

***AN INTERNATIONAL STUDENT'S
SURVIVAL GUIDE TO UNCG***



THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO

This *Survival Guide* was last updated on August 8, 2007.
For further updates please go to the following website:

www.uncg.edu/ipg/survivalguide.pdf

INTERNATIONAL PROGRAMS CENTER (IPC)

INTRODUCTION

This booklet will provide you with much information not available from more traditional University sources. It should give you an insider's view to how the rules and regulations really work and also provide some helpful hints about life in the United States, in Greensboro and at UNCG.

It is our hope that you will find your experience here at UNCG both rewarding and enjoyable. Greensboro and the surrounding areas have much to offer and we encourage you to get involved and to see as much as you can during your visit. HAVE AN OUTSTANDING STAY!

Many of your questions will be answered here but if you have any concerns that are not addressed within, please contact:



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REGISTRATION AND ACADEMIC LIFE

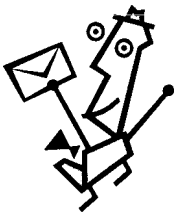
Upon your arrival at UNCG, you will need to select your classes and then confirm them with the Registrar. This process is called Registration. Full-time undergraduate students (students in their first four years of university) must take at least 12 hours of classes. Most students take an average of four or five classes (12-15 hours) although one can take as many as six classes (18 hours). Full-time graduate students (students studying for advanced degrees) usually take at least nine hours of graduate level courses (MBA courses may be in shorter modules).

UNCG EMAIL ACTIVATION

Every student at UNCG must activate the assigned UNCG email address upon arrival to the campus. There are many reasons for this policy, but of utmost importance is that at American universities we use our email for official correspondence and much of our information is disseminated through email. The university and faculty will expect you to be on the lookout for emails related to your studies and courses, and you may even be expected to turn in assignments via email. The UNCG email system, called E-Spartan, is web-based and very user friendly.

So, while you can use your non-UNCG email system for your personal correspondence, you will be expected to use your UNCG email while a student at UNCG. (You cannot forward your E-Spartan email to an outside address.) You will be able to activate your email during orientation at the Superlab in the Jackson Library where you will be able to get assistance in doing so.

ACADEMIC ADVISING & SELECTION OF COURSES



First you need to select your courses. You should spend some time familiarizing yourself with course availability by reading the University Catalog as well as the Schedule of Classes. These materials are available as printed booklets (IPC has copies) and from the web via the UNC Genie Home Page at: www.uncg.edu/. Begin to put together your tentative class schedule on the Schedule Worksheet (found in the back of your Schedule of Courses). In selecting courses, be sure to pay special attention to whether individual courses have prerequisite course requirements or restrictions.

Your next step is to meet with a faculty/academic advisor. These individuals are important to you and will assure that you are on track with courses that will meet requirements for your degree or program goals. You will be notified of the name(s) of your advisor(s) during your orientation program. If you don't know, please ask us. Once your schedule is completed, your advisor will give you an Advising Code, a number that you will be required to have in order to complete registration. (This advising code changes each semester.)

HOW TO REGISTER

UNCG offers two ways to register for courses: the web or in person at the Registrar's Office located in the Mossman Building. You will need your student I.D. number, your advising code and your PIN number in order to register. You must also activate your UNCG e-mail prior to registering for courses. For detailed instructions on how to complete your registration, please consult either a Schedule of Courses booklet or detailed information available to you from the UNCGenie web home page at: www.uncg.edu/. Computers with access to the UNC Genie are located all over campus, although most students go to the computer Superlab, which is located in the Jackson Library. If you still have questions about any aspect of registration, please don't hesitate to ask for help from the IPC staff or a PAL.

Some special notes...

If you are an Exchange student

If you sent course requests in advance of your arrival to IPC, our staff should have already registered you for available courses. Please look over your class schedule on UNCGenie to determine if you wish to make any additional schedule changes. If you wish to make some changes, you'll need to complete "Drop/Add" procedures (see below). It is recommended that all exchange students consult an academic advisor to ensure you've selected the best possible program.

If you did not send a course request list in advance to IPC, or if the IPC staff was unable to secure your courses for you, you will need to register according to normal UNCG registration procedures and as instructed by IPC staff during orientation.

If you are an Exchange student studying in the Bryan School of Business and Economics, you will receive assistance with advising and registration from the staff of the Bryan School's Advising Center, Bryan Building, Room 232, Telephone 334-4484.

If you are a Graduate student

You are not required to have an advisor's approval for course selections; however, it is strongly recommended that you consult your department or faculty advisors to determine that you have an appropriate program.

DROP/ADD AND SCHEDULE ADJUSTMENT

For a period of approximately one week you will have the opportunity to add and drop courses as you like. We call this schedule Adjustment (or "Drop/Add" for short). This is a normal part of registration at an American university, and you no doubt will experience it. Please do so, but keep in mind that you absolutely must finalize your schedule by the last day of schedule adjustment. Remember that as an international student you must be registered for a "full time load" (at least twelve hours for Undergraduates and six hours for Graduates).

You must consult with IPC prior to enrolling less than full-time to assure enrollment meets USCIS regulatory requirements and to ensure that authorization for the less than full-time enrollment is registered with USCIS. **(See page 19 for clarification.)**

UNCG offers two ways to Drop/Add: the web or in person (Registrar's Office, Mossman Building). You will need your student ID number, your advising code and your PIN number. For detailed instructions on "Drop/Add," please consult either a Schedule of Courses booklet or detailed information available to you from the UNC Genie web home page at: www.uncg.edu/.

What if a course is closed or is restricted?

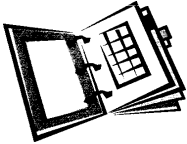
Often you will find that a particular class that you are interested in is either "closed" or "restricted". If this happens to you, do not worry! You have two choices: You can either choose another class, or you may attempt to get into a closed or restricted class. Many times, with a little effort on your part, you will be successful in getting into these classes.

How do you get into a closed or restricted class?

Upon learning that a class is closed or restricted, you should try to speak with the instructor. You will need to fill out a Drop/Add form (which can be picked up from the Registration Center). Take this form to the instructor and explain the reasons that you wish to take his/her class. It is always worthwhile to mention that you are an international student. Professors like to have diversity in their classes, and the fact that you are from a different country may work to your advantage. Should you receive permission from the instructor, he or she will need to sign the Drop/Add form. You will also need to have your advisor's signature on the form. Once the form is completed, you will need to take it to the Registrar's Office located in the Mossman Building.

If you cannot find the instructor, you can attend class the first day as if you were registered. At the end of the class, you should introduce yourself to the instructor and express your interest in taking the course. Sometimes this is all it takes! Should he or she approve your entry, you will need him or her to sign the Drop/Add form. Next, you'll need your advisor's signature, and finally you should take the form to the Registrar's Office in Mossman. Ultimately, it is up to the instructor whether you will be let into the course. His or her decision is final.

