

Office of International Affairs

IUPUI

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

Handbook for
International
Students and
Scholars

2011-2012



TABLE OF CONTENTS

THE OFFICE OF INTERNATIONAL AFFAIRS	4
• Staff and Services	4
• Welcome from Our Assistant Dean & Director	7
GUIDE FOR STUDENTS IN F-1 AND J-1 STATUS	8
• Maintaining your Student Visa Status	9
• Student Employment in F-1 and J-1 Status	13
• Travel Outside the U.S	14
• Health Insurance for Students	15
• Using iStart	16
GUIDE FOR SCHOLARS IN J-1 AND HI-B STATUS	17
• Maintaining your Scholar Visa Status	18
• Travel Outside the U.S	20
• Health Insurance for Scholars	21
GENERAL INFORMATION FOR STUDENTS AND SCHOLARS	23
<u>Essentials of Life in the U.S</u>	24
• Social Security Numbers	25
• U.S. Tax Regulations	27
• Health Matters	31
• Additional Information on Health Insurance	34
• Export Control	35
• Managing your Money	36
• Know the Law and your Rights	39
• Safety	40
• Major U.S. Holidays	42
<u>Getting Settled and Getting Around</u>	43
• Communications	44
• Email Service	46
• Basic Utility Services	57
• Public Transportation	49
• Driver's License Information	52
• Vehicle Ownership	56

- Enrolling Your Children in School57
- Adjusting to Life and Education in the U.S 58**
 - Understanding American Culture 61
 - Dealing with Culture Shock..... 63
 - U.S. Education: What You Need to Know 65
 - Resources on Campus 68
- Enhancing Your Stay 76**
 - Practicing your Religion in Indianapolis..... 77
 - Shopping in Indianapolis..... 79
 - Restaurants 82
 - Entertainment 83
 - International Student Organizations 85
 - Local Ethnic Organizations 87



**THE IUPUI OFFICE OF
INTERNATIONAL AFFAIRS**
*Engaging the World through
Education and Partnership*

LOCATION

ES 2126
902 W. New York Street,
Indianapolis, IN 46202

HOURS

Mon-Fri: 9:00 AM –5:00 PM
(Appointments are recommended)
Walk-in Hours:
*Wed 10:00 - 12:30, Thurs 9:00-11:30,
Fri 2:00-4:00*

Tel: (317) 274-7000
Fax: (317) 278-2213

e-mail: ويا@iupui.edu
<http://international.iupui.edu>

Staff:

Reception and General Information

Thierno Talla, Int'l Services Support Coordinator ttalla@iupui.edu
Front Office Assistants ويا@iupui.edu

Student Advising

Sandra Lemons, Assoc. Director for Student Services slemons@iupui.edu
Jennifer Nisevich, International Student Advisor jnisevic@iupui.edu

Scholar Advising

Mary Upton, Asst. Director for Scholar Services maupton@iupui.edu
Ling Gao LeBeau, International Scholar Advisor llebeau@iupui.edu

Student and Scholar Advising Support

Angela Green, Int'l Student Services Specialist angreen@iupui.edu
Brittany Lowe, Int'l Scholar Svcs. Specialist brlowe@iupui.edu
Int'l Services Programming Asst وياaprgms@iupui.edu

International Recruitment and Retention

Patricia Biddinger, Director pbiddin@iupui.edu
Jennifer Mathews, Asst. Director jemmathe@iupui.edu

International Admissions

Nancy Roof, Assoc. Director for Int'l Admissions nroof@iupui.edu
Jennifer Reed, Asst. Director for Int'l Admissions jenreed@iupui.edu
Christine Segó Caldwell, Lead Int'l Credentials Analyst csego@iupui.edu
Ming Liu, Int'l Credentials Analyst mliu33@iupui.edu
Cora Schneider, Int'l Credentials Analyst cs33@iupui.edu
Adeyemi Adenrele, Int'l Credentials Analyst aadenrel@iupui.edu

Administration

Sara K. Allaei, Asst. Dean & Director

sallaei@iupui.edu

Linda Haas, Interim Assoc Vice Chancellor
for Int'l Affairs, Assoc Vice president for Int'l Affairs

lhaas@iupui.edu

SERVICES TO STUDENTS AND SCHOLARS

In keeping with our mission, we offer several services to our international students and scholars to ease their transition to living in the U.S. and facilitate their involvement in the IUPUI community:

- Advise on **student and scholar visa issues**, including regulations about work permission, extensions of visa documents, travel, etc.
- Assist with **visa documents** for dependent family members.
- Provide assistance in **matters of daily life** while at IUPUI.
- Provide **orientation program and activities** for new international students and scholars each semester.
- Process **admissions** for international students, permanent residents, and U.S. citizens educated abroad.
- Assist with international student and scholar **health insurance program**.
- Advise international students who are experiencing financial difficulties on possible **resources and benefits**.
- Assist and support **international student organizations**, including the International Club and International House programs.
- Coordinate the **International Peer Mentoring Program**.
- Offer **workshops** which prepare new students for study in the U.S., and for life beyond graduation.

...and much more

WELCOME LETTER

Dear International Students, Scholars, and Guests,

Welcome to Indiana University-Purdue University Indianapolis, in the capital city of Indiana, at the crossroads of the United States and the world! We are very pleased to have you here.

You will find this "Hoosier" community to be open and welcoming to people from other lands and cultures. We hope that your busy schedule will allow you the opportunity to experience fully the city of Indianapolis and our surrounding community.

IUPUI itself is very diverse. With nearly 2000 international students and scholars from more than 130 countries, IUPUI offers many opportunities for meeting students from Indiana and from every part of the world. At the International House--or I-House--programs bring together a wide variety of people from the campus and the community. There are Friday Culture Hours, lectures, and various social gatherings such as picnics and festivals. The annual IUPUI International Festival held each year during the Spring Semester offers an opportunity to experience many cultures of the world and learn about IUPUI's many international activities.

International students and scholars are important members of the IUPUI community. Your comments in the classroom, suggestions in service offices, and leadership in organizations give character to our University. We therefore urge you to participate fully in the life of IUPUI, speak out on issues of importance to you, and join the IUPUI mission of becoming a model of excellence in urban higher education. IUPUI is now your University!

The Office of International Affairs at IUPUI stands ready to help you in whatever ways we can throughout your stay. We know that you come to IUPUI with important goals that reflect your career plans, the life that you lead in your homeland, and your hopes for the future. We want to see you achieve your goals.

This handbook is meant to be your guide to the campus and the community surrounding it. Thank you for choosing IUPUI and enriching our campus with your presence here. We look forward to getting to know you and assisting you throughout your stay.



*Sara Kurtz Allaei
Assistant Dean & Director for International Services
Office of International Affairs*

Guide for Students in F-1 and J-1 Status

Maintaining Your Student Visa Status

As an international student in F-1 or J-1 student status, it is extremely important that you learn the rules and regulations of your visa status and follow them throughout your stay in the United States. Immigration rules and regulations in the U.S. are very strict, and violating your status could jeopardize your ability to stay in the U.S. and finish your degree. To understand these rules, you first need to understand SEVIS.

SEVIS = The Student and Exchange Visitor Information System.

This is a system created by the Department of Homeland Security to track and monitor students on F-1 and J-1 visas. All institutions with international students must report to the Department of Homeland Security using this system.

What information is reported in SEVIS?

- Your biographical information, including name, date of birth, citizenship, address, etc.
- Your program information, including degree level, major and program dates.
- Your enrollment each semester, in order to confirm that you are maintaining full-time status as required by law.
- Off-campus employment authorization.
- Failure to maintain status.

The Department of Homeland Security has real-time access to information about your status through the SEVIS system. This is why it is essential that you maintain your visa status at all times!

Quick checklist for meeting visa requirements:

- ☑ Always maintain your full-time status. If you need to drop below full-time status, first get written permission from OIA.
- ☑ Never let your I-20 or DS 2029 expire.
- ☑ Always update your LOCAL address in *OneStart* **within 10 days** of moving. You must report a street address, not a PO box.
- ☑ Always inform OIA when you change your major area of study. You will need a new I-20 or DS-2019.
- ☑ Always keep your passport valid by at least 6 months into the future.

What is Full-time?

Your full-time enrollment requirement is determined by your level of study.

Level of Study	Required Credit Hours
Undergraduate students	12
Graduate students, including university fellowship recipients	8
Graduate students with assistantship/student academic appointment (must be .375 to .50 FTE appointment)	6
JD students	10
Other professional students (MD, DDS, DPT, etc.)	As defined by program

How do I get permission to study less than full-time?

First, review the chart below to make sure your reason can be approved. Then print this form from the OIA web site:

<http://iservices.iupui.edu/visas/maintain-status/exception-request.pdf>

. Please follow the instructions on the form.

Reductions in enrollment requiring advance OIA written approval	Documentation Required	Limitation
Academic difficulties	Certification from academic advisor	Only one less-than-full-time reduction based on this category per degree level of study; undergraduates must maintain 6 credit hours, graduate students must maintain 4 credit hours
Medical reasons	Statement from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.	12 months aggregate; no minimum credit hour enrollment requirement
Final semester of study	Certification from academic advisor that remaining credit hours will satisfy all degree requirements	Only one less-than-full-time reduction based on this category per degree level of study
Complete course withdrawal due to compelling personal or academic reasons	Request from student—no special documentation required	Must depart the U.S. within 15 days, may return 30 days in advance of next semester

Other Guidelines for Maintaining Full-time Enrollment
<p>◆ Only one course per semester (or three credit hours) of distance or “on-line” education (not requiring physical attendance) can count towards full-time enrollment.</p>
<p>◆ IUPUI EAP courses with credit hours assigned <u>can</u> be counted.</p>
<p>◆ Courses taken as audit or not-for-credit do <u>not</u> count towards full-time enrollment requirement.</p>
<p>◆ Concurrent enrollment at another school (e.g. Ivy Tech) <u>can</u> be counted but must be reported to OIA at the start of each semester of concurrent enrollment. <i>Submit a copy of your registration showing number of credit hours enrolled at the other institution to OIA by the end of the first week of the semester.</i></p>
<p>◆ If you are a graduate student, have completed all coursework and are registered for any number of thesis credits, you <u>are</u> considered full-time. You <u>must</u> have active course registration each fall and spring semester in the appropriate thesis course for your program (such as G901). In this case, advance approval for under-enrollment is not required by OIA.</p> <p>◆ If all thesis hours have been earned and registration is not technically required by the graduate program, then you will need to register for G599 (or your department’s equivalent 0 credit course).</p>
<p>◆ Registration as a candidate for graduation without concurrent course registration does <u>not</u> satisfy USCIS requirements.</p>

Maintaining Your Visa Status Is Your Responsibility!!

Keep OIA informed about your activities, such as change in major, less-than full-time enrollment, leave of absence, etc. If we cannot report required information to SEVIS because you did not communicate with OIA, the USCIS will hold *you* responsible.

Your IUPUI E-Mail Is Your Link to Information—USE IT!

- ➔ OIA will use your IUPUI e-mail address routinely to notify you of changes in immigration regulations that affect you, or to provide reminders about your visa status.
- ➔ If you use another e-mail address, please **forward your IUPUI e-mail** to that address so you can receive all of our communications.
- ➔ Not reading your IUPUI e-mail is the same as throwing away an official letter from the University without reading it! *Even if you don't read it, you are still responsible for that information!*



Failing to maintain your status can cause big problems. You could find yourself suddenly required to depart the U.S. or, worse yet, unable to return to finish your studies. Once a student has been found to be in violation of status, the options for *reinstatement* are very limited. If you are unclear about the regulations regarding your status, please contact an International Student Advisor.

Student Employment in F-1 and J-1 Status

On-Campus Employment. Students in both F-1 and J-1 status may work on campus 20 hours/week while classes are in session. During your vacation periods you may work full-time. You may begin employment up to 30 days before the start date on your I-20 or DS 2019. Special authorization from OIA is not required. Your employment eligibility ends on the day you complete your program, even if your I-20 or DS 2019 is still valid.

Curricular Practical Training (CPT). This category is for F-1 students only. CPT is permission to work part-time or full-time in a job related to your field of study while you pursue your degree. *The training must be an integral part of the established curriculum required for your degree, and must be completed for credit.* CPT is most often authorized to allow students to complete an internship.

Optional Practical Training (OPT). This category is for F-1 students only. OPT is permission to work in a job related to your field of study. Every F-1 student is eligible for 12 months of full-time OPT, which is normally used after completion of the degree program, although other options exist. Students who earn a degree in Science, Technology, Engineering, or Mathematics may be eligible for an additional 17 month extension.

Academic Training (AT). This category is for J-1 students only. AT is permission to work in a job related to your field of study.* Undergraduate and Master's degree students are eligible for 18 months of AT; PhD students are eligible for up to 36 months of postdoctoral training. AT may take place before or after graduation.

Economic Hardship (EH). There are employment options for both F-1 and J-1 students experiencing extreme financial hardship. Most students do not qualify as the conditions must be severe, unexpected, and beyond the student's control.

* Dentistry, Nursing and Medical students typically may not use AT to pursue clinical residencies or internships after graduation. You should consult early in your program with an advisor in OIA about your options.

Travel Outside the United States

Travel outside the U.S. requires advance planning. Below is a checklist of items you will need in order to return:

- ◇ Passport valid for at least 6 months beyond your entry to the U.S.
- ◇ Valid, unexpired visa, except in the following circumstances:
 - * Canadian citizens never need a visa stamp. (Landed Immigrants do require a visa stamp.)
 - * Automatic Visa Revalidation can be used for short trips to Canada or Mexico. Please contact the Office of International Affairs for additional information.
- ◇ Letter of Good Standing from International Affairs if you will be applying for a new visa while abroad.
- ◇ Valid I-20 or DS 2019 signed for travel by the Office of International Affairs. Consider a signature to be valid for 6 months.
- ◇ Proof of payment of the SEVIS I-901 fee, or an I-20 or DS 2019 issued prior to 9/1/04.

