



International House

Arrival Procedures for Incoming Residents

Traveling

Please see the [Directions](#) for detailed information on getting to I-House.

Where and When to Arrive

I-House has two entrances operating on different schedules:

Riverside Entrance

500 Riverside Drive

Monday-Friday: 8:30am -7:30pm

Saturday: 8:30am-3:00pm

Sunday and Holidays: CLOSED

Claremont Entrance

155 Claremont Avenue

Open 24 hours a day 365 days a year

if you arrive when the Riverside entrance is open please go there to check in. When the Riverside entrance is closed please go to the Claremont entrance. Please note that check in time is any time after 2pm on your confirmed arrival date.

Arrival and Check-In Process

1. Present a photo ID to verify your identity.
2. Receive a temporary ID, key and mail box key until you can visit the Riverside Front Desk. You must visit Bursar Services at the Riverside Desk within three business days to receive your permanent ID card. There are no exceptions to this rule.
3. Pay in full - If there are special financial circumstances and you are not able to complete this step, speak with Bursar Services to explore payment options.
4. Submit your room inventory sheet to the Facilities Department located on the A floor near the Claremont reception desk.

Payment of Fees

I-House requires full payment of your membership fees for each semester at the beginning of the semester. Membership Fees include:

- room fees
- dining services credit
- refundable security deposit

All payments are made [online](#) or at the Riverside Front Desk. The business hours are:

Monday through Friday 8:30 am to 7:00 pm

Saturday 8:30 am to 4:30 pm

I-House accepts cash, check (drawn on US bank), money order, traveler's check, wire transfer or credit card (MasterCard and Visa only). All payments must be in United States dollars.

If you have any questions about wire transfers you may contact Bursar Services. There are fees associated with a wire transfer. These fees are determined by the initiating bank and are not from I-House.

Failure to Pay

Payments for your account are due on or before the date on the account statement, payable at the Riverside Front Desk. After that date, unpaid accounts are considered in arrears. If your account is in arrears, you will be assessed a late fee and given a second deadline to pay the balance due. If it is not paid, your out-going telephone service, internet access or dining account may be suspended. Service will not be restored until the outstanding balance is paid in full. An additional deposit may be required if this occurs.

Guests

It is common for new residents to have guests accompany them to help with check-in. If your guest will accompany you to your room s/he will need to be registered at the entrance and leave a photo ID card with the reception staff. There are no exceptions to this rule. To be prepared please read [our guest policy](#).

What to Bring

All I-House Rooms include:

- Bed (twin size in I-House South and full size in I-House North)
- Desk with chair
- Bookshelf
- Bed with mattress
- Ceiling Lights
- Linens (1 set of sheets, 1 blanket, 1 towel)
- Window blinds
- Heating unit
- Wireless Internet

I-House North apartments include:

- Kitchen table and chairs
- Kitchen appliances (stove, oven, refrigerator)
- Bedside tables
- Shower curtain

What is NOT included

- Kitchen items (dishes, pots, pans, utensils for cooking and eating, drinking glasses, etc.)
- Bath rug
- Hangers
- Broom/Mop Cleaning supplies
- Toilet paper
- Toiletries

Below are other items Residents often use while living here. You can purchase many of these items locally.

- Personal toiletries (shampoo, conditioner, soap, toothpaste, toothbrush, etc.)
- Hair dryer
- Fan or air conditioner (air conditioner must be approved and installed by Facilities staff)
- Medicines, bandages, etc.
- Extra bedding & towels (bed size is standard twin). I-House provides one set of bedding, one pillow and one towel.
- Seasonal items (light clothing, pajamas, & outerwear for spring/summer; warm clothes, pajamas, & outerwear for fall/winter; shoes for snow & ice; umbrella)
- Computer or laptop
- Laundry bag
- Hangers

- Surge protector
- Voltage converter
- Decorative items to personalize your room I-House North residents
- shower caddy, slippers, bathrobe, & travel holders for toothbrush, soap, etc. for use in shared bathrooms
- small refrigerator

What NOT to Bring

- Prohibited items such as:
- Pets of any kind
- Flammable items (heaters, candles, incense, halogen lamps)
- Dangerous items such as weapons or explosives
- Furniture of any kind
- Mattress (exceptions granted by Facilities Management for documented medical reasons with at least 5 days prior notice)

You may also choose to not bring the following items, which can be borrowed at I-House:

- Vacuums & other housekeeping equipment
- Clothing irons (for use in the laundry room)
- Sports equipment (basketballs, soccer balls, etc. for use in the gym)
- Printers are available for free in the computer lab (you must bring your own paper)
- Although I-House rooms are not air conditioned, residents are permitted to buy their own air conditioners, provided the units are approved and installed by I-House Facilities Management staff ([additional fees apply](#)). Air conditioners must be 5000-7000 BTUs and may be used from April to September.

View [gallery of room photos](#)

Cancellation Policy

Cancelling before you arrive

If you decide to cancel your resident membership prior to moving in the following policy applies based on when the Admissions Office receives written notification of your cancellation:

31 days or more prior to your scheduled arrival date = Complete refund of room reservation payment

14 to 30 days prior to your scheduled arrival date = Cancellation fee of \$400 withheld from room reservation payment

13 days or less before your scheduled arrival date = Entire amount of room reservation payment is withheld as a cancellation fee

Leaving early

Once the Admissions Office has received written notification of an early departure date, we will process a cancellation indicating your new departure date and the necessary charges.

You are responsible for ONE (the lesser) of the following:

- until the end of your Resident Membership Agreement OR
- for 30 additional days after your new check-out date OR
- through the date on which the room is occupied by a new resident

If the room is occupied by a new resident after you leave, you will receive a refund of the room fees from the date the room becomes occupied through the end of the period you were charged. Please keep in mind that the sooner the Admissions Office receives notification of your early departure, the more likely it is that we will be able to refund you.