CIVIC EDUCATION AND LEADERSHIP FELLOWS PROGRAM

Information to consider and carry while traveling

Travel Documents
Among your personal items please be sure you have your Passport (with J1 Visa), Certificate of Eligibility for Exchange Visitor (J-1 Status) form – also known as a DS-2019 and your CELF Admission Letter.

Once you pass through customs in the United States you will be given an I-94 “card”. Typically the customs agent staples this card into your passport. If they do not, please ask them to do so.

Copy Travel Documents
It is strongly advised that you photocopy all of your travel documents and place them in your baggage. You of course will want to carry the originals with you at all times during your travel. But in case something happens, it is extremely helpful to have these copies.

Hosts:
Executive Education Programs (CELF Program)
Maxwell School of Syracuse University
219 Maxwell Hall
Syracuse NY 13244-1090
General Phone: 315 443 3759
While traveling please call:
Ronda Garlow – Office (M-F; 9:00 am – 3:00 pm): 315 443 5612; Mobile Phone (anytime): 315 420 2227
or Elizabeth Ryan – Office (M-F; 8:30 am – 4:30 PM): 315 443 2708; Mobile Phone (anytime) 315 552 7209.

Arrival Accommodations:
Maplewood Inn
400 7th North St
Liverpool NY 13088
Telephone: 315-451-1511

Connecting your PERSONAL laptop to the LAN or Wireless Router at Nob Hill Apartment:
If you decide to bring your personal laptop you will need to be sure it is properly configured in terms of your IP address. Typically we find that our international visitors have computers with manually
configured IP addresses which will prevent you from connecting. The following page has instructions, courtesy of eHow.com, on how to set your IP address to automatic to allow connection to occur.

**How to Set Your IP Address to Automatic**
If you have just bought a new modem, a new wireless router, or if you are having trouble with your internet connection, you may need to set your IP address to automatic. Once your router and modem are connected properly, try opening your internet browser. If your home page does not appear, there are a few things you can do without having to call technical support. The first thing to do is check your TCP/IP or Internet Protocol settings.

**Instructions**
**Things You'll Need:**

- Active internet service
- Your computer
- Your modem and/or wireless router

1. 1

Open up your "Network Connections". Go to the start up menu. If you are in the classic view, click on "Network Connections". If you are using the Category view, click on "Network and Internet Connections".

2. 2

Are you using a wireless or wired (LAN) connection? Whichever connection you are using, determine the appropriate connection.
3. Right click on the appropriate connection. Choose "Properties."

4. Under the general tab, scroll down the menu box and select "Internet Protocol." Click on the properties button.

5. Set the options to automatic.

Tips & Warnings

- Once you have set the IP address detection to automatic, try renewing your IP address. Click on the resources link below to find out how.
- If you are experiencing internet connection problems, make sure that everything is connected properly and that your internet bill is current.
• Turn your modem and/or wireless router off for 1 minute and turn it back on before renewing the address.
• There may be other things that are keeping you from connecting to the internet: such as a bad modem, a bad wireless router, or internet service provider issues.