PLAN AHEAD!!

Please enter your Travel Signature and/or Letter of Good Standing requests in iStart at least 2 weeks before departure to avoid delays.



Make copies of your documents in case they are ever lost or stolen:

- Passport, including U.S. visa page
- I-94 card (front and back)
- I-20 or DS 2019

Special Registration

Special Registration is a security procedure required of persons of certain nationalities, usually male. Persons registered through this program have an FIN# on their I-94 card. They must follow special departure procedures and depart the U.S. from designated port cities. For further information on Special Registration, refer to <http://www.ice.gov/pi/specialregistration/>. If you are subject to Special Registration, we suggest that you allow at least 4 hours for your connecting flight when departing the U.S.

Health Insurance for Students

Health insurance is mandatory at IUPUI for all international students and their dependents on F and J visas. (Note that J-1 and J-2 visa holders are also required by the U.S Department of State to have insurance coverage.)

IUPUI has a mandatory health insurance program for international students. **All *students* in F-1, F-2, J-1, or J-2 status are automatically enrolled** in this program and billed by the Office of the Bursar for payment unless they are covered under another health insurance policy that provides comparable coverage. If you arrive on campus with another health insurance plan, please go to istart.iu.edu to complete an insurance waiver. If your insurance plan meets the established guidelines, your waiver will be approved and you will not be billed for the IUPUI mandatory insurance plan.

The following *minimum* level of medical insurance is required for the entire period of stay:

1. Coverage of \$50,000 per accident and/or illness
2. Deductible not to exceed \$500 per accident or illness
3. Co-insurance portion you are required to pay should not exceed 25% of total charges
4. Repatriation of remains in the amount of \$7,500
5. Expenses for medical evacuation to home country in the amount of \$10,000
6. Maternity benefits for female students

Information about the costs of the IUPUI plan are provided in the “Student Health Insurance Plan” brochure which is updated yearly. Coverage for the Fall semester is from August 15 to December 31, and coverage for Spring *and* Summer (combined) is from January 1 to August 14. The coverage can not be pro-rated and you must be covered even if you will return to your home country for the summer break period. Waivers are only approved if the policy meets the minimum requirements stated above and covers the student/dependent for the time period as specified, *and if the waiver is submitted by the waiver deadline*. No waivers are accepted after the deadline, which is the 10th day after the start of each semester.

Additional information on insurance is on page 36.

Using iStart to Obtain Services from OIA

iStart is a tool for international students. The website is <http://istart.iu.edu>. After the first login, students can use their network ID and passphrase to access various services. The following is a list of the services that are currently available. iStart will continue to be developed and new services will be added regularly. Please watch for emails from OIA to learn of new services.

- Request travel signature
- Request a letter of good standing (for visa interview)
- Request a replacement I-20 form or DS 2019 form (if lost)
- File health insurance waiver
- Request an extension of your F-1 or J-1 program
- Request to transfer your immigration record to another SEVIS school
- Request a mentor as part of the International Peer Mentoring Program

You can also use iStart to update your emergency contact information and other personal information.

Guide for Scholars in J-1 and H1-B Status

Maintaining Your Scholar Visa Status

Researchers, Faculty, and Staff:

- ◇ **Maintaining status for scholars in J-1 and H-1B status is dependent upon continuing in the program described on the DS-2019 or in the H-1B employment petition approved by the USCIS.** Any changes in employment status must be approved *in advance* by a scholar advisor in International Affairs.
- ◇ **J-1 scholar exchange visitors are required to maintain a minimum level of health insurance coverage for themselves and all J-2 dependents.** Failure to do so is a violation of J-1 status and could result in the exchange visitor being terminated from his/her program. Specific information about insurance coverage is available from an advisor in International Affairs. Details are at <http://iservices.iupui.edu/health-insurance/scholars/>

Medical Residents and Fellows:

Employment for both J-1 and H-1B medical residents and fellows is limited to the training program listed on the DS-2019 (for J-1s) or as described in the H-1B petition approved by the USCIS for employment with Indiana University.

Moonlighting

J-1 visa regulations prevent outside employment that is not a part of the residency program; therefore, J-1 residents and fellows may not legally pursue moonlighting employment.

H-1B residents and fellows may accept moonlighting employment only if the employer for the moonlighting employment obtains approval for the concurrent employment from the USCIS by filing a new H-1B petition for concurrent employment for the resident.

Medical Residents and the ECFMG:

- ◇ The Graduate Medical Education (GME) Office in the School of Medicine serves as the Indiana University School of Medicine's official liaison with the ECFMG. Any questions related to your certification and/or DS-2019 that cannot be answered by your residency program coordinator should be directed to the GME Office at 274-8282. For questions about unusual visa matters, contact the Office of International Affairs.

- ◇ IMGs in J-1 status coming to the U.S. for the first time, must complete a “Validation of Initial Arrival of ECFMG-Sponsored J-1 Physician for SEVIS Reporting.” IMG’s in J-1 status who are unable to report for training on time are required to provide the following documentation to the ECFMG within 30 days of arrival or change of status to J-1 by the USCIS. The ECFMG will then issue a new DS-2019 reflecting the actual dates of your program:
 1. Copy of revised contract showing corrected appointment dates.
 2. Copy of Form DS-2019 stamped by the U.S. Customs and Border Patrol.
 3. Copy of Form I-94 (Arrival/Departure Record).
- ◇ Each year you must complete the application continuation form (CF-1) for continuation of your program. This form is available on the ECFMG website: www.ecfm.org. The School of Medicine Training Program Liaison (TPL) must sign this form before it is mailed to ECFMG. The TPL is located in the GME Office, Fesler Hall (FH) 224. You must submit this form in order to receive your continuation DS-2019. If you have a spouse in J-2 status who has obtained employment authorization from the USCIS, you must submit your CF-1 as quickly as possible, as your spouse will need your extension DS-2019 to obtain a renewal work permit. Issuance of a renewal work permit typically takes 60–90 days.

Contact information for J1 visa holders

U.S. Department of State
Office of Designation
Government and Academic Programs Division
ECA/EC/AG –SA-5, Floor 5
2200 C Street, NW
Washington, DC 20522-0505

Main Line: (202) 632-9310
Fax: (202) 632-2701
or (202) 632-2900
jvisas@state.gov

Travel Outside the U.S.

Travel outside the U.S. can be complicated, and a quick return may not be possible when a new visa will be required for re-entry. We recommend that you contact the Office of International Affairs for the latest travel information several weeks before you plan to leave. *Advanced notice is required to facilitate timely travel signatures and other documentation.*

- ◇ **J-1 visa holders** need to obtain signatures verifying their good standing prior to travel. If your DS-2019 was issued by IUPUI you can obtain this signature at the Office of International Affairs. You can visit the front desk of OIA to obtain travel signature.

- ◇ **J-1 medical residents** sponsored by the ECFMG are urged to review current requirements prior to making travel plans to assure that you have the appropriate documents and adequate vacation time to allow for processing procedures. You will need to obtain your travel signature from ECFMG. See http://www.travel.state.gov/visa/temp/info/info_1304.html for additional information.

- ◇ **H-1B visa holders** should consult with a scholar advisor in International Affairs about requirements for travel.

Special Registration

Special Registration is a security procedure with special requirements for persons of certain nationalities. Persons registered through this program have an FIN# on their I-94 and must follow special departure procedures and depart the U.S. from designated port cities. For further information on Special Registration, refer to <http://www.ice.gov/pi/specialregistration/>. If you are subject to Special Registration, we suggest that you allow at least 4 hours for your connecting flight when departing the U.S.

Make copies of your documents for safe keeping:

- ◇ Passport, including U.S. visa page
- ◇ I-94 card (front and back)
- ◇ DS-2019 or I-797 approval notice



Health Insurance for Scholars

Academic and Professional Staff:

If you are a J-1 visa holder, you are required by the United States Department of State to have minimum medical insurance coverage as specified for students. Although maintaining health insurance is not a legal requirement of H-1B status, all H-1B employees are strongly urged to arrange for appropriate medical insurance coverage for themselves and their families.

Persons receiving full-time salaries from IUPUI are provided with employee health insurance benefits arranged through the Human Resources Benefits Office, Union Building, UN340. Telephone: 274-4596. Through the employee insurance benefits program, a portion of the cost is deducted from the salary. IU's **Personal Accident Insurance (PAI) Plan**, provides medical evacuation and repatriation benefits that meet the J-1 visa requirements as a part of the IU Employee Health Insurance Benefits. Currently this enrollment is listed as optional for IU full-time employees. J-1 scholars receiving employee benefits must be enrolled into the Personal Accident Insurance (PAI) plan. The minimum coverage meets the requirements of the J-1 visa. You may also insure J-2 dependents if they are in the U.S. accompanying you.

Postdoctoral fellows on *fellowship appointments* are not eligible for employee health insurance benefits but receive individual health insurance coverage paid for by their department through the mandatory health insurance program for fellowship recipients. Fellows are responsible for the insurance costs for any accompanying dependents.

Persons whose insurance is not provided by IUPUI and who have not arranged for adequate health insurance from their home country are required to purchase the IUPUI mandatory insurance, available at the same rate as for students.

Medical Residents (House Staff):

Health and dental insurance is provided by the affiliated hospitals through the Graduate Medical Education Office. You will not be charged a monthly premium for health or dental care coverage; you will, however, be responsible for any deductibles, co-insurance, and co-payments required by the plan at the time of service. The insurance plan will cover you, your spouse, and children as applicable. Courtesy

discounts are not permitted for inpatient or outpatient hospital charges that are not covered by insurance. The plan year runs from July through the following June. **If you marry or have a child, you must complete a new form to add the dependent(s) to your insurance within 30 days of the event.** If you do not complete an enrollment form within 30 days of the event, you will be required to wait until the next open enrollment period to obtain benefits for your spouse or child. **If your dependent(s) join you in the U.S., have them enroll for insurance within 30 days of arrival so they can be added to your plan.**

Additional information on insurance is on page 36.

**General Information
for IUPUI Students
and Scholars**

Part I:
Essentials of Life
in the U.S.

Social Security Numbers

U.S. Social Security Numbers (SSN) are routinely used for identification by the U.S. government, banks, and other institutions. Your social security number is used to report your U.S. earnings to the Social Security Administration (SSA) and the Internal Revenue Service. However, **foreign nationals are eligible to obtain a number only if they are employed or have a job offer to begin working within 30 days.**

For tax purposes, anyone receiving income must provide their employer with a SSN in order to be paid.

The SSA must verify the visa status information of all applicants for a SSN in an Immigration database. It is generally recommended that you wait 10 days after arriving in the U.S. to apply for your SSN to allow enough time for your information to be posted to this database. Note: If you do not have a SSN but have tried to apply, you can still be paid if you are a university employee.

To obtain an SSN, visit the nearest SSA office and present the original documents listed for your visa status as described in the following chart. The SSA will need to verify your visa documentation with the Department of Homeland Security (DHS). In most cases, this involves a quick check of federal database information.

Be aware that anyone who knows your SSN may be able to access very private information about you. You should be very cautious about giving anyone your SSN—especially over the telephone or e-mail—unless there is a legal requirement for you to provide your SSN.

Further information about applying for an SSN can be found at <http://www.ssa.gov/pubs/10107.html>.

Downtown Social Security Office (walking distance from IUPUI):
575 N. Pennsylvania Street, Room 685
(Federal Office Building, corner of Michigan & Pennsylvania Streets)
Office hours: 9:00 a.m. to 4:00 p.m., Monday–Friday.
Call 1-800-772-1213 for general information.

Visa Type	When to Apply	Documents Required
F1 & J1 Students	10 business days or later after your arrival if you have secured employment. See http://www.iupui.edu/~oia/VT/ssnprocess.html for eligibility information.	Passport, I-20 or DS-2019, I-94, job offer letter, and employment letter from the Office of International Affairs
F2 Dependents	Since F-2 dependents are not allowed to work in the U.S., they are not eligible to apply for employment-authorized SSNs.	
J1 Scholars/Residents/Fellows	10 business days or later after your arrival for the following categories: Professor, Research Scholar, Alien Physician, Short-term Scholar, or Specialist.	Passport, DS-2019, I-94
J2 Spouses	Apply for an SSN after obtaining an Employment Authorization Document (EAD) from the USCIS. (J-2 spouses can apply for work permission to the USCIS through the Office of International Affairs; it takes approximately 3 months to receive the EAD.) J-2 spouses who do not obtain employment authorization are not eligible for employment-authorized SSNs.	Passport, DS-2019, Spouse's DS-2019, I-94, and EAD
J2 Dependent Children	J-2 dependent children age 14 or older may apply for employment authorization and obtain SSNs, following the same procedures as J-2 spouses. Other children are not eligible.	Passport, DS-2019, Parent's DS-2019, I-94, and EAD
H1B Employee	10 business days or later after entering the U.S. or changing to H-1B status.	Passport, I-94, I-797 (H-1B Approval Notice)
H4 Dependents	Since H-4 dependents are not allowed to work in the U.S., they are not eligible to apply for employment-authorized SSNs.	

Notes for dependents not eligible for employment:

Banks commonly request an SSN in order to open an account, but this is not a legal requirement. You can ask the bank for "Form W-8" to obtain an identification number for banking purposes, or apply for an Individual Taxpayer Identification Number (ITIN). If you need an identification number to be claimed as a dependent for tax purposes (an option available to certain persons from India, Korea, Canada, or Mexico), you will need an ITIN. You will file for the ITIN at the time you are preparing your tax return. Your ITIN application will be processed and then forwarded to the appropriate Internal Revenue Service office.

U.S. Tax Regulations

The following information is a *brief* summary of U.S. tax requirements for international students and scholars. Please remember that many exceptions apply depending on particular tax treaties between the U.S. and other countries.

