



ALLEGHENY COLLEGE



International Gator Handbook 2010-2011



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President's Letter:

International Student Services

Welcome to the Allegheny College community. Through your interaction with students and faculty here, you will be impressed by the diversity and vitality of the student body at the College. Administrators, faculty and students work together to ensure an atmosphere of openness, and we value the perspective brought by international students to enhance that atmosphere.

While Allegheny's rural setting facilitates a focus on academic life, the College offers programs and services that promote the educational, cultural and personal growth of all students. Through internships, student organizations and service programs, Allegheny is dedicated to encouraging campus diversity and nourishing the unique character of the student body.

The International Student Services Handbook is designed to provide you with helpful information. I encourage you to consult this guide, as well as the College's staff and students, throughout your Allegheny experience.

James H. Mullen

President



Allegheny College
INTERNATIONAL STUDENT HANDBOOK
2010-2011

I. I N T R O D U C T I O N

I really want to mention the ONE question that people from far away countries should be prepared to answer. I am always asked ... “So how did you hear about Allegheny?” My answer: It’s a good school!

Yasir Shah, Pakistan

A) A Brief History of Allegheny College

Allegheny College was founded in 1815 by Timothy Alden, a Harvard graduate, who served as the first President of the College. One of Allegheny’s early achievements was the Act of 1870, which allowed women to attend Allegheny College. Initially, many students were opposed; yet five years later they became speechless during commencement when they realized that most of the first and second honors went to women.

Allegheny was built on the principles that its faculty and students must be free to travel the path toward knowledge wherever it leads and also have diversity in knowledge, thus enshrining the liberal arts tradition. Now, with President James Mullen at the helm, Alleghenians are confident that the College will equip young people with the knowledge to meet the challenges they will face in life.

B) What kind of college is Allegheny?

Allegheny College is a national liberal arts college of 2,100 students. Liberal arts is a shortened form of the term "liberal arts and sciences," and the liberal arts philosophy is a unique feature of the U.S. higher education system. The foundation of liberal arts provides a well-rounded academic education that develops the student's verbal,



written, and reasoning skills. Small, residential liberal arts colleges are uniquely American institutions that have contributed to making our system of higher education richly diverse and effective. The residential college (where most, if not all, students are housed on campus within walking distance of classes and facilities) offers a personalized education and wide array of campus activities, but the liberal arts aspect also provides much more. With an emphasis on the development of skills applicable in many disciplines and settings, a liberal arts education provides general knowledge and intellectual skills, rather than more specialized occupational or professional skills. Over the years, liberal arts has evolved and expanded; however, it still excludes majors that are specific to particular occupations, such as agriculture, business, dentistry, engineering, medicine, pedagogy (school-teaching), and pharmacy. While Allegheny does offer concentrations that may be considered a cross between liberal arts and a professional degree (e.g., computer science, environmental education, managerial economics), most liberal arts graduates

go on to attend more specialized institutions for graduate training.

C) What Makes Allegheny Attractive?

Even though you have read all the materials Allegheny has sent you, we want to emphasize that these *really are* the things that make Allegheny attractive. The small classes, with an average size of 16 students, enable students to actively participate in classroom discussions and form close relationships with instructors and fellow students. Faculty office hours also provide students with opportunities to meet with faculty individually outside the classroom. Student tutors, often tutoring on a one-to-one basis, help students make the most of their education. Modern technological facilities, as well as programs which enhance the academic programming (e.g., community service, internships, leadership programs, study abroad), provide an unparalleled learning environment. The Wise Fitness Center provides exercise opportunities for students as well as faculty and staff. The interactions between students and professors both inside and outside the classroom, and between students and

staff, are unique. Imagine playing soccer with your mathematics professor or basketball with the Dean of Students, or perhaps taking New England contra-dance lessons from a geology professor!

The campus is amongst the most attractive in the United States; its small size goes a long way to make students feel that they are not just numbers. Also, there is a small but significant diversity of students on campus.

Allegheny was one of the greatest experiences in my life. Although it is not always easy to be that far away from home, it was definitely worth it. I made friends that won't only be a memory, but an important part of my life, whether here at Allegheny or back home.

Bettina Luedemann, Germany

D) The U.S. Educational System

The American university system seeks to meet three basic goals. First, U.S. colleges and universities attempt to educate as many people as possible, regardless of their educational or social background. For this reason, American universities have a variety of students who range in age, economic status, and interests. Admittance tests, such as ACT or SAT, are required but do not always disqualify candidates. As a result of this open admission policy, introductory level courses at most colleges and universities tend to have larger enrollments and cover topics of general interest. Junior and senior level courses, however, deal with the student's specific area of interest.

Second, the curriculum of most American colleges is also different from that of institutions around the world, where students focus on their major immediately, and to the exclusion of almost all other subjects. American universities, whether they have a liberal arts focus or not, attempt to provide a general education at a level above high school. As such, the first two years of college are usually spent taking required "general education" courses. During the last two years, the courses focus on the student's major.

The third major objective of the American educational system is to promote and stimulate the thought process. Memorization is not enough. Students are expected to think, draw conclusions, and defend positions. The objective here is to create independent and individualistic students. In short, American universities are extremely egalitarian institutions. They admit many students and attempt to provide them with the tools needed for a successful future: broad-based education and practice in critical thinking.

At first it was difficult to adjust but the people you meet and the experiences you gain make it worth it.

Melissa Robelo, Nicaragua

(i) Methods of Evaluation

You may find American methods of evaluation to be very different from those with which you are familiar. Here, faculty members use a variety of ways to evaluate a student's performance. Examinations, usually given several times during the semester, are generally the main basis of evaluation. However, many professors also assign projects, research papers and classroom presentations. They combine the grades earned on these assignments and on the examinations to determine the student's final grade.

NOTE: *Many professors also take attendance and classroom participation into consideration when evaluating a student.*

(ii) Attendance Policy

Ideally, you should attend every lecture, seminar, and laboratory session for which you are enrolled. However, professors understand that absences do occur and usually accept a valid excuse (e.g., illness, emergency). Attendance policy in specific classes is provided at the beginning of the semester. Instructors will set forth their expectations on class attendance and make-up work for missed classes. Each faculty member has the authority to set policy guidelines and regulations for his/her courses. As a general rule, do not miss class except in an emergency. The general attendance policy at Allegheny College is stated in the *Compass*, a student handbook that includes an academic calendar, the Allegheny College code of conduct, the Honor Code, and information about the offices on campus and their roles. You will receive a copy of the *Compass* in your mailbox once you arrive.

Whether it is spending hours explaining and re-explaining concepts or just saying "Hi," the professors have shown concern for us. I'm really grateful for that.

Ibrahim Sulai, Nigeria

(iii) Classroom Participation

Many international students come from educational systems where speaking to the professor during or after class may not be acceptable. But this is not the case at most American universities, especially Allegheny College. Here, a great deal of interaction occurs between teachers and their students. In fact, almost all professors encourage students to join in class discussions and express their opinions. Many teachers include class participation in determining a student's grade and will lower the grade if the student does not ask questions or make comments in class.

All instructors at Allegheny College have "office hours," regular times when they are available in their offices to meet with students. You should take advantage of these times to visit your teachers even if you are doing well in your courses; by getting to know the professor, you might find it easier to participate in class.

(iv) Academic Honesty

Allegheny College expects all students to be academically honest. Professors insist that their students fulfill course requirements in an ethical manner. Plagiarism is a very serious offense and punishment could be as harsh as expulsion. If a professor assigns a research paper, you are to work on it alone and are not allowed to copy sources without providing the appropriate references (internet sites included!). Also, you must complete examinations without taking or giving assistance. What you may think of as 'helping' may be considered cheating at Allegheny and could result in a failing grade or expulsion from the College. The Allegheny "Honor Code," designed by students to address matters of academic integrity, is fully described in the *Compass*.

(v) The Course Title/Numbering System

<http://www.educationusa.state.gov/undergrad/about/system.htm>

A degree in the U.S. is awarded after you complete a specified number of credits, which are usually completed in four years of full-time study. The first year is called the freshman year; the second is called sophomore; the third, junior; and the fourth, senior



At Allegheny, the departments (faculties) and interdisciplinary programs are classified in the following three divisions:

- **HUMANITIES:** Art, Communication Arts, English, Modern & Classical Languages, Music, Religious Studies and Philosophy
- **NATURAL SCIENCES:** Biochemistry, Biology, Chemistry, Computer Science, Environmental Science, Geology, Mathematics, Neuroscience, Physics
- **SOCIAL SCIENCES:** Economics, History, International Studies, Political Science, Psychology, Environmental Studies

Courses are numbered as follows:

- 001-299: Primarily for freshmen (first-year) and sophomores (second-year)
- 190-199: Special topics, primarily for freshmen and sophomores
- 300-569: Advanced, primarily for juniors (third-year) and seniors (forth-year)
- 489: Student-designed seminars
- 490-499: Special topics, advanced level, offered only once
- 500-529: Undergraduate Internships
- 550-589: Seminars
- 590: Independent Study
- 600-699: Senior Project

You have **2 weeks after the beginning of classes to add or drop classes**. You can ask people working in the Register Office in Bentley Hall about the deadline for adding or dropping classes. All the professors have office hours. You can always go to talk to the professor about the content or expectations of a class before signing up for it. Your academic advisor, who is a member of the faculty, will advise you on course selection and other academic matters.

2010 Fall Semester

August 22 Sunday	Matriculation
August 26 Thursday	Classes Begin
October 9-12 Sat. - Tues.	Fall Break
November 24-28 Wed. - Sun.	Thanksgiving Break
December 8 Wednesday	Classes End
December 11-15 Sat. - Wed.	Final Examinations

- ***Make Plans to depart Allegheny College after December 15, 2010 if you plan to travel home for winter break. Please consult the Student Involvement shuttle times before booking your flights home.***
<http://studentactivities.allegheny.edu/Transportation.php>

2011 Spring Semester

January 16 Sunday	Residence halls open
January 19 Wednesday	First day of classes
March 19-27 Sat. - Sun.	Spring Break
May 3 Tuesday	Last day of classes
May 6-10 Fri. - Tues.	Final Examinations
May 14 Saturday	Commencement

- ***Make Plans to depart Allegheny College after May 10, 2011 if you plan to travel home for summer break. Please consult the Student Involvement shuttle times before booking your flights home.***
<http://studentactivities.allegheny.edu/Transportation.php>

It is important to make an effort to get involved in the community in order to take advantage of all the opportunities available here.

Moin Syed (Saudi Arabia / Pakistan)

ACADEMIC ADVICE FROM THE DEAN OF THE COLLEGE

Dear International Student,

You will probably find out that your education here is different from what you experienced in your home country. The following recommendations are generalizations - but don't be surprised if they apply to you.

