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International
STUDENT HANDBOOK
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Welcome TO THE UNIVERSITY OF REDLANDS

Please read through this book closely. If you have any questions, do stop by the Office of International Students & Scholars (OISS) located on the ground (first) floor of the Hunsaker University Center or call 909-748-8716.

The International Student Handbook has been compiled to provide you with information that will assist you with the transition to college life in the U.S. It contains all you need to know about maintaining student status in full compliance with immigration laws in the U.S. We hope that this handbook will serve as a useful reference guide to you during your stay in the U.S.

Good luck and enjoy your time at the University of Redlands!

Leela Madhavarau

Special Advisor to the President

and Associate Dean of Campus Diversity and Inclusion

Leela_Madhavarau@redlands.edu

Miral Charabi

International Student Advisor (ISA)

Miral_Charabi@redlands.edu

Gaby Liera

International Student & Scholars Programs Coordinator

Gaby_Liera@redlands.edu

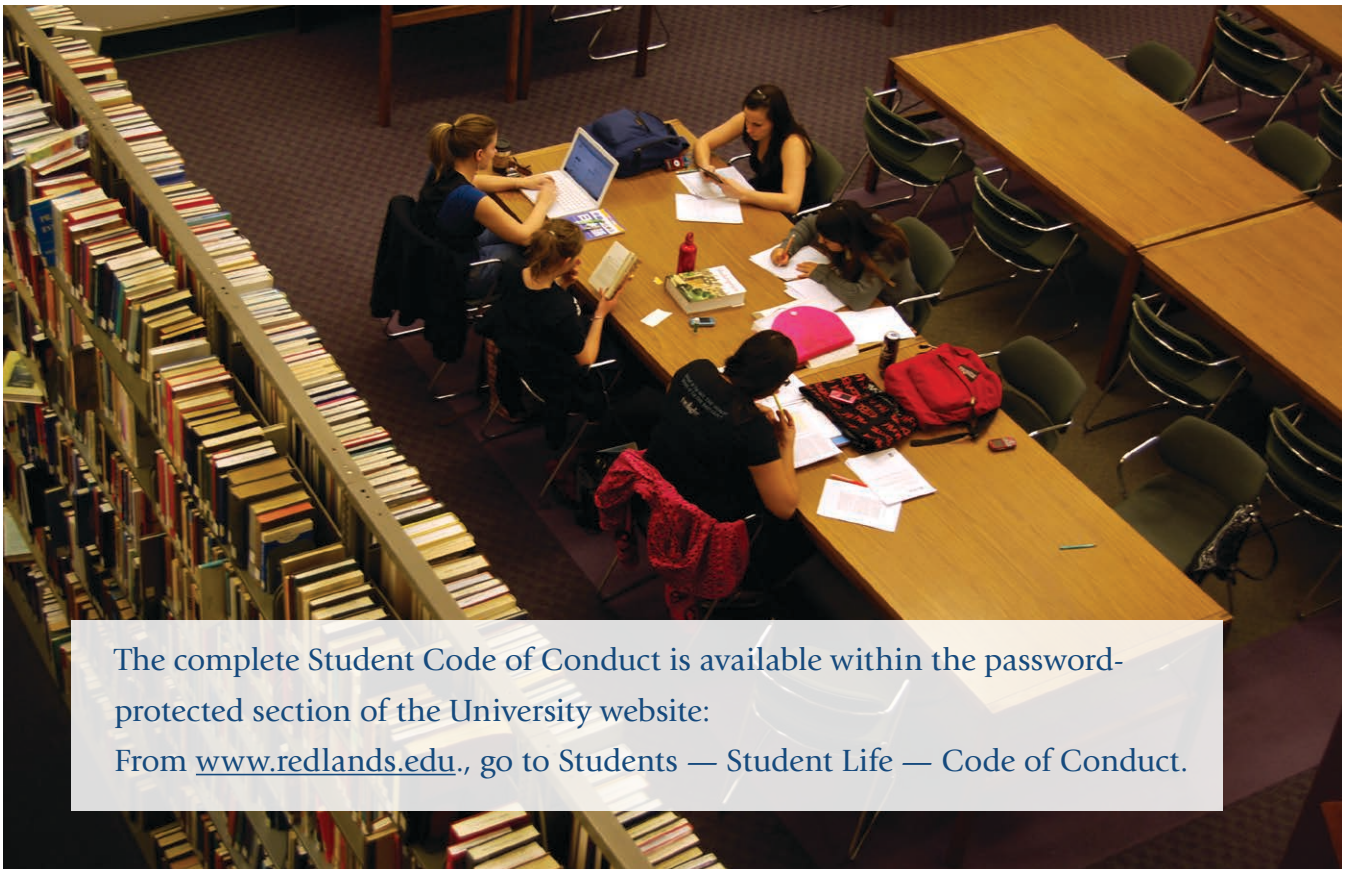
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Student Conduct

International students are required to obey federal, state and local laws. Criminal convictions may have an impact on the student's immigration status. The University has an obligation to update the U.S. government's immigration system within 21 days with "any disciplinary action taken by the school against the student as a result of the student being convicted of a crime."

Students may be accountable to both civil authorities and the University for acts that constitute violations of the law, code of conduct or University regulations. The following prohibited conduct is subject to disciplinary action: violations of University regulations such as residence; use of facilities; illegal sale or consumption of alcoholic beverages; use, possession, or distribution of any controlled substance or illegal drug on University premises or at University sponsored activities; use of vehicles and amplifying equipment; campus demonstration; misuse of identification cards, computing equipment or any related acts that may constitute negligence of clear responsibilities.



The complete Student Code of Conduct is available within the password-protected section of the University website:
From www.redlands.edu, go to Students — Student Life — Code of Conduct.

Immigration Information

It is the responsibility of each student to understand and follow regulations of the U.S. Citizenship and Immigration Services (USCIS).

Students in F-1 visa status should also read page 2 of their I-20 Form. Students in J-1 visa status should read page 2 of their DS-2019 Form.

It is vital that you take the time to learn about these laws. The International Student Advisor (ISA) provides international students with information about immigration laws and assists students in dealing with the U.S. Immigration & Naturalization Service (INS). The University does not enforce the laws nor does it act as a police agency. It does utilize the Student Exchange Visitor Information System (SEVIS) database and maintains records. The ISA will answer any questions you may have about these regulations and procedures. Regulations change from time to time. If you have questions about possible changes in laws that may affect you, please contact the ISA at 909-748-8716.

We also suggest that you visit the ISA before you decide to call the U.S. Department of Homeland Security (DHS) or any immigration attorney. If you have ANY QUESTIONS with regard to immigration laws and regulations, PLEASE CONTACT the ISA. We are happy to help you understand what you need to know so that you do not jeopardize your current visit or any other future plans that you may have for returning to the U.S.

Useful websites

U.S. Department of State: U.S Visas: <http://travel.state.gov/content/visas/english/study-exchange.html>

Department of Homeland Security: <https://studyinthestates.dhs.gov/>

IMMIGRATION TERMS

Your Passport

Your passport, issued by your country of citizenship, should be valid at least six months into the future. To renew your passport, contact your home government or consulate in the U.S.

(www.travel.state.gov).

Form I-20 or DS-2019 (Certificate of Eligibility)

These certificates are immigration documents that correlate with the particular immigration status you hold. Form I-20 is used for F-1 students and F-2 dependents. Form DS-2019 is used for J-1 exchange visitors and J-2 dependents. These documents are very important and should be kept safe while in the U.S. Even after you have left the U.S., you should retain these documents as they

serve as an official record of your immigration history. They can also be useful for tax purposes. Please DO NOT DISCARD your old Form I-20 or DS-2019.

You will need these documents when you:

- Travel outside of the U.S.
- Apply for campus employment or employment through practical training
- Transfer to another school
- Apply for a Social Security card, a driver license and/or a state identification card

Visa Stamp

The visa is the most commonly misunderstood immigration document. It is a stamp that the U.S. consulate or embassy gives foreign nationals in their passports and which they must use to enter the U.S. in the particular classification they request (e.g. J-1 or F-1). The validity of a visa stamp pertains only to the period during which it may be used for admission or re-admission to the U.S. It does not indicate how long you may stay in the U.S. Some visa stamps are only issued for three months or six months. Visitors may remain legally in the U.S. with an expired visa stamp as long as their Form I-20 or DS-2019 is valid and the proper immigration status is indicated on the I-94 card. On the visa stamp, there is also an indication of the number of entries permitted, usually One, Two or M (for multiple). If a student or scholar has an expired visa stamp or uses up his or her entries and wishes to enter the U.S. again during the same validity period, he or she must obtain a new visa.



Form I-94 (Arrival/Departure Record)

All non-immigrants entering the U.S. are issued an I-94 Arrival/Departure Admission Record. Previously, the I-94 was issued as a white paper card and placed in the passport as evidence of legal status and valid period of admission in the U.S. It was surrendered at the time of departure from the U.S. to officially record the non-immigrant's exit.

I-94 Documentation Changes

U.S. Customs and Border Protection (CBP) began the automation of the I-94 Arrival/Departure Record in 2013. CBP will scan the passport, generating an electronic arrival record. This electronic record will be available at www.cbp.gov/I94. Also, CBP intends to continue to provide a paper Form I-94 to certain classes of aliens, such as refugees, certain asylees and parolees, and whenever CBP determines the issuance of a paper form is appropriate. Land-based ports of entry along the Canadian and Mexican borders will continue to issue paper I-94 cards.

The I-94 automation will eliminate the need for paper-based I-94 and instead will generate an electronic record of the non-immigrant's entry and departure information on www.cbp.gov/I94.

Proof of Legal Status

Passports will now be stamped with the date of admission to the U.S. and the visa status in which one has been admitted. Along with a valid passport and I-20, this admission stamp serves as proof of legal status. It is strongly suggested that students obtain a printout of their electronic I-94 document from the CBP website after each arrival and retain these documents for their records. The printout will serve as an official I-94 record for federal and state government-based benefit applications, such as driver license and Social Security number.

I-94 Printout Instructions

Students will need to visit <https://i94.cbp.dhs.gov/I94/request.html> and search for their electronic I-94 record using their name as it appears on their visa stamp page. Since Canadian students do not have a visa stamp page, they will need to enter their name as it appears on the passport's biographical page.

Phasing Out Paper I-94

If a student currently possesses the paper I-94, all the previous rules and procedures related to the paper I-94 still apply until a student's next entry to the U.S. creates an electronic I-94 record.

The paper I-94 will be surrendered on their next departure from the U.S.

F-1 Students

The F-1 visa status is used for students pursuing a full course of study at an academic or language institution. This visa is used solely for the purpose of study.

J-1 Exchange Visitors

The J-1 visa is used for exchange visitors. This visa status can be used for visiting faculty, research scholars, short-term scholars, non-degree and degree-seeking students.

SEVIS and Immigration Regulations

SEVIS is an Internet-based system in which DHS maintains information on non-immigrant visitors holding F, M and J visas.

MAINTAINING LEGAL IMMIGRATION STATUS

Your passport must be valid at all times.

- Make sure you understand exactly how long you are allowed to stay in the U.S. based on your certificate of eligibility (Form I-20 or DS-2019). If you need an extension, apply in a timely manner.
- Notify the ISA in advance if you terminate your study, employment or your affiliation with the University earlier than the date indicated on your Form I-20 or DS-2019.
- Prior to traveling outside the U.S., make sure that your Form I-20 or Form DS-2019 have been endorsed for travel by an advisor in the Office of International Student Services (OISS) in the last six months.
- Do not work at other institutions or off campus unless authorized by the ISA.
- If employed, file annual income tax returns by April 15 of each year.
- Consult the ISA for immigration advice.

Notify the ISA if you

- Do not register for any reason, including health and financial problems
- Change your major and/or your graduation date changes
- Graduate
- Move addresses
- Have a Form I-20 that is going to expire

TRANSFERRING

You must complete an official immigration transfer whenever you change educational institutions. F-1 students must notify their current institution of their intent to transfer, obtain a Form I-20 from the new institution and report to the ISA at the new school within 15 days of the program start date listed on the Form I-20. J-1 students must notify their current institution of their intent to transfer and report to the ISA at the new school within 30 days of the transfer date. The new DS-2019 will be issued upon arrival at the new school.

- If you wish to withdraw from your courses, you must report this to the ISA prior to withdrawing. If you report to the ISA prior to withdrawing, you will be pre-authorized and allowed 15 days to leave the U.S. If you do not report to ISA, your visa status ends on your withdrawal date.
- The normal grace period to remain in the U.S. following degree completion is 60 days for F-1 students and 30 days for J-1 students.
- To remain up-to-date on changes to U.S. immigration law, changes to International Student policies and/or procedures, to be informed about workshops and training sessions offered by OISS and much more, please check your University of Redlands email regularly and visit the OISS website at <http://www.redlands.edu/student-life/1489.aspx#.U2lkfvldXTo>.



THE ROLE AND RESPONSIBILITY OF INTERNATIONAL STUDENTS

- 1. Complete your transfer to the University of Redlands.** If you are transferring from another school in the U.S., be certain to complete your transfer within 15 days of the first day of classes at the University.
- 2. Ensure your Form I-20 or DS-2019 are valid at all times.** This includes correct level and major, current funding and a program end date in the future.
- 3. Maintain a valid passport at all times.** If your passport expires, you might not be able to travel to your home country. This is very important in cases of emergency. Your passport can be renewed at the nearest consulate of your country, and addresses and phone numbers of many consulates are available at <http://www.state.gov/s/cpr/rls/fco/>.
- 4. Know when your visa expires.** (*Your visa is the stamp in your passport given to you by the U.S. consulate in your country.*) Visas are for entry into the U.S. Students on an F-1 visa may remain in the U.S. if they are pursuing a full-time course of study. If your visa expires while you are studying, you will need to renew it the next time you return home or otherwise leave the U.S. To avoid difficulties in re-entering the U.S., discuss travel plans with the ISA.
Remember: It is not possible to renew your visa while you are in the U.S. The renewal of your visa must be done at a U.S. consulate outside the U.S. The best choice is the consulate in your home country, where there are usually fewer complications.
- 5. Must always be enrolled full time.** You must enroll and attend classes in both the fall and spring to maintain status. You do not have to attend classes during summer if you were enrolled in the spring and intend to enroll the next fall. If you plan on taking a semester off other than summer, come speak to the ISA. Typically, undergraduate students must carry a minimum of 12 units per 14- or 15-week terms (called semesters). Graduate Students must carry eight to nine units each of two 14- or 15-week semesters or at least six units for three 10- or 12-week terms.

Please note: You must be enrolled for your courses by the beginning of each semester. The ISA is required to report under-enrollment to DHS through SEVIS within 30 days of the end of the registration period. Any student who is less than full-time at that point will be reported to DHS as under-enrolled. If you drop a class at any time during the semester and you fall below full-time, this will be reported to DHS. Please contact the ISA prior to dropping below full-time.

Enrollment & Reporting:

- If you will not be enrolled full time, you must receive prior approval from the ISA. You and your academic advisor must complete the Reduced Course Load Form, found at OISS, and submit it to the ISA prior to registering for less than a full course load or prior to dropping below a full course load.
- Academic reduced course load reasons are limited in scope. Please consult with the ISA for more information.
- You may carry a reduced course load in your last semester before graduating if you need less than a full course load to graduate. ISA approval is required, and your Form I-20 expiration date will be shortened to the end of your final semester.
- You are only allowed to count one online course per semester toward your full-time status.
- You must report any change of address and/or any change of name to the ISA within 10 days of the change. As required by federal regulation, change of address must be changed in SEVIS within 21 days.
- Name changes are reported to the registrar; however, you must go in person or send a legal document that reflects the name change. Name changes for dependents must be reported to the ISA directly.
- You must apply for an extension of your program of study prior to the expiration date on your I-20 or DS-2019 if you cannot complete your program by that date. Requests for extensions should be submitted 30 to 60 days prior to the expiration date of the I-20 or DS-2019 so the extension process can be completed prior to the expiration date on the document.

