

# INTERNATIONAL STUDENT HANDBOOK



1895

NOTRE DAME  
OF MARYLAND  
UNIVERSITY

2024-2025

# TABLE OF CONTENTS

---

<b>3</b>	<b>INTRODUCTORY MESSAGE</b>
<b>4</b>	<b>YOUR NEW COMMUNITY</b>
4	Explore Baltimore
5	Explore the Campus
<b>6</b>	<b>GETTING SETTLED</b>
6	Immigration and Arrival
6	Insurance and Immunizations
7	Managing Finances
8	US Banks & Phone Plans
8	Housing & Dining
9	Student Employment
10	Curricular Practical Training (CPT) & Optional Practical Training (OPT)
<b>11</b>	<b>GET TO KNOW YOUR SUPPORT SYSTEM AT NDMU</b>
11	Essential Resources
<b>12</b>	<b>GET INVOLVED</b>
12	Student Organizations
12	Student Government

## **INTRODUCTORY MESSAGE**

---

Congratulations on your admission to Notre Dame of Maryland University, and a warm welcome to our community! We are absolutely thrilled that you have chosen NDMU as your academic home. As international students, your presence enriches our campus with a mosaic of diverse experiences and outstanding academic abilities. Your unique perspectives and cultural backgrounds contribute to the global tapestry we celebrate at NDMU.

At Notre Dame, you will find a supportive environment that values diversity, inclusivity, and global perspectives. Our faculty and staff are dedicated to helping you succeed academically, socially, and personally. Whether you are navigating a new academic system, adjusting to a different culture, or making new friends, we are here to assist you in every aspect of your transition.

We understand that starting your journey at NDMU as an international student may come with its own set of questions and uncertainties. That is precisely why we have prepared this comprehensive handbook for you. It serves as your compass, guiding you through the initial steps of your student experience and acquainting you with your new home. We encourage you to take full advantage of the opportunities available to you, from engaging in campus activities to exploring the rich cultural heritage of our city.

As you embark on this exciting chapter, we eagerly await your arrival. We look forward to seeing you thrive in our close-knit community. If you have any questions or need assistance, please do not hesitate to reach out. We are here to support you every step of the way.

We are honored to have you as part of our Notre Dame family and look forward to accompanying you on your journey. Welcome to your new home away from home!



Jens Mueller, Ph.D.

Assistant Professor of Religious Studies

Primary Designated School Official – International Students

[jmueller@ndm.edu](mailto:jmueller@ndm.edu)

# ▶ YOUR NEW COMMUNITY

---

## EXPLORE BALTIMORE

Known as “Charm City,” the City of Baltimore is a place where history, culture, and innovation blend seamlessly, offering a unique and enriching experience.

Baltimore boasts a rich and diverse history, playing a pivotal role in the American Revolution, the War of 1812, and the Civil Rights Movement. You will find this history preserved in the city’s numerous museums, historic sites, and neighborhoods. The Inner Harbor, a bustling waterfront area, is home to attractions like the National Aquarium, the Maryland Science Center, and historic ships that tell the story of Baltimore’s maritime heritage. Baltimore is also the home of the Baltimore Ravens, a franchise of the National Football League (NFL), and the Baltimore Orioles, a franchise of Major League Baseball (MLB).

We are just:

- ▶ 14 miles or 22 km from Baltimore/Washington International Airport (BWI)
- ▶ 15 minutes from Downtown Baltimore
- ▶ 45 minutes from Washington, D.C.
- ▶ 2 hours from Philadelphia
- ▶ 3 hours from Maryland beaches
- ▶ 3 hours from New York City



EXPLORE  
THE CAMPUS



SCAN HERE FOR  
A VIRTUAL TOUR



SCAN HERE FOR  
THE INTERNATIONAL  
STUDENT EXPERIENCE



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

1855

CAMPUS MAP

- Accessible Entrance
- Accessible Parking
- Elevators
- Dining
- Pedestrian Pathway
- Road
- Indicates accessible paths & walkways
- Steep Steps
- Steep Incline
- Visitor Parking

Information: 410-435-0100  
Public Safety: 410-552-5560  
ndm.edu

- Gift Shop
- Caroline Hall, Lower Level
- Business Office
- Theresa Hall 123
- Financial Aid
- Fournier Hall 001
- Menlike Chapel of the Annunciation
- Theresa Hall, second floor
- Office of Accessibility & Student Inclusion
- Theresa Hall 023
- Public Safety
- Caroline Hall Front Entrance
- Registrar
- Caroline Hall, Room 125
- Residence Life
- MBK Sports Complex, Room 219
- Visit Center
- Fournier Hall, Lobby



# ▶ GETTING SETTLED

---

## IMMIGRATION & ARRIVAL

As a new member of the NDMU family, you will join a tight-knit global community with international students, staff, and faculty from all continents.

