



# Arrival Information

## Welcome to I-House!

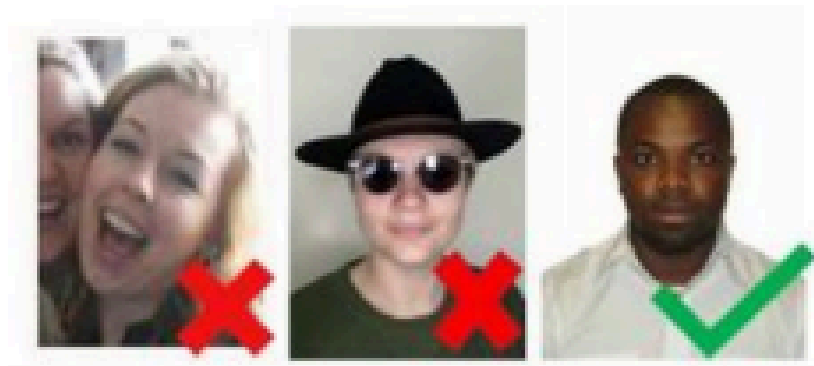
Please take a moment to read the information provided and follow the steps outlined below. We look forward to you being a part of the community and getting involved in the amazing opportunities available to I-House resident members.

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## 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 Member 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

On the application portal:

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 convertor</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. All units must be approved and installed/removed by I-House staff.

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

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## 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.

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## Travel to I-House

See the [Directions](#) page for information on how to get to International House by car or public transportation, and directly from local airports.

You will enter I-House at the **Claremont Lobby** entrance and check-in with staff at the front desk. The front desk is staffed 24/7.

Please ensure you use the address **155 Claremont Avenue** in your GPS. While there is an entrance to I-House at 500 Riverside Drive, it will not be accessible for arrival or move-in purposes.

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# Arrival Process

You may arrive **after 2:00pm** on your confirmed arrival date. If you arrive before 2:00pm, your 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 has been 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)
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.

The Bursar's Office Hours are:

Monday:	9:00am-5:00pm
Tuesday:	9:00am-5:00pm
Wednesday:	9:00am-7:00pm
Thursday:	9:00am-5:00pm
Friday:	9:00am-5:00pm

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# 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 made 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.

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## Additional Fees

- **Air Conditioning**
  - Installation + Removal Fee (onetime charge): \$60  
*\*effective May 18, 2026*
  - Monthly Utility Fee (I-House North or South): \$50
- **Amenities (optional)**
  - Community Kitchen: \$85/semester
  - Mail Service: \$50/three months
  - Music Practice Rooms: \$85/semester

- **Rentals**

- Cot Rental: \$25/night
- Mattress Rental: \$20/night

- **Replacements**

- I-House ID Card: \$30
- Metal Key: \$10
- Spare Key: \$15

- **Storage Cages:**

- Refundable Security Deposit: \$100
- Monthly Rental: \$80

*\*available to returning residents only*

### **Additional Resident Fees**

- I-House ID Card Replacement Fee: \$30
- Late Payment Fee: \$30
- Late Registration Fee: \$30
- Room Lock-Out Fee: \$7

*All fees subject to change.*