- You must obtain a new I-20/DS-2019 if you change your academic program from one degree level to another (e.g., from bachelor's to master's level), one school to another (e.g., from the College of Arts and Letters to the College of Engineering), or one major/field of study to another (e.g., from chemical engineering to physics). You must also obtain a new Form I-20 or DS-2019 if your source of funding changes (e.g., from scholarship to parents).
- Prior to traveling outside the U.S., make sure that your Form I-20 or Form DS-2019 has been endorsed for travel by the ISA in the last six months and reflects all current and accurate information.

6. You must check your University of Redlands email account regularly, as required by university policy. The Office of International Students and Scholars uses the University of Redlands email as the primary mode of communication. You should check your Redlands email once a day.

Financial Information

It is very important that you carefully plan your budget to meet all your anticipated education and living expenses. The first few weeks in a new community can be the most expensive period of your stay. A number of items must be purchased and several one-time deposits are due at the start of the academic year. If you bring a bank draft from your country to open an account in a local bank, you may not withdraw funds from the account until the check has been approved for collection. Since this process generally takes about 10 to 15 days, do not rely upon a bank draft for immediate cash.

Funds from home can be transferred in your name to the University of Redlands for funds covering your tuition and university housing charges only. Money for personal expenses should not be wired to the University of Redlands. For more information, please contact Student Accounts: For College of Arts and Sciences students, call 909-748-8184, and for School of Business students, call 909-748-8177.

Electronic Funds Transfer

The electronic funds transfer is a method of transferring money from one bank to another. It can also be used to pay bills and deposit checks without physically handling the money. Bills can be paid automatically each month by asking your bank to send money to certain companies to whom you owe money. This is a common method of paying utility bills. If you work, your check can be automatically deposited in your account in the same way. This saves time, stamps and envelopes. It also makes sure your bills are never late. If you are interested in electronic funds transfer, contact your bank.

Wiring Money

If you have bank accounts in both your home country and in the U.S., you have the option to wire money. You will need bank account details of both banks. Please contact your banks for this information. They will also tell you how much a wiring transaction will cost you. This will usually cost around \$50 per transaction.

Usually for domestic wires, the name of the bank, your account name, the American Banker's Association (ABA) number and account number will be all that is required. However, if it is an international wire, you may have to know the bank address and give the bank contact information as well as the Society for Worldwide Interbank Financial Telecommunication (SWIFT) number. Make sure the wiring party references the student name and ID number in the text of the wire. For more information, please contact Cashier Services at 909-748-8173.

Traveler's Checks

If you are on a trip, the safest way is to use traveler's checks. It is easier to get cash with a traveler's check than with a personal check. When you buy traveler's checks at a bank, you may sign these checks, and when you pay for something you have to sign them again to prove that they are your check. Most banks offer their customers free-of-charge checks, but sometimes there is a small charge to purchase them. When cashing any type of check, you will usually be asked for identification.

Banks

U.S. banks offer many kinds of financial services, including checking and savings accounts, foreign currency conversion, bank drafts, money orders, credit cards, loans, inter-bank transfers, traveler's checks and safe-deposit boxes. It is a smart idea to open a bank account if you plan to stay in the U.S. for more than three months. It is the safest way to keep your money. (Traveler's checks do not need to be kept in a bank.)

Local Banks in the Redlands Area:

US Bank: <https://www.usbank.com/>, 640 Orange St., Redlands, CA 92373 909-335-1152

Bank of America: <http://www.bankofamerica.com/>, 305 E. State St., Redlands, CA 92373

Chase Bank: <http://www.chase.com/>, 4 W. Redlands Blvd., Redlands, CA 92373

Wells Fargo Bank: <https://www.wellsfargo.com/>, 220 E. State St., Redlands, CA 92373

Opening a U.S. Bank Account

To open a bank account in the U.S., you need to bring your passport, a driver license or another form of official identification.

There are savings accounts and checking accounts, it is best to get a checking account. Usually, to open a savings and checking account, you need a minimum \$100 deposit. If you open a savings account and checking account together, they are linked to each other so you can transfer money from savings to checking or checking to savings account. It is rare for international students to open a credit card account, because a Social Security number is required. However, opening a checking account is the easiest and fastest way to obtain a U.S. bank account.



Once you open an account, you will get personal checks and an Automated Teller Machine (ATM) card. The bank will give you a debit card to use for cash machines. Each time you use an ATM/debit card, the amount of the purchase is taken directly from your checking account.

Personal checks can be used to pay bills such as rent and utilities or to purchase clothes or food. It is very convenient to use checks or an ATM card, because you don't need to carry a large amount of cash with you. When you write a check, you should be careful, because it is illegal to write checks for more money than you have in your bank account. Most Americans use ATMs to do their banking. When you open your bank account, ask for information about ordering your ATM card and which machines you may use.

ATM

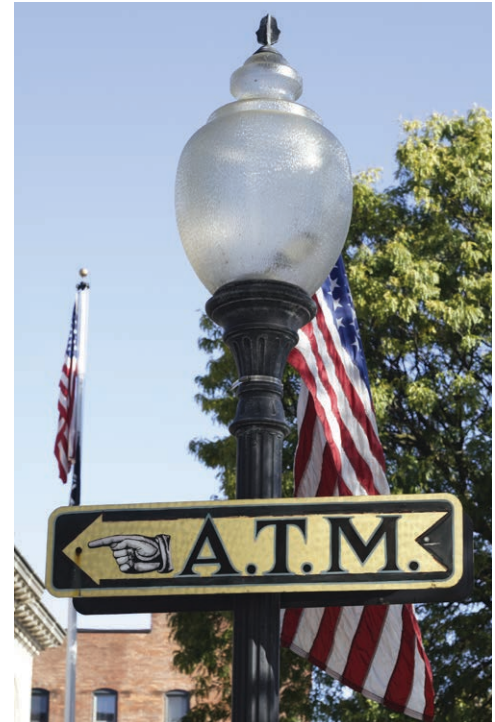
An ATM allows bank customers to make deposits or withdrawals at any time of the day, any day of the week. To operate an ATM, you need a debit card and a personal identification number (or PIN) that the bank provides. Instructions for operating the automated teller are given on the machine itself.

ATMs are located on campus on the ground floor in the Hunsaker University Center. You may be able to use your own bank card in these ATMs, but we recommend that you check with your bank and ask about the possibility of additional charges.

Other ATMs are located directly at banks and at off-campus locations, such as supermarkets, shopping centers, hospitals and gas stations.

Safety Using the ATM

- Try to use an ATM during the daytime. Have your card in hand and do not approach the machine if you are uneasy about people nearby.
- Always watch for suspicious persons or activity around the ATM. If you notice anything strange, leave and find another machine. If you feel uneasy during your transaction, cancel it and leave.
- If you do use an ATM after dark, do not go alone. Park close by, and lock your car. If the lights are out, leave and find another machine; report the situation to the bank.
- Stand close to the machine so that no one else can see your access codes.
- Take all of your transaction receipts with you. Do not throw them away at the ATM.
- Never accept help from strangers at the ATM. Ask the bank for assistance later.
- If you use a drive-up ATM, keep your vehicle doors locked and other windows up.
- Memorize your ATM access code. Do not write it down or carry it with you.
- Do not use an access code that is the same as other words or numbers in your wallet.
- Never tell your access code to anyone.
- Never lend your ATM card to anyone. Treat it like cash or a credit card.
- If you lose your ATM card, notify your bank or credit union immediately.



UNITED STATES CURRENCY

Coins

U.S. coins come in two colors and six sizes. Smaller-sized coins are not always lower in value than larger coins.

- The penny or cent, worth 1 cent, is the only copper-colored coin.
- The nickel, worth 5 cents, is silver-colored and larger than a penny.
- The dime, worth 10 cents, is silver-colored and is the smallest U.S. coin.
- The quarter, worth 25 cents, is silver in color and is larger than the nickel.
- The half-dollar, or 50-cent-piece, is silver in color and larger than the quarter and is not in common use.
- The silver dollar comes in two forms, neither of which is very often seen in circulation. The Susan B. Anthony silver dollar is about the size of a quarter; the older silver dollar is the largest U.S. coin.



Paper Money

U.S. paper money is all the same size and color, so be careful!

Paper money comes in \$1 (commonly called a “buck”), \$5, \$10, \$20, \$50, \$100 and larger denominations.

Paper money for amounts more than \$100 is not usually seen in public circulation.



TAXES

All individuals in F-1, F-2, J-1 or J-2 status must file a tax return, regardless of whether they have earned income in the U.S. or not. A free workshop is offered every spring semester before the April 15 deadline to file your taxes. All your questions will be answered and you will be assisted in filling the required forms. The University of Redlands has licensed Glacier Tax Prep (GTP) to assist you in completing your U.S. federal tax forms in an easy and efficient way. Each tax season, you will be given an access code for GTP. Please note that California state tax filing is not supported by GTP. There are three different types of tax with which you must be concerned: U.S. federal income tax, Social Security (FICA) tax and California state income tax.

Federal Income Tax

Collection of federal income tax in the U.S. is the responsibility of the U.S. Internal Revenue Service (IRS). Foreign students in the U.S. are subject to federal income taxation on any wages earned in the U.S. The following is a summary of U.S. government requirements; for more detailed information regarding your tax obligations, obtain publications 519 (U.S. Tax Guide for Aliens) and 901 (U.S. Tax Treaties). These publications and tax forms are available by calling 1-800-829-3676 or 1-800-TAX-FORM. The federal tax obligations of foreign nationals are determined by several factors: immigration status, length of residence in the U.S., purpose for being in the country, intent to return to the home country or to remain for an extended period in the U.S., country of citizenship and type of income. Different combinations of these factors result in different tax obligations.

Form **1040** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return
For the year Jan. 1–Dec. 31, 2013, or other tax year beginning
Your first name and initial Last name
If a joint return, spouse's first name and initial Last name
Home address (number and street). If you have a P.O. box, see instructions.
and ZIP code. If you have a foreign address, also com
For

The first consideration is one's status as a resident or nonresident for tax purposes. In general, the following guidelines apply:

- F-1 and J-1 students are considered nonresidents for tax purposes in their first five years of study. After five years, students are presumed to be residents and must justify continued filing as nonresidents to the IRS.
- Individuals in J-1 status other than students in degree-granting programs, such as scholars, faculty and researchers, are considered nonresidents for tax purposes during their first two years in the U.S.
- All other nonimmigrant visa holders who reside in the U.S. for more than 183 days in the tax year (calendar year) are presumed to be residents for tax purposes.

Filing Tax Returns and Obtaining Refunds

All individuals in F-1, F-2, J-1 or J-2 status must file a tax return, regardless of whether they have earned income in the U.S. or not. Nonresidents for tax purposes who have income from a source in the U.S.—foreign students who have assistantships, fellowships, on or off-campus jobs—must file the tax return form 1040NR or 1040NR-EZ plus attachments between January 1 and April 15 for the preceding tax year.

In many cases, taxpayers are due a refund because more money was withheld from their pay than they owe in taxes. If a refund is due, a check is sent approximately six months after the tax return is filed. In some cases, more tax may be due; in this case, the taxpayer must send the IRS a check for the tax due with the tax return form by the April 15 deadline. It is not possible to receive a refund of money withheld without filing a return. Individuals who have earned income in the U.S. and who fail to file an income tax return may later be required to pay fines, penalties and interest charges in addition to any taxes owed.

If you already have a Social Security number (SSN) or individual taxpayer identification Number (ITIN), the number must be included on tax forms. However, if you do not have an SSN or ITIN, you do not need to apply for one if you have no U.S.-source income and only need to file Form 8843. However, an exception to this rule applies for nonresident aliens from a very limited number of countries. Please visit Glacier Tax Prep for more information.

Individual Taxpayer Identification Number (ITIN)

An ITIN is a tax processing number only available for certain nonresident and resident aliens, their spouses and dependents who cannot get a SSN. It is a nine-digit number beginning with the number "9" formatted like a SSN (NNN-NN-NNNN).

Social Security Number

Please visit the Employment Section of the International Student Handbook for more information on Social Security Numbers and eligibility.

Social Security Taxes

Social Security taxes are generally not withheld and earnings are not reported for F-1 and J-1 visa holders who have been given employment authorization. If Social Security taxes were withheld in error, you should contact the employer for reimbursement. If the University of Redlands is your employer, please contact the Payroll department at 909-748-8275. If a refund cannot be obtained from the employer, a claim for a refund should be filed on Form 843 or 1040X with the IRS office where the employer files tax returns.

California State Income Tax Filing Requirement

California State income tax filing is not supported by Glacier Tax Prep. As nonresidents, you must file a return if you have any California source of income and your income from all sources is more than the filing requirement amounts for residents. Please see individual filing requirements and other information at <https://www.ftb.ca.gov>.

Complete your federal income tax return (Form 1040NR or Form 1040NR-EZ) before you begin your Short Form 540NR, California Nonresident or Part-Year Resident Income Tax Return. You will use information from your federal income tax return to complete your Short Form 540NR. Complete and mail Short Form 540NR by April 15 of each year.

Do I Need to File Questions:

<https://www.ftb.ca.gov/individuals/fileRtn/index.shtml>

Contact for Assistance:

https://www.ftb.ca.gov/aboutFTB/contact.shtml?WT.mc_id=Global_Utility_Contact

Employment

BASIC EMPLOYMENT REQUIREMENTS FOR ALL INTERNATIONAL STUDENTS

There are basic requirements which must be met for any F-1 or J-1 employment:



- Must currently be in valid F-1 status or J-1 (student) status and in good academic standing.
- Must be enrolled in a full course of study, except during summer break.
- Must maintain employment eligibility.
- Report address or telephone number changes to the ISA within 10 days.

J-1 VISAS

The two types of employment available to J-1 students are:

- On-campus employment related to scholarships, assistantships and fellowships could be authorized for 20 hours per week during school sessions and full time during school breaks.
- Academic training related to the student's field of study (A letter of recommendation from the student's academic advisor is required.). This type of employment could be authorized during student's studies or commencing not later than 30 days after completion of studies.

F-1 VISAS

Students can work up to 20 hours per week while school is in session. They may work full time during those periods when school is not in session or during the student's annual break. F-1 students should report their work to the ISA and receive a certification letter to present to the Social Security Administration (SSA) in order to be able to receive a SSN. Not complying with these guidelines for on-campus employment may be a violation of status that could result in the student having to leave the U.S.

F-2 dependents may NOT accept employment or engage in business under any circumstance.

On-Campus Employment (F-1)

F-1 students are generally permitted to work on-campus while attending school given that the basic requirements (listed on page 19) are met. Employment on campus is limited to part-time (20 hours per week) during fall and spring semesters. Although F-1 students are authorized to work if the basic requirements are met, finding on-campus jobs here at the University of Redlands may be difficult due to the limited amount of available student jobs. Please speak with the ISA for more information.

F-1 students should report their work to the ISA and receive a certification letter to present to the SSA in order to be able to receive a SSN. Not complying with these guidelines for on-campus employment may be a violation of status that could result in the student having to leave the U.S.

Off-Campus Employment (F-1)

1. Curricular Practical Training (CPT)

Students who are holding F-1 visas may be eligible for employment authorization through curricular practical training (CPT) for work experience that is a required or an integral part of an established curriculum. These experiences may include alternative work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. CPT is only available while a student is in F-1 status before completion of the educational objectives. Students can engage in CPT on a part-time basis (20 hours per week or less) or full-time (more than 20 hours).

For Undergraduate F-1:

This may be authorized after being registered full time for one academic year.

For Graduate F-1:

An exception exists for graduate students whose programs require immediate curricular training.

Eligibility for CPT

To be eligible for CPT, students must meet the following conditions (in addition to the basic requirements listed previously):

- Must have an offer of employment from an employer offering work that qualifies as CPT.
- Must have been lawfully enrolled on a full-time basis for one full academic year.
- The student will continue to be enrolled for a full course of study during the CPT period of employment.
- Employment must not only be related to your major field of study but must also be a required part of the student's academic program.
- Must receive written authorization from the ISA, who will record authorization in SEVIS and Form I-20.