IMPORTANT: All F and J visa status holders (F-1, F-2, J-1 and J-2, including spouse and children) are required by U.S. law to file an annual income tax statement with the Internal Revenue Service (IRS), even if they have not earned any income in the U.S. or are not required to pay any taxes. The tax year is from January 1 to December 31, but *the filing deadline is April 15 of the subsequent year.* For example, the 2010 tax return is due April 15, 2011. You may obtain the necessary tax forms and instructions from International Affairs beginning in mid-February.

If you have income from a U.S. source, (including on- or off-campus employment, assistantships, fellowships, and/or scholarships) you must file a tax return by April 15. The Office of International Affairs arranges federal and state tax workshops so that you can receive personal assistance in preparing your tax return. Each spring OIA arranges for international students and scholars to use special software to complete their taxes. Please check the Office of International Affairs website at <http://international.iupui.edu> for more information regarding the type of tax assistance that will be provided by IUPUI.

If you are employed in the U.S., your employer is required to withhold (deduct) taxes from your paycheck, unless you are exempt from income tax because of a tax treaty the U.S. has signed with your home country. If you are in F-1 or J-1 status, however, you may be exempt from Social Security taxes (FICA). H-1B visa holders are subject to FICA withholding from the start of employment. The Payroll Office at IUPUI asks that you complete the International Tax Questionnaire Form. This is available at <http://www.fms.iu.edu/tax/forms/questionnaire.pdf>. Each January, your employer(s) will send you a tax statement (Form W-2), which is an official report of your income earned and taxes withheld. You will be required to submit a copy of this form to the IRS with your annual tax return. **Questions about tax treaties and tax withholding for employment at IUPUI should be addressed to Debbie Esworthy, 274-4947, in the Payroll Office, Union Building, Room 442. Appointments are required.**

Tax Treaties

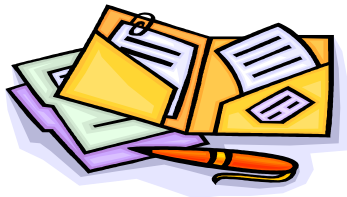
If you are from a country that has a tax treaty with the U.S., you may be exempt from paying U.S. taxes on part or all of your income. If you are employed at IUPUI, you must fill out a tax treaty exemption form at the Payroll Office (Union Building, UN442) to request this exemption from tax withholding. The Payroll Office will make an evaluation as to whether you are eligible for tax treaty exemption. Please note IU will not apply your tax treaty benefits until you have an SSN. If your employment is covered under a tax treaty, you will receive a Form 1042S reporting your exempt income, in addition to or instead of a W-2, in March. This form must be attached to your tax return. You still need to file a tax return even if you do not owe any money.

The following is a partial list of countries that have tax treaty agreements with the United States:

Egypt	Japan	P.R. China	Russia
France	Korea (South)	Philippines	Spain
Germany	Netherlands	Poland	Israel

A complete list of countries that have tax treaties with the US can be found at <https://www.fms.indiana.edu/tax/forms/treaties.asp>.

NOTE: If your country has a tax treaty with the U.S., be sure to read all of the details before you decide whether to use it. You can find information about tax treaties in IRS Publication 901. A copy of this publication is available at <http://www.irs.gov/pub/irs-pdf/p901.pdf>.



Fellowships and Scholarships

If you are a student receiving a fellowship or scholarship, generally the amount of the award that is not applied towards your tuition and book expenses or is in excess of this amount is taxable. If you receive a university award that exceeds this amount, you will be billed taxes each semester by the Office of the Bursar on the taxable portion of your award.

If the Bursar bills you for taxes on your fellowship stipend, you can request a refund of any taxes that you are not actually obligated to pay when you file your federal tax return. If you do not have a Social Security Number, you also will need to file for an Individual Tax ID Number (ITIN) at the same time. This is the easiest way to apply for an ITIN. If your country has a tax treaty with the U.S. that exempts you from paying taxes on your fellowship stipend, you may be eligible to arrange for a tax exemption and file for an ITIN before the tax filing season. Please contact OIA for advice and assistance.

If you are a researcher paid through a “fellowship award,” you will not have taxes withheld from your monthly stipend. **However, you must still pay taxes** on your income at 17.5% if your country does not have a tax treaty with the U.S.. Persons who will owe more than \$500 in taxes for one year may be required to file an “estimated tax return” and pay their taxes in quarterly installments (every three months) rather than waiting to pay at the end of the year. An annual tax statement is still required. The form used for quarterly payments is “1040ES (NR)” and is available for download on the IRS website. **If you fall into this category, be sure to plan ahead and reserve enough money to pay your taxes when due.** If you wait to prepare your tax return at the end of the year (rather than paying quarterly) and owe taxes, you will owe tax with interest.

If your country has a tax treaty with the U.S., you may be exempt from paying this tax. You should contact the Payroll Office for the appropriate tax treaty exemption form for fellowship recipients.

Dependents

Married foreign nationals typically cannot include dependent family members on their individual tax return. However if you are from Canada, Mexico, Korea, or India with accompanying dependents, you may be able to claim your dependents on your tax return to reduce

your tax obligation. If this is the case and your dependents are not eligible for Social Security Numbers, you will need to obtain an Individual Taxpayer Identification Number for each dependent family member. This application will be filed with your federal tax return.

Tax Resources and Tips

- ◇ **Even if you DON'T HAVE income from a U.S. source, YOU MUST STILL FILE A TAX RETURN.**
- ◇ Always keep copies of your tax returns so that you can prove you filed.
- ◇ The IRS website <http://www.irs.gov/formspubs/index.html>
◇) is a very useful source of forms and publications. In particular, Publication 519, "U.S. Tax Guide for Aliens" and Publication 901, "U.S. Tax Treaties," provide extensive information about tax requirements and tax treaties for foreign nationals.
- ◇ The Indiana Department of Revenue website (<http://www.in.gov/dor/index.htm>) also provides forms and instructions for filing State of Indiana tax returns.
- ◇ The Office of International Affairs wants to assist you with this often confusing process, but we are not tax professionals. We will not be able to provide detailed advice. We will make referrals to relevant tax websites or the Indiana Department of Revenue as necessary. If you have detailed tax questions, you should contact the IRS or a tax professional.

Important: F-1 or J-1 students who remain in the U.S. beyond five calendar years and J-1 researchers, professors in the U.S. beyond two calendar years are usually treated as "residents for tax purposes" and are required to pay FICA (social security taxes). For example, a student who arrived in the U.S. in August 2005 would have FICA taxes withheld as of January 1, 2010. A researcher who arrived in the U.S. in March 2008 would have FICA tax withheld beginning January 1, 2010. Residency for tax purposes does not correspond with residency for immigration purposes.

Health Matters

Your health insurance plan and provider determines where you will be seen for medical treatment. There are several clinics available on campus. You will need to check with your specific provider to determine preferred location for treatment.

IUPUI Health Services

IUPUI Health Services is the preferred provider for students and scholars on the Mandatory Health Insurance program through Aetna. They will also see students on any health plan.

IUPUI Health Services, 1st floor Coleman Hall (CF), 274-8214

provides basic medical care to students, scholars, and their spouses at IUPUI at a reduced cost. Payment is expected at time of service. IUPUI Health Services provides medical care to employees if they have a work-related injury or illness. If you are on the mandatory international health insurance plan, the deductible will be waived for services provided here, however you will be required to pay at time of service and submit your receipt directly to Aetna health insurance company for reimbursement. Appointments are preferred; but walk-in appointments are usually available for urgent care needs. Walk-in appointments are limited.

Hours:

Monday, Tuesday, Wednesday, & Friday:	7:30 a.m.–5:00 p.m.
Thursday:	9:00 a.m.–5:00 p.m.

The last appointment is scheduled at 4:00.

NOTE: Some services may not be covered under the mandatory health insurance plan. Make sure you THOROUGHLY understand all the terms and conditions of your health insurance plan in order to get the service at the most reasonable cost possible.

IU Hospital Adult Outpatient Center, 500 N. University Boulevard (UH 2007), (317) 274-5000

is a clinic of the IU Medical Group. If you enroll in a health plan which includes this network you can choose a doctor at this clinic as your primary care physician.

Preferred Providers

Many insurance plans, including mandatory insurance programs for students, require that you visit a designated physician in order for the insurance to pay 100% of your costs. For the mandatory student insurance program, the list of “preferred providers,” or designated physicians and hospitals, is very extensive. Visit the insurance company's website at www.aetnastudenthealth.com for further information.

Emergency Medical Care

Urgent Care Centers are operated on a clinic-like basis, thus you may not need an appointment. We recommend students use these centers when they or a family member is ill and IUPUI Health Services is closed; they are preferable to a Hospital Emergency Room because the cost is lower and you do not have to wait as long to be seen. In a hospital emergency room you may wait several hours to be seen if the illness or injury is not life threatening. **PLEASE NOTE:** if you have a true emergency, the IUPUI mandatory insurance plan will cover the emergency room charge. **If the insurance company determines that the condition is not considered to be a true emergency, the insurance company WILL NOT cover the extra emergency room charges.** If your regular healthcare service office is closed and you do not have a life-threatening emergency, it is better to visit an Urgent Care Center instead of a hospital emergency room.

Urgent/Immediate Care Center and Emergency Care Locations

Find a list of urgent care centers here: <http://www.health.iupui.edu/students/emergency.html>

For minor health issues, there is a minute clinic at CVS on Meridian and 16th street near downtown. 317-923-1491 Check with the clinic to be sure they will accept your health insurance. Hours are M-F 8am-7pm Saturday 9am-5:30pm and Sunday 10am-5:30pm.

*Check the “Yellow Pages” under “Clinics” for additional urgent care listings in Indianapolis.

Things to Remember:

- If you are sick and on the Aetna plan, always go to the IUPUI Health Services first if it is open.
- If it is a true emergency, go to the Emergency Room or call 911.
- If the IUPUI Health Services is closed and it is not an emergency, go to a Preferred Provider (see page 33 off campus or an Urgent Care Center.

LOCAL HOSPITALS:

University Hospital
550 University Blvd.
274-5000

Wishard Hospital
1001 W. 10th St.
639-6671

Riley Children's Hospital
702 Barnhill Drive
274-5000

Methodist Hospital
I-65 at 21st Street
962-2000

**Check the Yellow Pages for listings of other hospitals in Indianapolis.*

Dental Treatment

Employees of IUPUI with employee benefits can also purchase dental insurance. If you have any type of dental insurance, it will determine the dental providers you can use and the cost for service. There are three types of dental services available on the IUPUI campus.

IUPUI Student Dental Clinics, Dental School, DS, 1121 W. Michigan Street, 1st floor, 274-7433

This dental care is provided by the students of the IU School of Dentistry. It is one-third less expensive than other dentistry options. However the average appointment requires 3-4 hours as the students must be reviewed by their supervising professor.

IUPUI Faculty Practice Clinics, Dental School, DS, 1121 W. Michigan Street, 1st floor, 274-5628

This dental care is provided by the IU School of Dentistry faculty. It is quality care at costs competitive with the dental industry.

Regenstrief Emergency Dental Clinic, RG, 1001 W. 10th Street, 3rd floor 630-8004, M-F 8-5

This is an emergency dental care clinic that does provide walk-in service as well as appointments.

Additional Information on Insurance

Getting Assistance

- **IUPUI Mandatory Health Insurance Plan:**

If you are using the IUPUI mandatory insurance plan, you can contact Aetna by phone 877-437-6512 (toll-free) or through their website www.aetnastudenthealth.com. Aetna provides a representative at IU. You can e-mail the rep at studenthc@indiana.edu or by phone at (812)856-4650. One day each week the Aetna insurance representative is available at the Office of International Affairs.

- **Non-University Insurance Plan:**

If you are using a different insurance plan, you should always call the company with questions or concerns about filing claims. Their representatives are there to help you!

Medical Insurance Terms

Benefits:	The amount payable by the insurance company to a claimant (you!).
Deductible:	The amount of covered charges incurred by the protected person which must be paid each year by the insured (you!) before benefits are paid by the insurance company. For example, if your policy has a \$150 deductible, you will be required to pay up to \$150 each year in medical expenses before your insurance will begin paying for charges.
Disability:	Physical or mental handicap resulting from sickness or injury.
Exclusion:	Items/services NOT covered by the insurance policy.
Medical Evacuation:	The charges for sending you home for treatment, upon serious sickness or injury.
Pre-existing Condition:	A sickness, including maternity (pregnancy), or injury for which the insured person has received medical advice or treatment within a specific number of days immediately prior to the start of a new insurance policy for the insured person.
Premium:	The amount paid to the insurance company for the insurance policy.
Repatriation:	The expense of returning the body, upon death, to the person's native country.
Usual & Customary Charges:	The charges that have been determined by a panel of qualified doctors to be the usual charges for particular medical procedures, such as surgery.

Export Control

Purchasing Electronic Devices and Technology

If you would like to purchase electronic devices while in the U.S. and plan to return to your home country with the devices, please take note. US export control laws may require that you obtain a license or determine an applicable license exception under the Export Administration Regulations (EAR) prior to taking information stored on these devices or the devices themselves overseas. Export control laws that prohibit the unlicensed export of certain items or technologies for reasons of national security and/or protection of trade. Violation of these laws and regulations may result in substantial fines and possible prison time. Examples of electronic devices that may fall under the EAR are computers, digital storage devices, GPS devices, encryption products, lab equipment, and more.

Most students may take their personal electronic devices home under the "General License Baggage (BAG)" exception and do not need to apply for an export license. However, students from certain countries must apply for an export license before attempting to transport their electronic devices home. The regulations governing the exportation of electronic devices are contained in the U.S. Export Administration Regulations published by the Bureau of Export Administration of the Department of Commerce. To get more information regarding license requirements and procedures, call **Bureau of Export Administration, Exporter Counseling Services, P.O. Box 273, Washington, D.C. 20044, Tel. (202) 482-4811**. Be prepared to provide the manufacturer name, model number, and technical specifications of the electronic device.