### PREPARE

- ▶ Apply for your Form I-20
- ▶ Apply for your US Visa at your local Embassy
- ▶ Keep all required documents and receipts. These will be needed upon arrival

### ARRIVAL

- ▶ You will be assigned an I-94 number upon arrival which is proof of your legal visitor status. (<https://i94.cbp.dhs.gov/i94/#/recent-search>)
- ▶ You must register with your DSO once you arrive on campus. Contact Dr. Jens Mueller ([jmueller@ndm.edu](mailto:jmueller@ndm.edu)) to schedule a meeting.



**SCAN HERE FOR  
PRE-ARRIVAL  
CHECKLIST**



**SCAN HERE FOR  
POST-ARRIVAL  
CHECKLIST**

## INSURANCE & IMMUNIZATION

Before arriving at NDMU, you need to have health insurance and the required immunizations. While you can receive missing immunizations on campus, it is better – and less stressful – to get as much out of the way in your home country!

### INSURANCE

- ▶ All eligible students will automatically be enrolled in the University-Sponsored Health Insurance Plan
- ▶ If you have outside health coverage, you have the option to opt out of the University Sponsored Plan

## IMMUNIZATION

- › Understand the immunization requirements.
- › Get an immunization form filled out by a medical professional. Scan this document – you will need it later!
- › Submit the required information to NDMU



**SCAN HERE  
FOR UNIVERSITY-  
SPONSORED HEALTH  
INSURANCE PLAN**



**SCAN HERE  
FOR HEALTH  
& WELLNESS  
AT NDMU**

## MANAGING FINANCES

As international students, you are investing a significant amount of money into your education and your future. The financial aspects of it can be overwhelming. Below are some ways you can be supported.

Explore the Admissions and Financial Aid Website to:

- › Estimate the costs of attendance so that you are better prepared
- › Research opportunities for financial aid from NDMU, as well as scholarship opportunities in your home country



**SCAN HERE FOR  
TUITION & FEES**



**SCAN HERE FOR  
FINANCIAL AID**



**SCAN HERE FOR  
THE BUSINESS  
OFFICE**

## U.S. BANKS & PHONE PLANS

### GET A U.S. BANK ACCOUNT

Setting up a bank account is simple. You will need your **passport, proof of residence, Student ID, and, for some banks, your Social**

**Security Number (SSN).** Visit the different banks around campus, inquire explicitly about their student plans/benefits, and choose the one that works best for your needs. Note that some banks in your home country may have partnerships with banks in the United States, too, which could reduce charges and fees for transactions and deposits.

- ▶ **Truist Bank:** 548 E Belvedere Ave.
- ▶ **Fulton Bank:** 96 Village Square
- ▶ **Wells Fargo Bank:** 5151 Roland Ave.
- ▶ **Chase Bank:** 5115 Roland Ave.
- ▶ **PNC Bank:** 5119 Roland Ave.
- ▶ **Bank of America:** 4800 Roland Ave.
- ▶ **M&T Bank:** 5201 Roland Ave.

### GET A PHONE PLAN

You have the option of various network providers. Again, it is a good idea to visit their websites and/or visit their stores to understand the best option for you as a student. Data packs in the US can be expensive. Luckily, we have Wi-Fi all over campus and in many stores!

*Note: Some phone plans work out significantly cheaper if you register as a group!*

- ▶ **T-Mobile:** 1030-g W 41st St.
- ▶ **AT&T:** 6346 York Rd.
- ▶ **Verizon:** 542 E Belvedere Ave.

## HOUSING & DINING

### HOUSING

Both undergraduate and graduate students have on-campus housing to choose from. Undergraduate students who have less than 60 credits are required to live on campus. Additionally, students who live in the residence halls are required to have a meal plan. Visit the Housing & Residence Life Website for more information.

### DINING

Our Dining Service offers:

- ▶ Meal Swipes in our Dining Hall
- ▶ Flex Dollars for our Dining Hall or the Gator Grind

For students who want to cook their own meals, there are grocery stores nearby. Some of them have international foods and spices, too!



