



Tips for International Students

Welcome

When you arrive



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|--------------------|---------------------|
| 1. Check in/update | 4. Registration |
| 2. Accuplacer | 5. Payment |
| 3. Advising | 6. Schedule changes |

Each semester



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|-----------------------------------|---------------------------|
| 1. Update address: phone/check in | 4. Progress |
| 2. Advising appointment | 5. Maintain full schedule |
| 3. Register/pay | |

Changes



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|------------------------|--|
| 1. Notify DMO | 4. Funding |
| 2. Schedule | 5. Notify of departure (2 weeks early) |
| 3. Work or scholarship | |

Work

1. Maximum 20 hours on campus only
2. Must discuss w/coordinator/complete paperwork
3. Apply for social security card



Scholarships (Copies will be needed for file)

1. Science
2. Music
3. Art
4. Athletic



Surprises?



- | | |
|--------------------|--|
| 1. Change schedule | 6. Legal |
| 2. Housing | 7. Taxes |
| 3. Transportation | 8. International Club |
| 4. Personal | 9. Passport valid for at least 6 months at all times |
| 5. Financial | |

Welcome

Welcome to Glen Oaks! We hope this will be an exciting educational and social experience for you. In order to make your transition as smooth as possible, we've developed a list for you to follow to ensure your success.

A. When you arrive

1. Please call for an appointment **as soon as possible** with the International Student Coordinator (IS) and identify yourself as an International Student. During this meeting, Accuplacer placement testing will be scheduled, copies will be made of your official documents (passport, VISA, I-20, and insurance card), and the coordinator will check your local address and phone number. A follow-up appointment will be scheduled for advising and registration as soon as you complete testing.
2. Bring Accuplacer test results to the coordinator. Based on those test results, classes will be scheduled for the semester.
3. Register and pay for classes. Please note: To register means to complete the registration form and pay tuition and fees. Payment may be made and books purchased in the bookstore. Payment may be made by cash, check, MasterCard, Discover, VISA, or if applicable, a FACTS payment plan. Students may ask about scholarships and work at this meeting.
4. During the first week of each semester, students are allowed to change their schedules **only with permission of the coordinator**. Make an appointment with the coordinator or walk-in for emergencies.
5. In order to continue studies in the U.S., students must be enrolled for at least 12 credits each semester, notify the coordinator of any name, address or phone changes immediately, and work **only if approved by the coordinator**.

B. Each semester



1. Students must schedule an appointment with the IS coordinator at least twice each semester to continue enrollment. During the **first week of the semester**, students must update name, address and phone number. Students will also schedule an advising appointment beginning the **7th week of the semester**. This appointment will review progress, check career goals and plan classes. This is **especially important** for graduating students.
2. Students typically register and pay for winter classes around November 15, and for spring/summer **AND** fall classes around April 15. Please note: registration is a two-part process that **includes payment**. Students must complete at least 12 credits each semester for two semesters a year in order to maintain F-1 status. In order to take more than 12 credits each semester, students must discuss with the IS coordinator and have a cumulative GPA of at least a 3.0 or better.



C. Changes

1. Please notify the international coordinator of any changes in name, phone number, address, marital status, funding, etc. within 10 days of the event.
2. Please notify the coordinator of any travel plans two weeks before departure. It is important to **take copies of your passport, visa, I-94, I-20 and current registration schedule with you** when traveling within the U.S. If traveling abroad, place **copies of all of these documents in each piece of luggage, but carry the originals securely on your person at all times.**
3. Schedule changes should be made only with the approval of the coordinator.
4. Work, when available, must be approved by the coordinator.
5. Leaving the Country? The following Web Sites may be helpful:
<http://www.ice.gov/sevis/students/index.htm>, www.travel.state.gov,
http://travel.state.gov/passport/lost/lost_849.html, or <http://usembassy.state.gov/>.

D. Work

1. Students should **not** count on any financial assistance from the college when planning their funding for the year. Both work and scholarship monies are very limited and **not** guaranteed.
2. Occasionally students are allowed to work **on campus** (usually **not** during their first semester) for a maximum of 20 hours per week. Students should discuss this option with the coordinator. If approved to seek work, students can check the job posting board on the concourse, or talk with faculty or administrators about job openings in individual departments. **If offered a job, students should (A) request an employment form from the IS coordinator, and (B) ask their work supervisor to complete it. (C) Return the form to the IS coordinator, and request (D) a verification of student status form. The coordinator will review your employment form, complete the verification form, and (E) direct you to the social security office to apply for a social security card. The social security office will give you (F) a receipt for your application. A copy of this receipt should be delivered to the IS office by the student. (H) You may work while waiting for your card.** The following Social Security Web Site may be helpful: <http://www.ssa.gov/pubs/10181.html>.
3. When school is in session, students **may work** a maximum of 20 hours per week total. Please note: some jobs will be for **less than** 20 hours. If, at the request of the supervisor, a student works on campus during holidays or school breaks, the student may work more than 20 hours a week. These numbers apply to all work on campus whether a student has one 20-hour per week job or several jobs totaling 20 hours.

4. Students should give the IS coordinator a copy of each employment contract **AND** Social Security receipt and Social Security card when received.

E. **Scholarships**



1. Institutional scholarships are **occasionally** available for international students in the areas of athletics, science, music and art. Students should not count on any institutional financial assistance when planning their funding for the year. Scholarship funds are very limited, given on a first come, first served basis and are not guaranteed to international students.
2. In order to be considered for an institutional scholarship, students should discuss it with the IS coordinator during the initial appointment. Students will then be referred to appropriate instructors to discuss their qualifications for the scholarship.
3. If scholarships are awarded, they will be issued by the instructor or department, and signed for in financial aid. **Students should take a copy of this award to the IS office for the student's file.**

F. **Surprises?**



1. **Emergencies** - contact the IS department ASAP by **phone or e-mail**. We can help you maintain your status if we know there is a potential problem. This applies to **almost** any problem: personal, financial, housing, transportation, medical, schedule changes, work issues, legal, etc. If you call after business hours, please speak clearly and calmly and leave information about how we can contact you as soon as we return. If you can also e-mail, you may receive a faster response.



2. **Your passport** should always be valid for **at least 6 months at all times**. If it is close to expiration, please call or visit your embassy for details on renewing as soon as possible. Find your nearest visa office: <http://www.unitedstatesvisas.gov/>



3. **Tax forms** - All international students are required to file tax forms in the U. S., even if you do not work. These forms will be given to you when you meet with your IS coordinator during the first week of school in February. The following link may answer some of your filing questions: <http://www.irs.gov/businesses/small/international/article/0,,id=96431,00.html>, or you may request help from Professor Larry Hass in the accounting department.

4. **International Club** – Are you interested in meeting with other international students and/or American students to share cultures, fun, and educational experiences?