Additional information regarding the export control regulations may be found by visiting <http://researchadmin.iu.edu/cs-exportcont.html>.



Managing Your Money

Banking

When opening a bank account, you have several options: most people open both a **savings account** and a **checking account**.

- **Savings Accounts:** money earns interest based on the bank's percentage rate. Banks generally allow you to have a certain number of transactions (deposits and withdrawals), after which a small fee is charged.
- **Checking Accounts:** money in this type of account generally does not earn interest, but it usually allows you more access to your money. Many checking accounts allow an unlimited number of transactions each month.

If you wish to open only one kind of account, it is more helpful to have a checking account. You not only don't need to carry cash around, but you can also pay any bill sent to you through the mail. *Never send cash through the mail!*

When you open an account, the banks normally require a **minimum deposit**. They also require some pieces of identification. Make sure that you pay attention to all the details that the Bank Representative tells you. The Representative will talk about specific information for each type of account, like the number of checks you can write without paying a fee, the regulations for withdrawing money from the Automated Teller Machines (ATMs), the different penalty charges for going below a minimum balance, etc.

If you are not eligible for a Social Security Number, you may ask the bank for "Form W-8" in order to obtain an identification number for your account. Please see the section on page 25 in this Handbook for more information about SSN requirements.

Banks also normally provide you with a **regular monthly "bank statement"** summarizing all your transactions during that month so you can keep track of your account. You should reconcile the statement with your checkbook each month to identify any discrepancies. Make sure you keep the monthly statements for future reference.

Indiana Members Credit Union (IMCU)

The IMCU is conveniently located on the second floor of the Campus Center. It provides banking services to students and employees of IU-PUI. A deposit of \$50 in a savings account is required to open a checking account. The IMCU does not charge a “per check” fee on accounts but may require a minimum savings account balance. Several branches are located throughout the city.

INDIANA _____
Members Credit Union
Keeping It Simple

A Great Student Account That Offers:

Free Savings*	10 Free Campus ATMs
Free Checking & Checks**	International Wire Transfers
Free ATM/Debit Card	.25% Discount on Auto Loans
Free Online Banking	Student Loans

Campus ATMs

Natatorium	Student Union Building
University Hospital	University Place Hotel (<i>Gift Shop</i>)
Library - Connector	Riley Hospital
Wishard Hospital	Riley Outpatient Center
VA Hospital	IUPUI Campus Center

Campus Center Branch ~ 420 University Blvd, 2nd Fl.
317-636-8479 ~ www.imcu.org

*Membership savings account required. **One box of free checks per year, current student ID required.
This credit union is federally insured by the National Credit Union Administration.

Other Banks

The following downtown banks' branches have international departments and provide full banking services:

Chase	National City Bank
http://www.chase.com/	www.nationalcity.com
111 Monument Circle	317-267-7900
317-321-7020	Toll-Free: 1-800-774-2424
Toll-free:1-888-963-1111	Int'l Services: 317-267-3601

We suggest that you call to compare services available, as well as fees charged, before opening an account.

International Wire Transfer

Many commercial banks and credit unions have international wire transfer capability. Ask at these banks for their affiliate banks in your country that may facilitate the transactions.

To transfer funds by wire TO INDIANAPOLIS, the foreign bank needs:

- ◇ name, address, & nine-digit identification code of bank here in Indiana
- ◇ your name and bank account number

To transfer funds by wire TO ANOTHER COUNTRY, the bank here needs:

- ◇ name of foreign bank + address & nine-digit identification code
- ◇ name of person to whom the account belongs and their account number

As of this writing, **incoming transaction fees** range from \$5–\$30 depending on whether you have an account with that bank or not. Fees for **outgoing transactions** range from \$20–\$45. The processing time of wire transfers also varies from bank to bank. It ranges from 2–10 business days depending on the country with which the transfer is taking place.

Transferring Funds to Your Student Bursar Account

The University is not able to accept direct wire transfers to your student account. Please make arrangements for money to be transferred to your personal bank account.

Know the Law and Your Rights

We recommend that you read a document entitled “Know Your Rights When Encountering Law Enforcement”, which was created by the American Civil Liberties Union. The document is available in several languages at <http://www.aclu.org>. (Search on “Know Your Rights”)

If you will drive in the US, it is very important that you familiarize yourself with the local driving laws. These are available in the Indiana Driver’s Manual. Please refer to the section “Driver’s License Information” for more information.

If you find the need to consult with an immigration attorney, we strongly recommend that you consult with an attorney who is a member of the American Immigration Lawyers Association (AILA). A current list of the Indiana members of AILA is available from the Office of International Affairs.

If you ever have an interaction with the police or immigration officers that makes you feel uncomfortable or confused, you can schedule an appointment with an advisor in the Office of International Affairs to discuss the matter.

Safety

General Safety

Although Indianapolis is considered to be a fairly safe city by U.S. standards, it is recommended that you and your family become familiar with the areas of the city where crime is a problem. Learn methods of self-protection and precautions to take while at home and while traveling in unsafe areas. The IUPUI Police (Information: 274-7971) can assist you. In an emergency dial Campus Police at 274-7911.

IUPUI offers an “Escort Service” to students walking across campus at night. It is advised that you use this service if your car or housing is located far from your classes or the lab or library where you are working. This service is available after 6:00 p.m. by calling 274-SAFE (274-7233).

If you rent an apartment or house, you should consider renter’s insurance to protect the value of your belongings from theft or fire. Check the yellow pages under “Insurance.”

Severe Weather

Severe weather sirens are tested each Friday at 11:00. When heard at other times, it is a warning to seek shelter in a basement or interior room without windows. Local radio and TV stations also post warnings.

During the winter school closings may occur due to heavy snow or other severe conditions. Check a local TV station for lists of institutions that are closed. IUPUI rarely cancels classes, but posts it on its website when it does.

Car Safety

All passengers are required to wear seat belts in the front seat while the car is in motion. You may be stopped by the police for not wearing a seat belt; this is especially true if your children are not wearing seat belts.

Indiana Child Passenger Law requires children under 4 years of age to be properly transported in a child safety seat that meets federal safety standards. Children under the age of 8 must ride in a child restraint such

as a booster seat. Children between the ages 8 and 16 must use a seat belt at all times in all seating positions. You can visit <http://www.in.gov/cji/2565.htm> for more information on child passenger safety.

If your child is not buckled into an approved car seat, you may be stopped by the police and fined. In new cars that have passenger air bags, it is **STRONGLY ADVISED** that **ALL** children ride in the back seat since air bags can cause severe injury, or even death, to children and small adults upon impact. **Rear facing car seats for infants should always be placed in the back seat for the child's safety.**

Children's Safety at Home

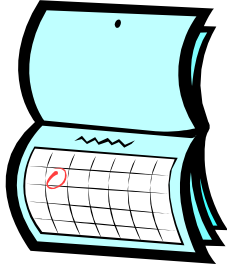
In the U.S., children 9 years old and under must not be left unattended at home, in a car, or on the street. Therefore, if you need to be away from your home or car, even for a few minutes, to run an errand (mail a letter, go to the store, etc.), you must arrange for someone to care for your child(ren).

If you were to leave a child unattended, the police and/or social services agency may be called (by a neighbor or onlooker) and the parent(s) or guardian(s) could be seriously questioned and even cited for "child abandonment" or "child endangerment." Depending on the situation, the child(ren) may be placed in "Child Protective Custody" until it is determined that the parent(s) or guardian(s) are able to adequately care for their child(ren). This is a very embarrassing and painful experience for all concerned, especially for the children, so take care to make adequate arrangements for childcare.

Often parents arrange for a "co-operative" childcare arrangement with friends and/or neighbors, such that they take turns watching each other's child(ren) so that one parent can do errands without having to take the child(ren) along.

Also, check with your neighbors and friends for the names of reliable babysitters in your area. Responsible American teenagers, 13 years old and over (usually girls), baby sit to earn pocket money. They charge \$5–8 for one hour of service or you may make arrangements for a set rate.
fee.

Major U.S. Holidays



As a nation, the United States celebrates a number of official holidays. The following holidays are “Federal Holidays” on which many places of business—such as banks and stores—are closed, including university offices.

January 1, 2011	New Year’s Day*
January 17, 2011	Martin Luther King Jr. Day*
February 21, 2011	Presidents’ Day
May 30, 2011	Memorial Day*
July 4, 2011	Independence Day*
September 5, 2011	Labor Day*
October 10, 2011	Columbus Day
November 11, 2011	Veterans’ Day
November 24, 2011	Thanksgiving Day*
December 25, 2011	Christmas Day*

* On these days most campus offices will be closed.

Note: Most campus offices also will be closed for the “Campus Holiday” which will occur on April 4, 2011. Offices are also closed the Friday after Thanksgiving each year.

Daylight Savings Time

Most places in the United States observe “Daylight Savings Time.” In the Spring all clocks are moved forward one hour, and in the fall they are moved back again. The historical purpose of this practice was to give more daylight time to agricultural workers in the summer. Nowadays, Americans find that they just enjoy more daylight hours for summer recreational activities!!

Sunday, November 7, 2010: Move your clocks back one hour.

Sunday, March 13, 2011: Move your clocks forward one hour.

Part II: Getting Settled and Getting Around

Communications

Mail Service

U.S. postal service is inexpensive and efficient.

Campus Post Office

The U.S. Postal Service has a campus location on the second floor of the Campus Center. Stamps may be purchased as well as money orders. Letters, packages, and faxes may be sent from this location. Express mail service is also available. The campus post office is open 8:00 a.m. to 4:00 p.m. Monday through Friday. **Tel# 274-8209.**

Telephone Service

Phone service in the U.S. is private, and for long distance calls you have a choice of providers. Be sure to shop around for the company that offers the best long distance service to the country you will be calling most frequently. For international calls, the most economical service is prepaid calling cards.

Cell Phone Service

If you do not have an SSN, it will be necessary to make a deposit (from \$120 to \$500, depending on the company) in order to purchase regular cellular service or you may buy pre-paid service. The deposit will be returned in one year if you pay your bill on time each month of that year. Rates vary considerably; be sure to compare different services to find the one best for you. With an SSN, you may have more calling plan options. You can learn about service options online, but with or without an SSN, in most cases you will need to visit a store in person to purchase a cell phone and arrange service. Following is a listing of the major cell phone companies providing service in central Indiana and their location closest to IUPUI.

AT&T (www.wireless.att.com)

49 W. Maryland Street (Downtown)

Monday–Saturday: 10:00 a.m.–9:00 p.m.

Sunday: 12:00 p.m.–6:00 p.m. Telephone: 630-4928

Sprint (www.sprint.com)

120 Monument Circle, Suite 103 (Downtown)

Monday–Friday 8:00 a.m.–6:00 p.m., Saturday 10:00 a.m.–6:00 p.m.

Closed Sunday. Telephone 655-1000

or Circle Centre Mall

T Mobile (www.tmobile.com)

3919 Lafayette Road (In Lafayette Square Mall, on Bus Route 37)

Monday–Friday 10:00 a.m.–9:00 p.m., Saturday 11:00 a.m.–6:00 p.m.,

call for Sunday hours. Telephone 329-7866

or Circle Centre Mall

Verizon (www.verizonwireless.com)

49 W. Maryland Street (Downtown)

Monday–Saturday 10:00 a.m.–9:00 p.m., Sunday 12:00–6:00 p.m. Telephone 964-0294

Or Circle Center Mall

Land Line Telephone Service

Local telephone service is provided by **AT&T** for a flat monthly rate *and must be arranged by phone*. It will be helpful if a friend can help you make application for this service because the company will want a “call-back number.” With the first call you will be asked for an SSN; if you do not have one, offer to fax or bring a copy of your passport and visa document or I-94 Arrival Departure Record. AT&T requires 48 hours to approve the application; once approved they will call the “call-back number” and indicate when the service will be turned on. You will need to purchase the telephone to plug into the service. The AT&T service representatives will try to sell you add-on “packages.” If you only want the basic service, be sure to specify “basic service only.”

When you arrange for your phone service, you will be asked what long distance company you wish to use. You are not required to sign up for service with a long distance company. The cheapest international long-distance calling options are pre-paid phone cards that you can purchase online, such as www.webphone.com.

AT & T

Monday–Friday 7:30 a.m.–6 p.m., Saturday 8 a.m.–5 p.m.

Telephone 1-800-762-8771.



E-mail Service

At IUPUI, e-mail is considered an official form of communication.

Your IUPUI E-mail is Your Link to Information

—USE IT!

- ➔ OIA will use your IUPUI e-mail address routinely to notify you of changes in immigration regulations that affect you.
- ➔ If you use another e-mail address, please **forward your IUPUI account** to that address so you can receive all of our communications.
- ➔ Not reading your IUPUI e-mail is the same as throwing away an official letter from the University without reading it!

How do I get an e-mail UserID if I don't have one?

Any student enrolled at IUPUI can get a UserID and use e-mail in any of the public computer clusters on campus. You may obtain a UserID and e-mail account by visiting the UITS web site from any computer cluster on campus: <http://itaccounts.iu.edu>. Select "Create my first IU computing accounts and passwords." Follow the instructions carefully to obtain your UserID. Consultants available in the computer clusters can assist you with this process. If you are having difficulties, call UITS at 317-274-HELP.

Medical residents or fellows will receive instructions on accessing their e-mail accounts through their departments. Information is frequently sent through this medium; therefore, you should periodically check your e-mail for messages.

Employees of IUPUI will be given an e-mail account at the time their hire is completed. If you are in an employee role at IUPUI but do not receive funding from IU, you will not automatically receive an e-mail account. However, your department can create an e-mail account for you. Ask the department administrator if you would like an IUPUI e-mail account.

