Bank statements showing sufficient funds	USD \$	
 Scholarships and Assistantships (including awards) 	Copy of award letter from Pace University and/or other sponsoring agencies, includin home government / university awards	USD \$	
3. Parent, sponsor, or employer	Signed affidavit (see below) and bank statements verifying amounts available*	USD \$	
4. Other sources:	Affidavit from authorized person and bank statements verifying amounts available*	USD \$	
*Bank statements must be less than 6 months old 10 TAL: USD \$			

3. Second page of financial affidavit: is for your sponsors to sign showing that they are willing to sponsor you. If you do not have any sponsors, you will not need to fill out the second half.

S	ECTION III. STUDENT DECLARATION	
TO BE COMPLETED BY STUDENT		
. (print name) estimated expenses for the duration of my p Juliversity's (wrc/PLV) can readily meet my program's ESTIMATED	hereby declare that I will hav orogram (degree of study) campus. I have attached supporting doc FULL COST of ATTENDANCE of USD \$	e funding available to cover at Pace umentation to demonstrate I
Student Signature		Month / Day / Year
	SHIT OF ONSOR DECLARATION	
TO BE COMPLETED BY SPONSOR		
certify that I am willing and able to sponsor (s	Rudent Name)	
th the minimum amount of USD \$ have attached original bank documentation in the student's enrollment at Pace Universit	for their tuition and living expense IUS dollars dated and signed by a bank offic ty indicating savings account funds su	is while attending Pace University. Sal no more than six months before fficient to sponsor the student?
Sponsor Signature	Month / Day / Year	Relationship to Student
Print Name		Sponsor's Citizenship
Print Address (physical & email address)		Telephone Number
TO BE COMPLETED BY ADDITIONAL SPONS	OR	
certify that I am willing and able to sponsor (s	Rudent Name)	
with the minimum amount of USD \$ have attached original bank documentation in the student's enrollment at Pace Universit	for their tuition and living expense US dollars dated and signed by a bank offic ty indicating savings account funds su	s while attending Pace University. claino more than six months before fficient to sponsor the student.
Sponsor Signature	Month / Day / Year	Relationship to Student
rint Name		Sponsor's Citizenship

- 4. **Bank statement:** this must accompany the financial affidavit showing your ability to fund your education. The standards for the bank statement are:
 - 4.1. Must show the same amount as the estimated funds.
 - 4.2. Must be in English or include an official translation.
 - 4.3. Should be dated 6 months of the start of term, for example, no earlier than February 2022 for August 2022 start.
 - 4.4. The currency should be in dollars or include an official currency exchange estimate.
 - 4.5. Funds must be in a checking account or be readily accessible. Funds that are stocks, retirement accounts, or investment accounts are not readily accessible unless they are accompanied with a statement from the banking confirming their availability by the start of the semester.

- 5. **Passport:** you must send a clear copy of the photo page.
- 6. **Submitting your documents:** Once you have collected these documents, you will need to log into your app dashboard and upload them under the visa information tab.
- 7. **Signing the disclosure form**: be sure to read and sign the contract under the visa information tab.
- Processing time: Your I-20 will take 2 weeks to be processed. Once ready, you will receive an email inviting you to view your I-20 on your application dashboard. It will be attached to your decision letter (see section A).

