



# Arrival Information

## Welcome to I-House!

Please take a moment to read the information provided and follow the steps outlined below. We look forward to you being a part of the community and getting involved in the amazing opportunities available to I-House resident members.

### Prior to Arrival

On the [application portal](#):

- 1) Upload a color passport style ID card photo (.jpg only please). Skip this step if you have already uploaded a photo.



- 2) Sign the Resident Membership Agreement (RMA).
- 3) View your account balance and make the payment in full.
- 4) Begin [Registration](#) by uploading verification of eligibility and medical insurance, signing the Resident Membership Agreement, and confirming your emergency contact details. There will be a deadline for registration at the beginning of each semester if you cannot provide proper eligibility and medical insurance before you arrive.

## Packing for I-House

What to bring	What NOT to bring
<ul style="list-style-type: none"><li>• Area rug for your room</li><li>• Fan or air conditioner*</li><li>• Extra bedding and towels</li><li>• Hangers</li><li>• Surge protector</li><li>• Voltage converter</li><li>• Kitchen items, including dishes, silverware, pots &amp; pans, cooking utensils</li><li>• Broom/Mop and other cleaning supplies</li><li>• Decorative items to personalize your room!</li></ul>	<ul style="list-style-type: none"><li>• Pets of any kind</li><li>• Smoke- or vapor- producing devices</li><li>• Dangerous items such as flammable items, weapons or explosives</li><li>• Furniture of any kind, including a mattress**</li><li>• Vacuum cleaner (available to borrow)</li><li>• Iron (available to borrow)</li></ul>

\*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. The units must be approved and installed and removed by I-House staff.

\*\*Exceptions may be granted for documented medical reasons by Facilities Management with at least 5 business days' advance notice.

## Mail and Packages

Your mailing address will be:

**[Full first and last name as in our system]  
155 Claremont Avenue  
New York, NY 10027**

*Please refrain from using a name different than the one used on your application to ensure that you receive all mail and packages.*

If you are sending packages prior to your arrival, please time the delivery to arrive the same day you do. I-House is unable to store your belongings.

## Traveling

Please see the [Directions](#) page for information on how to get to International House.

**Before February 24, 2026** please arrive at 500 Riverside Drive and enter through the patio entrance. (See photo below.) The patio entrance is open 24 hours a day 365 days a year. The entrance at 155 Claremont Avenue is currently undergoing a renovation project scheduled to be completed on February 24, 2026.



**After February 24, 2026** please arrive at 155 Claremont Avenue. The entrance on Claremont Avenue will be open 24 hours a day 365 days a year and will serve as the main entrance to I-House.

## Arrival Process

You may arrive **after 2:00 PM** on your confirmed arrival date. If you arrive before 2:00 PM the room may not be ready, and it may be necessary to wait.

- 1) Present a photo ID to verify your identity.
- 2) Receive a room key, mailbox key, and either:
  - a) Your I-House membership card (if full payment is received 1 business day in advance) or
  - b) A temporary card (if full payment has not been received)
- 3) Visit Bursar's Office within 3 business days to review your charges and receive your I-House membership card (if not received upon arrival)

The Bursar's Office hours are:

Monday – 9:00am to 5:00pm

Thursday – 9:00am to 5:00pm

Tuesday – 9:00am to 5:00pm

Friday – 9:00am to 5:00pm

Wednesday – 9:00am to 7:00pm

- 4) Complete and submit the room inventory sheet (found on the desk in your room) 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
- Fees for additional services you request. (*See last page.*)

Payments are made by credit card or ACH (electronic transfer) online via the application portal. ***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): \$75
- Monthly rental of air conditioner unit: \$10
- Monthly Utility Fee: I-House North: \$90; I-House South: \$70

**Community Kitchen:** \$85 per semester

**Mattress Rental:** \$20 per night

**Cot Rental:** \$25 per night

**Music Practice Rooms:** \$85 per semester

**I-House ID card replacement fee:** \$30

**Late payment fee:** \$30

**Late registration fee:** \$30

**Room lock-out fee:** \$7

**Spare Key replacement:** \$15

**Metal Key replacement:** \$10

*All fees subject to change.*