1. Aim for 3 core academic courses plus some additional 1 or 2 hour classes.
2. Balance your schedule among difficult, easier, and enjoyable courses.
3. Avoid "reading" courses this first semester - or don't take more than one. Any course that demands a lot of reading may cause you difficulty. Yes, you're fluent in English, but American English *is* different. Give yourself time to adjust to needing to do hours and hours of daily reading. How much reading does a course require? Ask experienced students and check out books listed for the course in the bookstore. You should also go to the department or professor for the course descriptions and book lists.
4. Think twice before you study a foreign language new to you; don't traumatize your brain with an additional language right now. After your first semester or first year, and if you are doing well, there's no need for this caution of course.
5. Try to take required courses first such as First-Year Seminars and a couple of courses that are the pre-requisites for your intended major. It's true that first year international students often have trouble with introductory economics, biology, calculus, chemistry, and physics courses. Yet, if you don't take them in your first year, you're likely to have difficulty in arranging time schedules and designing your course plans later in the following years.
6. Take at least one course that emphasizes expository writing. Even if you had lots of writing in high school, you need some experience with American academic writing. You can also arrange to see tutors at the Writing Center in our Learning Commons or through the English Department.
7. Your first semester, take courses in which you're interested and by which you're excited - not ones your parents expect you to take. You've come all this way because we offer subjects and approaches not found in the educational system in your home country. You'll have many distractions this first semester; your courses should be a source of pleasure rather than frustration.
8. Keep in touch with your advisor and see him/her as often as you can. When in doubt, ask and do not take anything for granted.
9. Keep a study time schedule and follow it. Do not lag behind, you might never catch up!

Linda DeMeritt

Dean of the College

II. CAMPUS SERVICES AND RESOURCES

(i) International Programs and Services

The Allegheny Office of International Programs and Services works with international students on many issues, including immigration, orientation, initial personal and academic advising, employment authorization, etc. We also provide assistance in obtaining Social Security cards, PA driver's license, and arrange a weekly local shopping shuttle. The director is the Advisor to the International Club and works with the Club to organize International Week and the International Dinner.

The office also provides assistance to students who are interested in off-campus study programs, national or international (see this website: <http://www.allegheny.edu/accel/international/studies/sponsored.php>). Currently, more than 150 Allegheny students and faculty are involved in 30 programs in 24 countries.

Finally, the office provides major scholarship advising (with some exceptions, most of the U.S. based scholarships are restricted to U.S. citizens and legal permanent residents).

(ii) Financial Matters



Most students live on limited budgets, and it is important to be cautious about spending money until you have become accustomed to the value of the dollar and have developed a thorough realization of what your living expenses will be. We recommend that you do not carry large amounts of cash with you or keep cash in your room. Instead, deposit it in a bank. Please notice that all U.S. paper money is the same size and same color (with the exception of the \$20 bill which has shades of pink and peach with the green). Denominations include \$1, \$5, \$10, \$20, \$50, \$100, and larger amounts. Pictures and numbers differentiate bills. It is strongly suggested that you have some cash available when arriving on campus (about \$100 in small bills--\$1, \$5, \$10, \$20--and some coins). Please note there are some \$1.00 coins which are about the same size as quarters (\$.25).

Local banks such as PNC Bank (the only bank with an ATM on campus), Citizen Bank and National City Bank all have branches in Meadville. You will receive information on each of the banks that offer student accounts once you arrive.

Money Management

To open any kind of bank account, go to the bank of your choice and tell the receptionist that you would like to open an account. Usually, representatives from local banks will be on campus during orientation week to help you open an account. It will take about three weeks to open an account with an international money order or check, and you cannot draw money from your account until the check or money order clears. There are two main types of accounts: checking accounts and savings accounts.

Note: Feel free to ask for help. People will be happy to help you.

Checking Account

A Checking Account is also known as a "current account" in many countries. Some banks may charge a monthly service fee to the account, unless you keep a specified minimum monthly balance (however, such restrictions may not apply to student accounts at most banks); no interest is paid on balances; and you will receive a debit card (or "check card") with the account. The bank representative will explain to you more specifically the characteristics of the checking accounts offered by the bank. It is very important to keep a running balance of your account each time you write make a deposit, withdraw money, or perform any operation that will affect your account. Immediately after you do so, you should record all the information from it on your check register. Of course, you should be able to check your balance online, so recording it may not always be necessary. No matter how you choose to do it, you should be certain how much money you have at any given time. A charge is levied each time you "overdraw" your account. An "overdraw" is when you make a purchase or a withdrawal which is not covered by the current balance of your account.

Savings account

A savings account earns interest at relatively low rates (currently around 1-2%), and the funds in it are not accessible on purchase basis. If you have several hundred dollars above your routine living expenses, a savings account is a safe way to invest it. If you have a savings and a checking account in the same bank, you can ask the bank to transfer funds from your savings to your checking account when you need those funds. You may also do so on an ATM or online—if your bank offers online banking.

Automatic Teller Machines (ATM) and Money Access Centers (MAC)

The automatic teller is a computerized device through which bank customers can make deposits or withdrawals at any time of the day, any day of the week. To operate an ATM, the customer needs a bankcard and a personalized identification number (PIN) that the bank provides. **Never disclose your PIN to anyone.** ATMs and MACs are located at banks, shopping malls, gas stations, and other stores. There is a PNC MAC on campus at the Campus Center, situated on the first floor. There is a \$2.00 surcharge when the card being used belongs to a bank other than PNC (the local bank that operates the ATM). Your bank may also charge you for using another bank's ATM or MAC card.

(iii) Employment for International Students

International students whose financial aid package from the College includes campus employment are eligible to work on campus, as long as they have a visa status that permits them to work on campus. Students in valid F-1 or J-1 status sponsored by Allegheny College are eligible for any of the work awards offered by Allegheny. For international students who will not be in an Allegheny-sponsored F-1 or J-1 status, it is important that you contact the International Programs and Services to confirm that you will be eligible to receive the award you have been offered and work on campus. Awards will not be honored if students are ineligible based on visa status. Some of the job opportunities include positions at various administration/departmental offices (including the computing services), manual labor, Parkhurst food service, and teaching assistants - including laboratory assistants. Students are responsible for applying for jobs. F-1 students **are not permitted (by federal law) to work off campus unless it is part of practical training.** You will learn more about curricular and practical training once you are on campus.

J-1 students may be eligible to work on campus in restricted positions (food service, telemarketing or tutoring). You should consult with the Student Financial Aid Office once on campus. **J-1 students are not permitted (by federal law) to work off campus unless it is part of academic training.**

Tax Information

The Internal Revenue Service (IRS) requires that the College apply specific federal tax withholding and reporting rules to all payments made to individuals classified as nonresident aliens for tax purposes. As an individual who is not a U.S. citizen or U.S. permanent resident, you may be eligible to claim a reduced rate of withholding (including full exemption) pursuant to a tax treaty between the United States and your country of tax residency. (Note: The provisions of any income tax treaty between the U.S. and another country are disregarded for Pennsylvania income tax purposes.) Also, based on your tax status you may be exempt from social security withholding. A limited number of federal tax forms can be found in the Post Office lobby from January through April. The International Programs and Services holds tax information sessions from March to April 15 each year.

I have had a wonderful experience here at Allegheny College. The academic programs at Allegheny are very strong and demanding. The environment and activities provided at Allegheny College outside of the classroom are very valuable. The most important thing that I am taking with me from my Allegheny experience is that I got to know myself and what my goals in life are.

Patcharah Sirikietsoong, Thailand

(iv) College Post Office and Mailing Services

The College Post Office on “Main Street,” the second floor of the Campus Center, is a sub-station of the Meadville Post Office. Mail is delivered daily at 8:30 am and is usually placed in the individual boxes by noon. On-campus mail is sorted and boxed through the day. Services provided through the Postal Service are *First Class, Priority, Express /Overnight*, and *Standard* package mail. *Certified, insured* and *registered* mail are also

available. Courier and express services such as *Fed Ex*, *DHL* and *Airborne* deliver to the College Post Office, although *DHL* and *Airborne* services are not offered for outgoing packages. For outgoing packages, the College Post Office does work with the courier service United Parcel Service (UPS); in addition, *FedEx* has a self-service pick-up box at the Campus Center. Package tracking is available for both the U.S. Postal Service (USPS) Express mail and all UPS packages. Faxes may also be sent from the Post Office (check for current pricing).

(v) Lawrence Lee Pelletier Library

Lawrence Lee Pelletier Library provides access to resources at Allegheny and beyond. With combined resources of more than 700,000 volumes, the Library offers a number of features:

- ALLECAT, the College's on-line catalogue
- Inter-library loan and document delivery
- Connections to other libraries, indexes, information databases and several online journals
- Friendly reference librarians, who offer in-depth instruction in how to use the Internet and other research tools



The main floor of Pelletier Library is a student-centered space with plenty of room for collaborative study, including group studies and white boards. A coffee bar provides snacks and drinks, and students can charge purchases to their meal plan. The other two floors provide space for quiet individual and small-group study, including video viewing stations.

- As well as the 400,000 physical volumes of books and videos in the library, Allegheny students have access to an ever-growing number of electronic books and journals, images, sound recordings and videos. Electronic resources are available to our students from anywhere in the world. If there are books or articles you need which we don't have, the interlibrary loan service can usually get them for you – ask the staff about EZ Borrow and ILLiad services.
- Friendly reference librarians and other staff will help students learn the skills needed to find the information they need for their classes. Our goal is to teach students the tools and techniques for locating and assessing resources that will serve them well at and after their time at Allegheny.
- The library has wireless internet access and about 20 computers available for student use. It also has a media center for advanced work in video and graphics. Students can checkout media equipment (cameras, recorders, etc.) for use in class work.
- For complete information, please visit: <http://library.allegheny.edu>

(vi) Learning Commons

Located in Pelletier Library, the Learning Commons offers services useful in all stages of student's college careers. Students can learn effective strategies for organizing ideas for a paper, getting the most from reading their textbooks, developing an oral presentation, studying smarter, using software to analyze their Senior Project data, balancing the demands of contemporary college life, and more. People there will be happy to help you with your study, papers or presentations. In addition, the Learning Commons provides [support for students with disabilities](#) and arrangements for accommodations for students with documented physical or learning disabilities.

(vii) Wise Sport & Fitness Center

The Wise Sport and Fitness Center opened in the fall of 1997. It not only provides a venue for varsity sports like basketball and volleyball, but also is a resource for intramurals and individual recreation. Its facilities include a performance area for varsity competition, a multipurpose sports forum for intramurals and casual games, racquetball courts, an aerobics/dance studio, personal fitness and exercise equipment and an indoor jogging track. It also incorporates the Mellon Recreation Building, which features a swimming pool and a diving well. The Wise Center's website is:

<http://webpub.allegheeny.edu/dept/wise/facilities-wise.php>



The campus is gorgeous and provides a relaxing environment.

Georgi Cholakov, Bulgaria

(viii) Medical Care & Expenses



General Nature of the U.S. Medical Care System

A distinguishing characteristic of U.S. health care is that there is no general, government-supported system for paying individual medical costs. That is, there is no national medical care program or national insurance program. The result of these and other factors is that medical costs in the U.S. are extremely high and they must be paid by the individual incurring them. Individuals can buy health and accident insurance, which will pay some of their medical expenses. No health insurance plan that is readily available to students covers all medical expenses.

Requirement for Health Insurance

Allegheny College requires all international students to have health insurance before they can register for classes. Students are automatically billed for insurance coverage unless they present evidence that they have comparable insurance under another insurance plan. You will receive your insurance card and coverage pamphlet in the third week of the semester.