		Home	Checklist	PaceBound Events Visa Info
The east store	far an international descent contributes to the same for their Student Vice. Complete the			
following step	s to successfully apply for a student visa			
I. Submit	documents for Financial Certification to be issued an I-20.			
II. Pay the	SEIVS 901 Fee			
III. Apply fo	or the student visa with the DS-160			
IV. Intervie	w for your student visa			
For more info	rmation on the whole process, please visit Study in the States website.			
I. I-20 Issuance	- Immediate Steps			
1. Submit	Disclosure Form			
2. Submit	Tuition Deposit			
3. Upload	signed Financial Affidavit			
4. Upload	recent Bank Statements			
5. Upload	current passport identity page			
6. Transfer	r-In Form (If you currently hold a F-1 Student visa)			
a. N	IYC Campus Form (pdf)			
b. P	IVC Campus Form (pdf) LV Campus Form (pdf)			
Paymen	YC Campus Form (pdf) LV Campus Form (pdf) t Due: 600.00 USD			
Paymen	YC Campus Form (pdf) LV Campus Form (pdf) t Due: 600.00 USD Enrollment Deposit - Submit Payment for 100.00 USD			
Paymen	YC Campus Form (pdf) YC Campus Form (pdf) t Due: 600.00 USD Enrollment Deposit - Submit Payment for 100.00 USD Housing Deposit - Submit Payment for 500.00 USD			
Awaiting	VYC Campus Form (pdf) LV Campus Form (pdf) t Due: 600.00 USD Enrollment Deposit - Submit Payment for 100.00 USD Housing Deposit - Submit Payment for 500.00 USD			
A. Awaiting A. Awaiting A. Awaiting A. Awaiting A. Awaiting A. Awaiting A. Awaiting	YC Campus Form (pdf) YC Campus Form (pdf) t Due: 600.00 USD Enrollment Deposit - Submit Payment for 100.00 USD Housing Deposit - Submit Payment for 500.00 USD Checklist Details Date			
Paymen Awaiting Awaiting Interpet Status Awaiting	NC Canpus Form (self) VC Canpus Form (self) t Due: 600.00 USD Errolment Deposit - Submit Payment for 100.00 USD Housing Deposit - Submit Payment for 500.00 USD Details Data Details Date			
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Awaiting Awaiting Interest Awaiting Awaiti	NC Campus Form (pdf) LV Campus Form (pdf) t Due: 600.00 USD Enrollment Deposit - Submit Payment for 100.00 USD Housing Deposit - Submit Payment for 500.00 USD Housing Deposit - Submit Payment for 500.00 USD Details Details Date Disclosure Form Bank Statement Formal Housing			

9. **Transfer students:** complete the SEVIS transfer form with the help of your current school's DSO

INTERNATIONAL STODENT IMMION	ATION TRANSFER REC	OMMENDATION FORM	
NEW	YORK CITY CAMPUS		
To Be Completed by the Student:			
Student Name:		LETH N	
Current School ID#:	First Name	Middle Name	
I intend to transfer to Pace University starting i release of the information requested below.	n(semester)	(year). I hereby authorize	
1	Pace LD. #:		
Student Signature / Date			
To Be Completed by the Designated School (Official (DSO) of Current Sci	lool:	
The student named above has indicated an inter requested so that the student's eligibility for an	intion to transfer to Pace Univer immigration transfer may be d	sity. Please provide the informati etermined.	08
In White the instant and particular in the particular in the	and some invaluation?	Con DNo	This should be your U
is/was this student authorized by USCIS to atta	end your institution?	res UN0	
SEVIS ID #: Relea	se Date:		address where you are
Please indicate the dates of attendance at your s	school (Semester, Year):		currently living or plan
From	Ta		currently living of plan
		an analysis and an	live when you transfer
Was she/he considered to be pursuing a full con	urse of study at your institution	? □Yes □No	-
Please cite any periods of practical training:	Curricular Months	Optional bronths	
In your opinion, is the student eligible for scho	ol transfer?	No	
Comments			
	/		
	CONTRACT AND A DECEMBER OF	School Code: NYC214F004490	100
Please release the student to PACE UNIVER	SITY - NEW YORK CITY -		
Please release the student to PACE UNIVER	DSO Signature:		
Please release the student to PACE UNIVER DSO Name:	DSO Signature: Institution:		
Please release the student to PACE UNIVER DSO Name:	DSO Signature:		
Please release the student to PACE UNIVER DSO Name:	DSO Signature:	e:	
Please release the student to PACE UNIVER DSO Name:	DSD Signature: Institution: Da Email:	ie:	
Please release the student to PACE UNIVER DSO Name:	BED Signature: Institution: Data Email: he student's 1-20 form(s) to:	ie:	
Please release the student to PACE UNIVER DSO Name:	DED Signature: Institution: Dau Email: the student's 1-20 form(s) to:	e	
Please release the student to PACE UNIVER DSO Name:	DSO Signature: Institution: Dau Email: the student's 1-20 form(s) to: an Office	ie	
Please release the student to PACE UNIVER DSO Name:	DEO Signature:	ie:	
Please release the student to PACE UNIVER DSO Name:	BED Signature:	e	

Accommodation

H. Independent housing

- 1. All students are welcome to live either on or off campus. Living on campus is not mandatory for students at any education level.
- 2. There are a few independent housing options that the Global Pathways team can help facilitate. Please reach out to globalpathways@pace.edu for further information.