IMPORTANT NOTES

- **Use of full-time CPT for 12 months or more eliminates eligibility for optional practical training.**
- **Use of part-time CPT does not affect eligibility of optional practical training.**
- **Students enrolled in English language training programs are not eligible for CPT.**
- **Full-time permanent employment does not qualify for CPT.**

To apply for CPT, the student must submit a completed CPT form along with the necessary documents listed on the form. Once the CPT is approved, the ISA will issue a new Form I-20 reflecting the work authorization. Please pick up a CPT form from the ISA.

2. Optional Practical Training (OPT)

OPT is temporary employment for practical training directly related to the student's major area of study. This type of employment is optional for students who wish to work full time after graduation for a cumulative maximum of 12 months, provided that it must be used within 14 months of completion of study. Employment must be directly related to the student's major field of study.

Eligible students may apply for “pre-completion OPT ” (before completion of program) and/or “post-completion OPT” (after completion of program). Students must be enrolled full time for one academic year to be eligible for pre-completion OPT and can only work part-time (no more than 20 hours per week).

Although students may engage in both pre-completion and standard post-completion OPT, the maximum amount of time that can be granted for all standard OPT combined is 12 months per educational level.

Students do not need a job offer in order to apply for OPT.

Students recommended for OPT will receive a new SEVIS I-20 with an OPT recommendation notation. Students must receive authorization from USCIS before they can begin employment. Students can apply for post-completion OPT 90 days prior to graduation or 60 days after graduation. However, it is highly recommended that students apply before graduation in order to ensure that the paper work is completed before the 60-day grace period after graduation. Once the student applies, the authorization can take up to 90 days to obtain. **For information on how to apply for OPT, please visit the ISA.**

Eligibility for OPT

To be eligible for OPT, students must meet the following conditions (in addition to the basic requirements listed previously):

- Must have been lawfully enrolled on a full-time basis for one full academic year.
- Employment must be related to your major field of study.
- Students enrolled in English language training programs are not eligible for OPT.
- No offer of employment is required to apply, but the student is expected to work or be actively seeking employment.

Unemployment while on OPT

Students on post-completion OPT may not accrue more than 90 days of unemployment in the aggregate. Students in the science, technology, engineering and mathematics (STEM) OPT are allowed an additional 30 days of unemployment, so they may not accrue more than 120 days of unemployment in the aggregate.

OPT Stem Extension

F-1 students in the STEM fields may seek an extension of their post-completion OPT for an additional 17 months providing they have employment with an employer that is e-verified. This is a one-time extension for 17 additional months, a maximum of 29 months. Please read more on OPT policy at http://www.ice.gov/doclib/sevis/pdf/opt_policy_guidance_042010.pdf.

The USCIS website has information on E-Verify and the enrollment procedures at www.uscis.gov/e-verify.

F-1 students who completed a bachelor's or master's degree in a STEM field and are currently engaged in post-completion OPT may apply for the STEM extension if they have a job or job offer from an E-Verify employer.

STEM students need to file a Form I-765. F-1 students who file timely (at least 90 days prior) for a STEM extension may continue employment while the application is pending until a final decision from USCIS or 180 days, whichever comes first.

Approved extensions allow for students to remain working for STEM employers on the new Employment Authorization Document (EAD). If denied, the student must make preparations to depart or transfer to another school to continue studying.

To be eligible for the 17-month OPT extension, a student must have received a STEM degree in one of the following:

- Actuarial Science
- Computer Science Application
- Engineering
- Engineering Technologies
- Life Science
- Mathematics
- Military Technologies



For a STEM-designated degree program list, please visit <http://www.ice.gov/doclib/sevis/pdf/stem-list.pdf>.

Deadline to Apply for OPT Extension

The student must ensure that Form I-765, the supporting evidence and the fee payment reach the proper USCIS Service Center before his or her current OPT expires. USCIS recommends that students file within 90 and 120 days of the expiration date of the current OPT.

Student responsibilities while on Stem Extension OPT

A student pursuing a period of STEM extension OPT must:

- Work in a paid position for an E-Verify employer at least 20 hours per week
- Work in a position related to the STEM degree
- Report to the ISA within 10 days of

Legal name change, change in residential or mailing address, change in employer, providing the employer name and address, loss of employment

- Send the ISA a validation report every six months starting from the date the STEM extension starts and ending when the student's F-1 status ends or the STEM extension ends, whichever is first. The validation report is due to the DSO within 10 days of each reporting date and must include the student's:

Full legal name, SEVIS identification number (if requested by the school), current mailing and residential address, name and address of the current employer, date the student began working for the current employer

3. Economic Hardship

F-1 students who experience a serious economic hardship due to an unforeseen change in their financial situation may qualify for off-campus employment authorization. The student must have been in F-1 status for at least one full academic year and must prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control that arose after obtaining F-1 status.

Examples of unforeseen economic hardship include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills or other substantial and unexpected expenses.

To apply for employment through economic hardship, please contact the ISA.

SOCIAL SECURITY NUMBER (SSN)

A SSN is required to work in the U.S. and is only issued for this purpose. One does not need a SSN to apply for a driver license, to open a bank account or to purchase a cell phone.

To apply for a Social Security card, you must first receive a letter of endorsement from the ISA. Afterwards, you must present the following documents at the Social Security office no earlier than two days after your check-in with the ISA and 10 days after your arrival in the U.S.:

- Original passport with I-94 card
- Original I-20 or DS-2019
- An endorsement letter from the ISA

Important SSN Information

- A job offer is required in order to apply for a Social Security number.
- Once you obtain your Social Security card, you will need to bring the original card to the human resources department at your place of employment.
- You must apply in person at the Social Security Administration office.
- You may apply for your SSN up to 30 days prior to your employment start date. If you are new to the U.S., you must wait at least 10 days after entering the country to obtain your SSN.
- If you have ever been granted a SSN in the past, you do not need to apply for a new one. This number is issued only once per individual. You may apply for a replacement card if you lost your previous card.
- Once you obtain your Social Security card, be sure to keep this in a safe place with your other important documents. Do not carry your card with you, and avoid giving the number out unnecessarily to protect against misuse of your number. You may be asked to provide the number at times but rarely need to show the card. For this reason, it is advised that you memorize your Social Security number.
- J-2 dependents are eligible for a SSN only with a valid Employment Authorization Document. F-2 dependents are not eligible for a SSN.
- For more information, visit www.ssa.gov.

Health Care & Insurance



HEALTH INSURANCE

Health insurance is mandatory at the University of Redlands for all international students.

We highly recommend accompanying dependents (spouse and/or children) also obtain health insurance. The University of Redlands requires health insurance for international students for several reasons, including:

- Health care in the U.S. is very expensive.
- There is no national health care service in the U.S.
- Health care services may be restricted if you do not have health insurance.

Health Insurance and Payment Explained

A large group of people (both sick and healthy) pay an established amount of money for some protection against future health costs. Their money is put together in one fund, called an

“insurance pool.” When members of the fund get sick or injured and incur medical costs, money is taken from this insurance pool to pay for part or all of their costs. People in the U.S. are financially responsible for their own medical or health care needs.

Health insurance will cover some of the cost of medical bills. Most health insurances do not cover the entire cost of medical treatments and require out-of-pocket expenses (payment made by the individual). The contract, or policy, states what the insurance company will pay for and how much of the bill you will have to pay. For example, the policy may cover an office visit, but you may have to pay a pre-determined co-payment (the flat amount you pay at the time of a medical service or to receive a medication \$5 to \$50) Or, the policy may not cover anything until you have paid an agreed upon amount from your own funds, which is known as a deductible. These deductibles and co-payments, along with any other non-reimbursable expense you may pay is referred to as an out-of-pocket-expense. To access a video about health care in the U.S., please visit <http://www.internationalstudentinsurance.com/explained/us-healthcare-system-video.php>.

Minimum Health Insurance Requirement For International Students

To satisfy program requirements, you must purchase and maintain health and emergency evacuation insurance that meets the minimum standards set by The University of Redlands with respect to the following:

- **Repatriation of remains US \$25,000**
- **Medical evacuation US \$50,000**
- Medical benefits at least US \$100,000 per person per accident or illness
- Deductibles not exceeding US \$500 per accident or illness

How To Purchase Health Insurance as an International Student

International students have two options to satisfy the mandatory health insurance requirement:

1. Purchasing health insurance from their home country prior to departure but will be required to bring a proof of coverage according to the minimum health insurance requirements for international students. Students will need to present an English version of the policy and proof of coverage two weeks prior to the program start date.
2. Purchase the University of Redlands student health insurance upon arrival and enrollment in classes.

- Undergraduate students need to fill out the insurance verification form found at <http://www.redlands.edu/student-life/1558.aspx>. Once enrolled, the student will be charged on their student account for any charges incurred at the Student Health Center.
- Graduate students must directly enroll, pay the insurance company and submit proof of coverage to the ISA. To enroll in the University of Redlands student health insurance, please visit https://enrollment.summitamerica-ins.com/school_insurance.aspx?AFID=37&SCID=42&THID=URD. Simply complete the enrollment form and mail or fax it along with the appropriate premium to Summit America Insurance Services at the address listed on the enrollment form. For more information, please refer to the informational brochure on the website. Graduate students will pay the insurance directly, and any charges will not be billed to their student account.

Other Health Insurance Options

National Association for Foreign Student Advisers (NAFSA) recommends the following health insurance companies: http://www.nafsa.org/Find_Resources/Supporting_International_Students_And_Scholars/Network_Resources/International_Enrollment_Management/Health_Insurance_Companies/.

DENTAL INSURANCE

Make sure you receive a dental check-up and have any dental work done prior to any lengthy travels abroad. The University's insurance only covers accidental dental work. This does not include cleaning or other services like root canals. Similarly, most travel medical insurances and international student health insurance plans do not provide dental coverage that will cover regular checkups and general dental work. Most international insurance plans do, however, cover some dental such as:

- Accidental Dental – This will cover repair to your teeth in the event they have been damaged during an accident. In most cases, this will cover up to the policy maximum, so you would get full coverage to repair your teeth.
- Acute Onset of Dental Pain – Some plans also include a limited benefit that will cover you for up to \$250 or \$500 for treatment you need if you have an acute onset of dental pain.

If this coverage does not meet your needs, you do have a few options available to you to help cover your dental costs:

1. **Pay Out-Of-Pocket:** As with any medical care, if you do need to receive dental care, nearly every dentist will accept you, and you will simply need to pay out of pocket for these expenses. However, dental expenses (though not as expensive as medical care) can mount up and a filling can be as much as \$500 to \$1,000 per tooth.
2. **Dental Insurance:** You will need to do some research in advance, but typically there are two main types of dental insurance available: dental PPO plans and dental HMO plans. For dental PPO plans, you would need to visit a dentist that is participating in the plan, and you will typically have your coinsurance and deductible to pay (depending on the plan), and the rest will be taken care of by your insurance plan as per the plan conditions. A dental HMO plan does not have deductibles or coinsurance, but there will be a fixed fee per treatment that you will need to pay each visit, and you will need to stay within the HMO's network. Dental insurance plans are the best choice if you want to have the most coverage in place with little cost on your part for treatment. However, the downside is that your annual or monthly dental insurance premium payment will be higher than other solutions listed here.
3. **Discount Dental Plans:** For international students, discount dental plans can sometimes be the most affordable and widely available option for you. Discount plans offer you the option to sign up, typically on an annual or monthly basis, to one of their discount plans, and when you need to seek treatment, the cost of those treatments will already be discounted to certain levels. When compared to dental insurance, discount dental plans will require more payments out of pocket, and you must seek treatment from one of the participating dental providers; otherwise, the discounts will not apply.

The University of Redlands does not require international students to purchase dental insurance. If you are considering having dental work in the U.S., we highly recommend you purchase some form of dental insurance or dental discount plan. Please use the NAFSA: Association of International Educators health insurance link to find dental insurance plans or dental discount plans: http://www.nafsa.org/Find_Resources/Supporting_International_Students_And_Scholars/Network_Resources/International_Enrollment_Management/Health_Insurance_Companies/.



The Student Health Center is dedicated to providing accessible and quality health care services to all students including health exams for acute illnesses and stable chronic diseases, women’s health exams, evaluation and treatment of injuries and appropriate referrals to emergency services and/or medical specialists. It is staffed by a full-time family nurse practitioner and medical assistants as well as a part-time preventative-medicine physician and nurse educator. All currently enrolled students can use the Student Health Center regardless of their insurance. The Center is open Monday through Friday, 8 a.m. to 11:30 a.m. and 1 p.m. to 4:30 p.m. The Center is open when undergraduate classes are in session and is closed Saturday, Sunday and during university breaks. Appointments: 909-748-8021; fax: 909-335-5117.

Housing



UNDERGRADUATE STUDENT HOUSING

Residence halls are used primarily by College of Arts and Sciences undergraduate students. All residence halls are located on or near the University's tree-lined Quadrangle with easy access to academic buildings, athletic facilities, entertainment venues and campus dining. All rooms are furnished with a bed, mattress, desk, chair and closet. All halls feature lobbies with televisions and other amenities, kitchen facilities and laundry rooms.

Housing placement for new students begins after students have made their deposits. The welcome packets for the fall will be online and are expected to be available on the University website approximately April 5. Students who have made their deposits will receive correspondence directing them to the appropriate web page(s), where they will be able to view important information, fill out required forms, choose first-year seminars and fill out the Student Life application. J-1 students do not need to complete the Student Life application.

GRADUATE STUDENT HOUSING

Students in the Master of Science in Geographic Information Systems (MS GIS) and some School of Business programs offer on-campus graduate housing. You will receive information directly from your program coordinator about housing.

For information pertaining to off-campus housing, please contact the ISA.

LIVING OFF-CAMPUS

If you live off campus, you will usually:

- Sign a lease that requires you to live in the apartment for at least six to 12 months
- Pay the first and last month rent in advance
- Pay a “security deposit,” a fee that is returned to you when you depart, and the landlord checks to make sure that the apartment is in good condition

Utilities include water, gas and electricity. Some landlords include utilities in the cost of the rent; others will expect the renter to pay some or all of the utilities separately. Internet and cable are usually a separate fee; however, it is best to discuss whether or not these services are included in the rental agreement.

The average cost of a one-bedroom, one-bathroom apartment in Redlands ranges between \$1,000 to \$1,200 per month. The average cost of a shared apartment ranges between \$500 to \$800 per month per person. Both these averages do not include the cost of utilities (water, electricity, Internet, etc.), which averages between \$50 to \$100 per person per month depending on the living situation.

Apartments in the U.S. are usually not furnished. Students living off-campus should consider searching for furnished rental agreements—which can increase the monthly rent—or budget their move-in expenses to include purchasing furniture (bed frame, mattress, table, etc.). Most students experience a gap between when they first arrive and moving into their apartment or room. We recommend that students stay at a local hotel or with friends/family for a few days as they search for housing. It may take between four days to two weeks to find off-campus housing in Redlands.

Public transportation is very limited within the University’s campus; therefore, students living off-campus should take into consideration the walking or biking distance to/from University of Redlands campuses. It is the student’s responsibility to arrange their own transportation to/from class.

Driving in the U.S.



If you are not a resident of the United States (you are on visa) and have a valid license from your home country, you may drive in this state. However, it is strongly recommended that you obtain a California driver license if you expect to purchase a car or stay within the state longer than three months. You will be required to taken both the written test and behind-the-wheel skills test in order to receive a California driver license even with a driver license from your home country and/or an international driver license.

An automobile is the most convenient means of transportation when traveling around Redlands, and therefore very popular among students. Although public transportation is available in most cities, certain areas like Redlands have limited service routes. International students, especially regional campus students, are required to organize their own transportation to and from class.

