Get Started at Bergen - F1 VISA

Steps to Get Started at Bergen

Follow the color-coded steps to complete your enrollment at Bergen Community College.

1. **Pay the SEVIS Fee**
2. **Log In to Your Portal Account**
   bergen.edu/portalhelp
3. **Upon Arrival to the USA, Report to the International Student Center**
4. **Attend Mandatory International Student Orientation**
5. **Study and Take the Placement Test**
   bergen.edu/testing
6. **Meet with an ISC Academic Advisor and Register for Classes**
7. **Pay Your Tuition**
   bergen.edu/bursar

Don't Forget:

- Complete the Medical Form and return to the Office of Health Services (HS-100) before classes start. bergen.edu/healthservices
- Once you've registered and paid for classes, visit the Office of Public Safety in Room L-154 (Paramus) to obtain your student ID card and parking pass. Bring a copy of your paid bill with you!
- Foreign Transcripts – All transcripts from schools outside of the U.S. must be evaluated by a NACES accredited organization. Visit www.naces.org for more information.

Questions?

International Student Center, Room SC-110 (Paramus)

Phone: (201) 689-7601
isc@bergen.edu
bergen.edu/ISC

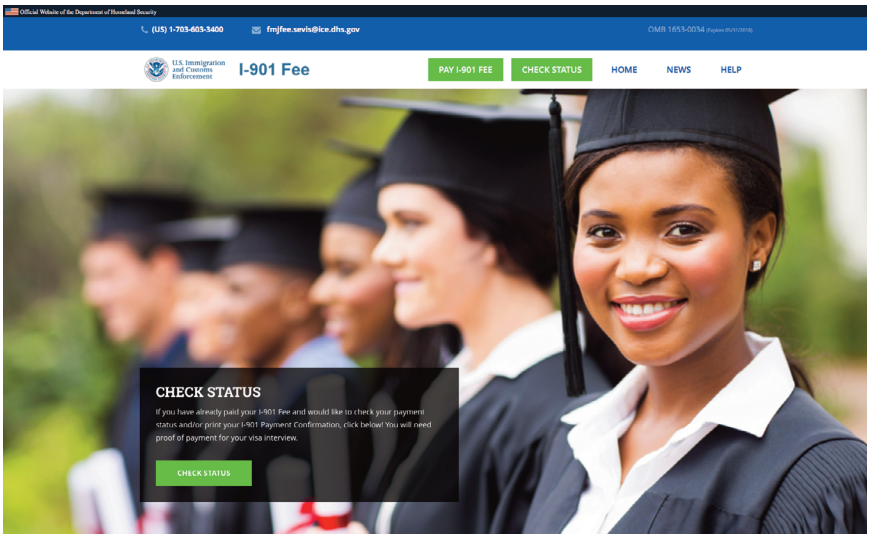
To view this packet online, visit bergen.edu/ISC
The information contained in this packet is subject to change without notice.

Bergen COMMUNITY COLLEGE

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Step 1: Pay the SEVIS Fee

Now that you have been accepted to attend Bergen Community College you are responsible for paying the $350 SEVIS fee. Your SEVIS ID# is in the top left hand corner of your I-20 form.



- To pay the $350 fee online, got to www.fmjfee.com.
- Complete the online form (I-901) as instructed.
- Enter your name and birth date exactly as it appears on your I-20.
- Enter the SEVIS ID number on your I-20.
- Enter the school code for Bergen Community College. NEW214F00601000
- Pay the fee.
- Print the online receipt after completing the payment form and make extra copies for your file.
- Bring the payment confirmation to your visa interview.

For more information about preparing for your visa interview, please visit www.usembassy.gov

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Step 2: Log In to Your Portal Account

How to login to your Portal account:

To login to your my.bergen.edu Portal you will need your Bergen Username included in your letter of acceptance.

1. **Click here to set your account password.** A verification email will be sent to your personal email address. Check your junk or spam folder if you don't see it.

   Note: Your new password must be a minimum of 8 characters long with at least one UPPERCASE letter, one lowercase letter, and a number. Your password cannot be the same as your previous 12 passwords, and cannot contain any part of your name or Bergen username.

2. Go to **https://my.bergen.edu.**

3. Enter your **Full Bergen Username**. (Ex. username@me.bergen.edu)

4. Enter the **password** you set up.

5. Click **Sign in**.

How to Reach the Help Desk

Paramus Campus
2nd Floor of Pitkin Building, in the Sidney Silverman Library
(201) 879-7109
helpdesk@bergen.edu