ACADEMIC LIFE



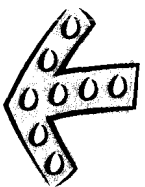
Most international students find academic life in the U.S. quite different from their home countries. A typical U.S. course will have three tests (including a mid-term and final) and at least one paper. This can be good and bad; it gives you more chances at increasing your grade in the class. However, it also means that you may have more day-to-day studying for your classes.

CLASS STRUCTURE

Typically, classes are for three hours a week divided into three one-hour classes on Monday, Wednesday, and Friday; or two one-and-a-half hour classes on Tuesday and Thursday. On the first or second day of class you will be given a syllabus of the course. It will give an outline of class lecture and homework. Homework is usually assigned for each lesson and will usually consist of readings. Readings for each class are usually assigned by the week (25-100 pages) and must be done in order to participate in class discussions. Test questions are usually taken from both the readings and class notes. Undergraduate students are expected to spend two hours in preparation for every one hour of class time. So, if you are taking twelve hours, be prepared to spend 24 hours a week studying. Graduate students should spend at least four hours a week in preparation for every one class hour. Attendance is usually mandatory, and most classes have roll call at the beginning of class.

Tests can be organized in several ways; and the professor should tell you what to expect. Most tests are either in multiple choice or essay formats. "Bluebooks" may be purchased for a minimal price at the UNCG bookstore.

GETTING HELP



UNCG offers a tutoring service called the Learning Assistance Center located in the Reynolds Dorm, room 159. The center provides programs and services to help undergraduates improve their academic performance, e.g., workshops introducing study skills such as reading and note-taking, and individual tutoring sessions for free. The center is open Monday-Thursday from 9:00 a.m. until 6:00 p.m. and Friday from 8:00 a.m. until 5:00 p.m. You may telephone the Learning Assistance Center at 334-3878 to schedule a free appointment.

If you would like some help writing reports and papers, the English Department offers special assistance through the Writing Center, located in 3211 HHRA Building. It is open Sunday from 5:00 p.m. to 8:00 p.m., Monday-Thursday from 9:00 a.m. to 8:00 p.m., and Friday from 9:00 a.m. to 3:00 p.m. The telephone number is 334-3125. If you are not a native speaker of English, you may also wish to call the **INTERLINK Language Center** at 334-4700. The Center provides nine-week intensive English courses offered on the UNCG campus. The cost of tuition and fees for each nine-week session is approximately \$2900.

For one-on-one speaking help, you may visit the University Speaking Center, which is located in room 3211 HHRA Building. The Speaking Center is open on Monday – Wednesday from 10a.m. to 8p.m., Thursday from 10a.m. to 6p.m., and Friday from 9a.m. to noon.

If you still find yourself having trouble in a class, you can stop by the departmental office of the class for names of students willing to tutor. Tutors charge \$7-\$10 per hour. Get to know the students in your classes as oftentimes they will organize study sessions for a class. These can be good opportunities to get missed class notes, and the American students will know more about what to expect on the exams.

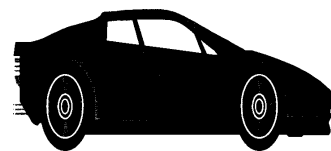
ACADEMIC INTEGRITY

Academic Integrity issues are of great consequence. Please consult the UNCG calendar/ handbook to be aware of policies and issues related to UNCG's academic conduct and honor code.

TRANSPORTATION

GENERAL INFORMATION

One of the first things that you will discover upon your arrival in the U.S. is that we do not have an extensive public transportation system like the one you probably have in your home country. Getting around town and traveling to other areas can be an extremely frustrating experience. However, there are a few ways to make traveling easier and more enjoyable.



ETIQUETTE FOR RIDING WITH FRIENDS

The cheapest way to get around the city is to become friends with Americans who have cars. Everybody has to go to the grocery store and do other small errands, so most people will probably not mind giving you a lift when they go. However, before jumping into a friend's car, there are a few little rules of which you should be aware.

Even when someone has offered to take you someplace without you asking, you may still be expected to contribute to gas expenses. Most college students cannot afford to drive all over Greensboro to get you where you need to go. You should make it clear from the beginning of the trip that you are willing to contribute to these expenses. Usually a dollar or two is enough for a short trip. Or, if you are continually riding with one person, you may want to offer to fill up their tank one day. The drivers are probably not going to accept money from you for every ride, but it is always polite to make the offer.

PUBLIC TRANSPORTATION

BUSES

HEAT (Higher Education Area Transit) is a new college and university transportation service for Greensboro residents and qualified students of six area colleges and universities, which includes The University of North Carolina at Greensboro (UNCG). For more specific information on HEAT services and route information go to <http://www.rideheat.com>. This service is **free** to all UNCG students and the UNCG FirstCard is all you need to access this service.

Bus service in Greensboro is offered by the Greensboro Transit Authority (GTA), telephone 332-6440, and is relatively cheap. Each ride costs \$1.10 and includes a transfer. It is possible to purchase a one-month pass for \$40 or a super pass for \$75, which includes late night service; you will need to present your UNCG student ID

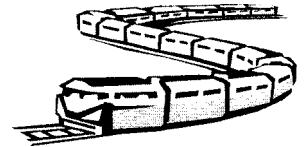
when buying a pass. Bus schedules can be obtained at the information desk in the Elliott University Center, IPC, or view their website at <http://www.greensboro-nc.gov/Departments/GDOT/divisions/gta/routes/>.

It is important to remember that the bus system here is generally less reliable than in larger American cities or in other parts of the world where the population depends heavily on public transportation. In Greensboro, the buses only run from and to major areas of commerce and are infrequent. Thus, if you are living off campus and relying on this system to get to and from the University, you need to give yourself plenty of extra time. Buses run from UNCG and Tate Street to most major shopping areas. For bus routes and schedules specific to UNCG students, visit http://www.ci.greensboro.nc.us/gdot/public_trans/college%20info/uncgroutes.htm.

Bus service to other cities is offered by Greyhound, Inc. (telephone 272-8950 or 1-800-231-2222), and the terminal is located at 234-A East Washington Street. This service is severely limited and time-consuming. Although it is probably the cheapest way to travel besides the use of a personal car, you need to ask about travel times as a small trip to Atlanta (five to six hours by car) can take more than ten hours by bus. Also, bus terminals can be dangerous, especially at night, so use caution when traveling this way. For further information, please visit the Greyhound website at www.greyhound.com.

TRAINS

Train service to other cities is offered by Amtrak (1-800-872-7245 or 855-3382). The passenger station is located at 236 East Washington Street. Although a bit more expensive than buses, the train is somewhat quicker and more comfortable. Taking a train is also a great way to see the countryside. Reservations may be required. Visit the Amtrak website at www.amtrak.com.



AIRPLANES

Air travel is the quickest way to travel and is probably best for long distances. Because of price "warring" among airlines, tickets can be quite cheap. It is best to make plane reservations in advance. Sometimes calling a travel agent can ensure getting the best deal. It is also possible to call several airlines and, by using the lowest offer, "bargain" with the other airlines. Often if you tell them a competitor's rate, they might lower their fare. The internet is an excellent source in helping you to find cheap airline tickets; some great websites are: www.hotwire.com, www.cheaptickets.com, www.orbitz.com, or www.expedia.com.