Coverage Provided by Health Insurance

Health and accident insurance does not cover all medical expenses. In general, it covers the higher costs that result from accidents and serious illness, with attendant hospitalization, medical tests, and the services of doctors and nurses. **Health insurance does not cover the costs of:**

- Routine dental work
- Vision examinations
- Eyeglasses
- Pre-existing conditions

Common Misconceptions about Health Insurance

Students from other countries often have difficulty understanding how the U.S. health insurance system works. Many Americans have the same difficulty, at least in part because the health insurance business has a language of its own, and much written information it produces is difficult for the average person to understand. Below are some facts about health insurance in the U.S. to clear up any misconceptions:

- ❖ Having health insurance does NOT mean that ALL medical expenses will be covered.
- ❖ The job of an insurance company is to fulfill the coverage that is within the contract that you signed. However, they are also a business, which means they need to make a profit, so they will not operate as a charity organization. The doctor or hospital considers it your responsibility to know what is or is not covered in your contract and to pay your bills.
- ❖ The more comprehensive the coverage of the insurance company is, the higher the premiums are going to be. It is highly unlikely to find a full coverage plan at a discount price.

A word of caution:

U.S. immigration laws forbid foreign citizens from using any government sponsored social service programs. Therefore, you should not expect to receive any government-sponsored financial assistance to pay medical bills for yourself or your family members. In fact, you will lose the privilege of obtaining a U.S. visa and associated benefits if it is discovered that you have received any sort of social welfare assistance.

Winslow Health Center

Winslow Health Center serves the entire Allegheny student community, including both on- and off-campus residents. The Health Center is open when the College is in session to provide prompt treatment of medical problems as they occur. A registered nurse is on duty during the day, and the nurse practitioners and/or the College physician hold clinic hours **Monday through Friday from 8 am to 4 pm**. The Center is equipped for

routine diagnosis and treatment. When necessary, students are referred to specialists in Meadville, and there is a medical center within one-half mile of the College, which offers complete hospital care and services. If you have a medical emergency and need an ambulance or paramedics, dial 9-1-1. Family Planning of Meadville also provides reproductive health services at a clinic nearby. Flu shots are offered if you want to be protected towards catching a winter cold.

Immunization Requirements

If you haven't already will soon receive forms from Winslow Health Center to verify your immunization status. You must complete and return these forms to Winslow Health Center. **You will not be allowed to register for classes if your immunization record is not in order, and you may be asked to leave the residence halls.** IF YOU NEED TO OBTAIN CERTAIN IMMUNIZATIONS ON CAMPUS, YOU WILL BE REQUIRED TO PAY FOR THEM AT THE TIME OF THE INNOCULATION.

(ix) College Bookstore

The Allegheny College Bookstore caters to the thoughtful and eclectic reader. Located on the second floor of the Campus Center, the Bookstore provides members of the Allegheny community with convenient resources for purchasing textbooks, stationeries, T-shirts and other Allegheny merchandise. Online shopping is also available from the Bookstore for these items and more.

Note: Usually, students buy textbooks by themselves. The cost depends on the classes you registered and the number of the books you need to buy. It could range from \$50 to \$500+.

(x) Dining Services (PARKHURST)

Parkhurst Dining Services play an important part in campus life. It offers students a broad array of dining choices and meal plans suited to meet their individual dining and financial needs. You will find full-scale traditional service in Brooks Hall, and a multitude of "à la carte" selections at McKinley's Café and Food Court. Catering service is also available for special occasions, providing birthday cake and cookie services for all Allegheny students. McKinley's also offers various late-night options if you miss dinner hours.



(xi) Safety & Security On Campus

As a small town, Meadville has far less crime than the larger U.S. cities. In addition to city police services, Allegheny also has its own 24-hour Office of Safety and Security, which works actively to preserve a safe and peaceful campus. Security officers regularly patrol the campus grounds and buildings. Students may request an escort from the Security Office if they are uncomfortable walking alone on campus. In addition, security officers are on duty 24 hours a day to further ensure the safety of students. They can be reached at: 814-332-3357. If you hear a fire alarm in your hall as a continuous loud peep, you have to get out of the hall till the security people come.

Alternative Spring Break, which is a week of off-campus community-service activities sponsored by the College, is a great way to see parts of the U.S you never thought you will see and do things you never thought you will do.
Neil Humphries, South Africa

(xii) Campus Diversity Organizations

What helped me get used to things at Allegheny? Time, a positive and open attitude, a willingness to share ideas and cultural differences with others as well as the existence of a friendly atmosphere among fellow students.

Aysha Rehman, Pakistan

The International Club

The International Club is a student-oriented organization, through which international students meet each other, advocate for international student issues and promote cultural activities/events on campus. Meetings are held every week. Each year, the club organizes trips to local cultural centers and sites. Students also get together occasionally to watch movies, go to shopping malls in the area and just to have fun together. Other events include the International Dinner, an International Fashion Show, an International Soccer Tournament, an International Bazaar, community service events at local elementary schools and retirement communities. Many international students bring small items from home to display or sell for the International Club at the International Bazaar. For other events, students bring flags, maps, slides, clothing, small items of jewelry or craftwork, postcards, stamps, music tapes, and books. Particularly useful are recipes from home that can be prepared for the International Dinner. The International Club Office is located on the third floor of the Campus Center. Meetings are held every week.



Association for Asian and Asian-American Awareness

The Association for Asian and Asian-American Awareness (also known as A5) organizes events and activities throughout the year. The purpose of A5 is to enrich the cultural and ethnic diversity at Allegheny by promoting Asian cultural awareness. A5 is dedicated to addressing the needs of Asian and Asian-American students and to acting as a liaison between these students and the college community. A5 aims to educate and enhance Asian cultures for Asian and non-Asian students alike in an effort to dispel stereotypes. Celebrate Asia Month is held during the second semester and includes many colorful and enlightening events such as lectures, ethnic and traditional Asian dances.



Advancement of Black Culture

The Advancement of Black Culture organization (known as ABC) coordinates several colorful events throughout the year. The purpose of ABC is to promote cultural identity, pride, unity, and knowledge. ABC also seeks to have a voice on campus and in the community, as well as to promote inter-racial understanding. Events include the Ebony Ball, Soul Food Dinner, trips to clubs, and step shows in near cities such as Cleveland, Pittsburg and others. The Black Heritage Month is held in February during the second semester.



Union Latina

Union Latina (also known as UL) organizes many events and activities throughout the academic year. The purpose of UL is to promote the identity, unity and development of the Latino students at Allegheny College. UL also seeks to increase intellectual, cultural, and social interaction between Latino students and the rest of the Allegheny community as well as to increase visibility and involvement in campus activities and in the Meadville community. Events include the Salsa Dance, lectures and concerts.



(xiii) Religious Life

Religious involvement at Allegheny is voluntary. The college encourages students to examine their spiritual lives, but it is by no means mandatory. Allegheny believes in educating the whole person: body, mind and spirit. The Wesleyan tradition emphasizes the role of free will and using one's intellect in matters of faith.



Religious Organizations on Campus

Students who are Jewish, Christian or Muslim and who want to join a synagogue, church or the Islamic society can simply look up the appropriate addresses and telephone numbers in the campus directory provided upon arrival to the College or during orientation.

In addition to regular opportunities for worship and celebration, Allegheny students can also participate in the activities of several religious life groups that meet regularly for fellowship and programming. Each group is led by a team of students and advised by a member of the Religious Life staff. These groups are:

(a) Sojourners Christian Fellowship (mainline Protestant and Wesleyan tradition)

Sojourners—as members are called—are a community of students committed to an open and honest exploration of issues affecting faith and life. They seek to build bridges within and between faith communities. Their activities include Bible and book study, weekly chapel service, spiritual life retreats and Thursday Dinner meetings. They are community-service oriented.

(b) Allegheny Newman (Roman Catholic tradition)

Allegheny Newman provides opportunities for Roman Catholic students to gather for study and fellowship on weekly basis, and offers retreats and other special opportunities. Their activities also include Newman Nights and community service.

(c) Allegheny Christian Outreach (Evangelical Reformed tradition)

A.C.O.'s fellowship stresses the importance of whole life discipleship. It encourages students to pursue academic excellence while integrating their faith and studies, and seeks to express the harmony and diversity among God's people. Its activities include Friday night fellowship, Bible studies, praise, worship, and community service.

(d) Allegheny Hillel (Jewish tradition)

Allegheny Hillel provides opportunities for Jewish students to celebrate High Holidays and Passover, as well as other festivals of the religious calendar. The Hillel House provides a space for worship, fellowship, meals, study, celebration, and a place to explore Jewish culture.



(e) Allegheny Islamic Awareness Society (Muslim tradition)

The purpose of IAS is to enhance the religious experience of Allegheny College students by promoting Islamic awareness and organizing religious activities. It seeks to promote a cordial relationship between Muslim

and non-Muslim members of the Allegheny Community. IAS also intends to strengthen the faith and unity of Muslim students. There is a Muslim prayer room on Campus.

**You can contact the religious life office in Reis Hall to know when and where these events are taking place.*

The **Religious Life Council** provides a forum for the various religious life groups to come together to plan programming; discuss issues that arise in the life of the campus, and think expansively about the role of religious life at Allegheny. It consists of students representing the above listed religious groups and other religious traditions.

(xiv) Student Life

As part of your education at Allegheny, you will be able to participate in many activities that will enrich your College experience. The Division of Student Affairs offers many programs and services that are designed to help you foster strong relationships with members of the Allegheny and Meadville community, while also promoting educational opportunities that enhance your academic and career goals.

To accomplish this, we have a number of offices that are fully staffed by professionals. The Residential College program strives to provide a quality living and learning experience for our students. The Residential College includes the offices of Campus Safety and Security, the Counseling Center, Dining Services, the Health Center, and Residence Life. Likewise, the offices of Religious Life, Diversity Affairs, and Student Activities coordinate many of the social and out-of-class educational programs at Allegheny.

Through the Allegheny College Center for Experiential Learning (ACCEL), Allegheny provides a range of co-curricular programs and services. ACCEL includes Career Services, International Programs and Services, Community Service and Service Learning and Leadership programs. The Office of Community Service plans meaningful outreach programs for students with a variety of social service agencies. Through International Programs and Services, Allegheny students also have the opportunity to study for a semester or year at another university in the U.S. or internationally. Finally, the Office of Career Services provides programs and services to assist students in exploring career-related issues. The staff helps students to locate summer internships, meet with employers, and clarify their interests and skills that relate to career options and academic majors.

(xv) Housing

During the summer before your first year at Allegheny, you will receive information about on campus housing from the Residence Life Office. Here's more information to help you understand the type of housing available at Allegheny College.

Please note: Allegheny College has an on-campus living requirement, which states that students must reside on-campus for a total of six semesters during their first three years of college.** To underscore our residential commitment, the College guarantees housing space to all students who sign a housing contract. When more College housing becomes available, upper-class students may also be required to live on campus. For further details about this policy, please see the ***Residence Hall Contract and Refund Policy in the Admissions and Financial information section of the college's catalogue.

Residence Halls

Details about the residence halls (also called 'dorms' or 'dormitories') can be found in the campus-housing brochure sent from the Office of Residence Life. Many students live on campus for convenience. The rooms are furnished and close to academic buildings and campus facilities, the library and computer facilities, as well as to campus activities. Furthermore, living on campus offers excellent opportunities to meet and interact with other students. Meals at the dining halls are mostly American style, although some international choices are available every week. First-year (freshmen) and second-year (sophomore) students are required to live in the residence halls.

Living in residence halls is a fun experience. Many activities take place within each hall and are limited to the residents of that hall. These residence hall activities include dinners, spa nights and cultural activities that promote diversity in the College community. These activities also provide a relief from the pressures of work and adjusting to a new environment. You can make new friends and introduce them to your own culture while learning about theirs. Any questions and concerns you have about the dorm can be directed to the Resident Advisor (RA), Resident Director (RD) and Area Coordinator (AC). The RAs and RDs are students, and the ACs are professional staff who live on-campus in the residence halls. The Counseling Center can also be utilized to address any concerns or problems that may arise.