I. On-campus residential housing

- 1. To apply for housing, both undergraduate and graduate students must pay their housing deposit of \$500 through their application dashboard. Payment takes 2-3 days to reflect
- 2. Students will receive an email inviting you to apply for housing through <u>portal.pace.edu</u>





3. This link will take you to the housing application portal. It will open a new webpage. Be sure to check that your application is for the correct campus: <u>Residential Housing Application</u>



- Once your application is submitted, you will be asked to complete the roommate survey 2 months before the start of the semester: <u>Roommate Matching information</u>
- 5. Please refer to this document before you travel to the US: "Preparing to arrive to Pace Residence"

Resolving holds

- J. Standardized tests and official academic transcripts
 - You can apply to Pace using unofficial copies of documents. However, once you decide to enroll, you need to confirm your scores and grades by submitting official versions of these documents: <u>Official documents video</u>
 - 1.1. Holds can be viewed on the application dashboard



1.2. Holds can also be viewed on <u>portal.pace.edu</u>, in the "Students" section, under "Student Records":



sonal Information	Student Financial Aid
udent	4
istration ck your registration st dent Records	Ns, dass schedule and add or drop classes aperiotis and armont cumman
pree Works v your academic progr	ss. It is recommended you use this tool in conjunction with guidance from your advisor. Currently available to undergraduate students only.
	[Registration Student Records Degree Works]
Personal Informa	on Student Financial Aid
View Student Info View general studen	rmation record by term including your academic advisor assignment
Course Catalog	Academic Catalog Website.
Request Official T Request an official to	anscript
View Holds	
View Grades Onli	
and vi	
Select Tax Year Tax years 2005 thro	n w available grades ph 2006 are available.

- 2. TOEFL, IELTS, Pearson, and Duolingo scores need to be sent from the test sites directly to Pace Office of Admissions.
 - 2.1. Physical documents should be mailed to: International Admissions, One Pace Plaza, New York, NY 10038
 - 2.2. Via email from official school email addresses to: Undergraduate: <u>intladm@pace.edu</u> Graduate: <u>graduateadmission@pace.edu</u>
- 3. Transcripts need to come directly from the school or university. If you are bringing these documents to orientation, they need to be in a sealed, unopened envelope with the translations.

Registering for classes

K. Undergraduate placement test

- 1. All new undergraduate students must take a math and English placement exam. The results do not affect your admission status but are intended to place you in your first semester classes.
- 2. You **must** have activated your Pace Portal credentials before sitting this exam.
- 3. English test
 - 3.1. New York City Campus students
 - 3.2. Westchester Campus students
- 4. Math test
 - 4.1. New York City Campus students
 - 4.2. Westchester Campus students

L. Transfer Credit Evaluation (TCE)

- 1. Undergraduate students who have completed studies at another university can request for their credits to be transferred to their Pace degree.
- Students must share course syllabi or description for their courses in order for Pace faculty to assess them for transfer credits. All prior transfer credits can be explored here: https://appsrv.pace.edu/tceweb/
- Starting May 1, all deposited students will receive their initial Transfer Credit Evaluations with credits approved on the right:



4. This process can take up to 1 month as faculty review the course description and find equivalent Pace courses.

 The credit total is only applied to the student's Pace degree once Admissions receives the official university or college transcripts.

Pre-arrival preparation

M. Orientation

- 1. Orientation is mandatory for all students
- 2. Global Pathways students will receive an email in **July** with orientation registration information
- 3. Direct Undergraduate students will find this information under "PaceBound Events":



4. Direct Graduate students will receive an email in **July** with orientation session information.

N. Immunization

1. All international students must meet the New York State immunization requirements.

- 2. Immunization records in the original language can be submitted but translations in English must be included.
- 3. Doctor's stamps must be in English or include translations.
- 4. Immunization standards can be found here: <u>https://www.pace.edu/sites/default/files/2021-05/medicat-</u> <u>immunization-instructions_05.25.21.pdf</u>
- Students must sign in using their Pace Portal credentials (see page 3) at <u>https://patient-pace.medicatconnect.com/</u>

Contact cheat sheet

Undergraduate students	
Official documents submission	intladm@pace.edu
Billing questions for direct students	studentaccounts@pace.edu
Advisor email	whoismyadvisor@pace.edu
Graduate students	
Official documents submission	Graduateadmission@pace.edu
Signed scholarship award agreements	financialaid@pace.edu
Billing questions for direct students	studentaccounts@pace.edu
Seidenberg School advising	seidenberginquiry@pace.edu
Lubin School advising	gradadviseny@pace.edu
Dyson College advising	dysonadvising@pace.edu
Global Pathways students	
Financial and advising queries	Pace.pathways@kaplan.com
Advising questions	globalpathways@pace.edu