TAXIS

Taxis are generally the most expensive way to travel within the city. Also, service is slow because taxis can become quite busy, and thus, waiting for a taxi can last up to an hour! If you use a taxi service, be sure to call ahead and pre-order one. There are several taxi services in Greensboro, check the Yellow Pages of the phone book for listings.

BICYCLING



Cycling in the U.S. is very different from other nations. Bicycles are mostly used for recreation. However, cycling is a cheap, healthy, and fun way to get around town as long as you know the rules. Cyclists must follow ALL traffic regulations issued by North Carolina. Also, remember that most American drivers are not used to dealing with cyclists on the roads, so be careful. Wear bright clothing as well as a helmet. Also, you are required by law to use lights when traveling at night. You should know that cycling is not allowed on most highways and is never allowed on the interstates.

BUYING A CAR

You may want to purchase a car during your stay. International students who choose to live off campus may find it necessary. If you are considering this option, talk to other international students and see if two or three of you would like to purchase one together. This will greatly reduce the total cost to each person. Owning a car will give you complete freedom, but there are a couple of important things to keep in mind when considering this option.

A reliable used car can cost anywhere from \$2,000 to \$8,000. Besides the purchase price, you are required to buy insurance to drive in North Carolina. Call the insurance agents listed in the Yellow Pages of the phone book to get the best rate. Depending on your situation and driving record, insurance can cost anywhere from \$200 to \$1,000 per six month period. Additional expenses will include gasoline, any maintenance or repairs, tax, and title /licensing fees (about \$150).

Buying a car can be a risky operation. Be sure that the seller has a valid title (proves ownership) to the car in his or her name. Be sure to have a qualified mechanic look over the car before you sign anything or give the seller any money. Most mechanics will do this for a small fee (\$50-\$75). You should be aware that North Carolina has something called "lemon laws" which protect consumers when purchasing a car. If you have bought a car and it is in such disrepair that you cannot drive it or if it will cost you a lot of money to fix, you can still get your money back even if you signed an "as is" agreement.

CAR RENTAL

Renting a car is a great way to travel across America with friends. The age requirement for renting a car in North Carolina is 21 years of age or older, and in some cases, 25 years of age. The Greensboro Airport has a wide variety of rental car agencies that offer cheap and competitive rates and the internet is also a good source for finding cheap rental cars. Closer to campus is Enterprise Rent-A-Car (275-1299), which is located at 501 W. Lee Street. You can check the availability of rental cars at www.enterprise.com.

DRIVER'S LICENSE

In order to drive in North Carolina, you will need your driver's license (written documentation with accompanying picture) from your home country. As a visiting student, you are not permitted to possess a North Carolina driver's license. It is recommended that you obtain an international driver's license in English from your home country and to carry with your home country drivers license. Please see the following website for more information:

www.ncdot.org/dmv/driver_services/drivershandbook/chapter1/nonResidents.html We recommend that you print the information from the website and keep it with your driver's license.

BANKING AND FINANCIAL MATTERS

BANK ACCOUNTS

It is recommended that you have a checking account for the duration of your stay. The University recommends Wachovia because it offers a College Account with no monthly fee checking*, and no minimum balance requirement. In addition, there is free use of Wachovia ATMs** and a free check card to make purchases everywhere VISA is accepted. You are also allowed free access to your account information over the internet through Wachovia PC Access. If you plan to work on campus you should open an account so you can have direct deposit (Information will be given at orientation).



There are several ATMs located on the UNCG campus. Wachovia has two ATMs on campus for your convenience. One is located in the Dining Hall and the other is located in the Elliott University Center. A Bank

of America ATM is also located in the Dining Hall. During orientation, Wachovia representatives will be available to assist you in opening an account and to answer questions.

*A \$5 monthly fee if you make more than two teller-assisted transactions per statement period. Teller-assisted transactions include deposits, withdrawals, cashed checks, and transfer made with a teller in a branch

**A fee is charged for the use of non-Wachovia ATMs.

PAYING BILLS

It is important to note that many bills, including phone and UNCG health service bills are paid when services have been rendered. **WHEN LEAVING THE COUNTRY PLEASE MAKE SURE THAT YOU HAVE FULFILLED ALL OF YOUR FINANCIAL RESPONSIBILITIES. FINAL PHONE BILLS, HEALTH SERVICE FEES AND LIBRARY FINES MUST BE PAID BEFORE YOU LEAVE!**

TIPS FOR LIVING IN GREENSBORO

SOCIAL LIFE

The social scene in Greensboro offers something for everyone. Socializing is a great way to learn about American society as well as to tell others of customs in your own country. But, a social life will not come to you so it is important to get out and to get involved. Most Americans are friendly and up for conversation, so don't be shy.

CAMPUS LIFE

Campus life offers a wide variety of social activities. There are many campus-based clubs and organizations for you to choose from. Almost any activity or interest that you have is represented by a club. Membership is very easy; you usually just have to show up to a meeting! For more information regarding the types of clubs and organizations offered, speak to the Office of Student Life. You may call them at 334-5800 or check out their website at <http://studentlife.uncg.edu/>. Please check out the International Student Association (ISA) website at <http://www.uncg.edu/studentgroups/isa/index.htm>.

CITY LIFE



Greensboro is a fun city to live in, and there is a lot to do if you look in the right places. Besides visiting the usual movie theatres, bars, shopping centers, and parks you may want to get involved in community-based activities such as local theatre productions and charity work. The Greensboro Cultural Center hosts several festivals; you may contact them for a schedule at 373-2712. To find out more about these organizations, check out the Yellow Pages in the phone book, or call the Greensboro Chamber of Commerce at 275-8675. Or, go to any of the businesses on Tate Street and pick up a copy of *Go Triad*, a free weekly paper which lists concerts and other events in the area.

CHURCHES, TEMPLES, SYNAGOGUES, AND MOSQUES

Greensboro contains a wide variety of churches, temples, synagogues, and mosques. Many of these will even provide free transportation, if you would like to attend. Just call and explain your transportation situation. Also, many have college-aged youth groups which offer a variety of social and charitable activities. If you want to attend church on campus, go to the Associated Campus Ministries Center at 500 Stirling Street located on the corner of Stirling Street and Walker Avenue beside the Walker Parking Deck (phone 334-4266). The center

houses 9 different organizations and offers information about various worship services on campus. For more information visit their website at <http://www.uncg.edu/min>.

ENTERTAINMENT

There are several movie theatre complexes in Greensboro with 10 to 12 screens each. When showing your student ID prices vary from \$5.25 for a matinee and \$7.50 for evening shows.

The Carousel Theatres located on Battleground Avenue offer internationally produced films which are shown in the original language with English subtitles, independent films and American movies. The Grande located in the Friendly Shopping Center offers a wide variety of action and adventure movies for your entertainment.