(xvi) Things To Bring



Allegheny College students dress casually for classes. Attire varies from shorts and t-shirts, skirts and thin blouses (for hot weather) to long trousers, jeans and warm shirts/jackets and coats (for cold weather). There are, however, special occasions for which formal attire is needed. For example, some students wear business attire for classroom presentations.

During September the weather in Meadville is mild. It becomes cooler and more humid during October and November. Winter (December through March) can be quite cold. Snow is common, with occasional accumulations of a foot or more on the ground. Please plan accordingly. The snow usually melts and falls again several times during winter. The temperature moderates in March or April, and snow alternates with rain. Spring comes in late April or May. By June, the temperature reaches summer levels.

The following table is of approximate temperatures recorded in Fahrenheit and Celsius:

<u>Month</u>	<u>Daytime</u>		<u>Nighttime</u>	
	F °	C °	F °	C °
September	60	16	40	4
October	50	10	30	-1
November	35	2	25	-4 (SNOW...SNOW)
December	25	-4	15	-9 (SNOW...SNOW....SNOW)
January/February	15	-9	5	-15 (SNOW...SNOW....SNOW)
March	30	-1	20	-7 (SNOW...)
April	50	10	35	2
May	70	21	50	10
June	75	24	55	13

I'm impressed with the general warmth that I found at Allegheny College especially from the faculty, staff and a lot of my fellow students. The education provided here is challenging, and you will have to be able to motivate yourself most of the time.

Claude Ogoe, Ghana

The following is a list of recommended clothing and other items that students have found to be a valuable packing reference.

Clothing

- Comfortable trousers (jeans, khakis, etc.)
- Casual shorts
- T-shirts and polo shirts
- Short/long sleeve casual shirts/blouses
- Short/long sleeve dress shirts/blouses
- Sweaters and Sweatshirts
- Casual dresses
- A formal outfit (for men, a suit and tie / for women, a formal or more elegant dress)
- Dress shoes
- Casual shoes
- Tennis shoes
- Hiking/ sports shoes
- Flip-flops
- Rain jacket
- Light jacket
- Winter coat, hat, gloves and snow boots
- Sportswear and equipment

It is also highly recommended to bring at least one traditional/national outfit.

Personal Care

- Toiletries (enough to last until you find what you like here)
- Medicines (enough to last until you find what you need here)
- Umbrella
- Book bag
- Back pack or day pack (for carrying books, hiking or biking)
- Bedding (sheets, comforter, pillow)

Reference materials



- Certain technical or undergraduate books in your language which you may need and which may not be available here
- A dictionary for your language and English (you might check out www.amazon.com to see if you can order a dictionary to be shipped to Allegheny once you are here). The Allegheny bookstore can also order books for you.
It is recommended to bring a dictionary from your country.

** In some cases it may be more appropriate to purchase electronic appliances in the U.S. because of different voltage requirements as well as shapes of electrical wall outlets. **

- Radio
- Portable TV
- Computer (Allegheny has several computer labs, which you can use for free. So it doesn't really matter if you don't have one)
- CD/cassette player
- Hair dryer
- Study lamp
- Electronic adapter and converter

You can call the **International Office** at 1- 814-332-4891, to ask about any information you need to know before coming to Campus.

III. YOUR FIRST WEEK AT ALLEGHENY

(i) Arrival

Please plan to arrive at the Pittsburgh International Airport **August 17 & 18, 2010**. We will provide shuttle service from the airport to the campus at **12 NOON, 4 PM, and 10 PM**. Please don't worry if your flight is delayed. We will be waiting for you at the airport. As soon as you have made your flight arrangements, please let our office know your flight details. Please note that we only offer this complimentary airport service on your first arrival to Allegheny. Future airport shuttle service must be booked through the student involvement office.

(ii) New International Student Orientation Program begins Aug 19, 2010

Beginning Thursday, August 19, 2010, you'll have a three-day mandatory *orientation specifically designed for international students*. You will receive your welcome packet, which contains some useful items, such as your room key, soap, a small towel, water and meal tickets (which are valid until you receive your All Card). Then, you'll be welcomed by "veteran" international students and get to know other new international students. You'll also meet the *Director of the International Programs and Services, who is also the International Student Advisor (ISA)*. She will be your resource for immigration matters or any matter relating to your personal welfare. You'll have an opportunity to meet with your academic advisor (your advisor is a member of the faculty who will advise you on course selection and other academic matters; s/he is also the instructor of your FS class), directors of various offices on campus (health center, financial aid, etc). We'll take you on a tour of Meadville, and give you a chance to settle in before the rest of the first-years come to campus!

(iii) Matriculation (Sunday, August 22, 2010)

International students will be an official part of the ceremony by carrying the flag of their country across the stage. If there is more than one student from a particular country, you will need to decide amongst yourselves who will carry the flag. You don't need to say or do anything besides carrying the flag. Please dress appropriately (no shorts, tee-shirts or ragged clothes). **If you are not comfortable with carrying the flag, please let us know.**

For degree-seeking students, it is important that you bring your academic file to the ceremony, as you will meet with your *Academic Advisor* immediately after Matriculation. You'll also meet *Peer Leaders* (PLs), who are upper-class students assisting the academic advisor.

(iv) General New Student Orientation (August 22 through August 25, 2010)

More detailed information will be available once you are on campus.



The most important step for me seems to have been the orientation day for international students. This is where I met the first people, who later became my friends.
Kai Scholber, Germany

IV. IMPORTANT DOCUMENTS

(i) Identification Documents



In many countries, the law requires every person to carry an identity card at all times. There is no such requirement in the United States. As such, there is no national identity card. An identity document of some kind is often needed, though, especially to cash checks or to pay for purchases with personal checks. A passport may be offered as proof of identity as well, but it might not always be honored if there is no English translation. Most Americans use a driver's license as an identity card. An official Pennsylvania Identity Card may also serve as proof of identity. Once you arrive on campus, you'll be provided information on the "Pennsylvania Identity Card" which many students use as proof of age.

Social Security Number (SSN)

International students who are permitted to work **on or off-campus must obtain a Social Security number.** International students who do not have permission to work are also required to obtain the Social Security number, as the Social Security Act permits state and local governments to use the Social Security number to administer laws related to:

- Taxes
- General public assistance
- Driver licensing
- Motor vehicle registration

The International Student Advisor will help students obtain a Social Security number. Your SSN is a confidential number; DO NOT let anyone else use it for any reason!!!! You should be careful when releasing it to other parties (e.g., credit card companies, your physician). That is, make sure you are releasing it to a reliable person/organization (in contrast, don't release it over the phone to someone offering you an unbelievable deal).

Driver's License

It is always advisable that international students obtain an international driver's license in order to drive while in the United States. An International Driver's License is valid for only one year in Pennsylvania. It is very important to know that driving under the influence of alcohol is illegal. When an international student violates this law, it will be put on his/her record and Immigration will be notified by local police. In addition, it is important to know that Pennsylvania State Law allows only individuals 21 years of age and over to drink alcoholic beverages. It is judged as a misdemeanor for one to drink under age.

Student Identification Card (InstaGator)

All Allegheny students are assigned a student identification number as soon as they are offered admission. This number appears with the student's photograph on the student identification card (obtained during orientation week). This card may be used for identification purposes, shopping and vending on campus, and as a proof of your connection with Allegheny College.

*****See Appendices for Immigration Information*****

The college is close knit and that makes us a great learning community! Anyone knows almost everyone among peers, faculty and administrators. Even as an Allegheny freshman, I have found the academic challenge, abundant choice of community and extracurricular activities, beautiful campus and social environment most gratifying in every aspect.

Kristin Yu Ling Khor, Malaysia



V. GETTING TO MEADVILLE

Maps of the United States can be deceiving, and Meadville is further away from most points than it appears. For example, Meadville is about 400 miles away (8 hours by car) from New York City, 300 miles (4 ½ hours) from Detroit, and 450 miles (8 ½ hours) away from Philadelphia. The nearest larger cities are Erie, Pennsylvania (about 40 miles); Pittsburgh, Pennsylvania (about 90 miles); and Cleveland, Ohio (about 100 miles). While buses travel from all of these cities to Meadville, trains and planes do not. Please make sure you plan your ENTIRE trip ahead of time and make all necessary arrangements for shuttles to the airport.

Ideally, your travel arrangements should bring you to Meadville directly or to the Pittsburgh International Airport. You will receive information from the Office of Student Activities and the International Programs and Services explaining how to make shuttle arrangements for your departure from the U.S.

(i) Luggage

You can reduce the amount of luggage you have to carry by mailing some of your belongings to Allegheny ahead of time. Please call the Allegheny College Post Office to determine your mailbox number and make arrangements. You may also mail them to the international Programs and Services Office.

As you travel through the United States, there are a few things to consider. Many of the different stations will have baggage handlers and other helpers available. It is customary to “tip” these people around \$1 per bag handled. You should make sure you have small U.S. bills to meet these needs. You will also need to pay cash for any taxi service and some shuttle services. At most transportation stations (i.e., bus, airport, and train), tickets can be paid for by credit cards. Some bus and train stations are not staffed at all; you will find adequate information posted at these sites, but no one to answer questions.

(ii) Traveling by Air

Allegheny provides a shuttle service from the Pittsburgh International Airport to the campus, but arrangements **MUST** be made ahead of time. **The International Office staff and students will do our best to pick you up, given advance notice! Please make sure you have contacted the director with your arrival information at least two weeks before you arrive, at jkawata@allegheny.edu.**

PITTSBURGH: If you fly into Pittsburgh International Airport on August 18, you can ride a shuttle from the airport to the college.

CLEVELAND: If you fly into Cleveland Hopkins International Airport, you will need to take a taxi to the bus station and a bus into Meadville. A taxi will cost approximately \$20 to the bus station. Buses depart from Cleveland for Meadville at 11 am (call Greyhound to confirm times prior to your arrival) and cost around \$37. Allegheny’s shuttle can pick you up at the Meadville bus station, but arrangements **MUST** be made ahead of time.

(iii) Traveling by Bus

There are Greyhound Bus stations in all major cities, and arrangements can be made to travel to Meadville by bus, although some transfers may be required. Remember that the travel time on a bus is a lot longer than a car; a bus trip from New York City will take about 12-14 hours. Cost varies with the distance traveled, but can be expected to cost around \$60 to \$70 one-way. While bus tickets can usually be purchased upon your arrival at the bus station, it is highly recommended that you purchase your ticket in advance. In making your reservations, your destination should be Meadville. Allegheny’s shuttle can pick you up at the Meadville bus station, but arrangements MUST be made ahead of time.

The website for the Grey Hound bus is: www.greyhound.com

You can also take a taxicab from the Greyhound Bus Station in Meadville to Allegheny College for about \$5 if you are not able to make Allegheny’s shuttle.

The best part of Allegheny is all of the activities you can get involved in.... from debate, musical/acting groups, student government, political activist groups, or plain fun outing groups -- there are SO many opportunities. That is where you make the best friends and have the best experiences.

