

# Northwestern University

National High School Institute



## Film & Video

Summer Information Packet





2025 Film & Video Division  
Cherubs National High School Institute  
Northwestern University

Dear Incoming NHSI Class of 2025,

Congratulations and welcome to the Cherubs! We are thrilled that you have accepted our offer to join the Film & Video Class of 2025. Your application was selected with great care, and we are overjoyed to welcome you into this year's program; an experience that we hope will live well beyond your time with us this summer.

The National High School Institute summer program (CHERUBS) dates back to 1931 and boasts an alumni network well into the thousands (over 30,000 by last count). This truly is a program built on the transformative experience of students, in multiple disciplines, from all corners of the globe, coming together to learn new skills and create bonds that will last a lifetime. We are so happy that you will be apart of this once-in-a-lifetime summer!

In this packet you will hopefully find many answers to questions you may have right now. **Please read everything very carefully** and do not hesitate to contact our office directly if you have any additional questions/concerns as they arise. We are here to help, and we look forward to getting to know you.

I look forward to meeting you all in person very soon, and most importantly, I cannot wait for you to meet the NHSI faculty and your fellow Cherubs.

I hope you have a wonderful rest of your school year, and I'll see you at Northwestern this summer.

All the best,

A handwritten signature in cursive script that reads "Jennifer Avery".

Jennifer Avery  
NHSI Director  
Northwestern University

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# 2025 NHSI Film & Video Institute Information Packet

Please review this document carefully. *Parents/guardians and students are responsible for reading and understanding all of the information in this document.* If printing, we suggest that you make a copy of this document so that the student can have one at the Institute and parents/guardians can keep one at home.

## Contact Information

### NHSI Main Office

**Phone:** (847) 491-3026

**Email:** [nhsi@northwestern.edu](mailto:nhsi@northwestern.edu)

**Website:** [nhsi.northwestern.edu](http://nhsi.northwestern.edu)

### Regular Office Hours:

Monday-Friday, 9am-5pm CST

### NHSI Director

Jennifer Avery

### NHSI Program Assistants

Corrine Glanville

Samantha Kingzette

## Film & Video Leadership

### Film & Video Institute Director

Philip Alvy

### Residence Hall Director

Carmen Hines Gardner

### Associate Institute Director

Monica Thiele



## Program Dates

**Film & Video Institute:** Sunday, June 29<sup>th</sup> - Saturday, August 2<sup>nd</sup>

- **Sunday, June 29<sup>th</sup>:** Arrival day with programming beginning following dinner.
- **Monday, July 30<sup>th</sup>:** Day of Orientation and community building events.
- **Tuesday, July 1<sup>st</sup>:** Core classes and electives begin.
- **Friday, July 4<sup>th</sup>:** Students will have programming on the July 4<sup>th</sup> holiday.
- **Friday, August 1<sup>st</sup>:** Festival of First Cuts - Screening for family and friends; Student banquet in evening.
- **Saturday, August 2<sup>nd</sup>:** Strictly a move-out day for all students.

## Comfort with Ambiguity

This packet is meant to set you up for success this summer and give you as much information as is needed. However, there are many surprises that our faculty have in store for you, and all scheduling is subject to change due to evolving needs of your specific cohort. You will be given your individual schedule in the first week of the institute, but we want to stress that there will be moments this summer when you may not know what to expect—this is purposeful! Surprises are some of the best parts of the program, so please be prepared to be joyfully surprised throughout your time at Northwestern.

## Arrival (all times listed in Central Standard Time)

The residence halls will be **open starting at 9:00 am** on arrival day. All students **MUST** plan to arrive at the residence halls **no later than 2:00 pm**. Meal service begins with dinner on arrival day.



If unforeseen circumstances arise and you decide at the last minute not to attend the Institute or you are forced to arrive after 2:00 pm on arrival day, please be sure to call the NHSI Office at (847) 491-3026 to explain the situation; the office will relay your situation to the residence hall staff. *On Sunday, June 29<sup>th</sup>, the NHSI office will be open starting at 9:00 am CST.* The residence hall staff are responsible for your safety and well-being and must remain on duty until they have accounted for all students in their division.