Also, be prepared to obtain the required automobile insurance if you buy a car. You are subject to arrest if you do not have “liability” coverage. The law holds you responsible if you are at fault in an accident. If you lend your car to a friend, you are responsible as the owner.

Seat Belt Law

Since January 1986, drivers and all passengers are required to wear seat belts.

- A fine will apply if you do not comply with this law.
- Children under 8 years of age or under 4 feet 9 inches tall are required to be in a safety or booster seat.

Motorcycle Helmet Law

Motorcyclists and their passengers must wear an appropriate helmet at all times, on all roads and highways.

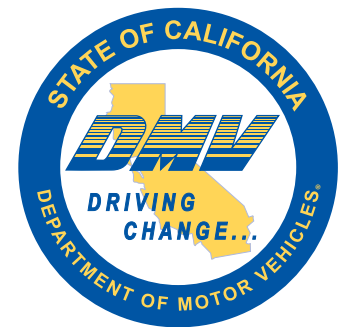
Tickets

If you get a “ticket” (citation) for a moving violation (speeding, not stopping at a stop sign, etc.,) you must pay the fine.

- If it is your first ticket, you may be able to avoid having the ticket appear on the Department of Motor Vehicles (DMV) record and an increase in your car insurance rates by going to driver’s education class. Information on this alternative is available on the DMV website, <https://www.dmv.ca.gov/portal/dmv>.
- If you get a ticket while driving a rental car, you are still responsible for it.

If a Police Officer Stops Your Car

- When you see the flashing lights behind you, stop your car on the side of the road as soon as it is safe.
- **Do not get out of your car.** Wait for the officer to come to your car. Then lower the window.
- The police officer will ask to see your driver license and your automobile registration.
- Let the officer tell you why you were stopped.
- Cooperate and be courteous.
- Do not try to pay your fine in cash to the police officer. If the officer misunderstands you, he may think you are trying to bribe him. Pay all fines by mail or to the clerk of a court.



California Department of Motor Vehicles (DMV)

The California Department of Motor Vehicles (DMV) is the state agency responsible for driver licensing and vehicle registration. If you would like to obtain a California driver license and have never been licensed to drive anywhere else in the United States, you must take both the written test as well as the behind-the-wheel driving test. You may go directly to the DMV office for the written test but must have an appointment to take the behind-the-wheel driving test. Making an appointment online at www.dmv.ca.gov will save you time.

Local Department of Motor Vehicles office:
1659 W. Lugonia Ave., Redlands, CA 92374
1-800-777-0133

California State Identification Card

A California identification card (ID) is commonly used as an official form of identification. These cards are issued through the DMV. International students and scholars who do not drive are still able to obtain a California ID. This can be a useful form of identification if you do not want to carry your passport.

You will need your

- Passport
- Valid I-94 (if you entered the U.S. by air or sea prior to April 30, 2013, you will have a paper I-94; this was most likely stapled inside your passport by a U.S. Customs and Border Patrol official upon your arrival.). If you entered the U.S. by air or sea on April 30, 2013, or later, you need to print your I-94 document from the CBP website at <https://i94.cbp.dhs.gov/i94/request.html>.
- Form I-20 or Form DS-2019
- Cost of application
- If applicable, a Social Security number (SSN). You do not need a SSN to apply for a California state ID.

How to Obtain a California Driver License

If you are not a resident of the United States (you are on visa and paying non-resident tuition) and have a valid license from your home country, you may drive in this state. However, it is strongly recommended that you obtain a California driver license if you expect to purchase a car or stay within the state longer than three months. A driver license is a useful form of identification for writing checks and for other instances in which you require a “government-issued ID.” A California driver license is valid throughout the United States.

An Important Note on the International Driver License

The state of California does not recognize an international driving permit (IDP) as a valid driver license. An “international driver license” is a translation of information contained on your home country driver license. It only verifies that you hold a valid license in your home country. It is a foreign driver license that allows you to drive in the United States. If you drive in the U.S. before you obtain a California driver license (or one from another U.S. state), you must be prepared to show your home country driver license as well as the international driver license. ***If you have a license from another country, you will be required to take both the behind-the-wheel driving test and written test within three months of your arrival.***

The Written Test

Before you take the written test, you should study the “California Driver’s Handbook,” which is available online. It paraphrases the vehicle codes and explains the rules of the road. If you study this handbook, you should be able to pass the written examination. In addition, sample tests are extremely helpful as they familiarize you with the language of the written exam questions.

You may also find the interactive Driving Knowledge Tutorial or DMV videos helpful. Once you pass the written exam, you will obtain a driver permit that is valid for one year; please be aware of the limitations of this permit.

Preparing Your Application for Written Test

You will need your:

- Passport
- Valid I-94 (if you entered the U.S. by air or sea prior to April 30, 2013, you will have a paper I-94; this was most likely stapled inside your passport by a U.S. Customs and Border Patrol official upon your arrival.). If you entered the U.S. by air or sea on April 30, 2013, or later, you need to print your I-94 document from the CBP website at <https://i94.cbp.dhs.gov/I94/request.html>.
- Form I-20 or Form DS-2019
- Cost of application
- If applicable, a Social Security number (SSN). You do not need a SSN to apply for a California state ID.

If on post-completion OPT, you must also include:

- EAD card (Form I-766 “Employment Authorization Document”)

IMPORTANT: Your status, name and date of birth must be correct in SEVIS before visiting the local DMV office. You must also have an active SEVIS record before applying.

The Behind-the-Wheel Driving Test

You must take the behind-the-wheel driving test within one year even if you have a driver license from your home country. An examiner will accompany you on a driving test, so you should be familiar with the car you are driving when you go to be tested. You must show proof that the car

is properly registered and insured at the time of the test. You may borrow a car from a friend or sign up with a local driving school for a fee. After you pass the test, you will receive a temporary license valid until your license arrives by mail within one to three months.

You have three chances to pass the driving test. If you fail, you may practice for a while and then make another appointment. There is no waiting period, but you must make an appointment. If you fail to successfully complete the driving test on the first attempt, you must pay a small fee for each additional driving test that is administered under an application for an original or renewal driver license.

**If you have a Social Security number, you must present the SSN card in order to take the behind-the-wheel driving test. However, it is not required to have a Social Security number to obtain a California driver license.*

FREQUENTLY ASKED QUESTIONS FOR A DRIVER LICENSE

Who is Eligible for a Driver License or ID?

Any F, M or J nonimmigrant in lawful status may apply for a driver license or ID card per state or territorial law. The nonimmigrant must present necessary supporting documents required to verify legal presence in the U.S.

When Can a Nonimmigrant Apply for a Driver License or ID?

Please be aware of the following timing requirements before applying for a driver license or ID:

- The SEVIS record must be in active status when an F, M or J nonimmigrant applies for a benefit. A nonimmigrant with a record in any other status will not have success when applying for a benefit.
- Wait at least 10 calendar days from the date of entry into the U.S. before applying for a driver license or ID to allow time for arrival data processing.
- Wait at least two business days from the activation date in SEVIS to apply for a driver license or ID to ensure that the nonimmigrant's active status updates in all relevant databases.

What if I Have an Out-of-State (U.S.) Driver License?

If you are a visitor in California over 18 and have a valid driver license from your home state or country, you may drive in this state without getting a California driver license as long as the license remains valid. **You are allowed to drive in the state of California with a valid out-of-state license; however, you must register with the California DMV within one year of your arrival.**

Out-of-state driver license holders are not required to take the behind-the-wheel test; however, one must take the written test.

If you have a license from another country, you will be required to take both the behind-the-wheel driving test and written test.

USEFUL WEBSITES

California Department of Motor Vehicles (DMV)

<http://dmv.ca.gov/>

California Driver's Handbook

http://apps.dmv.ca.gov/pubs/hdbk/driver_handbook_toc.htm

Driving Written Sample Test

<http://www.dmv.ca.gov/pubs/interactive/tdrive/exam.htm>

Driving Knowledge Tutorial

http://www.dmv.ca.gov/pubs/interactive/tdrive/flash/flash_intro.htm

DMV Video

<http://apps.dmv.ca.gov/video/>

Limitation on Driving Permit

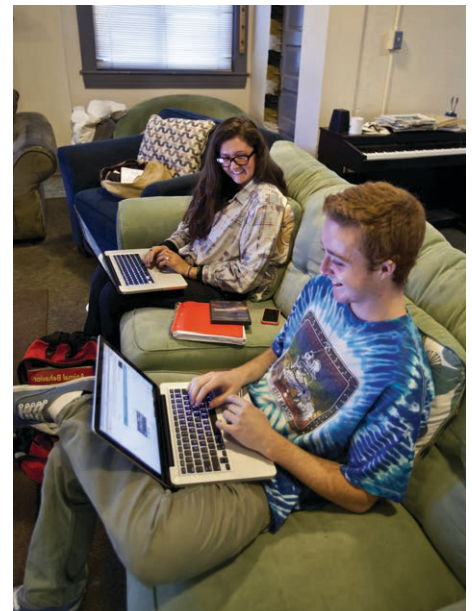
http://www.dmv.ca.gov/dl/dl_info.htm#two500

Find Local Driving School

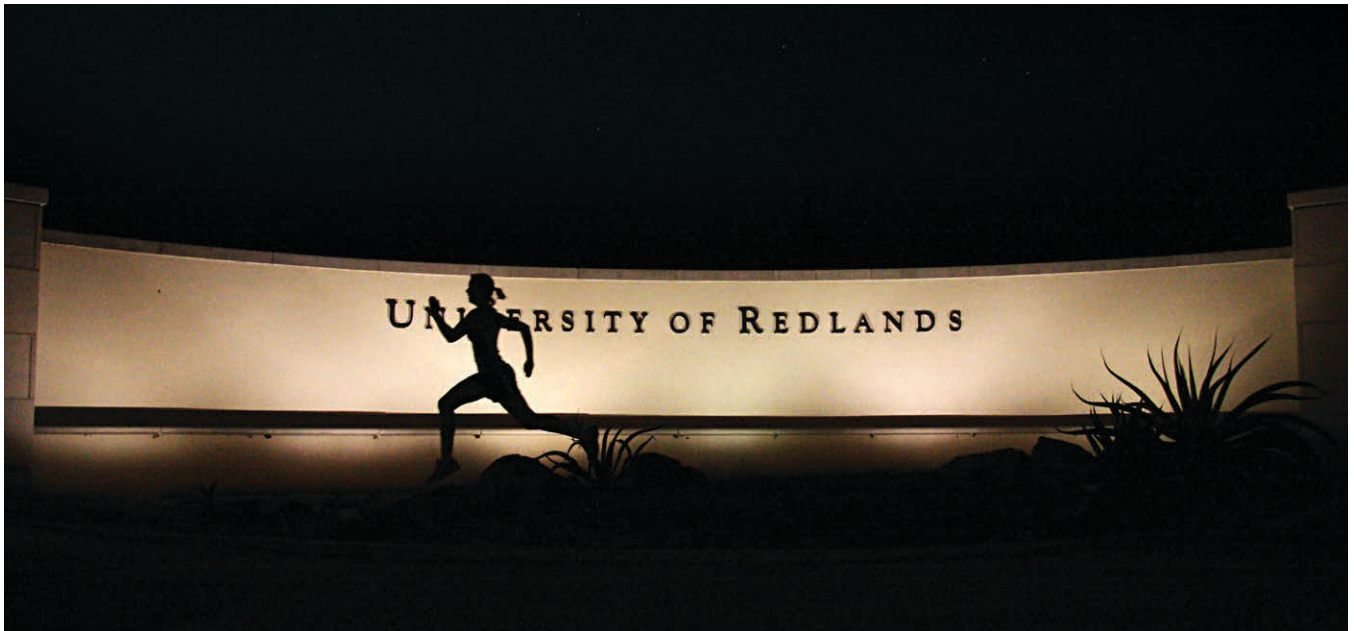
<http://ww2.statewide-driving-school.com/FindASchool.html>

Customs and Border Protection (Print I-94)

<https://i94.cbp.dhs.gov/i94/request.html>



Public Transportation



An automobile is the most convenient way to travel around Southern California. However, there are different options for public transportation. Certain areas outside Los Angeles, like Redlands, have limited service routes. Students living off-campus should take into consideration the walking or biking distance to and from the University of Redlands campuses when searching for off-campus housing. It is the student's responsibility to arrange their own transportation to and from class. However, using public transportation can be a convenient means of getting around. Below is information on some University of Redlands transportation services that are provided for the main campus in Redlands followed by information on public transportation in Southern California.

On-Campus Shuttle

The on-campus shuttle runs on a set route within the boundaries of the University of Redlands main campus. Maps of the route are available in Public Safety. To contact the driver directly, dial 909-907-2820.

Route Includes

- All on-campus buildings
- Grove apartments
- Country-wood Apartments
- Citrus Grove Apartments

Hours

- Sunday through Wednesday,
6 p.m.-1 a.m. (last pickup is 12:30 a.m.)
- Thursday through Saturday,
7 p.m.-3 a.m. (last pickup is 2:30 a.m.)

Off-Campus Shuttle

The off-campus shuttle is a University-operated service to local businesses and shopping areas. The off-campus shuttle provides service to destinations within the Redlands city limits; however, it does not pick up or drop off at private and home addresses or at bars or liquor stores. To contact the driver directly, dial 909-856-0476.

Hours

- Sunday and Monday, 2-10 p.m. (last pickup is 9:30 p.m.)
- Tuesday through Friday, 3-10 p.m. (last pickup is 9:30 p.m.)
- Saturday, 3-11 p.m. (last pickup is 10:30 p.m.)

Vacation Airport Shuttle

Airport shuttles only operate on designated breaks and only travel to and from the main campus of the University of Redlands to the Ontario International Airport. Students MUST sign up at Public Safety for a time to leave campus for the airport. Please visit Public Safety for more details or to reserve a ride.



Bicycles

When you are riding your bicycle on a street or road, you must obey the same rules and traffic signs as a motorist. You can be ticketed by the police and required to pay a fine for violating traffic regulations with a bicycle, just as you can while driving a car. If you are riding your bike before sunrise or after sunset, you must use a headlight and a rear light or reflector. A helmet is also required when riding a bicycle. It is important to lock your bike securely wherever you leave it. Ask the person who sells you the bicycle to recommend an effective lock. Bicycle racks are provided for students living in the residence halls.

PUBLIC TRAINS IN REDLANDS, CALIFORNIA

Metrolink

METROLINK

University of Redlands commuters can travel to downtown Los Angeles on the Metrolink, which offers round-trip train service Monday through Saturday. Discounts are available for seniors, students and off-peak travelers. For information and schedules, call 1-800-371-LINK (1-800-371-5465) or go to the website <http://www.metrolinktrains.com/schedules/>.

The Metrolink has five lines: Ventura County, Antelope Valley, San Bernardino, Riverside and Orange County.

Monday through Friday—All lines

Saturday & Sunday service—Antelope Valley, Inland Empire-Orange County, Orange County and San Bernardino Lines

Local Metrolink Station

1204 W. 3rd Street

San Bernardino, CA 92410

AMTRAK



Amtrak operates passenger trains up and down the California coast and across the U.S. Amtrak travelers can make connections in San Bernardino.

Nearest Local Amtrak Station

1170 W. 3rd Street

San Bernardino, CA 92410

(Same location as San Bernardino Metrolink station)

There is no ticketing, package express or checked baggage for Amtrak passengers. For information, contact Amtrak at 1-800-USA-RAIL (1-800-872-7245) or via the Amtrak national web page: <http://www.amtrak.com/>.

MTA – Metro Rail (Only Los Angeles County)



Metro[®]

The MTA is the Los Angeles County Transit Authority. The Metro serves Los Angeles-area cities. It includes the Metro Rail (blue, green, red and gold lines) and Metro Bus System. For more information, you can access the Metro website at <http://www.mta.net/> or call 1-323-466-3876.