Basic Utility Services

If you are renting an off-campus apartment, utility services may or may not be included in your apartment lease. Before signing the lease, ask the apartment manager which utilities you are responsible to arrange for yourself.

Most utility services will ask for a Social Security Number (SSN) as a requirement. In all cases, it is possible to obtain these services without an SSN, but you may need to explain that as a non-working foreign citizen you are not eligible for an SSN. If you have an SSN, you will be able to arrange most services by telephone during the hours of service listed.

If you do not have an SSN, we recommend that you visit the offices in person where possible. It is generally easier to present your passport and other required documents in person. Exceptions are noted below. The process for arranging utilities without an SSN can be complicated. If you find that you need assistance, please ask the Office of International Affairs Welcome Services staff for help.



Electricity

Electricity is used for heating and cooking in many apartment buildings, and you may be responsible to arrange and pay for your own electrical service through IPL.

IPL

2102 N. Illinois Street, 261-8222

Monday–Friday 7:30 a.m.–6:00 p.m.,

Saturday 8:00 a.m.–12:00 noon

Required documents: Passport and apartment lease

Gas

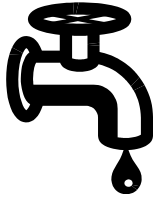
Some rental units may provide natural gas heating and/or cooking.

Citizens Gas

2020 N. Meridian Street, 924-3311

Monday–Friday 8:00 a.m.–6:00 p.m., Saturday 8:00 a.m.–12:00 noon

Required documents: Passport and apartment lease



Water

The water in Indianapolis can be drunk from the tap, although bottled water does taste better.

Indianapolis Water Company

631-1431

Service provided, 24 hours a day, 7 days a week

Call to request service. If you do not have an SSN, you will need to fax a written request for service along with your passport and visa documentation and a contact telephone number.

Public Transportation

If you don't have a car, you have several options for getting around the campus and the city:

The IUPUI Campus Shuttle

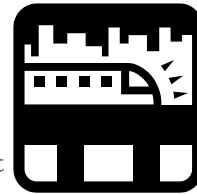
This shuttle runs about every 20 minutes throughout the campus. If you get off at the Law School (Inlow Hall), the heart of downtown is only 10 minutes away! A map and schedule are available at <http://www.parking.iupui.edu/transportation.shuttle.do>.

Cost: Free

The Clarian Monorail

This elevated rail system runs between 5:30 a.m. and 10:00 p.m. and is open to the public. The route runs from Riley Hospital to Methodist Hospital at 16th Street and Senate Avenue. From campus, the entrance to the monorail is near the main entrance to Riley on Barnhill Drive.

Cost: Free



Indy Go (Metropolitan Bus Service)

This is a relatively inexpensive means of transportation, but the service area may be limited. Bus schedules and fare information are available online at www.indygo.net. IUPUI students are eligible for free Indygo bus passes. Be sure to take advantage of this benefit! To get your "S pass", visit the JagTag office on the second floor of the Campus Center



Green Line Express Service

This service runs from Downtown Indianapolis to the Indianapolis Airport. The buses run daily between 5:00 am to 9:00 pm. A map of downtown stops can be viewed at http://www.indygo.net/green_line.htm.

Cost: \$7 per trip



Red Line Downtown Service

The Red Line is a shuttle service that is offered by IndyGo. The shuttle runs between downtown and the IUPUI campus. The bus runs Monday—Saturday, 7 a.m. to 10 p.m. You can find additional information about these services online at http://www.indygo.net/red_line.htm.

Cost: \$1.75 per trip (or free with student “S pass”)

Taxi Cab Services

You have to call for a cab to come pick you up; in most locations you cannot hail one in the street. Cabs are not shared in the U.S. except at customer request. One of the largest companies is Yellow Cab, which can be reached at 487-7777. For a complete list of licensed companies, visit:

http://www.indygov.org/eGov/City/Controller/Licensing/Taxi/taxi_co.htm.



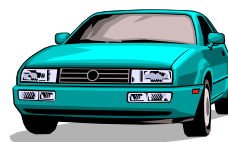
Cost: If you travel to the airport try to ask for a flat fee in advance.

Fees to the airport can range anywhere between \$15 and \$20.

If you will travel within the city, you will be required to pay the metered rate. This rate will be posted in the cab, and you can keep track of the costs by watching the meter on the dashboard. Meter rates cannot be negotiated. If your service was satisfactory, be sure to tip your driver 15–20%.

Renting a Car:

To rent a car, you will need a valid Driver’s License and a major credit card. Some companies require you to be above a certain age (25 years old). If you do not have a U.S. driver’s license you may be required to pay a higher insurance rate. You can find a list of car rental companies in the Yellow Pages telephone directory or by searching online.



Cost: Varies; check rates online or by phone. If you will be driving on an out-of-country license, be sure to mention that when you ask for the rates.

Driving Directions

You can obtain detailed maps and driving directions from mapquest.com. Just type in the originating street address and the address of your destination. Maps of the city and state can be purchased at most drug stores and gas stations.

Cost: Paper maps cost between \$5 and \$10. Mapquest is a **free** service.



Driver's License Information

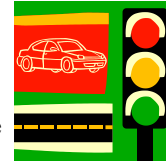
You must have a valid driver's license to drive in the U.S. There are two kinds of licenses you can use.

- ◇ A valid driver's license from another country may be used for 1 year in the U.S. An International Driver's license should be used as a translation of your license, but cannot be used alone as authorization to drive.
- ◇ An Indiana driver's license is recommended if you will be in the U.S. more than 6 months, or if you will purchase a car.

How to apply for an Indiana Driver's License

Step 1: Learn the rules of the road.

The Indiana Bureau of Motor Vehicles (BMV) publishes a "Driver's Manual" outlining all the driving laws of the state. Some laws may be different than those in your home country, especially those pertaining to speed limits, stopping for school buses, and traffic light behavior. A copy of the "Driver's Manual" can be obtained from the Office of International Affairs. It is also available online at www.in.gov/bmv/3263.htm.



Step 2: Apply for a "Learner's Permit."

If you have previously been issued a license from another state in the U.S., you can apply directly for an Indiana driver's license. Otherwise, you must apply for and hold an Indiana learner's permit for 60 days before you will be permitted to apply for the Indiana driver's license. *This rule also applies to Canadian citizens.* To apply for a permit you should visit a branch office of the BMV. A list of locations can be found at <http://www.in.gov/bmv/branches/> by selecting Marion County in the Branch Locator field. You will need to provide the following documents:

- ◇ Passport with visa stamp;
- ◇ I-20 form (F-1 students), DS-2019 form (J-1 students or scholars), or I-797 H-1B approval notice;
- ◇ I-94 card;
- ◇ Jagtag card (students can also use a certified transcript);
- ◇ Proof of Indiana residence: Examples include a bank statement or a paper bill that shows your local street address; and
- ◇ Social Security Card, if you have one.

- ◇ If you do not qualify for a Social Security Number, you are required to present a letter from the Social Security Administration confirming you are not eligible.



These are the documents we believe will be easiest for you to provide. For a complete list of acceptable documents, see the BMV website at <http://www.in.gov/bmv/3470.htm>.

The Indiana BMV has found that a large number of documents that have been submitted by non-citizens have been fraudulent. For that reason, the BMV must verify all immigration documents through the “Central Verification Process” (CVP). The BMV representative will make copies of the documents you present and will submit these to the CVP for approval.

Upon applying for the permit, you will be given a “letter of authorization” from the BMV representative. This letter will give you permission to drive while the CVP is being processed. It will be valid for 60 days. Most CVP cases are completed within this time. If necessary, you can renew the letter at the end of the 60 days. Once the case has been approved your learner’s permit will be mailed to you.

Step 3: Wait at least 60 days

You must hold the learner’s permit (or letter of authorization) for a minimum of 60 days before you will be permitted to apply for your independent driving license. During this time, you can drive on the basis of your permit. If you hold a valid foreign license, you may drive alone. **If you do not have a valid foreign license, you may only drive with a properly licensed passenger over the age of 21 in the car with you.**

Step 4: Return to the BMV to apply for license

You will be required to take a written test and a driving test. You should again bring all of the documents listed in Step 2. However, you should not be subject to the CVP process a second time. You will be required to complete an application and pay a fee.

Step 5: Receive your license

If the CVP that was done for your learner’s permit has already been approved, you will receive your license at this point. (This is dependent upon you receiving a passing score on the written and driving tests.) If the CVP is still pending, the BMV will mail the license to the

address listed on your license application. If you will move during the next few months, use the address for the Office of International Affairs as your mailing address on the application. The Post Office is not allowed to forward a license to a new home address.

Important information about upcoming changes

The procedures to obtain an Indiana license will change significantly over the next few years. This is because of legislation passed by the US Congress called the REAL ID act. In some cases, these changes may impact your ability to obtain a license. If you are ever told that you do not qualify for a license because you do not have a valid visa stamp, ask to speak with a supervisor. If the supervisor is unable to help you, please contact OIA. Be sure to record the names of the BMV staff who assisted you, and the date and time of your visit.



At this time it is unclear how the REAL ID changes will affect Canadian citizens who do not qualify for visa stamps. Canadian citizens should always ensure that they get a new I-94 card when enter the US. This will assist you when you apply for an Indiana license.

Tips to help with the license process:

- ◇ The BMV often is very busy. Plan to spend 2-3 hours.
- ◇ The BMV has recommended the Nora Branch and the Virginia Avenue Branch as locations that are best equipped to handle CVP paperwork.
- ◇ Branch offices are closed on Sundays and Mondays. Some are also closed other days—check before you go.
- ◇ The busiest times at the BMV are Tuesdays, the 15th day of the month, and the 30th day of the month. If possible, avoid going on these days.
- ◇ You will need to provide the car used to take the road test. Be sure that the car is insured and that all of the lights function properly.
- ◇ If you are accompanied by a spouse who also needs to obtain a driver's license, be sure to arrange for your spouse's name to be listed on your bank account or utility agreement so that you can obtain an appropriate document to facilitate your spouse's license application.



- ◇ Whenever you go to the BMV be sure to take note of the names of the individuals who assist you, as well as the date and time of your visit. You may need this information if there are any complications with your application.
- ◇ OIA cannot change the processes you must go through to apply for a license, nor the length of time it takes. However, if you receive a letter indicating that you have been denied a license, please bring it to our office. If it appears the denial was an error, we will try to help you get it corrected.

Important information about driving in Indiana

- ◇ Indiana law requires that you have your license, car registration, and proof of car insurance with you at all times when driving.
- ◇ If you are ever pulled over by a police officer, **stay in the car** until the officer comes to your window. If you get out of the car, the officer may assume that you intend to attack and may draw his or her gun. Once the officer arrives you can retrieve the vehicle documents for inspection.
- ◇ Do not attempt to bribe the officer—they won't like it!
- ◇ U.S. laws are very strict about driving after consuming alcohol. The best plan is to choose a designated driver if you plan to go out in a group. If you are found guilty of driving while drunk you can face jail time, heavy fines, loss of license, and in extreme cases, removal from the country.
- ◇ Be especially careful around school buses or in school zones. Fines for speeding or passing a stopped bus can be very high.
- ◇ Be aware that driving at really high speeds can sometimes result in an arrest, which may influence your ability to get future visas. Even when it is late at night and the roads are empty, you should still drive safely and within the speed limit.

Vehicle Ownership

If you are considering purchasing a car, please read the following information **before** you make your decision.

Vehicle Registration

Vehicles are required to be registered with the Indiana Bureau of Motor Vehicles. For information on this process, please see the BMV website at www.in.gov/bmv. Please note that *in the past* the BMV required a Social Security Number in order to register a car. However, this requirement changed in 2006, and they will now accept your I-94 number if you do not have a Social Security Number.

Car Insurance

Car owners in the U.S. are required by law to carry a minimum level of automobile liability insurance coverage, which will pay up to a certain amount if you are involved in an accident. *Liability* insurance covers the expenses of the other driver(s) if you cause the accident. *Collision* insurance covers your own costs if you have a one-car accident. Additional coverage options are available; in general, the greater the value of your car, the more comprehensive insurance coverage you should have.



Insurance coverage rates can vary significantly, so be sure to “shop around” for the best rate for you. You can find the names and telephone numbers of insurance companies in the Yellow Pages section of the telephone directory, under “Insurance”, or online. If you hold a non-U.S. driver’s license, be sure to mention that when you call for a quote. The payments may be higher than they would be with a U.S. license.

Credit History

Most international students have not lived in the U.S. long enough to establish a credit history. For this reason, you may find it easier (and cheaper) to purchase a used car instead of a new car.

Enrollment in Elementary and Secondary School

Children who hold a dependent visa status can be enrolled in public schools.

City of Indianapolis/Marion County:

Public schools for Kindergarten to Grade 12 are organized in school districts. The city and its townships are divided into geographic areas served by particular school districts. There are 11 school districts (corporations) in Marion County. For a map of school district boundaries refer to <http://imaps.indygov.org/schools/Map.asp>. Public schools are open to all children and do not charge tuition fees. For detailed information on each school district refer to <http://imaps.indygov.org/schools/links.asp>

For admission to a public school you will need to bring: schools records from your home country or previous school in the US, proof that your child has had the required immunizations, a birth certificate or passport and proof that you live in the school district (copy of a document showing the parent or guardian owns or rents their home).

Traditional school year begins in late August and year-round calendar begins in middle July.

Outside Indianapolis/Marion County:

If you live outside the city of Indianapolis you will need to research the requirements for your county. Try the appropriate website below.

Brownsburg Community School Corporation:

<http://www.brownsburg.k12.in.us/>

Carmel Clay Schools: <http://www1.ccs.k12.in.us/district/home>

Hamilton Southeastern Schools: <http://www.hse.k12.in.us/>

Zionsville Community School Corporation: <http://www.zcs.k12.in.us/>

Franklin Community School Corporation: <http://www.fcsc.k12.in.us/>

Further information about school districts is available at Indiana Department of Education's website <http://www.doe.state.in.us/>

Private Schools

The Central Indiana region has a variety of private/non-public schools. Tuition fees are charged. Information is available at <http://www.doe.state.in.us/htmls/privsch.html>.