**There will be a mandatory all-institute meeting & orientation on the evening of June 29<sup>th</sup>.** Schedules for core and electives classes will be posted on the callboard the following day.

## Residence Hall & Boarding

The Residence Hall will be determined at the end of April, and we will send more information at that time. Most rooms in the residence halls are doubles with shared bathrooms. Students will be assigned roommates based on their responses to the [Roommate Survey](#), and will receive their room assignments at check in.

Linen service is **not** provided. Students should bring their own toiletries, washcloths and towels, as well as blanket(s), pillow(s), and linens for a **twin extra-long** bed. The residence halls are VERY well air-conditioned, so we do recommend a blanket.

The rooms are well furnished with a bed frame, mattress, desk and chair, and wardrobe with drawers and mirror. We urge Institute participants to bring a **minimum** of personal furnishings.

## Clothing Requirements

Dress on campus is casual. We suggest packing a few sweaters/sweatshirts, as Chicago weather can be unseasonably cool, and the residence halls can be chilly with the A/C. Raincoats and/or umbrellas are strongly advised as it usually rains at least a few days each year.



### Do Bring:

- Sneakers and clothes you can move in during class and production time
- At least one formal attire outfit for the final banquet
- A few clothing hangers
- Actors should try to bring a couple of different looks; clothing that would be fitting for different character types or costumes

**Please avoid** bringing sandals, heels, crocs, flip-flops and other shoes of this kind; they are especially functionless between classes and on set. Actors may bring some of these things, but they should only be worn in the context of costumes and not worn during classes of any kind. Flip-flops may be worn as shower shoes only.





## Laundry

Students have 24/7 access to free washing machines in the residence halls. Students will need their own laundry detergent. Laundry detergent can be purchased in downtown Evanston or on campus.

## Identification

**NHSI ID:** At check-in, students will be issued a National High School Institute ID card to identify you as a Northwestern student.

**Conference Card:** Students are issued a conference card to gain entry to the residence halls and the dining halls for meals which must be carried on their person at all times. *If your conference card is lost, there will be a [\\$25 fee to get a replacement card](#).*

**Photo ID:** A photo ID is required for use of some University facilities. Please bring a school ID, driver's license, or other photo ID.

## Meals

Students receive three meals daily in the University's dining hall. The first meal will be dinner on arrival day; the time will be provided upon check-in, along with the student's meal card (conference card). Specific mealtimes for the rest of the program will be distributed at the orientation meeting. The final meal will be breakfast on departure day.

The dining hall has a station free of the top 9 allergens, and there are dining options for vegan and vegetarian students at every meal. However, Dining Services at NU are limited in what additional accommodations they can offer during the summer. **You should note all food allergies and/or dietary restrictions in both the Health Form and the Dietary Needs form. If you keep kosher or consider yourself/your student to have significant dietary restrictions, please contact our office asap.**

## Instructors & RAs

The Institute instructors and staff have been selected with great care. They will be in general supervision of residence hall life and all social functions. All are disciplined, enthusiastic teachers, and each is dedicated to the success of your summer.



## Recreation

While free time is limited, you may have time to use Northwestern's recreational or workout facilities. Costs for all of these recreational facilities are extra and are not included in the tuition amount. Visit [NU Recreation](#) for more information. There are jogging paths along the lake and across campus that students can use free of charge. Do not bring bicycles.

## Religious Observances

Students will receive their detailed schedules in the first few days of the institute; however, students can expect programming every single day. It is the responsibility of the parent/guardian to notify the NHSI in writing of any religious holidays or observances that may prohibit their student from participating in programming as scheduled, prior to arrival day. Students will not be penalized because of religious observances, and NHSI faculty will be happy to make appropriate accommodations. The parent/guardian should provide information about the obligations entailed in the observance of the relevant day/timeframe (such as fasting, not riding in a vehicle, etc.) as early as possible to ensure we are able to accommodate.