PUBLIC BUSES IN REDLANDS

Omnitrans



Omnitrans

Omnitrans is the public transit agency serving the San Bernardino Valley. Omnitrans currently operates local and express bus routes as well as Access, a paratransit service for the disabled. Routes 8, 9, 15 and 19 service the city of Redlands. Please visit the Omnitrans website, <http://www.omnitrans.org/>, for updates and information on Omnitrans routes.

Omnitrans buses serve Metrolink stations in San Bernardino valley. A Metrolink ticket/pass is good for one free ride on an Omnitrans bus that serves the Metrolink station. When boarding the bus, show your ticket/pass to the driver. Tickets must be valid for date of travel.

Transferring between Metrolink and Omnitrans is valid only at Metrolink stations from one hour before to one hour after Metrolink service hours. Please note that Metrolink no longer accepts bus passes/transfers for discount train fare. Local: 909-379-7100. Toll-free: 800-966-6428. www.omnitrans.org

PUBLIC TRANSPORTATION SERVICING REGIONAL CAMPUSES

Burbank

- <http://www.burbankbus.org/home>
- Metro: <http://www.metro.net/>

Pasadena

- (ARTS) Pasadena Area Rapid Transit System
- http://www.cityofpasadena.net/Transportation/Public_Transit_Options/

Rancho Cucamonga

- <http://www.cityofrc.us/residents/transit.asp>
- OmniTrans: <http://www.omnitrans.org/>

Riverside

- RTA (Riverside Transit Agency) <http://www.riversidetransit.com>

San Diego

- San Diego Metropolitan Transit System (sdmts) <http://www.sdmts.com/> (bus and trolley routes)
- San Diego North County: Breeze <http://www.gonctd.com/breeze>
- <http://www.sdcommute.com/services/>

South Coast Metro

- Orange County Transportation Authority (OCTA) <http://www.octa.net/>
- <http://www.santa-ana.org/sartc/>

Temecula

- <http://www.cityoftemecula.org/Temecula/Residents/Transportation/>
- RTA (Riverside Transit Agency) <http://www.riversidetransit.com/>

Torrance

- Torrance Transit: <http://transit.torranceca.gov/>
- Metro: <http://www.metro.net/>

Safety in the U.S.

Life in the U.S., especially in urban areas, is often perceived by people outside the U.S. as dangerous. The international media plays a large role in generating such a perception by reporting violent incidents, which actually occur very infrequently. While you should not live in fear during your time in the U.S., **you should remain vigilant and aware of your surroundings and available emergency services and protocol.** Below are some safety tips that are good to think about during your stay.

The following advice is applicable for travelers and residents of all urban areas across the globe. This list is not exhaustive, but we have tried to highlight what we see as the most important things to remember.

- Familiarize yourself with your neighborhood and campus during the daylight hours.
- Ask fellow students, friends, staff and faculty about areas in the city and on campus you should avoid, especially at night.
- Do not walk alone at night. In the U.S., we say there is safety in numbers, so walk with at least one other person.
- Locate the police station that serves your neighborhood and the Campus Police office on campus.
- Identify the hospital emergency room nearest to your home and know what to do in case of an accident.
- When using public transportation and when you are in the city, remain aware of yourself and your belongings to avoid being the target of a pickpocket. Do not leave any of your bags unattended or display any objects of value.
- Do not be afraid to report anything suspicious or out of the ordinary, or any crime or emergency that you witness or experience.

Emergency Numbers and Dialing 911

If you are ever in an emergency situation, dial 911 from any telephone. The call is always free, even from a payphone. A 911 call should be made with discretion. It is appropriate to call 911 when a crime is in progress, when someone is seriously injured or when there is a situation involving death or near death.

Emergency Numbers

On-Campus

Office of Public Safety: 909-748-8888

Dial 8888 from any campus phone

Off-Campus (general)

Police 911

Ambulance 911

Fire 911

Calling 911 is always free.



Near Campus

For non-emergencies, call Redlands Police Department: 909-748-7681

Personal Safety While Walking

- Stick to well-lighted, well-traveled streets. Avoid short cuts through wooded areas, parking lots and alleys.
- Do not flash large amounts of cash or other tempting targets like expensive jewelry or clothing.
- Carry a purse or bag close to your body, not dangling by the straps. Put a wallet in an inside coat or front pant pocket, not a back pocket.
- Send the message that you are calm, confident and know where you are going.
- Do not wear shoes or clothing that restrict your movements.
- Have your car or house key in hand before you reach the door.
- If you think someone is following you, switch directions or cross the street. Walk to an open store, restaurant or any place else with groups of people. If you are afraid, yell for help.
- Trust your instincts. If something or someone makes you uneasy, get away from that situation as quickly as possible any way you can.

EARTHQUAKE PREPAREDNESS

California is vulnerable to earthquakes. Here are a few points to remember during an earthquake:



- If there is an earthquake, get under something, such as a desk or table. Your back should be to the window.
- Protect your face, and try to make your body as small as possible.
- If you are outside, try to move to an open area away from trees, power lines or objects that could fall.

- If you are in an automobile, stop in an open area, if possible.
- If you are home, check utility lines and appliances for damage that could cause a fire. Do not touch electrical wires.
- Turn on your radio for information.
- Be prepared for aftershocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage or injuries.

Survival is not luck. Most people can survive an earthquake and minimize its damage simply by becoming aware of potential hazards and taking some basic earthquake preparedness measures. Prepare an earthquake kit with food and water, flashlight, radio, extra batteries and a first aid kit. Since earthquakes strike without warning, it's important to prepare now. The longer one waits, the greater the risk. Experts know that damaging earthquakes are coming, but they don't know when. Knowing that you know what to do (and what not to do) before, during and after an earthquake, however strong, will assist in keeping you safe.

For more information, please visit <http://www.ready.gov/earthquakes>.

Travel & Re-Entry



Whenever F-1 and J-1 students and their dependents wish to leave the U.S. temporarily and return to continue studies in which you are already enrolled at the University of Redlands, you must secure the necessary documents to permit entry to another country and re-entry to the U.S.

If you are not returning to your home country, you should check the visa requirements of the country you are visiting. You may need an in-transit visa for countries where you are making a connecting flight.

For address and contact information of foreign embassies and consulates in the U.S., please visit the Department of State at <http://www.state.gov/s/cpr/rls/dpl/>.

For travel within the U.S., always carry your Form I-20 or DS-2019 and passport. If traveling outside of the U.S., please make sure your passport and visa are valid for re-entry. Also, **make sure your Form I-20 or DS-2019 has been signed within the past year**, and it is always a good idea to take a copy of your schedule for the next semester with you. OISS can create a verification letter for travel, if needed. Please plan ahead and make sure to allow our office two to three days for signatures and letters.

TRAVEL FOR F-1 STUDENTS

DOCUMENTATION REQUIRED FOR TRAVEL AND RE-ENTRY FOR F-1 ACTIVE STUDENTS

F-1 students who wish to travel into any country other than their home country must check with the embassy of the country they would like to visit to inquire about specific entry procedures.

An F-1 student returning to the U.S. from a temporary absence (vacations or school breaks) must submit the following documents at the port of entry:

1. A valid passport
2. A valid visa
3. A current Form I-20 signed by the ISA for re-entry within the preceding six months
F-2 dependents must bring their Form I-20 for travel signature.
4. If a student has transferred schools in the U.S., an F-1 student may re-enter with an unexpired F-1 visa and Form I-20 from the new school without having the new school's name annotated on the visa.

DOCUMENTATION REQUIRED FOR TRAVEL FOR STUDENTS ON OPTIONAL PRACTICAL TRAINING

An F-1 student who is engaged in OPT following completion of studies and travels outside the U.S. temporarily (less than five months) can be readmitted to resume employment for the remainder of the period on his or her EAD card provided the student is returning to resume employment and presents:

1. Form I-20 signed by the ISA within the preceding six months
2. An unexpired EAD

If students' OPT has been approved and they depart before they get a job, their OPT ends, and they cannot re-enter. It is advisable to have a job offer letter to present at port of entry.

DEPARTURE AND RE-ENTRY WHILE OPT IS PENDING

If an F-1 student needs to travel temporarily while an OPT application is in pending status, the student may present the Form I-765 receipt notice (Form I-797) as a proof of eligibility for visa and re-entry to the U.S.

TRAVEL FOR J-1 STUDENTS

DOCUMENTATION REQUIRED FOR TRAVEL AND RE-ENTRY FOR J-1 ACTIVE STUDENTS

- A valid passport
- A valid visa
- A valid Form DS-2019 signed recently for re-entry by the ISA. J-2 dependents must ensure that their Form DS-2019 is also signed for re-entry. The validation will be valid for up to one year for all programs except short-term scholars, which are only valid for six months.

If the exchange visitor's visa in the passport is no longer valid, the student must apply for a new visa at a U.S. consulate or embassy in the student's home country. If the student is traveling only to Canada, Mexico or the Caribbean for 30 days or less, the student might be allowed to return to the U.S. in the same status J-1 without having to obtain a new visa. This is known as automatic extension of visa validity.

TRAVEL SAFETY

- **Copies of Documentation**

Create a travel plan and leave it with a relative or close friend. Remember to bring a copy of important information, like your flight, passport, credit card numbers, student ID number and ISA's contact information.

- **Don't Be A Target of Crime**

Avoid wearing conspicuous clothing or jewelry, and do not carry excessive amounts of cash or credit cards. Also, do not leave unattended luggage in public areas, and do not accept packages from strangers. Do not hitchhike or pick up a hitchhiker! Hitchhiking is illegal in many states and is considered dangerous.

- **Don't Get Stuck In Customs**

Investigate U.S. Customs Service regulations

- **Don't Leave Home Without Help**

Be sure you have 24/7 access to emergency assistance services as well as the telephone number for the ISA.

- **Don't Miss Your Flight**

Arrive at the airport two hours prior to departure. International travelers must check in at the ticket counter with photo identification and, depending on the destination, a passport.

- **Don't Be a Foreign Tourist Target**

Deter thieves from breaking into a rental car by leaving a local newspaper on the dashboard.

- **Educate Yourself**

Educate yourself regarding immigration practices, health conditions, political disturbances, currency and entry regulations as well as crime and security information for the countries to which you'll be traveling. For a list of countries and access to this type of information, please visit <http://travel.state.gov/content/passports/english/passports.html>.

- **Know Your Embassy**

Know the location and contact information for the embassy or consulate in the country to which you are traveling.

- **Renew Your Passport**

Renew your passport six to nine months before it expires. Some countries will not grant you entry if your passport is due to expire in the coming months.

- **Carry your University of Redlands International Student Emergency Card In Your Wallet**

Pick up a wallet-sized emergency card containing important numbers at the Office of International Students and Scholars.



Academics & Academic Honesty



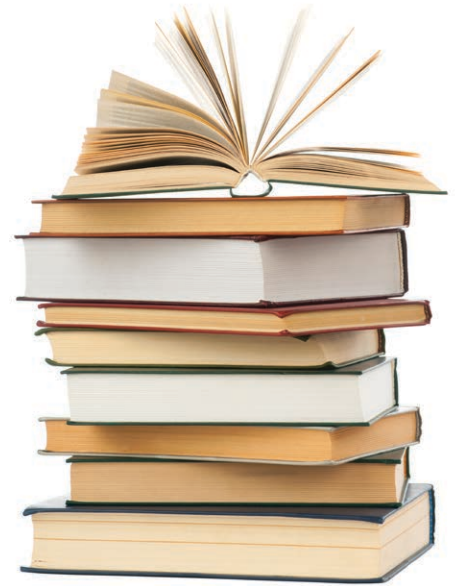
UNDERSTAND THE SYSTEM

To succeed, you will need to learn how the U.S. educational system works. In this system, grades are very important. Getting the highest possible grade point average (GPA) means getting the highest possible grade in each class, not just the classes in which you are particularly interested. Within each class, getting the highest possible grade means getting the highest possible mark on each assignment and examination, not just on the final exam. Also, many professors will include classroom participation and class attendance as part of the grade. Academic success in the American system requires consistent disciplined studying and class attendance and participation.

METHODS OF INSTRUCTION

Lectures

A common method of instruction in the U.S. is the classroom lecture. The lectures are supplemented by classroom discussion (especially when classes are small) by reading assignments in textbooks or library books and perhaps by periodic written assignments. It is important for the student to contribute to the discussion in the classroom. In some societies, it is disrespectful for students to question or challenge the teacher. In the U.S., by contrast, questioning or challenging the teacher is viewed as a healthy sign of interest, attention and independent thinking. In many classes your grade will be determined in part by your contribution to class discussion. If you sit in “respectful” silence, it may be assumed that you are not interested in what is being said in the class or that you do not understand it.



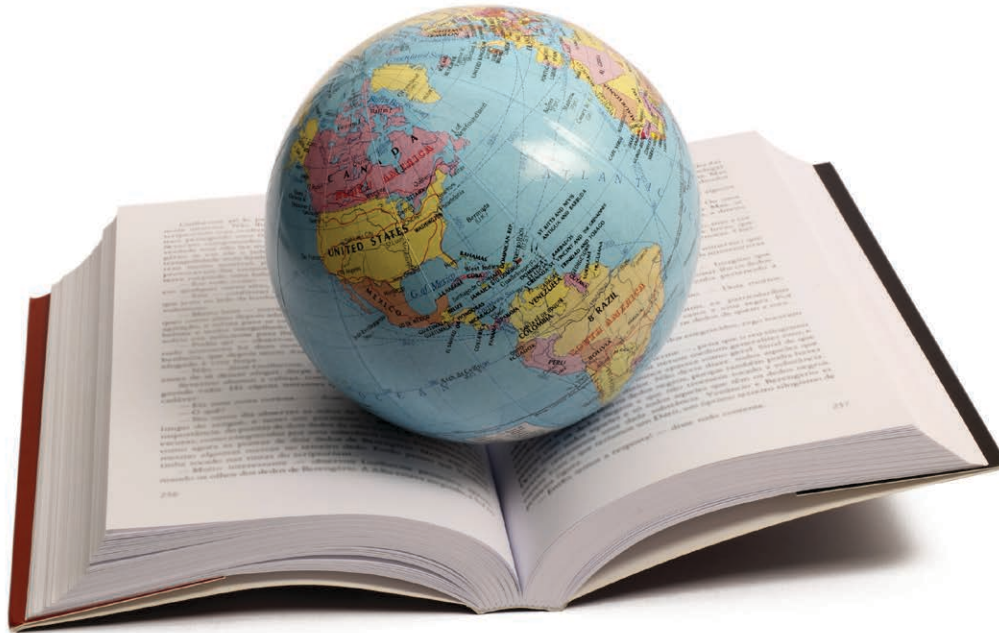
When classes are too large to permit questions and discussion, or if for some other reason you do not have the opportunity to raise questions in class, you can visit privately with professors during their office hours or make an appointment to see them to discuss any issues you may experience. Professors usually announce their office hours at the first meeting of the class.

Seminars

The seminar is a small class typically at an upper level. Most seminars are devoted to class discussions based on presentations prepared by students using independent research and reading.

Laboratories (Also Called “Labs”)

Many courses require work in a laboratory, where the theory learned in a classroom is applied to practical problems. In most cases, the laboratory offers a greater opportunity to speak individually with the teacher and ask questions regarding the subject.



Research Papers and Term Papers

In many courses you will be required to write a “term paper” (often called simply a “paper”). A term paper is based on study or research you have done in the library or laboratory. Your instructor will usually assign a term paper in the early part of the course. You are expected to work on it during the semester and submit it near the end. The grade you receive on the term paper may constitute a significant portion of your grade for the course. It is wise to complete term papers in advance of their due date so there is time to ask other people to review your paper and suggest revisions. The Academic Success Center, located in the Student Development Center in the Armacost Library (lower level), can help you with your paper outline, spelling and grammar if you give them enough time to work on your paper. The Academic Success Center is especially busy during times when most papers are due (right before the mid-term exam week and final test week). Please visit the Academic Success Center website at <http://www.redlands.edu/student-life/student-academic-support.aspx#.U7GmTPldXTo>.