Part III: Adjusting to Life and Education in the US

Understanding American Culture

(Adapted from “On Beyond War”, October 1989, published by the Foundation for Global Community)

Living in a foreign culture is challenging, but also a great learning experience. By learning to understand and navigate the culture of another country, we become more open-minded and accepting individuals. While you are here in the United States, consider cross-cultural learning an important aspect of your education.

If you come from a cultural background that differs greatly from that of the United States, the behavior of Americans may be very strange, annoying, or even upsetting to you at first. Following is a guide to American cultural traits and values which will help you to understand the meanings and intentions of the things Americans say and do.

Self-Sufficiency

Americans have a very high regard for those who are self-sufficient. It is an important aspect of American culture. However, you will also find that Americans are very willing to help someone in need—they will just expect you to *ask* for help before they do so. It will rarely be assumed that you need help if you don't ask for it.

Attention to Time

Americans tend to dislike the idea of wasting time. For many Americans, each part of the day has a purpose and free time is often lacking. They can also seem quite obsessed with being on time (although many Americans are often late.) Being late for an appointment with an American can be taken as a personal offence because it indicates disrespect.

Independence

Independence is a very strong cultural value in the U.S. Young people look forward to moving out of their parents' home so they can be independent from them, and parents generally *want* them to do so. Parents feel that teaching their child independence is an important part of their upbringing and is considered a positive thing.

Equality

America's history of racism and segregation has largely been replaced with the idea of "equal opportunity." Most Americans feel that each person should have the same opportunities regardless of race, gender or religion. The notion of equality extends to Americans' general disregard for social or economic status. Being wealthy or having connections to powerful people does not automatically command respect from Americans, and it will generally not entitle a person to special treatment or privileges.

Informality

Newcomers to the United States are often shocked by the informality of Americans. People dress very casually, call superiors by their first names, and eat just about anywhere. This is related to Americans' idea of equality. If we are all social equals, then we can be informal in just about any situation.

Directness and Openness

Americans often say exactly what they think, even if the information is unpleasant or bad news. In some cultures this is considered rude. However, Americans feel that acting any other way would be dishonest or even disrespectful. Americans often find it confusing when visitors from other cultures do not say exactly what they want, think, or need.

Privacy and Personal Space

Americans covet their own personal space, and generally do not like that space to be invaded. They find it uncomfortable when others stand too close, and will unconsciously move away. In addition, Americans have a strong sense of privacy, and feel everyone is entitled to that. They do not like to be asked their age, weight, or salary. Conversations about personal family matters, political opinions, or religion are reserved for later stages of friendship.

American Social Customs

Everywhere you go in the world, social customs are different. What is polite in one country can be considered rude in another. Here is a guide to American social customs. You will probably find a lot of differences *and* similarities with your own culture.

Meeting people

- Shake hands firmly, and shake hands with people of the opposite gender. To Americans, how you shake hands is a measure of your character.
- Always look people in the eye when shaking hands or conversing. Lack of eye contact is interpreted as lack of honesty in the U.S.

Out in public

- Hold the door open for people walking behind you.
- Wait in line patiently.
- Treat people in service positions (servers, drivers, etc.) as equals.
- Give tips in restaurants, hotels, hair salons, taxi cabs, and to anyone who helps carry your luggage.

Dining

- Don't eat fast—savor the food to show you enjoy it and take time to make conversation.
- Put your napkin in your lap.
- When you need assistance in a restaurant, raise your hand and say, "Excuse me, please!" Other methods used in other countries may not be understood or liked in the U.S.
- Learn which foods are "finger-foods" and which require silverware
- When eating out with friends, each person usually pays for themselves unless someone clearly states they will pay. Always assume you will pay for yourself. This is called "going Dutch."

Driving

- Follow the traffic rules and mind the red lights.
- Allow pedestrians to have the right of way.
- Give a little wave if someone lets you merge.
- If you are driving slower than most people, use the right lane.

Friendship with Americans

Americans spend their lives moving frequently to new cities, new jobs, and new activities. For this reason, Americans tend to be very friendly—they will start conversations with fellow passengers on the bus, invite a new acquaintance to lunch or a birthday party, or smile and say hello to strangers they pass in the street. Americans find it easy to make casual friends. This habit has helped them adapt to the many changes that occur during their lifetimes.

However, this also means that Americans don't have a lot of life-long friends. Children don't keep the same classmates throughout their school years. Neighbors and family members move away. There are fewer opportunities to form deep friendships. Americans treasure the close friends that they do make. But it can be difficult for new acquaintances to move into this level of friendship.

This aspect of American culture can be confusing and frustrating for visitors from cultures that value a very tight friendship network. Actions that Americans may consider to be casual friendliness can be interpreted as signs of a deeper friendship by others.

The following are some general traits of casual and close friendships in the US:

Casual:

- ◇ Will go out for dinner or to the movies or a club
- ◇ Will invite to parties
- ◇ Will share some personal information
- ◇ Will not ask for significant favors (for example: will not ask casual friend to help when moving to a new house)
- ◇ Will usually call only during acceptable hours (9:00 am–9:00 pm)
- ◇ Usually based on common interests (ex: members of sports team)

Close:

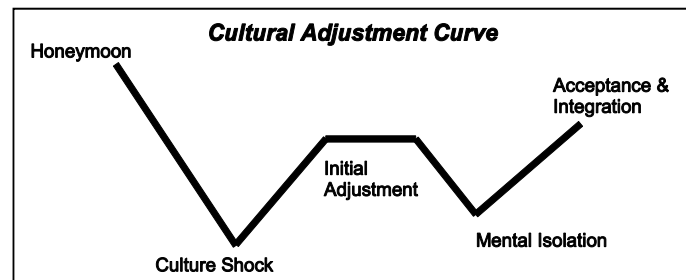
- ◇ Will go out for the evening, or may stay home to cook and chat
- ◇ Will initiate parties for one another
- ◇ Will discuss very personal feelings and ask for advice
- ◇ Will ask for significant favors, when necessary
- ◇ Will call outside of normal hours if upset and need comfort
- ◇ Usually will be the result of several years of friendship

Dealing with Culture Shock

THE ADJUSTMENT PROCESS IN A NEW CULTURE

from *Beyond Language* by Deena R. Levine and Mara B. Adelman

Understanding the cultural adjustment process can help you in coping with the often intense feelings that you may experience as you begin your life in the U.S. Each stage in the process is characterized by “symptoms” or outward signs typifying certain kinds of behavior.



1. **“Honeymoon” period:** Initially, many people are fascinated and excited by everything new. The visitor is elated to be in a new culture.
2. **“Culture shock”:** The individual is immersed in new problems: housing, transportation, shopping, and language. Mental fatigue results from continuous straining to comprehend the new language.
3. **Initial Adjustment:** Everyday activities such as housing and shopping are no longer major problems. Although the visitor may not yet be fluent in the language spoken, basic ideas and feelings in the second language can be expressed.
4. **Mental isolation:** Individuals have been away from their family and friends for a long period of time and may feel lonely. Many still feel they cannot express themselves as well as they can in their native language. Frustration and sometimes a loss of self-confidence result.
5. **Acceptance and integration:** A routine (e.g., work, business or school) has been established. The visitor has accepted the habits, customs, foods, and characteristics of the people in the new culture. The visitor feels comfortable with friends, associates, and the language of the country.

[**Note:** This cycle may repeat itself throughout your stay in a new culture. **AND these feelings are normal.** Note also that upon returning home you may experience some of the same feelings as you did when you first arrived in the new culture. This is called **“reverse culture shock.”**]

The following are some tips to help you deal with culture shock:

◇ **Go out**—Don't sit in your apartment or the library every day. Find some campus activities that sound interesting to you. By getting out and into social settings you will begin to become more comfortable with new customs.

◇ **Get exercise**—Exercise has been shown to reduce stress and fight depression. Take a walk along the canal, or join an intramural sports team. Find some fellow students who want to get active, and schedule a regular activity.



◇ **Make friends**—Make an effort to become friends with both Americans and with other international students. The international students will be able to relate to your feelings and may be able to offer advice and support. American friends can answer general questions you have about life in the U.S. By making new friends you will reduce feelings of loneliness and will begin to form bonds with your new surroundings.



◇ **Learn about the new culture**—Resist the urge to judge behaviors or practices that are different from your own as being “bad” or “unintelligent.” Instead, try to learn the reason behind the behavior. While you still may not agree with the practice, you will have a better understanding of how to respond when faced with it.



◇ **Seek assistance**—If you find that you cannot seem to adjust to the new culture, make an appointment to speak with one of the International Student Advisors. If you find that you are very depressed, make an appointment to speak with someone at CAPS (Counseling and Psychological Services). In both cases, your meeting will be completely confidential.

◇ **Be patient**—Most people require several weeks or more to feel comfortable in a new culture. Give yourself time to adjust. Focus on the positive experiences, and try to view negative experiences as learning opportunities.



U.S. Education: What You Need to Know

What can you expect in the classroom?

The U.S. classroom style is very informal compared to many other cultures. The following are some general observations:

- ◇ Students dress in a very casual manner for class. You usually will not be expected to “dress up” unless you are making a presentation. Some professors may also choose to wear comfortable attire instead of suits.
- ◇ Professors’ teaching styles will vary. Some will rely entirely on a lecture format. Others will encourage open class discussions.
- ◇ Various assignments may be required throughout the semester. These can include papers, projects, research, and presentations.
- ◇ You may be asked to work on a “group project.” The professor should explain the grading method that will be used to evaluate the group members.
- ◇ Most classes will have both a Midterm exam and a Final exam that will account for a large portion of your grade. You may also have to complete smaller quizzes throughout the semester.
- ◇ Grades will be based on a predetermined scale. The professor will provide information about his or her grading practices in the course syllabus. See additional information on page 16.
- ◇ The U.S. values the concept of a “liberal education.” This means that you will be required to study a broad range of subjects that may not be related to your major field of study. You can choose these subjects from a large selection of electives.

What will be expected of you in the classroom?

- ◇ You are expected to participate in class discussions. Many professors will base part of your overall grade on class participation. You can participate by asking questions, answering questions, or by providing your opinion on the topic of discussion. This may seem intimidating during your first few classes. However, if you watch the interactions among the rest of the class, you will begin to get a feel for the process. Don’t be shy about joining the conversation! You may be able to contribute an international perspective to the conversation that will be valuable to your classmates. It is okay to disagree with others’ opinions, as long as you do so in a respectful manner.

- ◇ You are expected to attend class regularly. Because participation and interaction are so important to the learning process, you will not get the full benefit of the course if you do not attend. Most professors will penalize students for missing more than 2 or 3 classes unless there is a very good reason. You can find information about the professor's attendance policy in the course syllabus.
- ◇ You are expected to practice academic honesty. The U.S. takes a very strict view of cheating and plagiarism. These concepts vary widely throughout different cultures, so it is very important that you become familiar with the U.S. interpretation. Please see page 16 for detailed information. **If you are found guilty of academic dishonesty you may be punished with a failing grade on the assignment, a failing grade in the course, or dismissal from the university.**

Tips to help you succeed!

- ◇ You will receive a syllabus at the beginning of each course. Read each syllabus carefully. It will contain contact information and office hours for the professor, a calendar of assignments and tests, policies on class participation and attendance, and much more. You will be responsible for being aware of the information contained in the syllabus. Bring your syllabus to each class to record any changes your instructor makes.
- ◇ Purchase a Style Guide from a local bookstore, or borrow one from the library. A Style Guide will provide the proper format to use when writing and citing papers.
- ◇ Use the student resources that are listed beginning on page 17 of this manual. There are various offices that exist solely to assist students and help them to succeed. All of the academic resources are free to you as an IUPUI student.

Registration for Classes

You will work with your Academic Advisor to select the appropriate classes. You will choose from a variety of courses that will meet at various times. Once you have selected your classes you will register for them in OneStart.

Visit <http://registrar.iupui.edu/registration-guide/> for additional information.

Typical Four-Point Grade Scale

Grade	Points	Undergraduate	Graduate
A	4.0	Excellent	Excellent
B	3.0	Good	Good/Average
C	2.0	Average	Passing
D	1.0	Passing	Failing
F	0.0	Failing	Failing

GPA (Grade Point Average)

Your overall academic progress will be measured by your GPA. To determine your GPA the university will add the point value of each of your grades per credit hour, then divide the sum by the total number of credit hours. The resulting figure can be ranked on the scale above.

Academic Honesty

Below are three examples of unacceptable academic behavior:

Cheating: The act of giving answers to others, or taking answers from others, when the professor has not given you permission to work together. This applies to all assignments and tests.

Plagiarism: The act of using someone else's words, ideas, research, or images without giving credit through a citation. Plagiarism is not limited to word-for-word copying. A student can also be accused of plagiarism if he or she has referenced a general idea without giving proper credit.

Fabrication: The act of citing work that does not exist, or the act of misrepresenting cited work to falsely support a student's arguments.

Cheating and plagiarism do not have to be intentional to be punishable. All students at IUPUI are responsible for reading and practicing the Code of Student Rights, Responsibilities, and Conduct. This document can be found online at <http://www.iupui.edu/code/>.

If a student is found to be guilty of Academic Dishonesty the punishments can be severe. Be sure you understand the rules. If you have a question about whether an activity is acceptable, ask your professor.

Campus Resources for Students and Scholars

Adaptive Educational Services

What: An office whose function is to provide appropriate accommodations to assist students with documented academic difficulties.

Where: Taylor Hall, UC137.

Hours: Contact AES for information regarding hours of operation.