# Student Check Out/In and Departure Requests

## Student Check Out/In

During mealtimes, free elective periods, or other down time, students may check out with Residence Hall staff to walk to any of the shops, restaurants, etc. in downtown Evanston provided they check out with at least one Cherub buddy and keep a cell phone on their person in case they need to be reached in an emergency. **Students may not leave the city limits of Evanston or ride in a vehicle of any kind while checked out with a buddy.** Students must check back in before scheduled programming or curfew. More details for this checkout process will be discussed during Orientation. *No parental departure requests are required for this process.*

## Relatives & Visitors

If you wish to visit friends or relatives in or near Chicago, it is best to do so before and/or after the Institute. Time permitting, you may have friends or relatives visit you while you are at the Film & Video Institute, however, **guests are not allowed in residence hall rooms outside of move-in/move-out days.**

Due to the large Institute population, it is not possible to entertain visitors for meals in the dining hall. You may elect to have occasional meals with your family or other visitors in Evanston at any of the local restaurants. Visits with parents, relatives, or friends must not interfere with Institute activities. **Residence hall curfews still apply for students visiting relatives.** If students are spending time with anyone not in the program, their parent/guardian must submit a **Student Departure Request** via email, stating that the student has permission to be with the relative/visitor during the specified time—**this includes the parent/guardian.**

### Student Departure Request:

The student's **parent/guardian** must email the NHSI Office ([nhsi@northwestern.edu](mailto:nhsi@northwestern.edu)) 48+ hours in advance, granting permission for their student to leave campus. **Any requests received less than 48 hours from the requested departure may not be approved, including requests received on a Friday for the upcoming weekend, unless it is an emergency.**

**Please refer to the email template sent along with this packet. The email must include:**

- Student's name and Division (Film & Video)
- Name of person checking the student out and their relationship to the student
  - *Must be an adult (21+), students will not be released to other minor persons*
- Date & time of student departure
- Date & time of student return
- Mode of transportation student will be taking – **we must receive explicit written permission from the parent/guardian for a student to ride in a vehicle of any kind, even if the parent is the one picking up the student.**
- Destination & Purpose of absence

All student departure requests must be approved by the division leadership. Parents/guardians and students will be notified of their departure *approval* or *denial* via email.

## Absences during Scheduled Programming

Absences from scheduled activities are **strongly discouraged**. If your student plans to depart campus for any reason and will miss curriculum or curfew, we must be provided context. Absences during the program are only allowed with prior written parental permission via a **Student Departure Request**. *Students will not be released to other minor persons under any circumstances.*

# Money Matters

Charges for fines, damages, missing library books, and tuition balances will be billed to you through your Northwestern CAESAR account.

Additional spending money that you bring is within the discretion of you and your parents. The activities of the Institute do not necessitate the expenditure of any money. Transportation and admission for any field trips are all provided. Discretionary spending money is needed for eating in downtown Evanston, shopping, the occasional movie trip, and other entertainment options.

The residence halls do not provide banking service. Northwestern University and most local businesses will not cash personal checks. There are several US Bank ATMs located on campus where you will be able to obtain cash. You may want to check with your personal bank to confirm where ATM's will be available for your use. Parents are advised not to send cash in the mail, as we cannot be responsible for it.

# Classroom Supplies

You should bring standard classroom materials such as pens, pencils, paper, and a notebook.

## Laptops

**Production Students:** You may bring your own computer, and are encouraged to do so if you prefer, however, the NHSI and Northwestern cannot be responsible for them. There are several Northwestern computer labs at our disposal, but students who bring their own computers are usually glad they did.

**Screenwriting Students:** A laptop (or tablet with keyboard attachment) is **absolutely necessary**. If you are unable to bring a laptop, please inform the NHSI office at [nhsi@northwestern.edu](mailto:nhsi@northwestern.edu) or (847) 491-3026 well in advance so that we may help accommodate you.



## Hardware

**Production students:** An external hard drive that works across both Mac and PC formats and has at least 500 GB is **required**. If you cannot provide your own, please get in contact with the NHSI office well in advance so that we may help accommodate you.

## Wifi

Wi-Fi is readily available on campus. You will use your NetID and its password to access Wi-Fi (eduroam). Please be sure you know your login information before arrival.

## Cameras & Gear

You will use the NHSI's equipment for assigned projects. There is no need for you to bring any of the following: camera, tripod, support, lights, or computer editing systems. If for any reason you prefer using your own DSLR camera, or have a favorite lens for example, you may bring them for any personal projects you wish to pursue while on campus, but the NHSI cannot be responsible for them.