Tamara Pavasovic, Yugoslavia

(iv) Traveling by Train

There are Amtrak train stations in most major cities, although there are none in Meadville. If traveling by train, you should make Erie, Pittsburgh, or Cleveland your final destination. There are no baggage or ticket checkouts in Erie, however, and you will be limited to two carry-on bags. Cleveland and Pittsburgh do have ticket and baggage checkouts available. From the Erie train station, you can either take a taxi to the bus station and take a bus to Meadville (taxi cost is about \$10, and bus cost is about \$12), or take a taxi to the airport (cost is about \$13) and take the Allegheny shuttle to campus. Allegheny’s shuttle can pick you up at the Erie airport, but arrangements MUST be made ahead of time.

The website for the Amtrak trains is: www.amtrak.com

If taking a train into Pittsburgh, you will need to take a taxicab from the Amtrak station to the Greyhound bus station (this is a very short trip and could be walked) and then take a bus to Meadville. If taking a train into Cleveland, you will need to take a taxicab from the Amtrak station to the Greyhound station (a short distance, will cost under \$5) and then take a bus to Meadville. See the bus section for information on buses into Meadville.

Allegheny College is only about two and a half-hours from the Canadian border. Use this opportunity to visit the Niagara Falls at least once in your college career -- it’s worth it.

Kofi Osei, Ghana

Important Travel Related Numbers:

Airports:

Pittsburgh International Airport Information..... (412) 472-3525

Or log onto their website: <http://www.flypittsburgh.com>

Erie International Airport Information..... (814) 833-4258

Or log onto their website: <http://www.erieairport.org/>

Cleveland Hopkins International Airport Information..... (216) 265-6000

Or log onto their website: <http://www.clevelandairport.com/>

Travel by Bus or Train:

Greyhound Bus..... (800) 231-2222

Or log onto their website: www.greyhound.com

Amtrak Train Service..... (800) 872-7245

Or log onto their website: www.amtrak.com

Shuttles and Taxi (Cab) Service:

Shuttle from Pittsburgh airport to bus station..... (412) 442-2000

Erie: Erie Yellow Cab..... (814) 455-4441

Lake Erie Taxi..... (814) 454-5678

Pittsburgh: Express Shuttle USA..... (412) 472-3180

Checker Cab..... (412) 381-5600

Cleveland: Americab Inc..... (216) 881-1111

People Express..... (440) 248-3007

Meadville: Corey Transportation..... (814) 336-5000

Airport Shuttle Information..... (814) 332-2754

This is an airport shuttle arranged by the student involvement office. You must reserve a seat on the shuttle in advance and pay the reservation fee.

log onto their website for more information : <http://studentactivities.allegheny.edu/Transportation.php>

Local Travel Agencies (to help you plan your itinerary)

American Automobile Association (814) 724-3157

Travel Experience..... (814) 724-1053

APPENDIX I: HOMESICKNESS

Written by Claude Ogoe (Ghana)

Homesickness is one of the major “problems” that international students always have to deal with. Homesickness comes in various ways and in varying degrees. It hits some people really hard and quick, and others experience it after a year or two. The truth is all international students get homesick to one degree or another!

What causes homesickness depends on the individual, but the common thread through the different types of homesickness is how being in a different environment impacts you. For some people, the greatest impact has to do with food and meals; not only the difference in the food you eat, but American attitudes towards meals. For others, the major impact has to do with the small town college setting or the way that roommates interact with each other. For yet others, it’s the fact that you have to adapt to such a different mindset in how to do things, what’s considered polite or what’s considered humorous. All of this is often made relatively difficult, as you’ve left family and friends who have been your support group in a country where you “know the rules.”

This is always challenging but there are ways to deal with that. From my personal experience, Allegheny students, staff and faculty have been helpful. Some have tried to listen, even though they do not fully understand exactly how you feel. My realization is that usually students who have studied abroad have been more understanding than the other students who have not. That still might not be the best way to deal with your homesickness. It is always advisable that you talk to other international students who are already here. They are in the best position to understand; remember they have experienced or are still handling homesickness, but with good experiences to share. The International Student Advisor has also been very helpful, and you might also want to speak to her. The Counseling Center is also another alternative; a great staff is there to help you. The Counseling Center is found in Reis Hall and their phone number can be found in the back of this handbook. Be open-minded: it is not advisable that you reject everything American. Make friends and get involved, though not in too many activities – a little below “enough” will be good for your first semester. There are also sporting activities – intramural sports are better especially for the first semester. **DO NOT TAKE VERY DIFFICULT CLASSES OR OVERLOAD** for your first semester and try to have some fun.

Despite these options, I will admit that there is no place like home. Hearing from home is also a good thing to do. Using a pre-paid phone card is a better option; check the International Students Organization website (www.isoa.org) and look at their pre-paid phone cards rates for calls to your home country. Talk to your family and friends back home but not very frequently – it can make you more homesick and financial-wise very taxing. Allegheny is a nice place with lots to offer. Enjoy the place, study and get all the help you need. Have a wonderful year.

Skype

Skype is an internet option that allows you to see and talk to your family and friends back home. With a microphone and/ or webcam you can talk to your family for FREE. Go to Skype.com for more information.



APPENDIX II: Restaurants in Meadville Where Students Eat

Within walking distance:

Artist Cup Café

231 Chestnut St, Meadville
(337-8287)

Breakfast and light lunch; great sandwiches

Burger King

817 Park Ave, Meadville
(337-5004)

Compadres

251 Chestnut St, Meadville
(337-0309)

The Creative Crust

910 Market St, Meadville
(336-2313)

Julian's

299 Chestnut St, Meadville
(337-8513)

Breakfast, lunch, upscale dinner; sandwiches, salads

Larry's Market House Grist Mill

910 Market St., Meadville
(724-6642)

Homey, country breakfasts and lunches

Little Caesar's Pizza (Delivery Service)

801 Park Ave., Meadville
(724-2111)

Number One Chinese Buffet

961 Park Ave, Meadville
(337-7509)

Peppercorn and Vine

994 Market St
(337-0005)

Upscale dinner only (steak and seafood)

The Pampered Palate

748 N. Main St., Meadville
(337-2100)

Light breakfasts, lunch, great coffee and desserts

The Pittsburgh Bagel & Coffee Co Inc

955 Park Avenue, Meadville
(337-6800)

Within driving distance:

Applebee's Restaurant

11227 Shaw Ave, Meadville
(333-2848)

Chovy's (Italian) Restaurant

18228 Conneaut Lake Rd., Meadville
(724-1286)

Compadres (Mexican)

16704 Conneaut Lake Rd., Meadville
(336-6633)

Domino's Pizza (Delivery Service)

220 Willow St, Meadville
(333-4300)

Imperial Chinese Buffet

164 Park Avenue Plaza, Meadville
(333-1000)

(Park Ave Plaza is also known as "Value City Plaza")

McDonald's

1060 Park Ave., Meadville
(724-2207)

Perkins Family Restaurant

18276 Conneaut Lake Rd., Meadville
(336-6000)

Open 24 hours

Pizza Hut (Delivery Service)

Park Avenue Plaza, Meadville
(336-1101)

Safari Bar & Grill

562 Park Ave, Meadville
(333-2505)

Lunch and dinner options on a golf course

Sandy's European Marketplace

1121 Park Ave, Meadville
(333-2622)

Breakfast and lunch in a specialty food store

Wendy's

1011 Park Ave, Meadville
(333-9655)

APPENDIX III: CONVERSION TABLES AND MEASUREMENTS

Weights and Measures

Most food products are sold in stores by weight. Most recipes are stated in units of dry or liquid volume. The units used will be cups or fractions of a cup, tablespoons, and teaspoons. Measuring cups and spoons are available at food stores and discount or department stores. Drinking cups and eating spoons should not be used as substitutes for these measuring utensils. Recipes will often use abbreviations, which are listed below with some equivalents:

1 T. or 1tbsp. = 1 tablespoon = 3 teaspoons = 15cc

1t. or 1tsp. = 1 teaspoon = 5cc = 5mm

1c. or 1 cu. = 1 cup = 16 tablespoons

1lb. = 1 pound = 2 cups = 16oz.

oz. = ounce = 30cc

Pt. = pint = 2 cups = 16oz.

Qt. = quart = 4 cups = 32oz. = 1000cc = 1 liter

Gal. = gallon = 4 quarts = 3.785 liters

Net wt. = weight of contents not including weight of container

The metric system is not in everyday use in the United States (it is used in scientific laboratories). Here are a few conversions:

Linear Measure

1 inch = 2.54 centimeters (cm)

1 cm = .394 inches

1 foot = 12 inches = .3048 meters

1 yard = 3 feet = .9144 meters

1 meter = 30.37 inches = 3.281 feet = 1.0936 yards

1 mile = 1.6094 kilometers (km)

1 km = .6214 mile

Liquid measure

1 U.S. gallon = 3.785 liters

1 Imperial gallon = 4.546 liters = 1.2 gallons

1 quart = .9463 liters

1 liter = 1.0567 quarts = .264 U.S. gallons = 10 deciliters

1 deciliter = 6 tbsp. + 2 tsp. = 3.38 U.S. fluid oz.

Dry Measure

1 ounce = 28.35 grams

1 gram = .03527 ounces

1 pound = 16 ounces = .4536 kilograms = 453.59 grams

1 kilogram = 2.2046 pounds

1 quart = 1.101 liters

1 liter = .908 quarts

Equivalent Amounts

2-1/3 c. firmly packed brown sugar = 450 grams

4 c. white flour = 450 grams

3-1/2 c. whole wheat flour = 450 grams

4-1/2 c. confectioners sugar = 450 grams

2-1/4 c. granulated sugar = 450 grams

1 c. rice = 225 grams

Temperature

The United States uses the Fahrenheit scales for the thermometers measuring body, cooking or air temperature (except in scientific laboratories). To convert degrees F (Fahrenheit) to degrees C (centigrade or Celsius), subtract 32 from the F measure, multiply the result by 5, and divide by 9. To convert degrees C to degrees F, multiply the C measure by 9, divide by 5, and add 32 to the result. “Normal” body temperature measured with an oral (mouth) thermometer is therefore 98.6 F or 37 C.

The following table is of approximate temperatures recorded in Fahrenheit and Celsius:

<u>Month</u>	<u>Daytime</u>		<u>Nighttime</u>	
	F °	C °	F °	C °
September	60	16	40	4
October	50	10	30	-1
November	35	2	25	-4
December	25	-4	15	-9
January/February	15	-9	5	-15
March	30	-1	20	-7
April	50	10	35	2
May	70	21	50	10
June	75	24	55	13

Chart for Converting Clothing Sizes

Clothing sizes in the U.S may be different from those used in your country. Refer to this chart before purchasing.

Women’s Sizes

Junior

USA	7	9	11	13	15
England	9	11	13	15	17
Continent	34	36	38	40	44

Misses

USA/ England	10	12	14	16	18
Continent	36	38	40	42	44

Ladies

USA/ England	36	38	40	42	44
Continent	44	46	48	50	52

Shoes

USA	5	6	7	8	9
Metric	35	36	38	39	40

Men’s Sizes

Coats & Pajamas

USA/ England	36	38	40	42	44
Continent	46	48	50	52	54

Shirts

USA/ England	14	14 ½	15	15 ½	16
Continent	36	37	38	39	40

Shoes

USA	6	7	8	9	10
Metric	39	40	41	42	43

Adult sizes vary somewhat from one manufacturer to another. It is wise to “try on” clothes before making a purchase.