Services Provided:

- ◇ Letters to instructors regarding necessary accommodations.
- ◇ Interpreters
- ◇ Note takers
- ◇ Reading assistance
- ◇ Testing assistance
- ◇ Tutoring

For more about regarding Adaptive Educational Services at IUPUI, including Adaptive Technology Services, please call 274-3241, e-mail aes@iupui.edu, or go to <http://aes.iupui.edu/>

Bepko Learning Center

What: A center designed to assist undergraduate students in their learning experiences by offering various kinds of tutoring and mentoring.

Where: Taylor Hall (UC2006)

Hours: 8 am–7pm Monday through Thursday, 8am–4pm Fridays. Closed weekends, holidays, and summer sessions.

Services Offered:

Structured Learning Assistance: Weekly sessions led by a fellow student linked to an introductory-level course. Study and learning skills are applied to a specific course, and goals include helping students learn to work collaboratively.

Supplemental Instruction: Students who have succeeded in a specific course become student mentors to help develop critical thinking and learning skills, such as note-taking and dealing with test anxiety.

Resource Mentors: Provide students with tutor referrals and offer handouts regarding specific subjects, campus information, laptop rentals, etc. Resource mentors often help connect you to another programs that they think would be helpful for you.

Tutoring: The Bepko Learning Center offers tutor referrals for students in both mentored and non-mentored courses. Students are provided with contact information and pay rate for available tutors.

For more information on the Bepko Learning Center, please see <http://uc.iupui.edu/learningcenter/>, or call 274-4814.

Bookstores

Bookstore locations and telephone and fax numbers:

Campus Center

(Official IUPUI Bookstore)

First Floor, North Side

Tel: 278-4000

Fax: 278-4024

Indy College Bookstore

(Not Affiliated with IUPUI)

601 West 11th Street

Tel: 631-2665

The campus bookstore is owned by Barnes & Noble. Books are arranged by department and then numerically by course and section. Each book has a course and shelf card that lists the course number, section, name of the instructor, and lists whether the book is required or optional. Therefore, **bringing your class schedule** is very helpful when purchasing textbooks. Try to purchase your textbooks as early as possible because the bookstore occasionally runs out of copies. If you drop the course, you can always return the book and get a full refund until a specified date (so do not write in your new books for a few weeks). **Keep your receipts** because no refunds are given without a receipt!

When purchasing textbooks, look for the ones marked “used.” These books are sold at a less expensive price than new books.

Your books can usually be *sold* at the end of each term. You could get up to 50% of its original price if the book is in good condition, is required for the subsequent semester, and the quota for the book has not yet been reached. Hence, try to sell your books back as early as you can so you can get a good deal.

Besides books, the bookstores sell general school supplies, imprinted sportswear, gifts, and other merchandise. A coffee shop is also available.

Office of Student Involvement

This office is the center of student programming and activities at IU-PUI. Refer to their website to find out about campus activities, student government, and student organizations. Their website is <http://life.iupui.edu/osi/> their phone number is 274-3931, and they are located in the Campus Center, Suite 370.

Campus Escort Services

If you are on campus late for studies or work, and are uncomfortable walking back to your car or apartment, you can call Campus Security for an escort at any time. Call 274-SAFE (7233)

Campus Statistician.

Eric Applegate, with UITs, is available on campus to help students, scholars, and faculty with research, specifically in using software applications for statistical analysis. Contact him at 274-0573, eap-pleg@iupui.edu or at IT 400. For assistance in working on structuring a research study and the review of data, contact the Indiana Statistical Consulting Center (ISCC) see: <http://www.indiana.edu/~iscc/>

Career Services

What: A center designed to help with various aspects of career planning and employment.

Where: Business/SPEA, BS2010.

Hours: See the Career Center's website for the most current information.

Services Provided:

Career Counseling

Job searches

Internship Assistance

Student Employment

Graduate School counseling

Resume assistance

Interview preparation

For more information on the IUPUI Career Center, please call 274-0857, e-mail them at career1@iupui.edu, or go to <http://uc.iupui.edu/students/career/index.asp>

The Center for Teaching and Learning (CTL)

The mission of CTL is to advance teaching excellence at IUPUI while supporting faculty through a collaborative approach that celebrates and embraces the diversity of our urban research university. The CTL offers a wide array of programs, events, and services that foster innovation and translation of educational research into practice <http://ctl.iupui.edu/about/contact.asp>.

Center for Young Children

The Center for Young Children provides full-time and part-time on-campus care in a new state-of-the-art facility for children ages 2 to 5 of IUPUI faculty, staff, and students. Contact the center for updated tuition rates at 274-3508, or check out the center's website at <http://www.childcare.iupui.edu>.

Counseling and Psychological Services (CAPS)

What: Professional, confidential counseling for IUPUI students with any range of issues or concerns.

Where: Union Building, Room 418

Hours: Monday through Friday, 9–5, Wednesday and Thursday evening by appointment. Call first to establish services.

Services Offered:

- ◇ One-on-one counseling for students with a wide range of issues, from stress and depression to test anxiety.
- ◇ Evaluation and testing for learning disabilities, and Attention-Deficit Disorders.
- ◇ Screening and evaluation days around the campus.

In the United States, it is quite normal and socially acceptable to speak to a counselor, and any student or employee at IUPUI in need of support is encouraged to make an appointment. Counseling sessions are completely confidential. For more information about CAPS, please call 274-2548, email at capsindy@iupui.edu, or go to <http://life.iupui.edu/caps>.

Employee Assistance Program (IUEAP)

The IUEAP was established to provide professional help when day-to-day activities are interrupted by stress <http://www.indiana.edu/~uhrs/benefits/eap.html> IUEAP services are confidential and voluntary. Some common reasons to use IUEAP services include: Depression,

Stress and anxiety, Conflict in the workplace, Drug and alcohol abuse, Family and marital problems, Grief and loss. Full-time Academic and Staff employees and their household members are eligible. Obtaining IUEAP services starts with a phone call: 888-234-8327 or 317-962-2622.

English Language Study

There are three resources on campus available to students and scholars who wish to improve their English skills.

- The English for Academic Purposes Program (EAP Program) within the IUPUI Dept. of English is available to admitted students and scholars admitted as non-degree students, and who have taken the ESL Placement Test. EAP office CA 341.
- The Indiana Center for Intercultural Communication, a Center within the English Department, offers training, including workshops, for international postdoctoral researchers. Areas addressed include research writing, grant proposal writing, research presentation, and career development. The center is located in the Union Building, Room 407. For additional information, see <http://liberalarts.iupui.edu/icic/>
- The ELS Language Centers organization has a local office on the IUPUI campus in Union 242. ELS offers general English language training, as well as intensive short courses. For additional information, see <http://www.els.edu/indianapolis>.

Equal Opportunity

The OEO is committed to promoting a working and learning environment free of discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status. IUPUI Office of Equal Opportunity Hotline: 1-866-245-1310. It is established to provide the University community with additional informal and alternative means to anonymously communicate their concerns regarding issues of equity, discrimination and/or harassment <http://www.iupui.edu/~o eo/>.

Human Resources Administration

This office serves all employees at the university. HR provides information about benefits, health insurance, hiring information, and campus policies. See the HR website at <http://hra.iupui.edu/> for additional information.

Math Assistance Center (MAC)

What: A center provided by the Department of Mathematical Sciences and University College.

Where: University College, UCB001.

Hours: See the MAC's website for most current hours information.

Services Provided:

Free tutoring (May offer hours with Arabic-speaking tutors)

Media Online Math Tutorials

For more information on the IUPUI Math Assistance Center, please call 274-7898, email help@math.iupui.edu, or go to

<http://www.math.iupui.edu/mac>.

Natatorium Sports Complex

The IUPUI Natatorium Sports complex has facilities for a variety of different sports such as volleyball, basketball, soccer and swimming. It also has weight rooms, and offers aerobic sessions. Recreation fees must be paid each semester to use the facilities.

Office for Professional Development

This office primarily serves employees involved in academic teaching or research, but many programs are open to all staff members. This office provides training in various areas such as grant writing and faculty preparation. See the OPD website at <http://www.opd.iupui.edu/> for additional information.

Speakers' Lab

What: Mentors available to help with any aspect of the speech process, practice facilities and technology to assist in completing presentations.

Where: Cavanaugh Hall, CA 001G.

Hours: See the Speakers' Lab website for the most current hours information.

Services Offered:

Speakers' Lab Mentors: Mentors are available to help students one-on-one or in small groups at any point of the speech presentation process, from brainstorming for topics and outlining to effective presentation tips. Mentors are students who have already completed R110 with a grade of B+ or better.

Practice Studios: Three private studios are available which are equipped with video cameras, monitors, document cameras, laptops, etc. where students can practice their speeches by themselves or with a mentor.

Appointments: Students may call or e-mail the lab in order to schedule an appointment with a mentor. Although walk-in appointments are available, certain points during the semester are quite busy for the Speakers' Lab and a mentor may not always be available. Students are encouraged to schedule appointments in advance to ensure that a mentor will be available to meet with them.

For more information on the IUPUI Speakers' Lab, please call 278-7940, email them at spchlab@iupui.edu, or go to <http://liberalarts.iupui.edu/spchlab>.

Student Health Services

SHS is located in Coleman Hall on the first floor and provides basic medical care to all students, scholars, and their spouses at IUPUI at a reduced cost. Dependents may also use this services. SHS provides medical care to employees only in regards to work-related injuries or illnesses. For students on the mandatory international student health insurance plan, the deductible will be waived for services provided here. Appointments are preferred, and it is usually possible to see a doctor within 24 hours. Visit their website at <http://health.iupui.edu/> or call them at 274-8214.

University Information Technology Services (UITS)

UITS is located in room 129 of the IT building and provides technical computer services to IUPUI students, staff, and researchers. UITS has facilities including public computer labs on campus, audio-visual equipment, computers, and printers. Centers are staffed by technical consultants who provide 24-hour assistance to users. Call 274-4357 for help.

◇ **Writing Center**

What: The University Writing Center is a free service available to all IUPUI students, faculty, and staff, at both the graduate and undergraduate level.

Where: Cavanaugh Hall, CA 427; University Library, UL 2125

Hours: See the Writing Center's website for the most current hours information.

Services Offered: One-on-one sessions (appointments are encouraged, walk-ins are available if mentors are free) with a mentor to help with the writing and revision of papers for classes. The website also offers handouts on general writing issues. ACES program, which was created to help international student and staff with English usage and sentence structure.

For more information on the IUPUI Writing Center, please call 274-2049, 278-8171, or go to www.iupui.edu/~uwc.

University Libraries

IUPUI has five separate libraries:

- ◇ The main University Library is located on Michigan Street near the Engineering and Science buildings. It has technological facilities available to students, including quick access to electronic references and collections. Computers include programs such as word processing, spreadsheets, data-bases, and the Internet. The library also has many different locations for private or group studying. Visit its website at <http://www.ulib.iupui.edu>.
- ◇ The Dentistry library is located at 1121 West Michigan Street, near the Dentistry facilities. Visit its website at <http://www.iusd.iupui.edu/Depts/Lib/>.
- ◇ The Herron Art Library is located within the Herron School of Art T at 735 W. New York Street. Visit its website at <http://www.ulib.iupui.edu/herron/>.
- ◇ The Ruth Lilly Law Library is located in the Law School at the corner of New York and West Street. Visit its website at <http://www.iulaw.indy.indiana.edu/library/library.htm>
- ◇ The Indiana University Medical Library is located at 975 West Walnut Street, Building IB 100, near University Hospital. Visit its website at <http://library.medicine.iu.edu/>

Part IV: Enhancing Your Stay

Practicing Your Religion in Indianapolis

Indianapolis is a fairly large city, and has organizations for the practice of most major world religions. Contact the organizations directly for worship schedules. Conduct an internet search to find organizations not listed here.

Buddhist

Indianapolis Zen Center

3703 Washington Blvd, Indianapolis, IN, 46205
(317) 921-9902
www.indyzen.org
director@indyzen.org

Tibetan Cultural Center

3655 Snoddy Road
Bloomington, IN 47402
(812) 331-0014
www.tibetancc.com
tcc@tibetancc.com

Christian

Due to the huge number of Christian churches in Indianapolis of most denominations, it is impossible to select a few to list in this handbook. There are two excellent directories online:

www.usachurch.com/
www.worshipquest.org

At both of these sites you can search by location and denomination.

Hindu

Hindu Temple of Central Indiana

3350 North German Church Road, Indianapolis, IN 46235
317-891-9199
<http://htci.org/>

Shri Swaminarayan Mandir (BAPS)

350 N County Rd, 900 East, Avon, IN 46123
317-271-1577
<http://www.swaminarayan.org/globalnetwork/america/indianapolis.htm>

Jewish

Congregation Beth-El Zedeck (Conservative)
600 W 70th St, Indianapolis, IN 46260
317-253-3441
<http://www.bez613.org/>
bez613@bez613.org

Congregation B’Nai Torah (Orthodox)
6510 Hoover Road, Indianapolis, IN 46260
317-253-5253
<http://www.btorah.org/>
rabbi@btorah.org

Congregation Shaarey Tefilla (Conservative)
3085 West 116th Street
Carmel, IN 46032
317-733-2169
<http://www.shaareytefilla.org/>

Indianapolis Hebrew Congregation (Reform)
6501 N. Meridian Street, Indianapolis, IN 46260
317-255-6647
www.ihcindy.org

Muslim

Islamic Society of North America (ISNA)
6555 South 750 East, Plainfield, IN 46168
317-839-8157
<http://www.isna.net/>

Al-Fajr Masjid (5-minute drive from IUPUI)
2846 Cold Spring Rd, Indianapolis, IN 46222
317-923-2847

Nur-Allah Islamic Center
2040 E 46th St, Indianapolis, IN 46205-1473
317-251-9796

Masjid As-Salaf As-Saalih
3408 E 10th St, Indianapolis, IN 46201
317-822-8161
admin@learnislam.com



Shopping in Indianapolis

Finding What You Need

- First try searching online—
<http://www.indydt.com/search.cfm?menu=retail> is a great website about shopping in downtown Indianapolis. You search by product category, and it gives you a list of stores with a link to a mapping service. Many store links are also included so you can check out store products and prices before making the trip.
- Search in the phone book. Using the yellow pages of the phone book, search by store type (such as “grocery” or “department stores”). Locate the address on an Indianapolis street map or on an internet mapping service such as [mapquest.com](http://www.mapquest.com).
- Talk with current IUPUI students or staff. They have already found out where the best items and prices are and can probably give you good advice.