There are books available in the library which explain the format of a term paper, including the use of footnotes and bibliographies. Online resources are located on the Writing Resource homepage at http://www.redlands.edu/student-life/13963.aspx#.U7Gmc_lIdXTo. These resources can help you answer questions about research papers, annotated bibliographies and proper citation.

Examinations

Faculty members may administer quizzes and tests during the semester at their discretion but are expected to announce major examinations (those that exceed one hour in length) no less than one week in advance. There are five different kinds of questions commonly found on objective examinations:

- Multiple choice – You must choose the most appropriate answer from among a series of answers.
- True or false – You must read a statement and decide whether it is true or false.
- Identification – You must identify the significance of a name, term or phrase.
- Short-answer or fill-in-the-blank – You must fill in a blank space in a sentence with the word or words that will make the sentence correct.
- Essay questions – test a student’s ability to organize and write about his or her knowledge of a particular subject.

Select Your Classes Wisely

During your first term, you will be spending a lot of time acclimating to the new system and culture. Consider choosing a combination of more-demanding and less-demanding courses. Refrain from enrolling in many academically demanding courses in your first semester.

When arranging your course schedule, consult both your academic advisor and experienced students. In the U.S. system, it is usually not possible to wait until the latter part of the semester to begin studying. You should start studying on the first day of classes.

How to Study

The study habits that were appropriate for the educational system in your country may not be appropriate here. You may have to learn to approach your studies in a different way.

Teachers expect students to ask questions in class or immediately following class. They expect students to see them in their offices when the student is having problems in class. If you are not doing well in a class, and you do not see the teacher to discuss the situation, the teacher may assume that you are not interested in his or her class. In other words, most teachers will have a negative, or at best indifferent, evaluation of a student who never raises questions in the class and who does not visit the teacher outside the class to discuss academic difficulties he or she is experiencing.

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- **Read in advance.** If you have reading assignments that relate to a lecture you will hear in a class, do the reading before the class, so you will understand the lecture better. From the reading you might have questions to ask in the class.
 - **Take notes.** Write down the main points that the lecturer makes. Many lecturers will use phrases that will help you identify the points they think are important and that you should therefore note. Examples of such phrases are, “There are three major reasons for this. The first is...,” “The next major development was...,” and “The main thing to keep in mind about this is...”.
 - **Review.** After the class, go over your notes. Fill in things you left out. Mark things you still have questions about. Before class, spend 10 to 15 minutes reviewing your notes from the previous class. This helps you retain information and makes last-minute studying less necessary.
 - **Get help if you need it.** If you have specific questions or if you are having general difficulty understanding what is happening in a class, get help. Talk to the instructor. Try to find another student in the class who seems to understand better and who is willing to answer your questions. If you are having serious difficulties, consider going to the office of the appropriate academic department to see if they can help you identify a tutor. The Academic Success Center can also assign you a tutor, someone who can help you study for a specific subject, such as math.

Try not to be discouraged. International students, especially new ones, will inevitably have some difficulties understanding what is happening in at least some of their classes. Many things contribute to this: The teacher talks too fast and/or does not give well-organized presentations; fellow students’ comments are incomprehensible, because they use so much slang; the entire setting seems strange and confusing. If this is an issue, email your professor to learn ways to overcome these obstacles, such as receiving the slides before class or having the professor slow down their lecture. As time passes and you have more experience, these difficulties will diminish. Be patient.

ACADEMIC HONESTY

Some students get into trouble for what is called “cheating” and “plagiarism.” Cheating means receiving help on an assignment, quiz or examination that you are not supposed to receive. “Plagiarism” refers to the practice of copying from a book or other publication and not acknowledging that the words and ideas used are someone else’s, not your own. For detailed information about the University of Redlands’ Academic Honesty Policy, please refer to pages 13 through 20 of your catalog. If you have any questions about academic honesty, make an appointment to speak with the ISA immediately.

What Is Considered Cheating?

In general, students in the U.S. academic system are expected to do their own work without getting significant assistance from other people. This does not mean that you cannot ask other students to help with class work. It is permissible and sometimes advisable to seek help in understanding what is happening in a class and what a specific assignment is about. It is not considered proper to have someone else do an assignment for you or copy information from a publication in a way that makes it appear that this information is your own.

What Are the Consequences of Cheating?

When cheating is detected, it has negative consequences for the student. These consequences might include:

- A failing grade for the examination or assignment on which the cheating took place
- A failing grade for the course in which the cheating occurred
- Expulsion from the course
- Expulsion from the university

University Resources



Armacost Library

Students can access the library's online catalog, databases and the Internet from on-campus terminals or from remote locations. The Library subscribes to numerous online databases, including many which provide the full text of journal articles.

Tutoring Services

Tutors are available to assist students with many courses. For further information, go to Academic Support Services located in the Student Services Office (ground floor, Armacost Library). Writing tutors are also available at this location.

Career and Professional Development Center

The Career Development Center provides guidance to students throughout their study. Students can take advantage of career exploration resources that include a career resource library, résumé critiques and career-oriented workshops.

Computer Resources

The University of Redlands students have access to computers in the Fletcher Jones Academic Computer Center located under the Armacost Library. The General Use Lab has PC and Macintosh computers, scanners and laser printers that are always available for assigned work and research. Each residence hall has specially trained students who are ResNet (Residential Networking) computer consultants available to assist with computer-related issues.



Campus Postal Center

All University of Redlands undergraduate students are entitled to a University of Redlands mailbox. The boxes are located in the Hunsaker University Center. The Campus Postal Center is located next to the fountain in the Hunsaker Plaza. This is your stop for stamps, sending and receiving parcels and post-related services. When the campus post office is closed, you may try the following United States Postal Service (USPS) offices in Redlands (always check for hours):

201 Brookside Ave., Redlands, CA 92373-9997

404 New York St., Redlands, CA 92373-9998

Questions? Call 1-800-ASK-USPS Web: <http://www.usps.com/>

The U.S. government owns the primary mail service in the U.S. Postage rates vary according to the weight and distance a package is sent. However, the rate for a letter sent to anywhere within the U.S. is the same.

Zip Codes

The U.S. zip code is a five-digit number (sometimes with four additional numbers) written at the end of the address. It directs mail to the appropriate postal office and should ALWAYS be used on mail you send and mail addressed to you. Zip code directories are available in every post office and most telephone directories contain zip codes.

Change of Address

All students should notify the ISA of any changes in their addresses. International students are required by law to do so. Notify the post office and fill out a mail-forwarding card to have all your mail sent to your new address.

Shopping & Tipping

Redlands offers a good selection of stores, which operate under the private enterprise system. Prices for goods and services are fixed, but tax (8% to 9%) is added to the total price of goods and services during check out. For example, the price of a T-shirt on the tag is marked \$8.99; after tax (8%) is added, the total price of the T-shirt is \$9.70. Clothing size and food quantities are marked on the item.

In general, store hours for most of the year are 9 a.m. to 5 p.m. Shopping malls, supermarkets and drug stores often have extended hours to 9 p.m. or 10 p.m. or may be open 24 hours a day. Some stores, especially groceries or pharmacies, have discount cards offering special prices and sales upon using these cards (for example, Ralphs, Vons, CVS). Often these stores offer special sale prices that can vary weekly. Coupons are often available at these establishments or through local newspapers.

Types of Stores

Convenience

AM/PM, Arco, Shell, Mobil, 7-Eleven and others carry a limited selection of food and small articles at high prices and sell gasoline. Often these stores are open 24 hours a day.

Department

Macy's, Nordstrom, JCPenney, Sears and others carry a wide variety of merchandise, clothes, shoes, housewares and more.

Discount

Walmart, Kmart, Family Dollar and others offer equal or lower prices than other stores on a variety of items.

Drug Stores or Pharmacies

CVS, Walgreens, Rite Aid and others sell toiletries as well as prescription drugs.

Groceries and Supermarkets

Ralphs, Vons, Trader Joe's, Food 4 Less, Stater Bros. and others carry food, laundry and cleaning supplies, paper products and personal-need items.

Specialty

These stores carry different types of one item (for example, shoes, furniture or fabric); prices and quality will vary from store to store.



Helpful Hints About Shopping

- Prices are fixed; trading and bargaining do not work (unless you buy a car). If you do not want to pay the price, you may want to look for the item at a discount store.
- Shop around—compare prices at several stores before buying.
- Use a cart or basket; putting items in your purse or pockets is considered stealing (“shoplifting”).
- Keep receipts so you can return unused or unwanted items; some stores during sales, however, prohibit the return of sale items.
- Look for newspaper “classified ads” for unusual or used items such as furniture. Also look for coupons and weekly sales papers inside these publications.
- Some stores offer a unit price along with the sale price. The unit price tells you how much per unit (such as volume or weight) you are getting per dollar. Even though the sale price may be higher, the unit price may be lower meaning you are getting more for your money.
- Textbooks are expensive; buy used books when possible from Amazon, Half.com and other sources.

Sales Tax

There is a sales tax in California on most items sold. The tax in Redlands is currently 8% of the cost. Therefore, if an item costs \$1, you pay the seller \$1.08.

- *State and local taxes can reach 10% in many cities outside Redlands. However, most will be around 9.25%.*
- *Food and prescription drugs are exempt from sales tax.*



Tipping

It is customary in the U.S. to tip your server or food deliverer for their services. You do not tip at fast-food restaurants, like McDonald's, but any sit-down establishment where a server waits on you, it is customary to tip 15% to 20% of the price of your meal. An easy way to calculate this 15% is to double the amount of the sales tax. This amount will be slightly more than 15%. Leaving less than \$0.50 is considered rude. A dollar per person is usually the minimum.

General Tipping Guidelines

- Waiters and waitresses: 15% to 20% of the total bill
- Bartender: \$1 per drink
- Cab drivers: 10% to 15% of the total fare
- Hair dressers: Tipping is appreciated (15% to 20%)
- Bellhops, luggage carriers at airports: \$1 per bag
- Delivery people (such as food, flowers): \$1 or \$2
- You do not need to tip UPS or Federal Express delivery people, couriers, elevator operators and general repair and maintenance personnel.

Communication in the U.S.

CELL PHONES (MOBILE PHONES)

If you plan to bring your cell phone from home, remember to UNLOCK your phone with your local phone provider. Unlocking your phone will allow you to purchase a U.S. phone plan without purchasing a new phone.

Contract or Prepaid

Most providers in the U.S. require either a Social Security number (SSN) or a large security deposit for setting up a contract for your cell phone service. These contracts usually last for one or two years in which you are required to stay with that provider or pay a fee to cancel the contract. Recently, some providers have started to make their services more easily accessible for international students and do not require SSNs or large deposits for contracts (plans).

In addition, all providers offer prepaid options, in which you pay your monthly bill in advance. These do not require a SSN or large deposits and do not require you to stay with the provider for a fixed time period but may have higher monthly fees. Almost all providers offer additional options to their plans or prepaid options for international texting (SMS and MMS) and calls. Please note that placing international phone calls can be very expensive.

Contracts

- Most cell phone companies charge for all calls, outgoing AND incoming, though many have free calling within their network.
- Some plans give you a set number of minutes per month. Overage minutes are charged at a much higher rate. Check your plan to see if weekend and nighttime minutes are free.
- If you do not have a SSN, expect to pay a deposit. Some providers have become more lenient toward international customers recently.
- Text messaging (SMS) typically carries an additional charge if not included in a plan. Ask about adding texting to your plan.
- For most companies, you must have a compatible phone. Ask specifically about using the phone you currently have.

We do not recommend that students enter into family plans with other students, because you can be held liable if another student in the plan breaks the contract.

Prepaid

- If you intend to make calls to your home country, ensure this is possible with your specific plan.
- May be month-to-month subscriptions or “add minutes as you go.”
- No deposit required.
- Cheaper phones—generally basic features, such as SMS and calling.
- Cost ranges from minimal to comparable to contract services.

Major Providers

- Verizon Wireless
- AT&T
- Sprint
- T-Mobile
- Boost Mobile



SOCIAL MEDIA COMMUNICATION

Many students at the University of Redlands use website applications (apps) on their smartphones as a form of communication. Most apps are free; however, some apps require a small one-time fee. Not all students will use apps, and many of you are already familiar with certain apps. Regardless, it is customary for students to meet each other for the first time and then submit a friendship-request to each other's online-profiles. A variety of information is shared through these social media outlets, like invitations to social gatherings and information about student organizations. Be careful what you post or upload online.

1. FACEBOOK



This service allows you to create a profile, post photos or video and talk with friends and family. Many organizations (student, professional, nonprofit, business and others) will create events and invite people through Facebook. This is the best method to quickly connect with the student life on-campus. Be careful what you or your friends post, because many employers will search and judge your activities based on your profile.

2. INSTAGRAM



This application allows users to change the background and color of pictures and post the pictures onto your profile. Take a picture from the app or upload an existing photo from your camera roll. A basic news feed shows the photos your friends have recently posted, and an explore feature lets you search by user or hashtag and displays the most popular photos in real time. This application allows users to have a picture-based profile.

3. LINKEDIN



LinkedIn is a professional networking site that lets you connect with professionals from any field of work. It is like an online résumé. This tool is a great way to search for a job and/or network. Unlike Facebook, this networking site should only be for professional information.

4. INTERNATIONAL TALKING/TEXT

SKYPE



This online application allows you to call anywhere around the world for free as long as the other party has a Skype account. However, you can call international numbers for a small fee. This app can be downloaded to a smartphone, tablet or computer.

WHATS-APP



As long as both parties have Internet, this app allows friends and family members to text each other for free. However, this app is only accessible through smartphones.

5. BULLDOG GO



This is a special University of Redlands app that allows students to check their course schedule, search for upcoming events, find a building using the campus map, access Moodle and much more!

6. CONVERT ANY UNIT FREE

This app converts measurements, like Celsius to Fahrenheit, plus a wide variety of currencies.

Other Mentionable Apps Include:



Twitter



Tumblr



Pinterst



Spotify

Spotify



Pandora



Snapchat

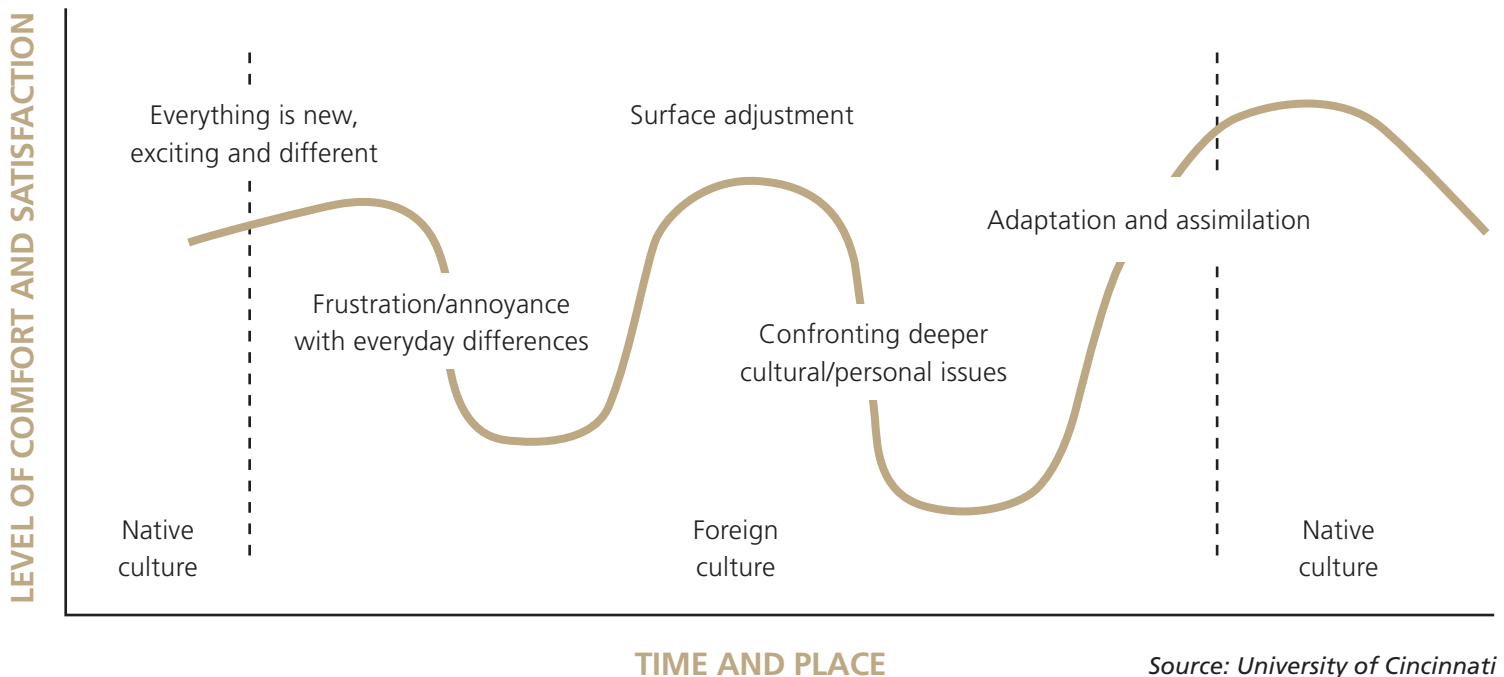
Cultural Adjustment

Moving to a new country often brings entirely new cultural, political, environmental and academic challenges. Experiencing ups and downs as we move to new cultural environments is normal. Many international exchange professionals refer to the Cultural Adjustment Curve as a way to understand and anticipate the variety of emotions involved in making a cultural transition.