APPENDIX IV: CAMPUS CLUBS AND ORGANIZATIONS

Allegheny Christian Outreach
Allegheny College Amateur Radio Association (ACAMRA)
Allegheny College Choirs
Allegheny Gay Pride
Allegheny Gospel Choir
Allegheny Liturgical Dance Choir
Allegheny Non-Traditional Students (ANTS)
Allegheny Outing Club
Allegheny Psychology Association (APA)
Allegheny Repertory Dance
Allegheny Review & Allegheny Literary Journal
Allegheny Service Network (ASN)
America Reads
Americorps Bonner Leaders
Peer Project Leader Program
Allegheny Ski Club
Allegheny Student Government (ASG)
Alpha Chi Omega (social)
Alpha Delta Pi (social)
Alpha Phi Omega (service)
American Music Ensemble
Amnesty International
Allegheny Roles & Games Organization (ARGO)
Association for the Advancement of Black Culture (ABC)
Association for Asian and Asian American Awareness (A5)
Association for Computing Machinery

Beta Beta Beta (biology honorary)
Best Buddies

The Campus
Chamber Orchestra
Cheerleaders
Chemii Club
Chinese Society
Civic Symphony
College Republicans

Dance Team
Debate Team
Delta Tau Delta (social)
Dimensions
Economics Society
EMS (Emergency Medical Services)

Fellowship of Christian Athletes
Fourth Wall Journal

Gator Activities Programming (GAP)
Geology Club
Golem
Grounds for Change

Habitat for Humanity
Hillel
Honor Committee
Hockey

Ice Hockey
Interfraternity Council
International Club
Intramural Sports
Islamic Awareness Society (IAS)

Kappa Alpha Theta (social)
Kappa Kappa Gamma (social)
Kung Fu San Soo Club

Lacrosse
Lambda Sigma
Legion of Allegheny Gamers

Medical Ethics Journal Club
Meditation and Mindfulness
Model United Nations

Neuroscience Club
Newman Organization

Orchesis Dance Company
Overkill

Panhellenic Council
Phi Alpha Theta (history honorary)
Phi Beta Kappa (senior honorary)
Phi Kappa Psi (social)
Phi Sigma Iota (foreign language honorary)
Philosophical Forum
Pi Kappa Delta (forensics honorary)
Pi Mu Epsilon (mathematics honorary)
Pi Sigma Alpha (political science honorary)
Playshop Theater
Psi Chi (psychology honorary)

Queers & Allies

Religious Life Council
Rugby

Scrapbooking Club
SEARCH
Sigma Alpha Epsilon
Sigma Xi (science honorary)
Social Dance Ensemble
Society for the Advancement of Gender Equality
(SAGE)
Sojourners Christian Fellowship
Student Art Society
Students for Environmental Action
Student Experimental Theater

Theta Chi (social)

Union Latina
Unitarian Universalists

Volleyball Club

WARC Radio
Wind Ensemble
Wind Symphony
Women's Club Soccer

Young Democrats

APPENDIX V: CAMPUS TELEPHONE/FAX DIRECTORY/USEFUL WEBSITES

☛The area code for all the above listed numbers is (814).

TELEPHONE NUMBERS

International Admissions

Bob Baldwin332-4351

The Counseling Center

Yvonne Eaton-Stull, Director.....332-4368

International Programs and Services

Jenny Kawata, Director332-4891

Linda Litzinger, Secretary.....332-4891

Residence Life

Joseph Hall, Asst.Director.....332-3865

Student Activities

Grethen Symons, Director.....332-2754

Trisha Gregor, Office Manager.....332-2754

Security

Ken Kensill, Director.....332-3357

FAX NUMBERS

Admissions/Financial Aid Office.....337-0431

International Student Advisor.....332-2340

Student Accounts.....332-2837

Office of Residence Life.....332-6239

Student Activities Office.....724-6834

USEFUL WEBSITES

To find your national embassy in the U.S. you can visit the following web site:

www.embassyworld.com

To find current currency exchange rates, you can visit the web site:

<http://www.xe.net/ucc/>

To learn more about life in the U.S., you can visit the web site:

www.new2usa.com

APPENDIX VI. Immigration Materials for F-1 Students

In this section, we will review matters associated with being an international student with an F-1 student visa in the U.S. There are 5 topics discussed below:

[\(A\) documents](#)

[\(B\) getting your visa](#)

[\(C\) arriving in the U.S.](#)

[\(D\) travel abroad and re-entry](#)

[\(E\) maintaining legal immigration status.](#)

It is important to know that since September 11, 2001, many changes have occurred in U.S. immigration law and enforcement. The former "Immigration and Naturalization Service" (INS) moved into the Department of Homeland Security (DHS). Services and benefits are now housed in U.S. CIS (U.S. Citizen and Immigration Services), while the electronic tracking system "SEVIS" (Student and Exchange Visitor Information System) is housed in U.S. ICE (U.S. Immigration and Customs Enforcement).

SEVIS is a computerized U.S. federal government system that maintains and manages data about foreign students and exchange visitors during their stay in the United States. For more than 50 years, U.S. educational institutions have been required to maintain such information about foreign students studying at their facilities. In the past, this was a decentralized, inefficient, and paper-driven system. SEVIS, for the first time, automates and centralizes this data. SEVIS allows for real-time access to this information and helps students comply with the terms of their visas.

(A) DOCUMENTS

First, you will need to obtain (1) a passport from your country of citizenship. Next, you'll use (2) the SEVIS I-20 that has been mailed to you by Allegheny College to obtain (3) a F-1 visa at the appropriate U.S. Consulate in your home country. Please make sure you have the latest information on visa applications (see section B(4) below).

(1) Passport

Passports provide proof of citizenship and are issued by the appropriate government ministry in a person's home country; passports enable people to travel internationally and to re-enter their home country. In place of passports, some people hold a certificate of identity. For students, it is best that passports have an expiration date at least six months after the amount of time required to complete the course of study in the United States (this time period is also known as the "duration of status" in the United States). However, students whose passports will expire before their course of study is complete in the U.S. will have to renew their passport either in their home country or at the embassy of their home country in Washington, D.C. This should be done several months before the passport expires.

(2) SEVIS Form I-20 (for F1 visas)

The I-20 is the form that certifies your eligibility to apply for an F-1 visa and to obtain F-1 student status. You will be issued an I-20 by Allegheny College's International Office. As soon as you receive your I-20, verify that the following information on your I-20 is valid and correct:

- a. the spelling of your name: make sure that it is in the same form and spelling as on your passport;
- b. the date and country of birth, degree program, reporting date, completion date, financial information. If the reporting date is passed, the I-20 has expired and cannot be used;
- c. the college "PDSO", i.e., "Principal Designated School Official", has signed the I-20 (at Allegheny, it is Jenny Kawata, Director, International Office)

The I-20 is one of documents necessary to obtain the F-1 visa stamp at the U.S. Consulate, and to enter the U.S. You will also need it to leave and re-enter the U.S., as well as to prove your legal status in the country. When your application to obtain an F-1 visa has been approved by the U.S. Consulate, the I-20 will be placed in a sealed envelope by the consular officials and returned to you. When you arrive at the U.S. port-of-entry, the envelope will be opened and the I-20 will be processed (see below). Item #5 of the I-20 indicates the date by which F-1 students are required to enter the U.S.; make sure you enter the U.S. by that date!

(3) U.S. Visa Stamp

In order to enter the United States, self-sponsored international students who have been accepted for full-time study in academic or language programs are required to apply for and obtain an F-1 non-immigrant visa at a U.S. consulate/embassy in their home country. The F-1 visa is stamped or otherwise affixed in your passport (see more information on obtaining the visa below). The visa DOES NOT determine how long you are allowed to stay in the U.S.; the F-1 visa indicates only the time period during which you are allowed to enter the U.S. as an F-1 student. It is the I-20 that provides the basis for your length of stay, and the I-94 that confirms your status once you enter the U.S. (for more information about the I-94, see section "C. Arriving in the U.S" below).

(B) GETTING YOUR VISA

(1) Contact the U.S. Consulate under whose jurisdiction you fall to make sure you have the appropriate documents for your visa application, and that you are clear on application procedures.

(2) Below is the URL for the general listing of U.S. embassies and consulates on-line:

www.usembassy.state.gov/

(3) The U.S. Department of State is now charging \$200 SEVIS fee for persons applying for F and M visas with I-20 or \$180 SEVIS fee for persons applying for J Visas with DS-2019 forms. Applicants whose I-20 or DS-2019 was issued before September 1, 2004 to begin a new program or issued for a continuation of an on-going program are not subject to the fee regardless of when they apply for their visa. Persons sponsored by the U.S. Federal Government are also exempt from payment of the fee.

Under the Instructions on how to pay the SEVIS Fee section it should read as follows:

You will need to fill in a Form I-901 with information from your Form I-20 and pay the required fee. This form can be found at www.fmjfee.com

For most people, the SEVIS I-901 fee is \$200. You have the option of paying an additional \$35 to have your receipt sent by expedited delivery (courier service) rather than by mail.

Completing the form online will help ensure that you provide all the information in the correct format. This helps speed processing.

There are a few payment options:

1. You can pay your fee by credit or debit card when you submit your form online. Always print a

receipt. You will also receive a receipt by mail.

2. You can pay by international money order or check drawn on a financial institution in the United States and payable in United States currency.

If you fill in the Form I-901 online and choose the option to pay by check or money order, you will be able to print a payment coupon. There is a control number on the top of the coupon. Write the control number, your name and your SEVIS ID number on your check or money order and attach the coupon.

(4) This is a list of documents that you MAY need for your visa application (check the US Consulate website for current instructions relevant to your country):

- current, valid passport
- I-901 SEVIS fee payment receipt
- a completed and correct form I-20
- evidence of financial support for the amount indicated on the I-20
- proof that you have a permanent residence outside the U.S.
- one or more passport-type photographs
- nonimmigrant visa application forms DS-156, DS-157 and DS-158; these forms are available on-line (www.state.gov/m/a/dir/c4456.htm) and should also be available at the U.S. Consulate where you are applying for a visa; make sure you know which of these forms are required for your application.
- evidence of English proficiency
- school records to verify academic preparation
- additional evidence of strong ties to your home country

(5) In order to issue your visa, the Consular Officer must be satisfied on three counts:

First, are you a bona fide student? The Officer will ask about your educational background and plans in order to assess how likely it is that you go the particular college you have been accepted to, and how likely it is that you will remain in school until graduation. Be prepared to discuss your reasons for studying at Allegheny, your anticipated major, and your career plans. Bring school transcripts, national examination results, and SAT or TOEFL scores (if these tests were required by your college), and anything else that demonstrates your academic commitment.

Second, is your sponsor financially capable? The U.S. government needs assurances that you won't drop out of school or take a job illegally.

Your chances are improved if your parents are sponsoring your education. If anyone other than your parents is sponsoring you, you should explain your special relationship with this person, justifying a commitment of thousands of dollars to your education. Having family that lives in the U.S. sponsor you might be detrimental to obtaining a visa.

Provide solid evidence of your sponsor's finances, especially sources and amounts of income. This assures the Consular Officer that adequate funds will be available throughout your four-year college program. If your sponsor's income is from several different sources (such as salary, contracts, consulting fees, a farm, rental property, and investments), have the sponsor write a letter that lists and documents each source of income.

Third, are your ties to home so strong that you will not want to remain permanently in the United States? Under U.S. law, all applicants for nonimmigrant visas are viewed as intending immigrants until

they can convince the consular officer that they are not. You must be able to show that your reasons for returning home are stronger than those for remaining in the United States.

The law states that you must demonstrate sufficient economic, family, and social ties to your place of residence to ensure that your stay in the United States will be temporary.