You are welcome to bring a camera for pictures instead of using a cell phone camera—by the end of the program, most students wish they had taken more pictures.



## Ideas

**Screenwriters:** Please come to campus with 2-3 ideas for your Capstone Project. This is the screenplay you will write during your Core classes. As you think about ideas for this project, please bear in mind the following: *final projects will have a strict run time of five minutes, be shot on Northwestern's Campus, and have a cast made up of your fellow acting students. These films cannot contain sex, excessive violence, or the use of weapons.* Aside from those limitations, please let your creativity go wild!

## Cell Phones

Students must bring a cell phone as a safety precaution. When you check in, you will be asked for this number in case Institute staff need to reach you. **Please be aware that cell phones should only be used during non-academic times.** The use of cell phones is **not allowed** in any classrooms or during any curricular activity unless prescribed by an instructor. The best time to reach students is after 10:30 pm, or Sunday mornings before 12:00 pm. Generally, students are in classes or other activities from 8:30 am to 10:30 pm weekdays.

**If you are an international student,** you must be able to provide a U.S. cell phone number. If necessary, you can purchase a cell phone in downtown Evanston at any of the mobile stores or CVS. If you will be purchasing a phone once in the states, please let us know that in advance and we will ask for this number at check in.

## Electronics Policy

Students ARE encouraged to have their phones on them at all times during the summer. This, of course, means that they accept liability for the phones being lost or stolen. Electronics violations do not follow the protocol of program violations. This policy goes for Smartwatches, Laptops, Tablets and Bluetooth Speakers as well:

- Cherubs will NOT be on their cell phones during classes, master classes, film screenings or on set. Cell phones and other devices that make noise MUST be turned to silent during these times.
- Phones and other Electronic devices may be used during free time which includes mealtimes, student free hours, to and from classes and after evening programming.
- Anything that Beeps, Dings, Rings must be OFF during classes, master classes, film screenings and on set.

If a student is on their phone during class, or their phone goes off during class, that phone will be taken from the student. **The phone remains confiscated according to the chart below:**

Electronics Taken	Electronics Returned
In the morning (between breakfast and lunch)	In the evening after programming
In the afternoon (between lunch and dinner)	Returned the next morning
In the evening (after dinner)	Returned next afternoon

## Emergency

In the event of an **EMERGENCY**, parents should call the Institute Director, Jennifer Avery, at the NHSI central office (847) 491-3026. If the emergency occurs after hours, please call (312) 952-2792.

**Please only use this number in emergencies.**



## Health Information & Service

*You are required to submit a standard health record via an online form. Please be sure to answer all questions honestly, as it is crucial for us to have a complete picture of your students' health. We cannot adequately care for your student without all the information available to you.*

The **Northwestern Medicine Immediate Care Evanston Clinic** (1704 Maple Ave Suite 100, Evanston, IL 60201) provides medical services for NHSI students. The contact number there is (312) 694-2273.

Services are not covered in tuition, and it will be the responsibility of the parent to pay for those charges and then submit to insurance for reimbursement if desired. Students must always carry their health insurance card and a method of payment on their person, and should be prepared to contact your own medical personnel, if necessary. Any hospitalization or Emergency Room visits during the Institute are also the responsibility of the parent/guardian.

## Prescriptions & Routine Care

Please list all of the students' prescribed medications on the health form. **Students are responsible for the safekeeping and administration of their own medications.** Northwestern Medicine does not include a pharmacy where prescriptions can be filled/re-filled. It is suggested students use the CVS in downtown Evanston if they need a prescription filled over the summer, or for any over-the-counter purchases. Students may keep over-the-counter medications and vitamins in their rooms.

If a medical professional is required to administer the student's medication (e.g. allergy shots) or other routine care while they are on campus, then **parents/guardians must make the necessary arrangements with a local clinic and note this on the student's health form.** An NHSI staff member will arrange transportation and accompany the student to and from their appointment.

## Mental Health Support at The Family Institute

NHSI partners with The Family Institute on the NU campus to offer one free counseling session to students in need of mental-health support during the NHSI programming. For over 10 years, we have worked with staff therapist Chaaze Roberts, who specializes in treating young adults. You can find out more about Chaaze at this link: <https://www.family-institute.org/therapists-locations/staff/chaaze-roberts>

If your student requests a counseling session or a staff/faculty member at the Institute suggests it might be helpful for your student, NHSI Director Jennifer Avery will reach out to parents to talk about and schedule an appointment with the Family Institute. If, after the initial appointment, the student and therapist conclude that regular appointments are necessary, the student's parent/guardian will be contacted and billed for all subsequent appointments.