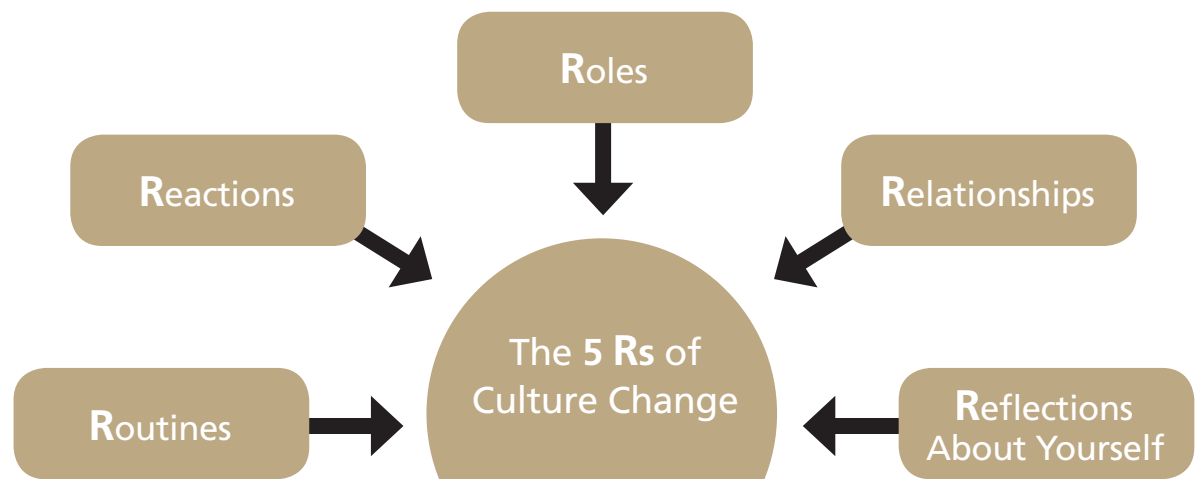
It's important to note, however, that there is no one-size-fits-all model. You can skip certain stages, experience them in a different order, or you may have a longer or shorter adjustment period than your peers. Initially, it is natural to feel some degree of culture shock. This is not an isolated emotional sensation but a gradual process during which you come to terms with your new surroundings.

Culture shock is typically represented in four stages, although when and how it occurs varies with each individual.

CULTURAL ADJUSTMENT CURVE



The 5 Rs of Culture Change is a more recent cultural adjustment model that identifies five key changes we face when we move across cultures. It helps us understand why it is normal to experience ups and downs when moving across cultures and why stress is a part of the transition process.



Routines

When we first move across cultures, many of our routines are disrupted: We eat different foods at different times of the day; we have to navigate a new environment, and we may be without a regular schedule for some time as we get settled. At the same time, even the most basic of routines, from turning on lights to getting on a bus and shopping at the grocery store—which we normally do on auto-pilot without much thinking—may suddenly require more (and in some cases our full) focus and energy.

Reactions

We do things we are accustomed to doing in our own culture—but we get a very different reaction than we expect in our new culture. While we recognize we probably acted out of the norm for the culture we are in, we do not have the key to unlock this situation and understand exactly why people reacted the way they did. At the same time, we experience a different way of working, interacting or engaging. We try to react appropriately but find ourselves lacking the skills to do so effectively, be it a command of the language or the ability to shift styles.

Roles

We often experience changes in our roles and responsibilities when we move across cultures. We may carry out the same role but in another culture. We may take on a new or expanded role. We may lose roles that are important to us. We find some roles do not change, but our ability to fulfill these roles does. Additionally, others may see us as playing a particular role, whether or not we define ourselves in this way (such as the role of “a foreigner” or as a representative of your home culture). We are likely to experience many forms of role changes, sometimes simultaneously.

Relationships

When we move to another culture, we discover how to live out our relationships in a new environment and are often challenged not to let the stresses around us enter into these relationships. Our relationships with those we transition with may get stronger, deeper and more profound as a result of going through the change, but they also take work. At the same time, we find other relationships around us changing—we may drift apart from certain friendships back home, be surprised at the newfound sense of closeness and kinship we experience with others despite the distance and be challenged to recreate relationships in our new environment so we have a sense of community and support.

Reflections About Yourself

As we experience culture change, we may start to notice that we change in some subtle and not so subtle ways: We may realize we actually really enjoy certain aspects of the lifestyle abroad that we did not know we would; or, we realize just how important certain values are to us that we might not have articulated before. We may pick up certain habits, gestures and ways of being that are now natural to us but also may surprise and disarm family and friends back home who start to wonder what else has changed about us. We are growing, evolving and developing—trying to become more aware of who we are culturally and individually—which brings many benefits but often also some confusion and uncertainty.

Source: Kate Berardo, “Framework: The 5Rs of Culture Change,” in Building Cultural Competence: Innovative Activities and Models, eds. K. Berardo and D. K. Deardorff (Sterling, VA: Stylus, 2012), 193-199.

How to Deal with Culture Change

- Avoid isolation. Talk to your friends, campus staff, professors or others you trust about what you are feeling.
- Laugh off situations that are confusing. Remember to keep a good sense of humor.
- Withhold judgment on issues until you understand them. Avoid making evaluative comparisons.
- Observe and research U.S. culture. Enroll in a U.S. culture or history-related course to gain a greater understanding of the U.S.
- ASK! Do not be afraid to ask people about situations you do not understand.
- Stay healthy. Get adequate sleep, exercise and eat well. Sleep is more important than your assignment.
- Stay in contact with people from home, but do not let it interfere with your immersion in the local culture.
- Establish a routine.
- Explore!



The most important thing to do is to learn from the experience. Moving into a new culture can be the most fascinating and educational experience of your life. It gives you the opportunity to explore an entirely new way of living and compare it to your own. There is no better way to become aware of your own values and attitudes and to broaden your point of view.

When to Seek Help From a Professional Counselor

- Persistently feeling sad
- Feeling helpless and hopeless
- Excessive worries
- Sleeping/eating too much or too little
- Feeling physically tired
- Thoughts of hurting yourself
- Feeling lonely and socially isolated
- Decreasing academic performance

The Counseling Center is located in the Student Development Center on the lower level of the Armacost Library. You can call 909-748-8108. For more information: <http://www.redlands.edu/student-life/student-counseling-services.aspx#.VJHk89ZX904>.

U.S. Culture & Social Norms



BE CAREFUL ABOUT GENERALIZATIONS

People representing a large number of ethnic, religious, socioeconomic, age and occupational groups live in the U.S. While people within any one of these groups are likely to have ideas and opinions that differ from each other, it is possible to define certain characteristics that describe attitudes and practices that are common among U.S.-Americans and that tend to distinguish U.S.-Americans from people from other countries. While the following are generalizations—and you will find individuals who are exceptions—they do tend to characterize many U.S.-Americans.

CHARACTERISTICS OF U.S.-AMERICANS

Individualism

U.S.-Americans generally believe that the ideal person is an autonomous, self-reliant individual. U.S.-Americans tend to see themselves as separate individuals, not as representatives of a family, community

or group. They dislike being dependent on other people or having others dependent on them. Some people view this attitude as “selfish.” Others view it as a healthy freedom from the constraints of excessive ties to family, clan or social class.

Equality and Informality

U.S.-Americans are taught that “all people are created equal.” While they often continue to violate this idea in some parts of their lives, U.S.-Americans tend to try to stick to it. U.S.-Americans treat each other informally, even if there are great differences in age or social standing. For some, this behavior reflects a lack of respect; for others, it reflects a healthy lack of concern for unnecessary social ritual.

Time Consciousness

U.S.-Americans place considerable value on punctuality and tend to organize their activities around schedules. As a result, they sometimes seemed “hurried,” always running from one appointment to the next and not able to relax and enjoy themselves. Some see this as being ruled by the clock; others see it as a helpful efficiency, a good way of assuring that things get done, but appointments should be kept.

U.S. SOCIAL CUSTOMS

Invitations

These may be printed, handwritten or in person. Responses can be made in the same manner. Regardless, make every effort to tell your host as soon as possible whether you will be able to attend. It is not rude to decline a first invitation; accept only if you intend to go. If you are going to refuse an invitation, it is enough to say, “Thank you for the invitation, but I will not be able to come.” Though not required, it is a nice gesture to bring something for the host such as flowers, drinks or food.

Thanks

When expressing thanks to a host, for any entertainment or visit, a short letter is sufficient. You might also consider inviting special friends to an event or offering to prepare a meal from your country at their home to thank them.

Food

If you are invited for a meal or refreshments and you have special dietary restrictions, it is polite to inform your host of those restrictions well in advance, preferably at the time you accept the invitation.

Promptness

Being on time is very important in U.S.-American society. Schools and classes, plays, concerts, public meetings, weddings and formal dinners start as scheduled. It is considered impolite to be even a few minutes late. Family dinners are a little more flexible and informal, but you should still be on time. You may attend a cocktail party or reception at any time between the appointed hours.

Women

Women in the U.S. have an active part in community life. Many women have full-time careers outside the home; in many cases, both parents take care of small children and share household responsibilities. Women expect the same respect as do men.



Eating Out

A form of entertainment that people in the U.S. enjoy is “eating out.” Family, or one or two friends, might get together to go to a local restaurant for lunch or dinner and conversation, and then return to their homes immediately afterwards. If a friend asks you to “go to dinner” with him/her, you may assume that you will each pay for your

own dinner. If he/she asks to “take you to dinner,” he/she will pay for both of you.

Bathing and Hygiene

Most U.S.-Americans bathe or shower daily and use a deodorant or antiperspirant. U.S.-Americans, because they are not accustomed to it, find body odor and perspiration offensive.

Social Equality

The American dream is equality for all; unfortunately, this dream has not yet been completely achieved. U.S.-Americans, however, expect that all people respect an individual regardless of occupation, disability, sex, race, religion or sexuality. All individuals you meet will expect the same consideration and courtesy whether they are professors, students, doctors or janitors.

Dating

To “date” someone or to “go on a date” with someone implies that you would like to know the person better, often leading to a romantic relationship. It does not mean that you wish to marry the person or that you have any intention to marry the person. Going to social events together indicates an enjoyment of the other person rather than implying a serious commitment.

In relationships, men have traditionally initiated invitations to movies, parties or other evening events; although, it is not uncommon for women to take the initiative. Whoever asks for the “date” should specify what is planned and when. Recognizing that few students have a great deal of money, many people go on dates where the cost is shared by both people.

The amount of physical contact between people depends, of course, on the individuals and the amount of affection developed for each other. What happens on a date varies with each individual and each situation. Touching someone may appear to be an invitation to greater intimacy; sometimes it is not. If you have any questions about dating or any other U.S.-American customs, do not hesitate to ask. Social customs in the U.S. are vague and confusing. It is not unusual to be confused at first.



Friendships

One of the best ways to meet U.S.-Americans is outside of class through student organizations, in residence halls and other social events. Friendships form around shared interests, work, study and opinions. By asking questions about life in the U.S., you will understand the culture better and establish rapport with someone.

As an international student, it will often be up to you to begin a conversation with those around you. You can tell by the way a person responds whether they would like to continue the conversation. U.S.-Americans usually appear warm and open. Friendship patterns are generally casual and informal due to the mobility and quick pace of U.S.-American life. U.S.-Americans may have a quantity of friendly acquaintances but only a few “close friends.” Among college students, flexibility is valued in friendships.

Try not to feel offended if someone is ignorant of your country—its modernization, politics, even its location! Remember that many U.S.-Americans may not have had the opportunity to travel outside of their country or, possibly, out of their home state. Students appear naive about world events and politics. Remember that both parties are learning about each other’s culture, which requires time, patience, dialogue and exposure.

Be aware that you should try to speak English when your U.S.-American friends are around. It may feel more comfortable for you to speak in your native language, but people often feel excluded when someone starts talking in a language they do not understand.

It will be tempting to spend time with people in your own nationality group. They share many of your own problems, concerns and interests and can provide needed support. However, some international students spend so much time together that their English hardly improves. They form their own group in a foreign environment and do things together that they enjoy back home. It is fine to spend some time with students from your own country, but many students, once they leave the U.S., regret that they have learned little and have not made U.S.-American friends.

U.S.-AMERICAN SLANG AND COMMON EXPRESSIONS

SLANG

- Buck: dollar (\$)
- Chicken: coward
- Cool: excellent; superb
- Couch potato: a person who watches too much television
- Dude: a person
- Face-off: confrontation
- Flick: movie
- Freebie: something that does not cost money
- Goof: a silly and foolish person
- Hip: sensible; informed
- Humongous: really big
- I.D.: identification
- Jerk: stupid or annoying person
- Laid-back: relaxed; calm
- Neat: cool; great
- Okay (OK): decent
- Pumped (up): excited
- Screw up: to make a mistake
- Totally: really; completely
- Uptight: nervous; anxious

COMMON EXPRESSIONS

Bend over backwards Everybody bent over backwards to help her. Everyone tried very hard to help her feel comfortable and adjust to the school.

Scratch someone's back If you scratch my back, I will scratch yours. I know you do not like doing housework, but I will help you with the boxes if you promise to return the favor.

Lemon It sounds like her car is a lemon. No sooner did she drive it home from the dealer's than it proved defective and started breaking down.

On the line He was warned that his job was on the line because of his lack of concern for his duties. When he was alerted that he was in danger of losing his job, he began to take his obligations with the company more seriously.

Make ends meet Things are so expensive nowadays that it is very difficult to make ends meet. I have hardly enough to pay all the bills.

Turn [someone] off The date started out OK, but he really turned me off when we went for a snack after the movies. He disgusted me when he tried to talk with his mouth full.

Spill the beans He was planning on surprising her with the tickets for their anniversary, but someone spilled the beans. It is too bad that someone told her about the trip beforehand and ruined Harry's surprise.

Knock someone's socks off You ought to see Fred's new car. It will knock your socks off! You will get so enthused and excited you will not know what to do.

Feel like a million bucks (dollars) He says he is feeling like a million bucks now. Apparently the pain in his knee is all gone. It's good that he is feeling so wonderful.

Holidays & Celebrations

January 1—New Year’s Day

Starting with the night before (New Year’s Eve on December 31), this is a celebration to welcome the new year.