Economic ties include your family's economic position, property you may own or stand to inherit and your own economic potential when you come home with a U.S. education. The Consular Officer will be impressed to see evidence of your career planning and your knowledge of the local employment scene.

For family and social ties, the Consular Officer may ask how many close family members live in your home country, compared to those living in the States? What community or school activities have you participated in that demonstrate a sincere connection to your town or country? What leadership, sports, and other roles have distinguished you as a person who wants to come home and contribute your part?

Other Points to Remember When Applying for a Nonimmigrant Visa:

i. ENGLISH. Anticipate that the interview will be conducted in English and not in your native language. If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.

ii. SPEAK FOR YOURSELF. Do not bring parents or family members with you to the interview. A negative impression is created if you are not prepared to speak on your own behalf.

iii. KNOW THE PROGRAM AND HOW IT SUITS YOUR CAREER PLANS when you return home.

iv. BE CONCISE. Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute or two of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

v. SUPPLEMENTAL DOCUMENTATION. It should be clear at a glance to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have 2-3 minutes of interview time, if you are lucky.

vi. NOT ALL COUNTRIES ARE EQUAL. Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.

vii. EMPLOYMENT. Your main purpose of coming to the United States should be to study, not for the chance to work before or after graduation. While many students do work off campus during their studies, such employment is incidental to their main purpose of completing their U.S. education. You must be able to clearly articulate your plan to return home at the end of your program.

viii. MAINTAIN A POSITIVE ATTITUDE. Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal. If your application is refused, the Consular Officer is required to

give you an explanation in writing. You do have the right to apply a second time, but if you reapply, make sure to prepare much more carefully. The Consular Officer will want to see fresh evidence sufficient to overcome the reasons for the first denial.

If you have given careful thought to your educational goals and if you have reasonable career plans, you will find the visa interview an opportunity to prove you are ready to take the next big step in your education and your life: university in the United States.

(C) ARRIVING IN THE U.S.

(1) I-94 Form I-94 (arrival and departure record) is usually distributed on the airplane prior to landing at the airport; however, it may be issued electronically once you reach immigration inspection at the port-of-entry (POE). When you pass through the immigration check station, the agent will stamp the date of entry on your I-94, and make a notation of "F-1 D/S" (D/S = duration of status) on the card, indicating that you have been lawfully admitted as an F-1 student and that you may stay in the U.S. until you have completed your academic program. Check to make sure that the immigration officer stamps/lists "F-1 D/S" on your I-94. If a specific date is noted on this form instead of D/S, please contact the Allegheny International Office as soon as you arrive to campus.

The I-94 number is also your "admission number".

(2) I-20. The Immigration inspector will also make the same notations (admission number, F-1 stamp, D/S) on your I-20 that are made on the I-94.

The I-20 should not be collected by the immigration inspector; you should retain the original. However, on occasion, the inspector will keep the original, give you a copy and then send the original to Allegheny International Office; we'll pass it on to you.

(3) Temporary Admission with Form I-515

Sometimes a student arrives at the U.S. port-of-entry only to find that there is a signature missing on one of their immigration documents, or that something else might be incorrect. If the immigration inspector can see that this student arrived "in good faith," that is, the error is not intentional, the inspector might issue a form I-515 and admit the student to the U.S. for 30 days. The student must take the form I-515 to the International Student Advisor at Allegheny immediately so that the error can be corrected as soon as possible and the student's admission status is corrected. This is a different case than when students who did not acquire the appropriate visa or do not have their I-20. Immigration officials will not consider these students as arriving in good faith.

(D) TRAVEL ABROAD AND RE-ENTRY

When you leave the U.S., you will surrender your I-94 to the immigration inspector. The next time you return, you'll be issued a new I-94, and you will use the same admission number as previously issued.

In order to re-enter the U.S., you must have a valid passport; a current, validated I-20; and a valid F-1 visa.

The validating signature on the third page of your I-20 is officially valid for one year, but it is **STRONGLY** recommended that you have your I-20 validated each semester. F-1 students needing a new signature/form should bring their I-20s to the International Office at least one week **PRIOR** to departure.

Exception: Students traveling to Canada, Mexico, or adjacent islands (excluding Cuba) are not expected to surrender their I-94 cards if they plan to re-enter the U.S. within the 30-day time frame. Students may re-enter the country after a trip of 30 days or fewer, provided they have the above-mentioned documents and their I-94.

Once within the borders of the U.S., if your F-1 visa has expired, and you plan to go to Canada, Mexico or one of the Caribbean islands (other than Cuba), it will not be necessary to apply for a new visa to re-enter the U.S. It is always advisable that an international student talks to the International Student Advisor before traveling outside the U.S.

ADDITIONAL INFORMATION: terms to know and processes to remember

FULL COURSE OF STUDY: If you cannot be enrolled full-time (12 credits for undergraduates), you must receive authorization/permission from the Principal Designated School Official in the IO in advance. You and your academic advisor must complete the IO/Dean of Students form, "Request for Authorization to Drop Below Full-Time Enrollment," and submit it to the IO prior to registering for less than full-time or prior to dropping below full-time.

Remember that your "full-load" at Allegheny is 16 credits per semester; that is, in order to graduate in 4 years, you need to complete an average of 16 credits per semester, even though "full-time" for federal requirements is 12 credits/semester.

EMPLOYMENT: You are NOT allowed to work in the United States without authorization. F-1 students are allowed to work on campus up to 20 hours per week when school is in session. However, Allegheny's financial aid package usually provides only 10-15 hours of work.

CHANGE OF ADDRESS: IMPORTANT!! You must report any change of address or residence and/or any change of name directly to the International Office on Form AR-11 within 10 days of the change. The IO will then electronically notify USICE of the change, via SEVIS, within 21 days, as required by the new regulations.

PASSPORT: You must maintain a valid passport at all times, unless exempt from passport requirements.

TRANSFER TO ANOTHER SCHOOL: You must notify the International Office of your intent to transfer, obtain a Form I-20 from the new institution, and report to the Designated School Official at the new school within 15 days of the program start date listed on the Form I-20.

PROGRAM EXTENSION: You must apply for an extension of your program of study prior to the expiration date on your Form I-20 if you cannot complete your program by that date. F-1 students must make an appointment with the Director of the IO to begin the extension process 30-60 days prior to the expiration date of the Form I-20, so the extension can be completed prior to the expiration date on the document.

TRAVEL: You must notify the IO prior to traveling outside the U.S. so that your I-20 can be endorsed for travel or a new form can be issued, if required. Students must allow at least 1 week PRIOR to the travel date in order for the form to be endorsed or a new one to be issued. Due to SEVIS operations, we cannot guarantee that forms that are submitted less than one week prior to travel can be endorsed or new ones issued.

DEPENDENTS: You must notify the IO of any accompanying dependents in F-2 status and provide biographical information (e.g., full name, address, country of birth) and immigration information (e.g., passport information, visa information) regarding those dependents using the IO "Dependent Information Form." The IO is required to report information to USICE regarding your dependents.

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice.

International students and scholars should contact the International Office at 814/332.4891 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

Legal immigration status can be jeopardized if proper procedures are not followed, so it is always best to consult with the International Student Advisor in matters of immigration before taking any action.

We would like to thank Mary Lee Carter, President, International Student/Scholar Resources, Phoenix, AZ, (mcarter01@cox.net) for advice and comments for this handout.

Portions of the section on visa application were produced by NAFSA: Association of International Educators. NAFSA would like to credit Gerald A. Wunsch, Esq., 1997, then a member of the Consular Issues Working Group, and a former U.S. Consular Officer in Mexico, Suriname, and the Netherlands and Martha Wailes of Indiana University for their contributions to this document. NAFSA also appreciates the input of the U.S. Department of State.

APPENDIX VII: INFORMATION FOR J-1 EXCHANGE VISITORS

In this section, we will review matters associated with being an international student with a J-1 exchange visitor visa in the U.S. There are 5 topics discussed below:

[\(A\) documents](#)

[\(B\) getting your visa](#)

[\(C\) arriving in the U.S.](#)

[\(D\) travel abroad and re-entry](#)

[\(E\) maintaining legal immigration status.](#)

It is important to know that since September 11, 2001, many changes have occurred in U.S. immigration law and enforcement. The former "Immigration and Naturalization Service" (INS) moved into the Department of Homeland Security (DHS). Services and benefits are now housed in U.S. CIS (U.S. Citizen and Immigration Services), while the electronic tracking system "SEVIS" (Student and Exchange Visitor Information System) is housed in U.S. ICE (U.S. Immigration and Customs Enforcement).

SEVIS is a computerized U.S. federal government system that maintains and manages data about foreign students and exchange visitors during their stay in the United States. For more than 50 years, U.S. educational institutions have been required to maintain such information about foreign students studying at their facilities. In the past, this was a decentralized, inefficient, and paper-driven system. SEVIS, for the first time, automates and centralizes this data. SEVIS allows for real-time access to this information and helps students comply with the terms of their visas.

(A) DOCUMENTS

First, you will need to obtain (1) a passport from your country of citizenship. Next, you'll use (2) the SEVIS DS-2019 that has been mailed to you by Allegheny College to obtain (3) a J-1 visa at the appropriate U.S. Consulate in your home country. Please make sure you have the latest information on visa applications (see section B(4) below).

(1) Passport

Passports provide proof of citizenship and are issued by the appropriate government ministry in a person's home country; passports enable people to travel internationally and to re-enter their home country. In place of passports, some people hold a certificate of identity. For students, it is best that passports have an expiration date at least six months after the amount of time required to complete the course of study in the United States (this time period is also known as the "duration of status" in the United States). However, students whose passports will expire before their course of study is complete in the U.S. will have to renew their passport either in their home country or at the embassy of their home country in Washington, D.C. This should be done several months before the passport expires.

(2) SEVIS Form DS-2019 (for J1 visas)

The DS-2019 is the form that certifies your eligibility to apply for a J-1 visa and to obtain exchange visitor status. You may be a J-1 exchange student, professor, specialist or researcher at Allegheny. Each of these categories of exchange visitors carries a J-1 visa designation, even though the categories describe different exchange program activities.

You will be issued a DS-2019 by Allegheny College's International Office. As soon as you receive your

DS-2019, verify that the following information on the DS-2019 is valid and correct:

- a. the spelling of your name: make sure that it is in the same form and spelling as on your passport;
- b. the date and country of birth, exchange visitor category, reporting date, completion date, financial information. Exchange visitors who do not have a specific starting time in the US e.g., first day of orientation, first day of classes, may arrive up to 30 after the start date of their program, ONLY if the program sponsor at Allegheny has worked this out with you!!;
- c. the college "Responsible Officer" has signed the DS-2019 (at Allegheny, it is Jenny Kawata, Director, International Office).

Please also make sure that you have FORM I-901 with the all the correct information attached to your DS-2019. More on the I-901 below in (b) GETTING YOUR VISA.

The DS-2019 is one of the documents necessary to obtain the J-1 visa stamp at the U.S. Consulate, and to enter the U.S. You will also need it to leave and re-enter the U.S., as well as to prove your legal status in the country. When your application to obtain a J-1 visa has been approved by the U.S. Consulate, the DS-2019 will be placed in a sealed envelope by the consular officials and returned to you. When you arrive at the U.S. port-of-entry, the envelope will be opened and the DS-2019 will be processed (see below). Item #3 of the DS-2019 indicates the date by which J-1 students are required to enter the U.S.; make sure you enter the U.S. by that date!