Students who have their own regular therapist may schedule appointments during the summer if they do not interfere with Institute programming.

## Health Related Absences

If, while attending the NHSI, a student is experiencing a medical, psychological, or other health-related concern that exceeds the NHSI's ability to ensure their safety – or the safety of other NHSI students or staff – the student's parent/guardian(s) will be notified and will need to arrange for an adult to take over care and check the student out of the program within 24 hours. Any instance in which a student is absent for more than 4 days (health related or otherwise) will result in the student's withdrawal from the Institute with no refund.

# Mail & Deliveries

All student mail must be addressed as follows to be received by your student:

**Student Name  
NHSI Film & Video Division  
Northwestern University  
617 Noyes Street  
Evanston, IL 60208**



**Do NOT address mail directly to the residence hall address.** Mail is delivered from the NHSI Office to the residence halls in the afternoon/evening Monday-Friday.

NHSI cannot take responsibility for mail arriving before or after session dates. You may **not** send boxes or packages to arrive before you do. **Mail/packages/shipments arriving prior to your arrival will be refused and returned to sender.** Please set a reminder to update your shipping addresses before the end of the program. Any packages received after August 2<sup>nd</sup> will be donated.

## The following guidelines will ensure mail is delivered to your student:

- Do not send anything to the residence hall in which your student is staying because it will not reach them. **All mail/delivery services should use the NHSI address above, and ONLY that address**
- We do not accept packages on weekends or July 4<sup>th</sup>.
- For time-sensitive deliveries arriving on weekdays, FedEx is the fastest way to deliver packages.
- USPS mail (and often UPS and Amazon mail) is first delivered to the University Mail Center, sorted, and brought to our office the following day. For this reason, the carrier may mark the package as “delivered” before it has arrived at our office. *Please allow an additional 1-2 business days for delivery to your student once it is marked as “delivered” by the carrier.*
- Amazon: when entering the NHSI as a new shipping address, be sure to check that this address is closed for Saturday and Sunday delivery. **Amazon tends to leave packages after hours despite our best efforts. We cannot be responsible for packages left on our porch after hours.**



## Birthday Deliveries

We are happy to coordinate birthday deliveries such as cake/desserts, balloons, etc. Please ensure these deliveries are sent to the office as outlined above. For sweet treats, we recommend Bennison’s Bakery, a local bakery that is familiar with our address:

**Bennison’s Bakery**

**Website:** <https://bennisoncakes.bakesmart.com/>

**Phone:** (847) 328-9434



## Film Festival & Reception

Family and friends are welcome to attend the screening of student capstone projects in our “Festival of First Cuts,” on **Friday, August 1<sup>st</sup>**. This is an all-day event, generally starting at 11 am and going until about 3 pm. There are scheduled breaks, including a longer break time during the lunch hour.

The screening will be held in the **Ryan Family Auditorium** located inside the [TECHNOLOGICAL INSTITUTE](#) (2145 Sheridan Road, Evanston, IL 60208). More details, including parking instructions, will be sent out via email closer to the end of the program. Following the screening, Friends and Family are invited to a reception in the Tech Auditorium lobby.

**Please note, we will NOT be sending the screening order in advance.** The order is not determined until very late the prior evening and sometimes changes are made the morning of. Your student will receive access to their films at the end of the program.



## Banquet

Following the screening and reception on August 1<sup>st</sup>, students will then attend a private, **student/staff-only** banquet for the remainder of the evening. This semi-formal banquet includes a catered dinner, closing ceremonies, and dancing.

## Departure (Times Listed in Central Standard Time Zone.)

Students should be prepared to check out and depart the Institute on the morning of **Saturday, August 2<sup>nd</sup>**. University residence halls must be vacated **by 12:00 pm CST (Noon)**. If necessary, you may depart on Friday, August 1<sup>st</sup> after the evening functions (approximately 11 pm) if you make prior arrangements with the NHSI Office, Residence Hall Director, and your RA.