Help Desk Office Hours

Monday – Friday 8:00 a.m. – 7:00 p.m.
Saturday & Sunday Closed

Please read our Acceptable Use Policy

Bergen Community College

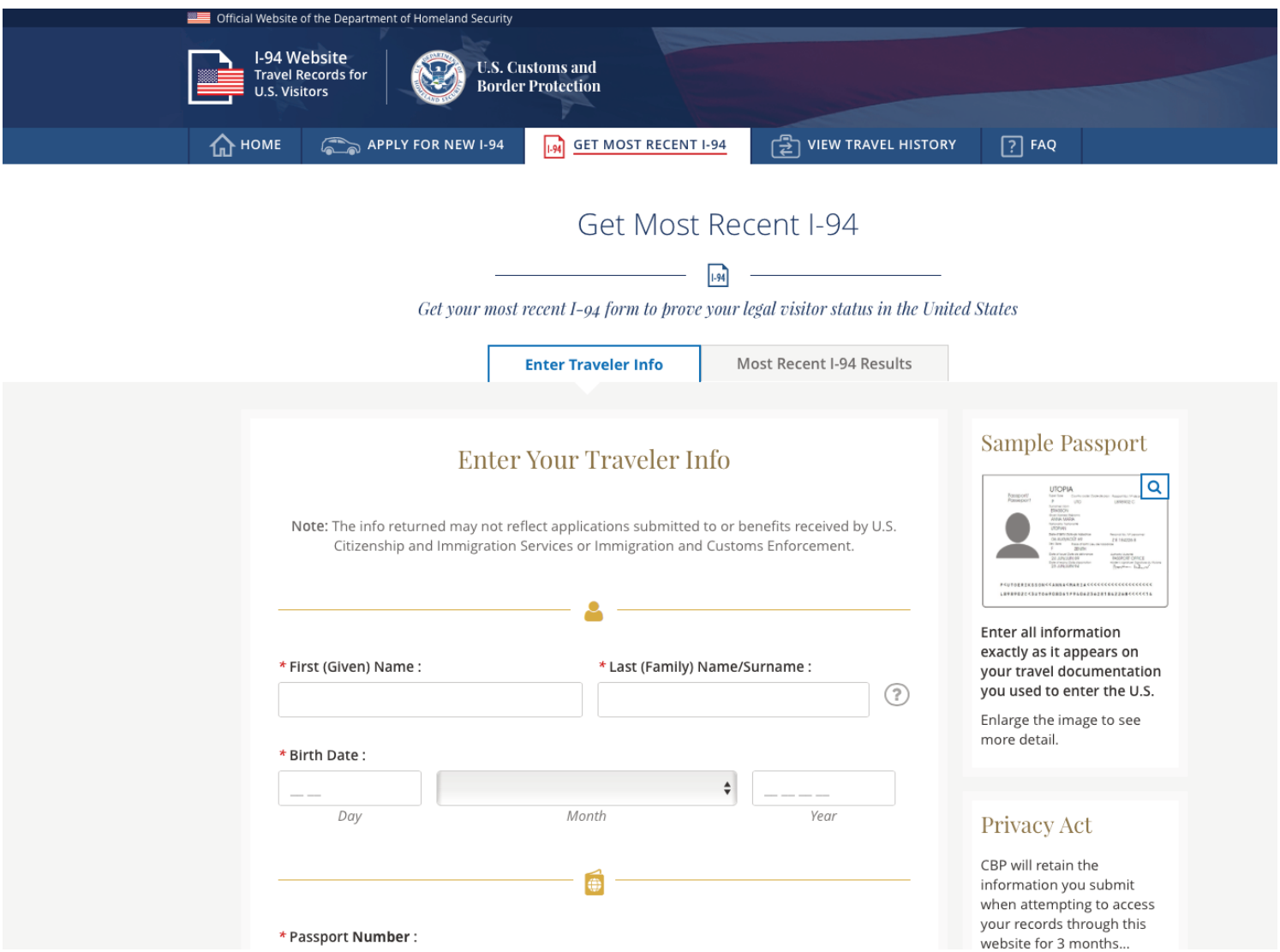
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Step 3: Report to the ISC

Upon Arrival to the U.S., Report to the International Student Center.

Please bring photocopies of your passport, visa and a copy of the electronic I-94 so we can process your SEVIS records correctly.

You can retrieve the I-94 at www.CBP.org



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Step 4: Attend International Student Orientation



Welcome and congratulations on your acceptance to Bergen Community College. We are thrilled that you will be joining our Bulldog family!

During the International Student Orientation we will tell you about what Bergen Community has to offer and we will give you the nitty gritty about things like:

- Immigration rules
- Academic Life and Expectations
- Student Success and Support Services
- Student Life
- And more!

The Orientation is usually held the week before the start of the semester. The date is included in your I-20.

Like us on **Facebook** at *www.facebook.com/bergencommunitycollege*

Follow us on **Twitter** *@BergenCC*

Watch us on **YouTube** at *www.youtube.com/bergencommcollege*

See us on **Instagram** at *www.instagram.com/bergencc*

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Step 5: Study and Take the Placement Test

Office of Testing Services

No appointment necessary. Visit bergen.edu/testing for instructions on how to schedule your placement test.

- Bergen Community College administers a test to determine a student's levels in English, Arithmetic, and Quantitative Reasoning, Algebra and Statistics.
- The results of this test determine a student's required entry level courses in both English and mathematics.
- Please study for the placement test. *The test is administered in Room S-127 in the Pitkin Education Center at the Paramus campus. Please visit bergen.edu/testing for the current testing schedule and come prepared to take the exam with a pen, a government issued photo ID. No test will be administered without proper identification.*



Most students need to take the placement test, but there are some exceptions.

To determine if you are eligible for a testing waiver, please visit **bergen.edu/testing** and click "Placement Test Waiver Information" to read about conditions that will waive the placement test requirement.

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Step 6: Meet with an ISC Advisor and Register for Classes

Visit the International Student Center (ISC) to meet with an Advisor, plan your course schedule and register for classes.



Now that you have completed your placement testing requirements, you can head to the ISC. The advisors can help you with the following:

- Explaining your Test Results
- Teaching you how to read and understand your degree requirements
- Selecting and registering for classes that will meet the academic requirements of your degree
- Teaching you how to read the college catalog
- Accessing Web Advisor through Portal
- Providing information about academic deadlines
- Explaining College Policies and Procedures
- Offering referrals to campus resources

ISC Advising

Paramus Campus, Room SC-110
(201) 689-7601 • isc@bergen.edu

Office Hours

- **Monday - Thursday** . . . . . .8:30 a.m. – 6:00 p.m.
- **Friday** . . . . . .8:30 a.m. – 5:00 p.m.

Step 7: Pay Your Tuition

For Tuition and Fees Information and Bill Payment, please visit bergen.edu/bursar.

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