The Greensboro Coliseum on High Point Road often shows traveling Broadway plays, musicals, rock concerts, and symphonies. Tickets can be expensive, but the shows are usually quite entertaining.

Be sure to watch for what is playing on campus. The Music School, the Dance, the Theatre, and Art Departments regularly hold concerts and shows. Also, don't forget about the University Concert and Lecture Series! Tickets are discounted for students. UNCG Athletic events are free with your student ID.

Greensboro has several other Colleges and Universities which regularly offer cultural events. Guilford College and A&T University are two more good sources for an evening's entertainment.

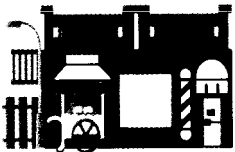
PARKS AND LAKES

The Greensboro Botanical Gardens are beautiful, especially in the spring when the flowers are in bloom. Located off of Wendover Avenue, they are great for an afternoon picnic. Admission is free. Lindley Park, walking distance from campus, is a beautiful place for a stroll or nice bicycle ride. It also has tennis courts, a soccer field, baseball diamond and a fitness trail. The park is located off Mendenhall Street and it closes at dusk.



Battleground Park, located off of Battleground Avenue, was the site of a large battle during the American Revolution. You can tour the battleground and see a film on the history of the area. Because the United States is such a young country, we have been able to preserve most of our major historical battle sites. Admission is free. Country Day Park, located on Lawndale Drive, offers paddle boating, biking, and jogging trails. The park also has a Natural Science Center and a small Zoo.

SHOPPING



Tate Street borders the campus and is one of the great college "hang outs" (or, social spots) for UNCG students. Although there are only a few shops, you will find some cozy coffee shops and delicious restaurants. Live music can sometimes be heard during the fall, spring, and summer months. Here, it is possible to sit for hours with a cup of coffee and some friends and discuss politics, poetry, or the latest trends.

Although downtown Greensboro is now mostly a business center, there are still a few good places to shop, including a few unique second-hand stores and book stores. Elm Street is still a shopping street, and the buildings are reminiscent of turn of the century America. It also has neat little American cafes nestled in

among the stores. Downtown is about a 15-20 minute walk from campus. Simply turn right onto West Market from Tate Street and keep straight.

Four Seasons Town Center, commonly known as "the Mall," is located off of High Point Road, and is serviced by the Greensboro public buses. The Mall has over 200 stores and a food court. Opening hours are Monday through Saturday 9:30 a.m. to 9:00 p.m. and Sunday 1:00 p.m. to 6:00 p.m.

Friendly Shopping Center is about a 45 minute walk (or a short bus ride) down Friendly Avenue. It is an open air shopping area with many stores including the grocery store, Harris Teeter, which is open 24 hours.

Wendover Avenue is an American style shopping area. It has gigantic discount stores, such as Wal-Mart, K-mart, and Target that sell just about everything. Also in the same area is Best Buy, a huge electronic appliance and music store (keep in mind when buying electronic equipment that the U.S. voltage is different from other countries).

A NOTE ON TIPPING

In the U.S., it is customary to tip (give money as a personal thanks to) waiters and taxi drivers. Waiting tables is a low paying job, and waiters rely on tips to supplement their income. It is customary to give a waiter 15% of the total bill. You should tip in all restaurants. Do not tip at fast-food restaurants or most cafeteria-style restaurants. A general guideline to follow is that if you are unsure, tip. A taxi driver expects 10%-15% of the total fare.

FRIENDSHIP & SOCIALIZING

Getting to know and making friends with Americans is a fun way to learn about American life and to improve your English if you are not a native speaker. International students usually have quite active social lives as we Americans just can't get over your great accents. However, the American dating scene may be quite different from that of your home country so here is a bit of an "insider's view" into the do's and don'ts of dating.



- It is accepted for both men and women to ask someone out on a date. Most dates with college students are "Dutch", which means that each person pays for his or her own expenses. If you are invited out, it is considered polite to offer to pay.
- It is possible to date several people at one time, but just make sure that all involved parties know that you are doing it.
- The dating jargon is usually pretty difficult for non-native English speakers to get used to. "Going out", "going together", "seeing each other" and "dating" all have different meanings which change depending on the situation and vocal inflection. If it sounds confusing, it is. It confuses us, too!
- As a safety precaution, it is smart to meet a date at a public place for the first couple of meetings. Be sure to let your roommate or someone know where you are going, who you are seeing and when you are expected home. This is just good sense and is courteous to those who care about you.

SEXUAL RELATIONSHIPS

Contrary to our international reputation, Americans treat sexual relationships very seriously. Before entering a sexual relationship, you need to keep a few things in mind. AIDS is rather more widespread in North

America than in many other countries. Protect yourself from AIDS and all other sexually transmitted diseases. Also, Date Rape laws are very strict in the U.S.

Date Rape is defined as rape that is committed in a social setting (party, date, etc.) when the victim knows the rapist. If a person says “no” to sexual contact, it is sufficient, and any subsequent sexual interaction can be considered rape (whether or not the people know each other.) The law states that if a person is physically or mentally incapacitated, then they are incapable of making a decision about sex.

IF THERE IS ALCOHOL PRESENT AND THE PERSON IS DRUNK, HE OR SHE IS CONSIDERED INCAPACITATED UNDER THE LAW. IF YOU CHOOSE TO HAVE SEX WITH SUCH A PERSON, YOU COULD BE CHARGED WITH DATE RAPE, WHICH IS A VERY SERIOUS OFFENSE UNDER THE LAW.

If you or someone you know is a victim of sexual assault contact the Student Health Center, the Counseling Center and /or the Police. Contacting the police does not mean you must press criminal charges; it simply places you in contact with people who can help you understand your legal options and assure you get appropriate medical attention.

ALCOHOL & THE LAW

Sometimes the laws in the U.S. can seem confusing and even silly to foreigners. However, while in the U.S. you must follow all laws because you will be prosecuted by state or federal courts if you are caught breaking the law. The police do not consider ignorance of the law as an excuse for breaking it. Most of the laws are basic common sense and are easy to follow, but some can be a little confusing and need to be discussed.

TO DRINK ANY ALCOHOLIC BEVERAGE IN NORTH CAROLINA YOU MUST BE 21 YEARS OF AGE OR OLDER. When visiting a bar, be sure to bring a passport or driver's license with a photo because you probably will be asked to show identification and prove that you are of age. A UNCG student ID will not be accepted.

This law may seem ridiculous to students coming from countries which do not have or enforce drinking laws because of their age. For example, many Europeans who drink in their country are suddenly asked to stop, when they travel to the U.S. The transition can be difficult however, the penalties for drinking under age, particularly on campus, can be quite serious.