## Travel Arrangements

Evanston is 12 miles north of downtown Chicago (known as the “Loop”). You should make travel plans and reservations that will guarantee your arrival to the residence hall between 9:00 am and 2:00 pm on arrival day, as well as your departure from Evanston by 12:00 pm on August 2<sup>nd</sup>. **The NHSI does not provide transportation or shuttle service to the Institute. Students and parents/guardians are responsible for all travel plans & expenses.**

Chicago’s O’Hare Airport is approximately 30 minutes from the campus. Chicago’s Midway Airport is approximately 1 hour from the campus.

Many cab companies, including [American Taxi](#) and [Norshore Cab](#), offer flat rates to/from the airports and can be scheduled in advance. Families have also used rideshare apps such as Uber or Lyft as well, but please double check their policies relating to minors as these are subject to change.

Parking details will be emailed to families a few days prior to arrival.

## Travel Arrangements (continued)

If you choose to arrive a day early, or if family is traveling with you and will need a place to stay overnight, the following hotels are within a 10-mile radius of the campus.

**International students:** please see the International information at the end of this packet.

### Hotels within walking distance from campus:

Hilton Garden Inn, Evanston  
1818 Maple Avenue  
Evanston, IL 60201  
(847) 475-6400

Hilton Orrington  
1710 Orrington Avenue  
Evanston, IL 60201  
(847) 866-8700 or (888) 677-4648

Holiday Inn Chicago North  
1501 Sherman Avenue  
Evanston, IL 60201  
(847)-491-6400

Hyatt House Chicago/Evanston  
1515 Chicago Ave  
Evanston, IL 60201  
(847) 864-2300

Graduate Hotels, Evanston  
1625 Hinman Ave  
Evanston, IL 60201  
(847) 475-3300

### Hotels within driving distance:

Hampton Inn & Suites  
5201 Old Orchard Road  
Skokie, IL 60077  
(847) 583-1111

North Shore Doubletree  
9599 Skokie Blvd.  
Skokie, IL 60077  
(847) 679-7000

Residence Inn by  
Marriott Chicago  
Wilmette/Skokie  
3205 Old Glenview Rd  
Wilmette, IL 60091  
(847) 251-6600

## Campus Tours

NHSI students live on campus and use Northwestern's classrooms and facilities throughout the institute. Students have the opportunity to explore the Norris Center, University Library systems, and more, which allow students to get a feel for what it is like to attend Northwestern.

The University Admissions Office also gives NHSI students a presentation about the college admission process, offering Cherubs a chance to learn how to prepare for application season and ask any questions they have. However, some students decide they would still like a formal admission tour to see other parts of campus. You are welcome to set up a tour through the [UG Admission Office](#). Please schedule the tour to take place **before** or **after** the Institute and note that you should book this about 2 months in advance as campus tours do fill up quickly.

# Packing Check List

Remember, we cannot accept packages for students before they arrive on campus; **any packages received prior to Monday, June 30<sup>th</sup>, will be returned to sender.** If you are looking to pare down your luggage for your trip to campus, we suggest waiting to purchase some basics (e.g. shampoo/ conditioner, laundry detergent, non-perishable snacks, notebooks, pens/pencils, etc.) at the nearby CVS or Target.

Alternatively, you could consider packing all the essentials for your first week and having your parent/guardian ship additional clothing, shoes, etc. to be delivered **after** you have arrived on campus.

*Please make sure that anything valuable is marked or labeled with the student's name. It is also a good idea to have labels in clothing.*

## Required

- Pillow, sheets, and blanket (*Twin Extra Long mattress*)
- Washcloth, towels, and toiletries
- A collection of casual wear for hot and cool weather
- At least one semi-formal outfit
- Laundry detergent
- Sweatshirt(s) or light jacket
- Raincoat and/or umbrella
- Office supplies:
  - Notebook
  - Pens/pencils/highlighters
- Swimwear and towel for a day at the beach
- Production Students: USB/Flash drive and/or external hard drive that works across Mac and PC formats (See Classroom Supplies section above)
- Screenwriting Students: Laptop (See Classroom Supplies section above)