Superstores

With limited access to transportation it is best to shop at a place that sells just about everything: food, clothing, furniture, electronics, cosmetics, pharmacy, etc. Prices are cheap compared to department stores. Below are the most common stores of this kind:

Super Target (www.target.com)

- 1) 4850 E Southport Rd , Indianapolis, IN 46237-3321
- 2) 10209 E US Highway 36 , Avon, IN 46123-7985
- 3) 895 S State Rd 135 , Greenwood, IN 46143-9413
- 4) 10401 N Michigan Rd , Carmel, IN 46032-7939

Meijer (www.meijer.com)

- 1) 5349 Pike Plaza Rd, Indianapolis, IN 46254
- 2) 5325 E Southport Rd, Indianapolis, IN 46237
- 3) 10841 Rockville Rd, Avon , IN 46123

Wal-Mart Supercenters

- 1) 4545 Lafayette Road, Indianapolis, IN 46254
- 2) 4650 South Emerson Ave., Indianapolis, IN 46203
- 3) 7325 North Keystone Ave., Indianapolis, IN 46240
- 4) 7245 US Hwy 31 South, Indianapolis, IN 46227

Shopping Malls

Shopping malls are very large buildings containing dozens of stores, a food court, and sometimes a movie theater. They are not always the cheapest place to shop, but at many times of the year you will find great sales.

Just about every mall in Indianapolis is owned by Simon Malls. They include:

Castleton Square
Clay Terrace
Lafayette Square
Greenwood Park Mall

Circle Centre
Fashion Mall at Keystone
Washington Square

Circle Centre Shopping mall is less than 2 miles from campus. For directions to all of these malls, please go to this website: www.simon.com/find_mall/find.aspx?Metro=Indianapolis|IN

Grocery Stores

The “Superstores” listed on page 35 all have large grocery sections. The closest grocery store to IUPUI is O’Malia’s (320 N. New Jersey St.), but it is also quite expensive. (This store is also call March: The Marketplace.) Other common grocery stores with lower prices are Marsh and Kroger.

Ethnic Grocery Stores

Many grocery stores in the U.S. carry a variety of ethnic foods, but it is even better to visit an ethnic grocery store to find brands you may have used at home. To search for ethnic grocery stores in Indianapolis, visit <http://www.indyethnicfood.com>. This site can also give you driving directions.

Pharmacies (Drug Stores/Chemists)

The Superstores listed on page 38 all include pharmacies, as do most grocery stores. Other common pharmacies are CVS and Walgreens.

Shopping Tips

Sales Tax

In the state of Indiana you will be charged a tax of 7% on every purchase except essential grocery items. This tax is calculated at the register and is not included in the price marked on the product.

Coupons

A great way to save money is to search for coupons in the local Sunday newspaper or online. You will also start receiving them in the mail. This is a common way that Americans save money on grocery items. Most grocery stores have “Double Coupon” days where each coupon is double its regular discount. “Store coupons” can be used only at the store that issued them, but “Manufacturer’s coupons” can be used at any store that sells the product.

Discount Cards

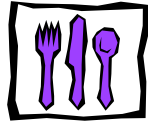
Many grocery stores (such as Marsh and Kroger) offer a discount card. Discount prices marked throughout the store are only available to customers who have that store’s discount card. Obtaining a card only requires filling out a brief form. The information they obtain from your use of this card is used for marketing purposes. Discount cards are free.

Store Credit Cards

Many stores offer their own credit card. They will often give you a 10% discount off of your first purchase if you apply for the card. Be aware that these cards often have high interest rates. In addition, accumulating too many credit cards is not good for your credit history.

Generic Products

Generic products (or “store brands”) are often much cheaper than brand name products and have similar quality. For example, at a pharmacy you may pay \$3 more for a brand name pain killer than the store brand, but the active ingredients are exactly the same. Many food products also have their generic equivalent. Buying generic is a good way to save money.



Restaurants

ON CAMPUS

Food can be found in these buildings on campus:

Riley Hospital	Law School	Union Building
IU Hospital	University Library	Business/SPEA

Riley Hospital also has a McDonald's.

Campus Center Food Court

Bamboo Asian Cuisine	Caribou Coffee
Chick-fil-A	Coyote Jack's Grill
Mamma Leone's	Mondo Subs
Outtakes	Wild Greens

WITHIN WALKING DISTANCE

The following restaurants are located at the corner of University Blvd. and Indiana Avenue:

Au Bon Pain	Noodles and Co.	Qdoba Mexican Grill
Papa John's Pizza	Pizza Express	Subway Taco Bell

...AND BEYOND

To search for restaurants in the Indianapolis area, visit:
www.indy.org or **<http://www.indydt.com/search.cfm?menu=restaurant>**.

A very good site for finding ethnic restaurants is
www.indyethnicfood.com.

Please be aware that in all full-service restaurants, a service charge (or "tip") of 15–20% of the bill should be left for the server. In buffet restaurants, \$1/per customer is acceptable.

Entertainment

To find out what's going on in Indianapolis, check out these publications:

Indianapolis Star Indy's daily newspaper, also online at www.indystar.com. Click on "Entertainment." Copies are available free on the IUPUI campus.

Metromix Magazine A free weekly newspaper, also available online at <http://indianapolis.metromix.com/>.

NUVO A free weekly alternative newspaper, also available online at www.nuvo.net.

Annual Events in Indianapolis

Get out and enjoy Indianapolis while you're here! Following is a list of Indy's most popular annual events.

Indiana State Fair (August). Music, food, rides, games, and expositions with lots of animals! Admission is charged.

Indy Irish Fest (September). Irish music, dancing, food, and men wearing kilts. Admission is charged.

Taste of Indianapolis (April). Sample the foods of 50 top restaurants in Indianapolis. Admission is charged, and food tickets are sold.

Indianapolis 500 (May). The world-famous car race held at the Indianapolis Motor Speedway. Buy tickets in advance. A parade is held downtown prior to the race.

Indy Jazz Festival (June). Popular jazz musicians perform in this 3-day festival. Buy tickets in advance.

Indiana Black Expo (July). An annual 11-day celebration of African-American culture including top R&B and rap musicians, an employment fair, exhibits, and activities. Admission is charged.

Celebration of Lights (November/December). Performances in Monument Circle followed by the “tree lighting” ceremony. Free event.

Broad Ripple Art Fair (May). Festival sponsored by the Indianapolis Art Center featuring 225 national and international artists. Admission is charged.

Native American Indian Market (June). Takes place at the Eiteljorg Museum. Features art, food, music and traditions of Native Americans. Admission is charged.

Italian Street Festival (June). Featuring Italian food, music, dancing and games. Takes place at 520 Stevens Street. Admission is charged.

Taste of Egypt (August). Hosted by the St. Mary and St. Mark Coptic Orthodox Church. Admission is charged.

Taste of Downtown (August). Features live music, food and art. Takes place at 205 N. College Ave. Free event.

Russian Festival (June). Held at Butler University, Clowes Memorial Hall. Introduces Russian culture, music, art and food. Admission is charged.

Greek Festival (September) Greek music, dancing, food and handicrafts. Held at the Holy Trinity Greek Orthodox Church. Admission is charged.

Chinese Festival (September): Chinese music, dancing, art and food. Held at Indianapolis Military Park. Free event.

When you're out on the town.....

Remember that the legal drinking age in Indiana is 21 years old. You must be 21 to enter bars or liquor stores. If you are enjoying a night out on the town, make sure one of your friends is a “designated driver”—someone who is not drinking alcohol. The penalties for driving a car while intoxicated are very severe. You could lose your driver’s license, or worse, be put in jail. Hire a taxi if you do not have safe

International Student Organizations

Listed below are the student organizations on campus with an international focus. Not all of these organizations are currently active, but most have been active during the last several years. **Contact Student Life at life@iupui.edu for the most recent contact person.** You can also find information at <http://life.iupui.edu>. If the club you are interested in is not currently active, you may work with the Student Life and Diversity Programs Office to re-establish it. Have fun!

AFRICAN STUDENT ASSOCIATION
ARAB STUDENT ASSOCIATION
ASIAN STUDENT ASSOCIATION
BLACK STUDENT UNION
BURMA STUDENTS ASSOCIATION
CHINESE CHRISTIAN CAMPUS FELLOWSHIP
CHINESE CULTURE CLUB
CHINESE STUDENTS AND SCHOLARS ASSOCIATION
DOS CULTURAS
GERMAN CLUB
GO ABROAD
INDIAN STUDENTS ASSOCIATION
INTERNATIONAL BUSINESS CLUB
INTERNATIONAL CLUB
IRANIAN STUDENT ASSOCIATION
JAPANESE STUDENT ASSOCIATION
KOREAN STUDENT ASSOCIATION
LATINO STUDENT ASSOCIATION
MUJERES UNIDAS/WOMEN UNITED
MUSLIM STUDENT ASSOCIATION
RUSSIAN SPEAKING STUDENT ASSOCIATION
SAUDI STUDENTS CLUB
SOUTH ASIAN STUDENT ASSOCIATION
STUDENT ADVOCATES OF GLOBAL EQUALITY
TURKISH STUDENT ASSOCIATION
UNDER-REPRESENTED PROFESSIONAL & GRADUATE
STUDENT ORGANIZATION
VOLUNTEERS FOR A GLOBAL CAMPUS

There are many other student groups based on specific majors and various interests. Check out Campus & Community Life's website (<http://life.iupui.edu>) for more information. You're sure to find a group that's right for you!

International Club. Membership in I-Club is open to all IUPUI students, faculty, and staff as well as individuals in the Indianapolis community. The International Club sponsors activities and programs that help build international understanding on the IUPUI campus. You can learn more about International Club activities through the INTLNEWS listserv. You can subscribe to INTLNEWS by sending an email that says "subscribe intlnews" to listserv@listserv.iupui.edu

Culture Hours. Every Friday from 4:30–6:30 p.m. in the Campus Center, IUPUI students, researchers, and the greater community come together to participate in Culture Hours. It's a great way to "travel around the world" with fellow students and colleagues and learn about their histories, customs and cultures. At each Culture Hour one or more individuals from a specific country or region presents their culture with discussions, food, music, and so on. Over 80 countries have made Culture Hour presentations including Brazil, Eritrea, India, Native Americans, Indonesia, and the United States. Culture Hours are supported by the Student Activity Fee and are organized by the International Club.

Local Ethnic and Nationality Organizations

Indianapolis has organizations that can help you to get connected with the local international community. Following are some organizations with a broad international interest*:

Nationalities Council of Indiana, Inc.

<http://nationalitiescouncil.org/>

The Nationalities Council is a large group of 50 ethnic and national organizations located in Indiana. It is a great place to start if you are trying to find a local group affiliated with your nationality.

International Center of Indianapolis

<http://www.icenterindy.org/>

The International Center of Indianapolis serves to welcome people of all cultures to the Indianapolis area.

Association of International Women of Indianapolis

<http://www.aiwindy.org/>

The Association of International Women acts as a support group for women of other countries arriving in Indianapolis. They also facilitate social interaction between women from the USA and other countries.

* For a list of all Indiana Links to International Organizations, please see the website of the Nationalities Council of Indiana, Inc., and click on Indiana's International Links. There you will find organizations for nearly all nationalities and ethnic groups!

WHERE TO TURN FOR ANSWERS

Adapted from NAFSA's International Student Handbook

If you need help with:

- Academic problems
- Curriculum requirements
- Trouble with your professor
- Trouble with your English
- Changing majors
- Requirements for graduating

- Details about a specific course
- Late assignments
- Can't understand a lecture

- Need to drop the course

- Community activities
- Employment
- Transfer to another school
- Visa problems
- Personal and adjustment problems
- Federal income tax

- Financial aid

- Housing (on or off campus)

- No heat in dormitory
- Problem with electrical outlet
- Lost your room keys

- Medical problems
- Health insurance questions

- Schedule of courses

- Campus map

- Professor's or student's address or telephone number

Contact:

Academic Advisors

Professor teaching course

Professor, Academic Advisor, and Foreign Student Advisor

International Student Advisor

(or Counseling Center)

Internal Revenue Service or Office of International Affairs
www.irs.gov

Office of International Affairs or Financial Aid Office
www.iupui.edu/~finaid/

Office of Campus Housing
www.housing.iupui.edu

Residence Hall Manager or Apartment Supervisor

Student Employee Health Service

Health insurance website or Office of International Affairs
<http://iservices.iupui.edu/health-insurance/>

Registrar
<http://registrar.iupui.edu>

Student Center
<http://www.iupui.edu/misc/campusmap.htm>

Campus directory
<http://people.iu.edu/>

The Office of International Affairs helps IUPUI engage the world through education and partnership by supporting all international activities, including student recruitment, admissions, and services; visa services for faculty and staff; research and partnerships; International House programming; study abroad; the Global Crossroads; the IU Center for South East Asia; and campus and curriculum internationalization.

IUPUI

OFFICE OF INTERNATIONAL AFFAIRS
ENGAGING THE WORLD THROUGH
EDUCATION AND PARTNERSHIP

Published by the IUPUI Office of International Affairs
Education/Social Work Building (ES) Room 2126
Indianapolis, IN 46202
<http://international.iupui.edu>
(317) 274-7000
uia@iupui.edu