If you are 21 years or older and want to visit bars, be aware that drinking and driving is illegal and treated seriously by the Police. So be careful and give yourself plenty of time to recover from the effects of alcohol before driving home. It is a good idea to have a designated driver (someone who agrees not to drink) or to call a taxi if you have been drinking and need to go home. If you are arrested for Driving under the Influence (DUI), you will have to go before a judge and probably need an attorney, which can be very expensive. The police are always on alert for drunk drivers. Drunk driving is a very serious offense in this country. **DO NOT DRINK AND DRIVE** (Be aware that it is also against the law to have open alcohol containers in a moving vehicle).

SAFETY

Greensboro is one of the safest medium-sized cities in North America. However, it is ALWAYS important to be on your guard. It is important to know your surroundings and be alert at all times.

The rules for living safely in the U.S. are pretty much universal. Take all normal precautions such as keeping your valuables locked up and not keeping large amounts of cash on hand. Avoid walking or cycling alone after dark. When in public parks keep to the paths and stay around large groups of people.

You should never walk alone at night, even across campus. The University provides an escort service for students. The **Campus Escort Service** (Campus police on bikes) will escort any student from anywhere on campus to their car, dormitory, etc. after dusk. They are available Sunday – Friday from 6:00 p.m. to 11:00 p.m. Call 334-5919 for more details. The Escort Service is only available on campus.

Parking Services offers the **Spartan Chariot Service** and they pick up students at designated pick-up areas on campus. The Spartan Chariots run a continuous route with stops approximately every 15 minutes. The stops are at or near blue emergency phones around campus. The shuttles run seven days a week except on holidays and school breaks from 5:30 p.m. to 1:30 a.m. For more information on the stop locations contact Parking Services at 334-5681 or visit their website at <http://parking.uncg.edu/chariots.html>.

SOME SAFETY TIPS

Keep to crowds of people; do not walk alone in isolated areas. If you are walking alone and feel nervous, walk into a restaurant, store or office and wait a few minutes before proceeding on your way.

Remember to use the **Campus Escort Service** (334-5919) for getting around campus or use the **Spartan Chariot Service**.

If you feel threatened, do not hesitate to call the University Police (334-4444) or the Greensboro City Police (373-2222). Also, don't forget the national Emergency help number 911, which will connect you to the Police, Fire Department, and Ambulance Service and Paramedics. Most states have adopted this system, so it will work when you are traveling as well!

If you are in a threatening situation, do whatever the criminal wants you to do. Most times this person is just after money, give it to him/her and call the Police once it is over. Don't try to be a hero!

Life in the U.S. is not as scary as the media would like you to believe. You will probably never experience a crime during your stay. But, play it safe and don't take any unnecessary risks. Most importantly, be aware at all times! Always report to the police any situation in which you have been frightened or threatened.

Please note that we have given you an emergency card that identifies you as a UNCG international student. Please keep the card on your person. It lists the telephone numbers of staff who can help you in an emergency.

DEALING WITH POLICE

For most international students, police encounters are related to alcohol or traffic violations. Please note the following advice:

- When dealing with police and other law enforcement officials, it is important to be as polite as possible.
- Be sure to address them with respect even if you are in a stressful situation. If you are asked to stand still or place your hands somewhere, be sure to comply.
- Do not argue your case and answer only when asked to do so. There are several unwritten rules that U.S. citizens follow.

1. Never put your driver's license in the dashboard (glove compartment) of your vehicle.
2. Please keep your hands on the steering wheel if stopped while driving.
3. Do not step out of the car unless you are asked to do so.
4. Do not argue with an officer nor bargain your case.
5. Never ever offer a bribe.

- **If a police officer feels threatened by your behavior, you will be handcuffed, and/or arrested.**

TIPS FOR LIVING CHEAPLY IN THE US

Make all travel arrangements at least two weeks in advance so you can get the best price. You may want to think of buying clothing at a second-hand store; often you can get great stuff for next to nothing.

If you decide to buy a bicycle, roller blades, or any type of sporting equipment, consider looking in the classifieds section of the newspaper for used equipment or shop in a second-hand sporting goods store.

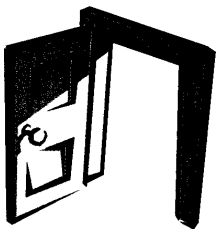
USE THOSE STUDENT ID CARDS! They can get you discount tickets to the movies and many other events. Always ask if there is a special price for students. Also, the Teaching and Learning Center in the 134 McIver Building on campus rents videos FREE to students. For more information contact them at 334-5078 or visit their website at <http://www.uncg.edu/tlc>. Frequent the used book stores! There are several located in town and each has a great selection of fiction, non-fiction, and even language aids at less than half the price of buying a new book.



Furniture and appliances can also be purchased in second-hand stores. If you are going to be in the U.S. for a short time, consider renting these items. Remember: U.S. voltage is different from most countries, so you might not be able to bring anything back home with you. Check the yellow pages in the phone book for dealers.

HOUSING

LIVING ON CAMPUS



Compared to living off campus, living in the dorms is easy and convenient. In most cases you arrive to Greensboro and immediately go to the dorm and check in. Everyone who lives in the dorms is required to have a meal plan and there are five cafeteria sections with different foods you can choose on campus.

But dorm life can have its frustrations. At times the dorms can become loud and privacy may be at a minimum. However, there are ways you can reduce any problems with dormitory life.

THE ROOMMATE

For many international students studying in the U.S., it is their first experience with a roommate. You need to know how American students view the roommate situation, what their expectations are, and what your rights are.

To most Americans, living with another person during the college years is normal and to be expected. So, we have developed unspoken rules of etiquette for this situation. Sit down with your roommate in the first few

days and talk about how you each like to live; whether you are messy or neat, quiet or noisy, etc. Try to lay down a few "ground rules" regarding visitors to the room, study time, sharing things, etc. You will find that your American roommate has tons of "stuff" and will, in most cases, be happy to share. However, if problems begin to develop, talk to your roommate at once. Don't wait until you are angry. If you cannot get along with your roommate and feel that you can no longer live together, it is possible to go to the Office of Housing and Residence Life and request a change. If you have met another person and would like to room with that person, both of you need to go down and request the change together. In most cases changes are approved. Note: it is only possible to live with people of the same sex.

In many cases, this will be your roommate's first experience living and talking closely with someone from another country. Sometimes they may have silly questions, get your nation confused with another nearby country, or they may not even know where your country is located. Be patient with them and try to answer all of their questions. One of the benefits of your stay is that you will spread international awareness on the campus.

You will also find that your roommate can be an important source for information and aid. Not only do they know where most things are located on campus and in Greensboro, but they know how to deal with the day-to-day problems that will crop up. So, if you have a question or are confused, **BE SURE TO ASK!**

Also, if your roommate extends an invitation to visit his/her home/family or friends, consider accepting. It is a great way to see other parts of the U.S. or NC and gives you a view of the American family.

If you are concerned about having some "alone time" in the dorms you should know that many UNCG students go home for the weekends. If your roommate is a North Carolina resident, the chances are good that he or she will be home at least one weekend a month.