## Suggested

- Reusable water bottle
- Shower shoes (light colored flip flops)
- Hairdryer
- Curling irons and clothing irons are allowed
- Clothing Hangers
- A swimsuit if you would like to visit the beach
- Sunscreen
- Bug spray
- A supply of N95/KN95 masks

## The following are **NOT** allowed in NU's Residence Halls

- (Mini) Refrigerators (exceptions can be requested for students with dietary/medical needs)
- Popcorn poppers
- Televisions
- Hot plates
- Tea kettles
- Bicycles or skateboards



# Sample Weekday Schedule

*Subject to change*

<b>7:30-8:30am</b>	<b>Breakfast</b>
<b>8:45-9:25am</b>	All Institute Meeting
<b>9:30- 11:00am</b>	CORE 1 (Acting, Production, Screenwriting)
<b>11:15am-12:45pm</b>	CORE 2 (Acting, Production, Screenwriting)
<b>12:45-1:30pm</b>	<b>Lunch</b>
<b>1:30-2:30pm</b>	Afternoon Break
<b>2:30-4:00pm</b>	Elective Block A
<b>4:10-6:00pm</b>	Elective Block B
<b>6:00-7:00pm</b>	<b>Dinner</b>
<b>7:30-10:00pm</b>	Master Classes – Film Screenings – Study Halls – Community & Non-film activities
<b>10:30pm</b>	Dorm Closing (Room Checks, House Meeting)

# Sample Weekend Schedule\*

*\*Each weekend will look different depending on what projects and/or activities are planned.*

<b>7:30-8:30am</b>	<b>Breakfast</b>
<b>8:45-4:45pm</b>	Weekend Film Projects, including breaks
<b>6:00-7:00pm</b>	<b>Dinner</b>
<b>7:30-10:00pm</b>	Varying programming and community activities
<b>10:30pm</b>	Dorm Closing (Room Checks, House Meeting)

Please take some time to review the daily schedule and time commitment that the Institute requires. The program is a Film Intensive, and the schedule does not allow for many outside activities.

# International Student Information

The ability to communicate with our international students and families is paramount to your success and wellbeing in the institute.

## Arrival

International students traveling from overseas are encouraged to arrive in the Chicago area prior to arrival day, so that you can rest and get a head start on recovering from jetlag. This would require a parent/guardian to travel with you so that you can stay in a hotel on Saturday, July 28<sup>th</sup>. As of March 2025, we cannot accommodate early arrivals in the residence halls. We will let you know if that changes.

## Contact Information

**Students:** As mentioned above, **students must have a US cell phone number while on campus.** We cannot call your international phone number, even if you have service in the US. If necessary, you can purchase a cell phone in downtown Evanston at any of the mobile stores or CVS. If you will be purchasing a phone once in the states, please let us know that in advance and we will ask for this when you check into the institute. Otherwise, we expect this number to be provided on your health form.

**Parents/Guardians:** We must be able to reach a parent/guardian in case of emergency. If you as the parent/guardian do not have a cell phone with service in the US, please download [WhatsApp](#) and provide us with that phone number on the Health Record form or via email.

If, while attending the NHSI, a student is experiencing a medical, psychological, or other health-related concern that exceeds the NHSI's ability to ensure their safety – or the safety of other NHSI students or staff – the student's parents/guardians will be notified and will need to arrange for an adult to check the student out of the program within 24 hours. **You must provide us with a contact in the United States who speaks English that can be reached in case of an emergency of this nature.** Please provide this contact information on the Permission to Treat & Transport form. If that is not included, we will be contacting you via email for this information.

## Insurance

In case of medical emergency, students must carry proof of health insurance. Please check with your current health insurance to see if they offer coverage in the U.S. If they do not, please obtain travel health insurance. Students must also carry a credit card or debit card to cover incidental medical costs (such as co-payments required at medical visits).

## Visa Information

All NHSI programs are taken as non-credit. International students only need a [B-2 Tourism Visa](#), which covers "Enrollment in a short recreational course of study, not for credit toward a degree." Neither a Student Visa nor an I-20 are necessary.

## English Language

All NHSI programs require proficiency in the English Language. Submitting an English Language test score as part of your application was required to help us determine whether you meet that level on paper. Please expect all programming, instruction, and assigned reading to be conducted in English.