(3) U.S. Visa Stamp

In order to enter the United States, exchange visitors who have been nominated to participate in an exchange program are required to apply for and obtain a J-1 non-immigrant visa at a U.S. consulate/embassy in their home country. The J-1 visa is stamped or otherwise affixed in your passport (see more information on obtaining the visa below). The visa DOES NOT determine how long you are allowed to stay in the U.S.; the J-1 visa indicates only the time period during which you are allowed to enter the U.S. as a J-1 exchange visitor. It is the DS-2019 that provides the basis for your length of stay, and the I-94 that confirms your status once you enter the U.S. (for more information about the I-94, see section "C. Arriving in the U.S" below).

(B) GETTING YOUR VISA

(1) Contact the U.S. Consulate under whose jurisdiction you fall to make sure you have the appropriate documents for your visa application, and that you are clear on application procedures.

(2) Below is the URL for the general listing of U.S. embassies and consulates on-line:

www.usembassy.state.gov/

(3) The U.S. Department of State is now charging \$200 SEVIS fee for persons applying for F, and M visas with I-20 or \$180 SEVIS fee for persons applying for with DS-2019 forms. Applicants whose I-20 or DS-2019 was issued before September 1, 2004 to begin a new program or issued for a continuation of an on-going program are not subject to the fee regardless of when they apply for their visa. Persons sponsored by the U.S. Federal Government are also exempt from payment of the fee.

Under the Instructions on how to pay the SEVIS Fee section it should read as follows:

You will need to fill in a Form I-901 with information from your Form I-20 and pay the required fee. This form can be found at www.fmjfee.com

For most people, the SEVIS I-901 fee is \$200. You have the option of paying an additional \$35 to have your receipt sent by expedited delivery (courier service) rather than by mail.

Completing the form online will help ensure that you provide all the information in the correct format. This helps speed processing.

There are a few payment options:

1. You can pay your fee by credit or debit card when you submit your form online. Always print a receipt. You will also receive a receipt by mail.
2. You can pay by international money order or check drawn on a financial institution in the United States and payable in United States currency.

If you fill in the Form I-901 online and choose the option to pay by check or money order, you will be able to print a payment coupon. There is a control number on the top of the coupon. Write the control number, your name and your SEVIS ID number on your check or money order and attach the coupon.

(4) This is a list of documents that you MAY need for your visa application (check the US Consulate website for current instructions relevant to your country):

- current, valid passport
- I-901 SEVIS fee payment receipt
- a completed and correct form DS-2019
- evidence of financial support for the amount indicated on the DS-2019
- proof that you have a permanent residence outside the U.S.
- one or more passport-type photographs
- nonimmigrant visa application forms DS-156, DS-157 and DS-158; these forms are available on-line (www.state.gov/m/a/dir/c4456.htm) and should also be available at the U.S. Consulate where you are applying for a visa; make sure you know which of these forms are required for your application.
- evidence of English proficiency, if appropriate
- school records to verify academic preparation, if appropriate
- additional evidence of strong ties to your home country

(5) In order to issue your visa, the Consular Officer must be satisfied on three counts (please note the section below is written for exchange STUDENTS; however, it might provide useful information to any exchange visitor):

First, are you a bona fide student? The Officer will ask about your educational background and plans in order to assess how likely it is that you go the particular college you have been accepted to, and how likely it is that you will remain in school until graduation. Be prepared to discuss your reasons for studying at Allegheny, your anticipated major, and your career plans. Bring school transcripts, national examination results, and SAT or TOEFL scores (if these tests were required by your college), and anything else that demonstrates your academic commitment.

Second, is your sponsor financially capable? The U.S. government needs assurances that you won't drop out of school or take a job illegally.

Your chances are improved if your parents are sponsoring any finances that are not covered by the exchange program provisions (e.g., meals, room, travel). If anyone other than your parents is

sponsoring you, you should explain your special relationship with this person, justifying a commitment of thousands of dollars to your education. Having family that lives in the U.S. sponsor you might be detrimental to obtaining a visa.

Provide solid evidence of your sponsor's finances, especially sources and amounts of income. This assures the Consular Officer that adequate funds will be available throughout your exchange program. If your sponsor's income is from several different sources (such as salary, contracts, consulting fees, a farm, rental property, and investments), have the sponsor write a letter that lists and documents each source of income.

Third, are your ties to home so strong that you will not want to remain permanently in the United States? Under U.S. law, all applicants for nonimmigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. You must be able to show that your reasons for returning home are stronger than those for remaining in the United States.

The law states that you must demonstrate sufficient economic, family, and social ties to your place of residence to ensure that your stay in the United States will be temporary.

Economic ties include your family's economic position, property you may own or stand to inherit and your own economic potential when you come home with a U.S. education. The Consular Officer will be impressed to see evidence of your career planning and your knowledge of the local employment scene.

For family and social ties, the Consular Officer may ask how many close family members live in your home country, compared to those living in the States? What community or school activities have you participated in that demonstrate a sincere connection to your town or country? What leadership, sports, and other roles have distinguished you as a person who wants to come home and contribute your part?

Other Points to Remember When Applying for a Nonimmigrant Visa

i. **ENGLISH.** Anticipate that the interview will be conducted in English and not in your native language. If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.

ii. **SPEAK FOR YOURSELF.** Do not bring parents or family members with you to the interview. A negative impression is created if you are not prepared to speak on your own behalf.

iii. **KNOW THE EXCHANGE PROGRAM AND HOW IT SUITS YOUR CAREER PLANS** when you return home.

iv. **BE CONCISE.** Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute or two of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

v. **SUPPLEMENTAL DOCUMENTATION.** It should be clear at a glance to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have 2-3 minutes of interview time, if you are lucky.

vi. **NOT ALL COUNTRIES ARE EQUAL.** Applicants from countries suffering economic problems or from countries where many students have remained in the United States

as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.

vii. EMPLOYMENT. Your main purpose of coming to the United States should be to study, not for the chance to work before or after your exchange program. You must be able to clearly articulate your plan to return home at the end of your program.

viii. MAINTAIN A POSITIVE ATTITUDE. Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal. If your application is refused, the Consular Officer is required to give you an explanation in writing. You do have the right to apply a second time, but if you reapply, make sure to prepare much more carefully. The Consular Officer will want to see fresh evidence sufficient to overcome the reasons for the first denial.

If you have given careful thought to your educational goals and if you have reasonable career plans, you will find the visa interview an opportunity to prove you are ready to take the next big step in your education and your life: university in the United States.

(C) ARRIVING IN THE U.S.

(1) I-94. Form I-94 (arrival and departure record) is usually distributed on the airplane prior to landing at the airport; however, it may be issued electronically once you reach immigration inspection at the port-of-entry (POE). When you pass through the immigration check station, the agent will stamp the date of entry on your I-94, and make a notation of "J-1 D/S" (D/S = duration of status) on the card, indicating that you have been lawfully admitted as a J-1 exchange visitor and that you may stay in the U.S. until you have completed your program. Check to make sure that the immigration officer stamps/lists "J-1 D/S" on your I-94. If a specific date is noted on this form instead of D/S, please contact the Allegheny International Office as soon as you arrive to campus.

The I-94 number is also your "admission number".

(2) DS-2019. The Immigration inspector will also make the same notations (admission number, J-1 stamp, D/S) on your DS-2019 that are made on the I-94. The DS-2019 should not be collected by the immigration inspector; you should retain the original. However, on occasion, the inspector will keep the original, give you a copy and then send the original to Allegheny International Office; we'll pass it on to you.

(3) Temporary Admission with Form I-515

Sometimes an exchange visitor arrives at the U.S. port-of-entry only to find that there is a signature missing on one of their immigration documents, or that something else might be incorrect. If the immigration inspector can see that this visitor arrived "in good faith," that is, the error is not intentional, the inspector might issue a form I-515 and admit the visitor to the U.S. for 30 days. The visitor must take the form I-515 to the International Student Advisor at Allegheny immediately so that the error can be corrected as soon as possible and the visitor's admission status is corrected. This is a different case than when exchange visitors who did not acquire the appropriate visa or do not have their DS-2019. Immigration officials will not consider these visitors as arriving in good faith.

(D) TRAVEL ABROAD AND RE-ENTRY

When you leave the U.S., you will surrender your I-94 to the immigration inspector. The next time you

return, you'll be issued a new I-94, and you will use the same admission number as previously issued.

In order to re-enter the U.S., you must have a valid passport; a current, validated DS-2019; and a valid J-1 visa.

The validating signature at the bottom of the first page of your DS-2019 is officially valid for one year, but it is **STRONGLY** recommended that you have it validated each semester. J-1 visitors needing a new signature/form for travel should bring their DS-2019 to the International Office at least one week **PRIOR** to departure.

Exception: Students traveling to Canada, Mexico, or adjacent islands (excluding Cuba) are not expected to surrender their I-94 cards if they plan to re-enter the U.S. within the 30-day time frame. Students may re-enter the country after a trip of 30 days or fewer, provided they have the above-mentioned documents and their I-94.

Once within the borders of the U.S., if your J-1 visa has expired, and you plan to go to Canada, Mexico or one of the Caribbean islands (other than Cuba), it will not be necessary to apply for a new visa to re-enter the U.S. It is always advisable that exchange visitors talk to the International Student Advisor before traveling outside the U.S.

ADDITIONAL INFORMATION: terms to know and processes to remember

EMPLOYMENT: You are **NOT** allowed to work in the United States without authorization. J-1 students might be allowed to work on campus up to 20 hours per week when school is in session (check with the Financial Aid Office). Other exchange visitors have authorization through the exchange program to work on campus.

CHANGE OF ADDRESS: IMPORTANT!! You must report any change of address or residence and/or any change of name directly to the International Office on Form AR-11 within 10 days of the change. The IO will then electronically notify USICE of the change, via SEVIS, within 21 days, as required by the new regulations.

PASSPORT: You must maintain a valid passport at all times, unless exempt from passport requirements.

TRANSFER TO ANOTHER SCHOOL: You must notify the International Office of your intent to transfer, obtain a release from your Allegheny departmental sponsor, obtain a DS-2019 from the new institution, and report to the Responsible Officer at the new school within 15 days of the program start date listed on the DS-2019.

PROGRAM EXTENSION: You must apply for an extension of your exchange program prior to the expiration date on your DS-2019 if you cannot complete your program by that date, or want to extend your program. You must make an appointment with the Director of the IO to begin the extension process 30-60 days prior to the expiration date of the DS-2019, so the extension can be completed prior to the expiration date on the document.

TRAVEL: You must notify the IO prior to traveling outside the U.S. so that your DS-2019 can be endorsed for travel or a new form can be issued, if required. Students must allow at least 1 week **PRIOR** to the travel date in order for the form to be endorsed or a new one to be issued. Due to SEVIS operations, we cannot guarantee that forms that are submitted less than one week prior to travel can be endorsed or new ones issued.

DEPENDENTS: You must notify the IO of any accompanying dependents in J-2 status and provide biographical information (e.g., full name, address, country of birth) and immigration information (e.g., passport information, visa information) regarding those dependents using the IO "Dependent Information Form." The IO is required to report information to USICE regarding your dependents.

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice. International students and scholars should contact the International Office at 814/332.4891 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

Legal immigration status can be jeopardized if proper procedures are not followed, so it is always best to consult with the International Student Advisor in matters of immigration before taking any action.

We would like to thank Mary Lee Carter, President, International Student/Scholar Resources, Phoenix, AZ, (mcarter01@cox.net) for advice and comments for this handout.

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