



# International House

## Arrival Information & Procedures

### Prior to Arrival

Upload a color passport style ID card photo (.jpg only please!) on the application portal.



### Packing for I-House

#### What to bring

- Kitchen items including dishes, silverware, pots & pans, cooking utensils
- Bathroom rug
- Area rug for your room
- Broom/Mop and other cleaning supplies
- Hair dryer
- Fan or air conditioner\*
- Extra bedding and towels
- Hangers
- Surge protector
- Voltage converter
- Personal toiletries
- Decorative items to personalize your room!

*\* Although I-House rooms are not air conditioned, residents are permitted to buy their own air conditioners (5000-7000 BTUs) or rent an air conditioner directly from I-House for \$10 per month. The units must be approved and installed and removed by I-House Facilities staff.*

#### What NOT to bring

Prohibited items such as:

- Pets of any kind
- Smoke- or vapor- producing devices
- Flammable items (heaters, candles, incense, halogen lamps)
- Furniture of any kind not already provided by I-House
- Dangerous items such as weapons or explosives
- Mattress (exceptions granted by Facilities)
- Management for documented medical reasons with at least 5 days prior notice)

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

- Vacuum cleaner
- Clothing irons (for use in the laundry rooms)

## Sending Packages

You may send packages and belongings 7 days prior to your check-in date **at most**. As room numbers can change throughout your stay, our mailroom sorts by your name as it appears in our system. Please refrain from using a nickname and try your best to time the package so it is delivered close to your arrival date. You may send packages using the following format:

**[Full first and last name as in our system]**

**155 Claremont Avenue**

**New York, NY 10027**

## Traveling

Please see the [Directions](#) page for information on how to get to International House. The address is the same as the one listed above.

## Arrival Process

Please arrive at the Claremont Entrance to begin the check-in process. Kindly note that check-in time is any time **after 2:00 PM** on your confirmed arrival date.

1. Present a photo ID to verify your identity.
2. **If you are checking in overnight or on a Sunday:** you will receive a temporary ID, key, and mailbox key until you can visit the Riverside Front Desk. You must visit the Bursar's Office at the Riverside Desk within three business days to receive your permanent membership card. There are no exceptions to this rule. *The Bursar's Office hours are Monday through Friday from 9:00am to 7:00pm and Saturday 9:00am to 3:00pm.*
3. Once you arrive at the Bursar's Office on the 1st floor, whether the next day or upon your arrival, you will:
  - a. Complete payment of your membership fees in full for the duration of the semester or the extent of your stay, whichever is less
  - b. Receive your I-House ID card and key(s).
  - c. Sign your Resident Membership Agreement.
4. Visit the Admissions Office to provide proof of health insurance and confirm your status (student, intern, etc.).
5. Turn in your room inventory sheet to the Facilities Department found on the A floor near the Claremont reception desk.

## Payment of Fees

Membership fees expected upon arrival include the following for the duration of the semester or the extent of your stay, whichever is less:

- Room fees
- Dining Services credit
- Refundable security deposit

As well as any other additional services fees you may request (see below).

I-House accepts **cheques** (drawn on US bank), **money order, wire transfer** or **credit card** (Mastercard or Visa only). *All payments must be in United States dollars.*

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

## Additional Fees

### Air Conditioning

Installation and Removal Fee (onetime charge): \$55

Monthly Utility Fee: I-House North: \$80; I-House South: \$60

### Community Kitchen (closed until further notice)

Per semester: \$60

### Fax

Domestic per page: \$1

International per page: \$2.50

### Mail Service (holding mail upon departure)

Three months: \$50

### Mattress/Cot Rental

Mattress: \$20 per night

Cot: \$25 per night

### Music Practice Rooms

Per semester: \$75

### Storage Cages

Refundable Security deposit: \$100

Per month (returning residents only): \$80

## Additional Resident Fees

Late payment fee: \$30

Room lock change (at the Resident's request): \$40

Room lock-out fee: \$7

I-House ID card replacement fee: \$30

Returned Check fee: \$35

Room Change fee (after the first room change): \$50

*All fees subject to change*