I-HOUSE

UNCG has designated space in the Phillips-Hawkins Residence Hall as the University International House. I-House residents include UNCG students who have studied abroad; those whose majors include foreign languages and international business; degree-seeking international students; and exchange students. The I-House stages a weekly get together (Friday-fest) and several events throughout the year from international film evenings to theme dinners. This program has been designed to provide a rich atmosphere of language learning, cultural orientation, and social activities with an international flavor. If you would like to join the I-House community, just let IPC know of your interest.



PRIVATE/OFF CAMPUS

Living off campus has many benefits. You have more privacy, less noise, and it is easier to study. However living off campus also has a few drawbacks. Transportation becomes necessary and your bills can be higher. But once you have decided to live off campus in a private house or apartment, there are a few things you need to know in order to make the process of house hunting easier.

First, you should know that most area landlords, particularly those around the campus, **REQUIRE THAT YOU SIGN A ONE-YEAR LEASE**. If you are not planning to stay an entire year, you must remember that you will lose your deposit (usually one month's rent) if you leave early. If your lease is over or you are looking for somewhere to live for a little while before returning home, you can usually find fellow international students to stay with especially through the summer, as some students like to spend the summer traveling, studying or working before returning home.

Finding an apartment can be a little difficult in Greensboro. But, if you are patient and diligent you should be able to find something within a two-week period. Apartments within walking distance to campus will cost you anywhere from \$250 to \$800 per month, depending on the area, the landlords, and the number of roommates you have. Come by IPC and pick up a list of available apartments for rent.

BEFORE YOU SIGN A LEASE, READ IT THOROUGHLY!! Make sure that you understand the language and if you don't, ask a friend to explain it to you. Remember, this is a legally binding contract and you will be expected to fulfill your obligations. Some important questions to ask include: Are the utilities (electricity, water, gas) included? What is the penalty for leaving early? Who is responsible for lawn care and repair of appliances? What are the rules for sub-letting? How many people can live in the apartment? Are pets allowed?

STAYING HEALTHY

THE DINING HALL

The UNCG dining facilities are quite varied. Depending on your meal plan, you will have a combination of meals and a "declining balance" number (on your ID card) to buy pizzas and other occasional treats. Be careful that you don't spend all of your declining balance during the first few days of the semester. It is best to eat most times on the meal plan and to use your declining balance for snacks and treats.

FOOD

Food in the U.S. is quite varied. Americans rarely have time for a full, sit-down meal, and students usually eat most of their meals in cafeterias and restaurants. If you choose to eat out regularly, you should make a budget because eating out frequently can be costly. Even if you are living and eating on campus you should buy some groceries for nighttime snacks, or in case you are not feeling well and are unable to go to the cafeteria. You may find it amusing and useful to wander the grocery store aisles to familiarize yourself with the vast selections before buying.

MEDICAL TREATMENT AND FACILITIES

IMMUNIZATIONS



All students at UNCG are required to have certain immunizations. You are required to complete a Report of Medical History (which includes an immunization form) and send it to the Student Health Center. **IF YOU DO NOT COMPLETE THIS FORM OR CANNOT PROVE THAT YOU HAVE HAD ALL THE REQUIRED SHOTS, YOU WILL BE REQUIRED TO HAVE THEM AT UNCG BEFORE YOU CAN OFFICIALLY ENROLL FOR CLASSES.** Please also remember that your Tuberculosis (Tb) Skin Test must be administered in the United States or in Canada.

STUDENT HEALTH CENTER

The Gove Student Health Center (next to the Phillips-Hawkins Residence Hall) will be able to provide for most of your medical needs during your stay. As a degree-seeking international student you will be required to pay a Health Fee with your tuition to cover some services (office visits). **Please note that graduate students must be registered for nine hours or more and undergraduates must be registered for 12 hours or more in order to be charged the Student Health fee. If you are a graduate student and registered for less than nine hours, you must request from the Cashiers Office at the beginning of each semester the Student Health Fee and pay at the time of the request. Otherwise, you will have to pay for every visit to the Student Health Center.** Other services are given at a reduced rate. You must bring your student ID when you visit the Student Health Center. The Student Health Center has a pharmacy that sells over-the-counter and prescription drugs at a cheaper rate than regular pharmacies, but the pharmacy has a limited stock. The Health Center phone number is 334-5340.

If you are ill or injured, first go or contact the Student Health Center on campus. If it is closed or cannot handle your concern please go to a preferred off campus health care provider. There are a few reasons for this:

- The HTH insurance policy waives the deductible for services provided at the Student Health Center.
- Unless it is an emergency, please use the Student Health Center. If it is closed and your condition is not life threatening, please use the walk-in Urgent Care Centers (listed in the Yellow Pages). They are much cheaper than a hospital emergency room. Using the specialists listed on HTH's preferred provider list helps keep the premiums low and saves you money.
- Medical services in the U.S. are very specialized and can be confusing. It is best to rely on health experts in the U.S. to refer you to the appropriate health care provider. Please refer to HTH's Preferred Provider list found at the following website:
http://www.hygeia.net/customer_tools/customers/hthstudents/main.asp

NOTE: The Student Health Center is open Monday – Friday from 8:00 am – 8:00 pm, Saturday from 9:00 am – 12:00 pm, and Sunday from 5:00 pm – 8:00 pm. If the Student Health Center is closed, please call the Campus Police at 334-4444 in an on-campus medical emergency.

If you are involved in a life threatening emergency, you should call 911 or go directly to the closest hospital. You do not need to consult with the University Student Health center if severe health risk is at stake.

Likewise, if you are traveling outside of Greensboro and need immediate medical attention, you should go to the health service in that area. ALWAYS KEEP YOUR MEDICAL INSURANCE DOCUMENTS WITH YOU ALONG WITH SOME IDENTIFICATION.

HEALTH INSURANCE

U.S. government regulations require that you have sufficient health insurance coverage for yourself and your dependents while in the United States. **UNCG HAS A MANDATORY HEALTH INSURANCE POLICY,**



REQUIRED BY ALL INTERNATIONAL STUDENTS ON AN F-1 OR J-1 VISA TO BE ENROLLED FOR CLASSES. UNCG provides student insurance for approximately \$55 a month. This is an excellent price as the cost for private insurance can be \$200 per month or more. Students will be billed for insurance directly by the University on their student account each semester. There are no forms to fill out! Once you are registered for classes, IPC will enroll you for the mandatory student health insurance provided by HTH Worldwide.

Insurance in the U.S. usually carries a deductible from between \$100 to \$500 yearly. This means that you will be required to pay the amount of your deductible FIRST before your insurance starts paying for the covered expenses. The HTH health insurance policy has a \$100 deductible for each sickness or injury. If you use the Student Health Center, the deductible will be waived. If you have to use a health care provider off campus, please try to use the health care providers listed in the policy network (First Health/Hygeia Network). The Network access provided by Hygeia Corporation directory is available by visiting their website at http://www.hygeia.net/customer_tools/customers/hthstudents/main.asp

Here are two examples to explain better how the HTH insurance coverage works:

Example 1: You are covered by HTH student health insurance policy and you have an emergency and must go to the nearest hospital and you receive a bill for \$1,500.