**SCAN HERE FOR  
HOUSING &  
RESIDENCE LIFE**



**SCAN HERE FOR  
NDMU DINNING  
SERVICE**

## STUDENT EMPLOYMENT

Working part-time on campus is a great way to cover some of your living expenses. Below are some things to keep in mind:

- ▶ International students are limited to on-campus employment.
- ▶ International students are not allowed to work for more than 20 hours per week, except during breaks, when they may work full time (40 hours per week)
- ▶ You can search for jobs on the Student Career Page in Gator Hub (Look under the "Student" tab for "Student Employment Application").
- ▶ Then you must apply for a Social Security Number (SSN) to work in the U.S., get paid, and file taxes.

If you become a Resident Advisor (RA), your accommodation expenses will be reduced!

*Note: You must consult with your DSO about any employment opportunities.*



**SCAN HERE FOR  
EMPLOYMENT  
OPPORTUNITIES**



**SCAN HERE FOR  
GETTING THE  
SSN**



**SCAN HERE FOR  
HOW TO BE AN  
RA**

## CURRICULAR PRACTICAL TRAINING (CPT) & OPTIONAL PRACTICAL TRAINING (OPT)

### CPT

Students can take part in various kinds of off-campus work such as an internship, practicum or cooperative education programs. The training must be an integral part of the established curriculum for the student's program as stated in the degree requirements listed in the University catalog.

Most students will not be eligible for this training until they have maintained full-time status for at least one academic year. Please note:

- ▶ If the practical training is not for academic credits, it must be a required part of the curriculum for all students.
- ▶ Practical training for academic credits may be required or optional. That is to say, if the student's major does not require practical training but a particular course or curricular track within the program does require it, permission may be authorized.
- ▶ Internships offered under cooperative agreements between an employer and the University may be authorized.

### OPT

Students are eligible for up to 12 months of off-campus employment for the purpose of obtaining additional training and experience directly related to a student's major area of study.

- ▶ Eligibility begins after the student has maintained full-time status for at least one academic year.
- ▶ There are two types of optional practical training:
  - Pre-completion OPT: Part-time employment limited to 20 hours per week during the normal academic semester while the student maintains a full-time course load or full or part-time employment during the summer term. Any authorization granted during pre-completion will be deducted from the total 12 months of eligibility.
  - Post-Completion OPT: Work authorization granted after completion of all course studies for full-time employment. Post-completion practical training is granted for a period of up to 12 months

minus any period of time authorized during pre-completion practical training.

*Note: You must consult with your DSO about any employment opportunities.*

## ▶ GET TO KNOW YOUR SUPPORT SYSTEM AT NDMU

---

### ESSENTIAL RESOURCES

Moving to a new country is an exciting step, but it may also be overwhelming. Adjusting academically and socially can be challenging, and homesickness is a real thing.

At NDMU, we believe in a holistic support through resource centers that focus on different aspects of your on-campus life.

Your advisors, success coaches, professors, and student life services are with you every step of the way. **Advocate for yourself and always ask for help!**



**SCAN HERE FOR  
STUDENT SUCCESS  
SERVICES**



**SCAN HERE FOR  
CAREER CENTER**



**SCAN HERE FOR  
INTERNATIONAL  
STUDIES WEBSITE**



**SCAN HERE FOR  
STUDENT LIFE**



**SCAN HERE  
FOR ACADEMIC  
CALENDAR**

# ▶ GET INVOLVED

---

NDMU offers several opportunities to get involved with the campus community. Some students decide to participate through student government, others through volunteering, events, or clubs. This list includes a few of these, but more are available. If something is not offered, you can also look into creating it yourself!

## STUDENT ORGANIZATIONS

Students can find a list of current campus organizations on the Student Life website. There are many organizations focused on different topics, such as:

- ▶ Culture & Identity
- ▶ Choir, Dance & Acting
- ▶ Academics
- ▶ Service Work & Volunteering

## STUDENT GOVERNMENT

Students can get involved in leadership on campus by running for or participating in the Student Government Association (SGA). The association was created to identify, represent, and advocate for the welfare of the student body.



**SCAN HERE FOR  
STUDENT LIFE**



**SCAN HERE  
FOR CLUBS &  
ORGANIZATIONS**



**SCAN HERE  
FOR STUDENT  
GOVERNMENT**

## FOLLOW US ON INSTAGRAM!

-  @notredameofmd
-  @engage\_ndmu
-  @iso\_ndmu



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

4701 North Charles Street | Baltimore, Maryland 21210 | 410-532-5300 | [ndm.edu](http://ndm.edu)