- You must pay the FIRST \$100, which is applied towards your deductible (\$100 deductible per injury or sickness) ($\$1,500 - \$100 = \$1,400$)
- Insurance will pay the remaining \$1,400 (100% of covered expenses) up to the first 10,000. This is called the Basic Medical Expense Benefit.

Example 2: If you received a hospital bill for \$12,000:

- You would first pay the \$100 deductible ($\$12,000 - \$100 = \$11,900$)

- The insurance would cover 100% of the first 10,000 and 80% of the remainder up to \$40,000.
- \$11,900 - \$10,000 (insurance payment of 100% up to the first \$10,000) = \$1,900
- \$1,900 X 80% = \$1,520 (\$1,900- \$1,520 = \$380)
- Your final total payment would be: \$480
(\$100 (deductible) + \$380 = \$480)

The deductible will be reduced to \$0 if initial treatment is rendered at the Student Health Center. Most of all your future medical bills incurred during the year will be paid by your insurance, depending on the type of service.

Go to www.uncg.edu/ipg/hthinsurancebrochure.pdf to review the health insurance policy. For further information please contact IPC at 334-5404 or HTH insurance company at 1-800-242-4178.

U.S. IMMIGRATION ISSUES

Be aware that as of June/July 2002 new USCIS regulations were established which dramatically change the university reporting obligations to USCIS. This means universities no longer have discretion in what, how, and when we report enrollment activity to USCIS. An electronic tracking system (known as SEVIS) automatically collects and reports enrollment information to USCIS. Maintaining status is more critical than ever before. Upon your arrival in the U.S., you will receive an I-94 form which will indicate "duration of status" (D/S). This notation means you may remain in the U.S. as long as you maintain your "student status." Your DS-2019 or I-20 will reflect an "end date" by which time you should complete your intended study. **SHOULD YOU WISH TO OR NEED TO REMAIN BEYOND THAT END DATE, YOU MUST CONSULT THE IPC STAFF ON PROCEDURES TO EXTEND YOUR STAY.** To allow time for processing, contact IPC at least one month prior to the end date noted on your DS-2019 or I-20.

PROCEDURE FOR STATUS EXTENSION

J-1: You are eligible to request an extension of your exchange only if the overall exchange does not exceed one year (e.g., an extension from a one-semester placement to a full-year placement may be requested) and your academic objectives do not change. All requests for extension are subject to approval by both IPC and your home institution.

You must apply to IPC to request an extension. If your exchange is extended, you will receive another DS-2019 from IPC indicating the new ending date for your program.

F-1: You are eligible to request an extension of your stay only if your faculty advisor documents that the extension is based on sound academic reasons and that you are making appropriate progress towards completion of your degree.

MAINTENANCE OF STATUS

In order to maintain your status, you must be enrolled as a full-time student. Generally, this means **YOU MUST MAINTAIN A MINIMUM COURSE LOAD OF 12 HOURS IF YOU ARE STUDYING AT THE UNDERGRADUATE LEVEL; GRADUATE LEVEL STUDY REQUIRES SIX HOURS.** The only exceptions to this rule are:

1. Last semester prior to graduation;
2. Medical doctor's recommendation for reduced course load; and
3. Faculty recommendation to drop a course related to language or cultural difficulties.

Note: **This option is allowed only in your first semester.**

You must consult IPC prior to enrolling less than full-time to assure enrollment meets USCIS regulatory requirements and to ensure that authorization for the less than full-time enrollment is registered with USCIS. Also, you must maintain satisfactory academic standing as defined in the university catalogs.

REMAINING IN THE UNITED STATES FOR TOURIST REASONS

You are eligible to remain in the United States after you graduate or complete your exchange program for a limited time, **60 days for F-1 students and 30 days for J-1 students.**

If you wish to remain in the United States for tourist reasons after the allowed time and you have completed your degree, you must apply to change to a "B" visa non-immigrant status. To do so, complete an I-539 Application to Extend/ Change Nonimmigrant Status and submit it, along with the required fee* to the United States Citizenship and Immigration Services (USCIS) office having jurisdiction over UNCG. **THIS FORM MUST BE SUBMITTED BEFORE THE EXPIRATION DATE ON YOUR DS-2019 OR I-20.** Depending on the work load of the USCIS office, it is possible that the USCIS office will not have processed your request by the time of your departure from the United States. Consult the IPC staff for more details before you finalize your travel plans.

* For current fee information, please refer to the USCIS website: www.uscis.gov

VISA REQUIREMENTS FOR TEMPORARY DEPARTURES FROM THE U.S.

Once your status has been authorized by the USCIS, your visa does NOT need to remain valid unless you travel outside the United States during the authorized status period. You may leave and re-enter the United States during the period noted on your DS-2019 or I-20 up to the number of authorized entries specified on the visa. It is assumed that such travel will not interfere with your studies. **However, your I-20 or DS-2019 must be signed by the IPC staff prior to your departure from the United States, if you plan to return to continue your study.** Without the signature you may be denied re-entry to the United States.

NOTE: A VISA IS VALID IF THE DATE INDICATED ON THE VISA HAS NOT EXPIRED AND IF THE NUMBER OF ENTRIES ALLOWED BY THE VISA HAS NOT BEEN MET OR EXCEEDED. If your visa has expired, you must go to a U.S. embassy or consulate in your home country to obtain a new visa. You may be denied entry to the United States if you have an expired visa, even if you have a properly dated DS-2019 or I-20. **AT ALL TIMES, YOU MUST HAVE THE STAMPED COPY OF THE DS-2019 OR THE ENDORSED COPY OF YOUR I-20 IN YOUR POSSESSION WHEN YOU RE-ENTER THE UNITED STATES.**

EMPLOYMENT

Life in the U.S. can be expensive, and sometimes international students decide to get a job in order to have extra money or to be able to travel. The quickest place to look for employment is on the UNCG Student Employment office website at <http://csc.dept.uncg.edu/seo> or you may contact a department directly that you are interested in working to see if they have any current openings.

If you would like to work on campus, you need to bring a letter of the job offer to IPC. IPC will provide you with a letter verifying your UNCG student status and directions on how and where to apply for your Social Security card. (For information on Social Security numbers go to page 23).



Before you begin looking for a job, go by IPC and be sure that you are legally allowed to work in the United States. Regulations governing employment for international students are different for J-1 students and F-1 students. Review the information below carefully as it pertains to your immigration status.

For J-1 Students:

ON-CAMPUS employment is available to most all international students with a limit of 20 hours per week. Campus jobs are usually easy to find in the beginning of the semester and get harder to find as the academic year goes on.

OFF-CAMPUS employment can only be authorized by IPC if the work qualifies as academic training. (See below).

If you should find yourself in an unforeseen financial difficulty, please contact IPC at 334-5404 so that we may offer advice.

ACADEMIC TRAINING FOR J-1 EXCHANGE STUDENTS (OFF-CAMPUS)

Academic Training is defined as an internship or position off-campus (either unpaid or paid) that is integrally related to academic degree program objectives at your home institution. Academic training may significantly enhance your exchange experience. The training can be done concurrently with your academic exchange program or may follow the conclusion of your program.

To secure permission for Academic training you should do the following:

I. Make an appointment with the Director of Study Abroad and Exchanges to discuss the details of application, deadlines and expectations. (If you are a J-1 visa holder who is not an exchange student you should make an appointment with the Director of International Student and Scholar Services.)

II. Present the following documents to IPC:

- A letter from you requesting permission for academic training. (If seeking academic training following the conclusion of your academic program, the letter must also include a request for approval of extension of program dates.) Your letter should explain your rationale for undertaking the training (i.e., it should explain how this will enhance your educational exchange experience).
- A letter of support from your Academic Advisor at UNCG outlining:
 1. The goals/objectives of the training program
 2. A description of the program including:
 - a. Location
 - b. Name/address of supervisor; projected hours per week
 - c. Projected dates of training
 - d. How this "academic training" relates to major field
 3. Why this "academic training" is an integral part of your academic program as an exchange visitor
- Written documentation of the job offer (including dates, location, and supervisor). This should be a job offer letter.
- If you are applying for academic training subsequent to your academic program, you will need confirmation (email is acceptable) from your home institution's international programs office that they support your extension. UNC-EP participants must also obtain email approval from the UNC-EP Director.

III. IPC approves/disapproves based on above criteria. It is very important that you do not work unless employment has been granted by IPC. U. S. government regulations impose serious penalties for hiring

anyone without proper documentation, which in the case of UNCG exchange students, requires the letter of approval described above.

IV. Deadlines for submitting your documentation for academic training after your program are Dec. 1 and May 1. Your employment must begin within 30 days of the end of the semester. (ISEP students should contact the ISEP office for deadlines and procedures.)

For F-1 Students:

ON-CAMPUS: F-1 students are eligible to work on campus for up to 20 hours per week immediately upon their enrollment. There is no special permission required. Campus jobs are usually easy to find in the beginning of the semester and get harder to find as the semester goes on. Graduate students holding an assistantship are assumed to work 20 hours per week and may not seek additional employment. An on-campus job provides a good opportunity to interact with university administrators, staff and faculty, and allows you the chance to begin to build relationships that may be useful when you are seeking references for future graduate study or jobs. (For information on Social Security numbers see page 23).

OFF-CAMPUS: F-1 students may obtain authorization for off-campus employment in cases of Optional Practical Training, and Curricular Practical Training.

Optional Practical Training

USCIS allows F-1 students twelve months of optional practical training work authorization, an opportunity to work in the U.S. to put into practice the skills and knowledge learned in the classroom. Students can elect to take all twelve months at one time or take it in increments, such as three months each summer. The work experience must be related to your major and may not be extended beyond the allotted twelve months.

To be eligible for practical training, you must have been in F-1 status for nine months or two concurrent academic terms. Application is made to USCIS through IPC. The application fee is approximately \$175.00 (subject to change) and processing time is about 90-120 days. Students should file their application in February if the work experience is intended for the summer and in October if intended for January.

Practical training can be authorized for full-time (40 hours per week), or part-time (up to 20 hours per week). Students must specify in their application full- or part-time. Part-time practical training will be calculated as half-time on the calendar; in other words, six months of part-time practical training will count as only three months from the total allotment of twelve months.

Curricular Practical Training

This category of practical training is for work experience required as a part of the academic curriculum. To apply, students must present the following to IPC: 1) the catalogue description of the course in which the required work experience is outlined, 2) verification of enrollment in the course, 3) a letter from the faculty verifying that the work experience is required, indicating the employer and the start and ending states of the employment; and 4) a letter from the employer noting start and end dates, plus a brief job description. IPC will authorize the employment with a written statement on page three of the I-20. The work experience may not begin until the I-20 has been issued bearing CPT authorization and may not exceed the specified time identified in the course description.

There is no limit to how many months of curricular practical training a student may engage in; however, if a student engages in curricular practical training for more than twelve months, he or she loses his or her eligibility to apply for optional practical training. Part-time curricular practical training is calculated as half the calendar days. This means six months of part-time curricular practical training (20 hours per week or less) will be counted as three months.

If you should find yourself in an unforeseen financial difficulty, please contact IPC at 334-5404 so that we may offer advice.

SOCIAL SECURITY NUMBER

Before you can work on campus or off campus, you will need to obtain a Social Security number by applying to the local Social Security office. In Greensboro, the Social Security office is located at 6005 Landmark Center Blvd. (telephone 854-1809 or 1-800-772-1213).

Usually, you will be required to present all appropriate documents, including: written verification of the job offer, a letter from IPC verifying your student status*, your I-20 or DS-2019, your passport with visa stamp, and your I-94 card. If your passport is less than one year old you may be asked to provide a birth certificate. It usually takes two weeks to receive a Social Security number. Please note that you must first be enrolled in classes and activated in SEVIS before you can apply for a social security number. **Do not begin work before you have applied for your social security card and met with the Tax Compliance Officer (see below).**

For a more formal and extensive discussion of issues concerning international students, please visit our web site at www.uncg.edu/ipg/students/studying/studentinformation

*To obtain this letter, please bring your job offer letter to IPC.

TAXATION

If you are authorized to work, you need not be subject to Social Security (F.I.C.A.) tax. It is your responsibility to inform your employer that you are exempt from Social Security tax. But you are subject to withholding and payment of federal and state income taxes (unless exempted by a provision of a tax treaty with your home country).

Once you have secured on-campus employment you must make an appointment with the Tax Compliance Office, Brooks Taylor, at 256-0384 before you can be paid. She will go over relevant tax laws and assist you in completing the necessary tax forms.

Income tax is deducted by employers for both federal and state purposes. Between January 1 and April 15, you must file federal and state income tax returns if you earned U.S. source income during the previous calendar year. In many cases, you may be entitled to a refund of some or all of the money withheld in taxes from your paycheck. Tax forms are available from banks, libraries and post offices after January 1.

You can print the U.S. Individual Income Tax Return form (1040NR) from the following website: www.irs.gov/app/scripts/retriever.jsp. The North Carolina Individual Income Tax Return Form (D-400) may be found at: www.dor.state.nc.us/downloads/individual.html.

Note: Students can choose to complete their tax forms on-line with a software package (CINTAX). For a small fee this software will be available to students around the second week in February. Please contact IPC for details and please note that IPC does not provide tax advice.



IMPORTANT NUMBERS	
International Programs Center	334-5404
UNCG Police	334-4444
UNCG Student Health Center	334-5340
Student Escort Service	334-5919
Spartan Chariot Service	334-5681

Please add other numbers that are important to you to this list and post it in a convenient spot for easy access!

Have A SAFE and HEALTHY experience at UNCG!