January (third Monday of the month)—Martin Luther King Jr. Day

This is a holiday commemorating the birthday of Rev. Martin Luther King Jr. (1929-1968), an African-American civil rights leader who received the 1964 Nobel Peace Prize.

February (third Monday of the month)—President’s Day

This day honors past U.S. presidents, commemorating the February birthdays of George Washington (the first president and commander of the armies that won U.S. independence) and Abraham Lincoln (the 16th U.S. president who held office during the U.S. Civil War and was known for abolishing slavery).

February 14—Valentine’s Day

This has become a day to celebrate love and romance. “Valentines” or tokens of love (cards, candy, gifts) are exchanged.

January/February—Chinese New Year

The Chinese festival marking the start of the new year beginning on the second new moon after the winter solstice and ending on the full moon 15 days later. It is marked by visits to family and friends, special meals, fireworks and gift-giving.

February 22 (often observed on the nearest Monday)—Washington’s Birthday

Honors the birthday of the first U.S. president, George Washington.

March 17—St. Patrick’s Day

This day commemorates St. Patrick and the arrival of Christianity in Ireland and celebrates the heritage and culture of the Irish in general. Celebrations involve public parades and festivals and wearing green attire or shamrocks.

March/April—Easter

This Christian celebration honors the resurrection of Jesus Christ. It is typically the most well-attended Sunday service of the year for Christian churches. Easter marks the end of Lent, a 40-day period of fasting in preparation for Easter. Lent begins on Ash Wednesday and ends on Easter Sunday.

May 5—Cinco de Mayo

In the United States, Cinco de Mayo is sometimes mistaken to be Mexico's Independence Day, which is celebrated on September 16. May 5 is observed to commemorate the Mexican army's unlikely victory over French forces at the Battle of Puebla. However, Mexican-Americans also often see the day as a source of pride, one way they can honor their ethnicity is to celebrate this day.

May (second Sunday of the month)—Mother's Day

As the title suggests, many people choose to honor their mothers on this day with cards and gifts.

May (last Monday of the month)—Memorial Day

A holiday in remembrance of members of the armed forces killed in war.

June (third Sunday of the month)—Father's Day

On this day, many people choose to honor their fathers with cards and gifts.

June/July—Ramadan

For a whole month, from June to July, or the ninth month of the Muslim year, strict fasting is observed from sunrise to sunset. Every year, Campus Diversity and Inclusion hosts a dinner to celebrate Ramadan.

July 4—Independence Day

On July 4, 1776, the Declaration of Independence was signed as the American colonies declared their independence from England and became the first 13 states of the United States. Fireworks displays mark this holiday.

September (first Monday of the month)—Labor Day

This is a holiday honoring the contributions and efforts of laborers.

September/October—Rosh Hashana/Yom Kippur

Rosh Hashana, the Jewish New Year, is the first of the High Holy Days. Yom Kippur is also known as Day of Atonement; it is the holiest day of the year for Jewish people and commences Rosh Hashana. Its central themes are atonement and repentance.

October (second Monday of the month)—Columbus Day/Indigenous Peoples Day

A controversial holiday commemorating the discovery of the New World by Christopher Columbus in 1492. As a counter-celebration to Columbus Day, Indigenous Peoples Day promotes Native American culture and commemorates the history of Native American peoples.

October/November—Diwali

A Hindu festival of lights, held October to November. It is particularly associated with Lakshmi, the goddess of prosperity, and marks the beginning of the fiscal year in India.

October 31—Halloween

The eve of All Saint's Day for which many people dress in costume (often scary ones!) for parties, and candy is given to children.

October/November—Día De Los Muertos

Day of the Dead (Spanish: Día de los Muertos) is a Mexican holiday observed throughout Mexico and around the world in other cultures. The holiday focuses on gatherings of family and friends to pray for and remember friends and family members who have died.

November 11—Veterans Day

A holiday in commemoration of the end of World War I and in honor of veterans of the armed forces.

November (last Thursday of the month)—Thanksgiving Day

This is a day of feasting and giving thanks for everything. This feast was initiated by the Pilgrims (the first settlers in the 13 colonies of the U.S.) and the Native Americans (who already lived on the land).

December—Hanukkah

A lesser Jewish festival, lasting eight days from the 25th day of Kislev (in December) and commemorating the rededication of the temple in 165 B.C. by the Maccabees after its desecration by the Syrians. It is marked by the successive kindling of eight lights.

December 25—Christmas Day

The annual holiday of the Christian church commemorating the birth of Jesus Christ. Some celebrate the night before (Christmas Eve).

December/January—Kwanzaa

A week-long celebration held in the United States and also celebrated by the Western African Diaspora in other nations of the Americas. The celebration honors African heritage in African-American culture.

Information for Families

PUBLIC SCHOOL INFORMATION



All children in California between the ages of 6 and 16 must attend school by law. Children may begin attending public kindergarten at age 5. Public schools are free of cost, and books and supplies are provided. Children younger than age 5 may attend preschool; however, preschool is not free, so be prepared to pay tuition if you wish for your child to attend preschool.

PRESCHOOLS AND DAY CARE CENTERS

(For children younger than 5, the age at which a child begins kindergarten)

You will find a number of preschools listed in the yellow pages, on the Internet or in the telephone directory under “day nurseries” and “schools–nursery” and “kindergarten–academic.” These schools vary considerably with respect to cost, philosophy of instruction, pupil/teacher ratio and schedule. Generally, a preschool has shorter sessions and emphasizes educational activity. By contrast, day care facilities have longer hours and are intended to be places where children can receive care while their parents are otherwise occupied.

PUBLIC SCHOOLS

(For children 5 and older)

Public schools in the U.S. provide free education for children 5 to 18 years old. Schools in California are generally divided into three levels: elementary schools—kindergarten through 5th grade (ages 5 to 11); middle schools or junior high schools—6th through 8th grade (ages 11 to 13); and high schools—9th through 12th grade (ages 14 to 18).

To register, children must be 5 years old by September 15 of the year they enter kindergarten. Registration takes place in the spring (early months of the year) or by calling the school district for your special circumstances. Redlands School District: 909-307-2470.

If your child is entering school for the first time, you will need a birth certificate or other indication of your child's age. If your child has previously attended school, you will need a transcript of grades or some other document indicating the grade level at which your child should be placed. Students do not need to speak English in order to enter the public schools.

To enroll your child in public school, you must provide information about your child's health, including immunization records. By law, the school must have an immunization record in English for each student.

If such a record does not exist for your child or is inadequate, you will be asked to have the child immunized before he/she attends school. The school may also request that your child have a physical exam prior to enrollment. In addition, please be prepared to show your child's birth certificate, prior school records (if any) and/or passport.

Children usually attend the public school nearest their place of residence. To find out which public school is nearest to your place of residence, call the City of Redlands Enrollment office at 909-307-2470. If your child needs English language instruction, disability services or has a problem other than a lack of English proficiency that makes it difficult for him/her to be in an ordinary classroom without help, remember to ask before registering your child in a school.

DEPENDENT HEALTH INSURANCE

Given the high cost of medical care in the United States, the University of Redlands advises you in the strongest possible terms to be sure that all accompanying family members carry health insurance at all times. The U.S. government does not subsidize any health care costs for international visitors. If an uninsured family member needs medical care for any reason, your family could end up with an unmanageable financial burden. The University does not offer health insurance for dependents and/or the spouse of students; however, NAFSA (Association of International Educators) recommends the following medical health insurances:

http://www.nafsa.org/Find_Resources/Supporting_International_Students_And_Scholars/Network_Resources/International_Enrollment_Management/Health_Insurance_Companies

Weather & Time

WEATHER

The climate in Redlands is warm during summer when temperatures tend to be around 75 degrees Fahrenheit (23 degrees Celsius) and cool during winter when temperatures tend to be around 55 degrees Fahrenheit (13 degrees Celsius).

The warmest month of the year is August with an average maximum temperature of 95 degrees Fahrenheit (35 degrees Celsius), while the coldest month of the year is December with an average minimum temperature of 40 degrees Fahrenheit (4.5 degrees Celsius).

Temperature variations between night and day tend to be relatively large during summer with a difference that can reach 33 degrees Fahrenheit (18 degrees Celsius) and moderate during winter with an average difference of 25 degrees Fahrenheit (14 degrees Celsius).

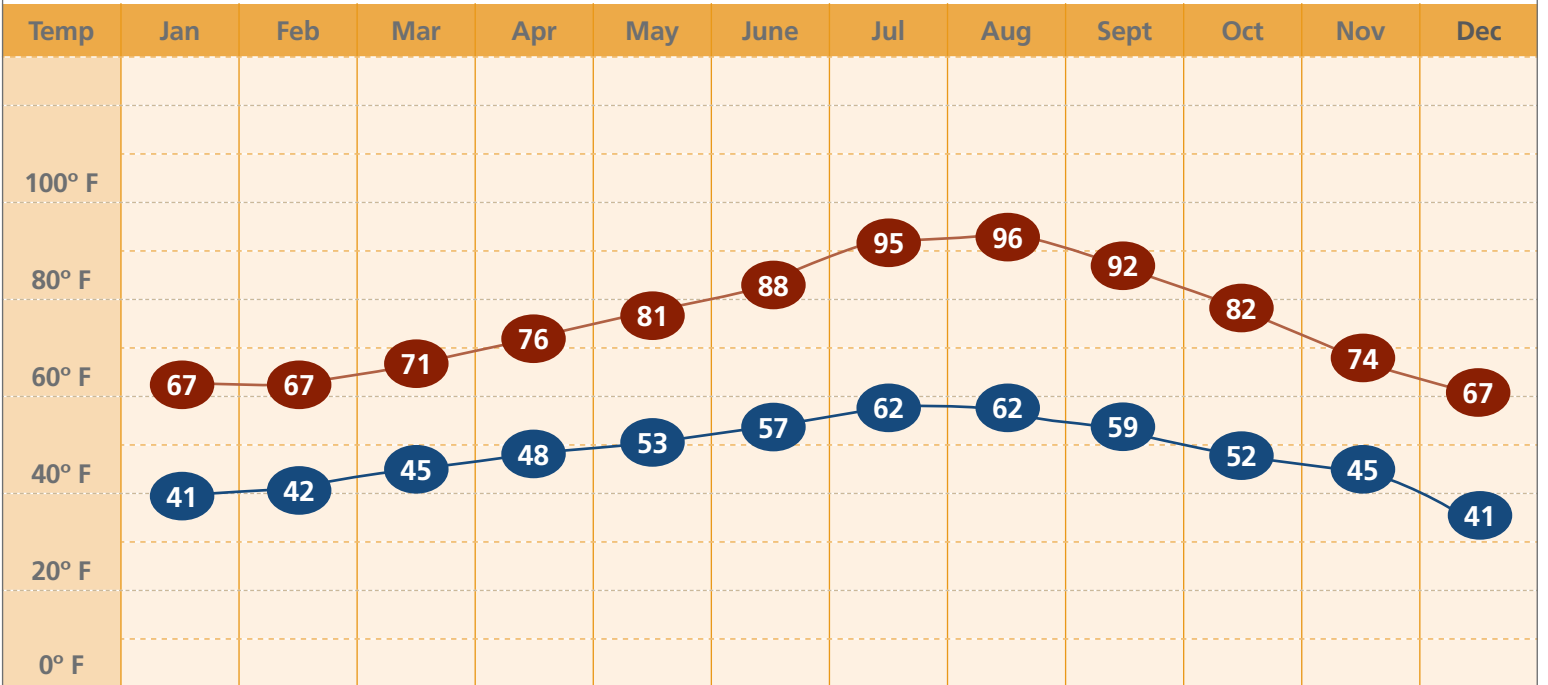
Tropical storms occasionally blow through in the winter as well, so a raincoat or umbrella may come in handy December through February. Spring, summer and fall temperatures range from mild to hot, ideal weather for shorts and light clothes.

TIME ZONES AND DAYLIGHT SAVING TIME

California is in the Pacific Time Zone (GMT minus eight hours or Pacific Standard Time [PST]/Pacific Daylight Time [PDT]). The state observes daylight saving time (DST). At 2 a.m. on the second Sunday in March, everyone moves their clocks an hour ahead, essentially giving them one hour more of daylight during spring and summer. On the first Sunday of November, clocks are moved back from 3 a.m. to 2 a.m. to end DST.

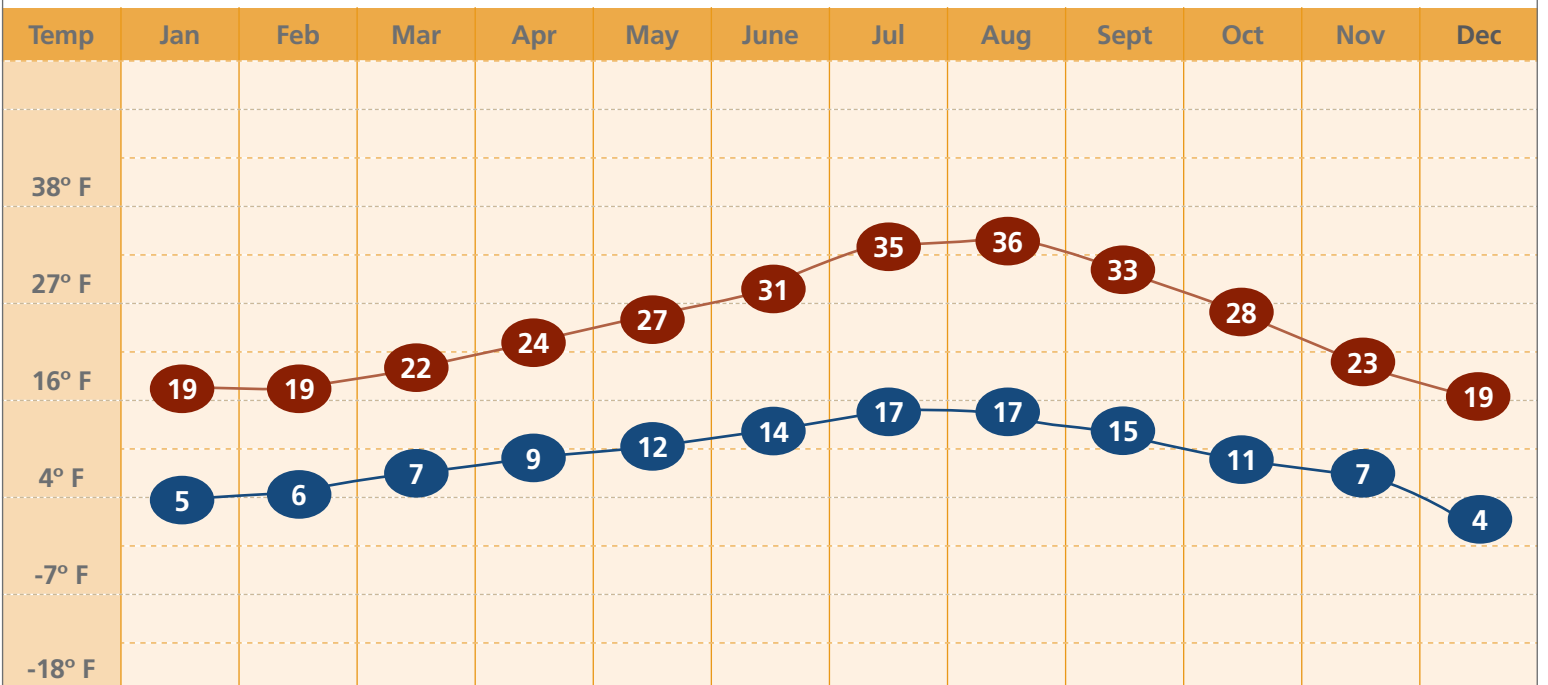
Temperatures shown in Fahrenheit

Legend ● Average High ● Average Low



Temperatures shown in Celsius

Legend ● Average High ● Average Low



Source: Average Weather for Redlands, CA - Temperature and Precipitation. The Weather Channel, LLC, n.d. Web. 13 Dec. 2013.

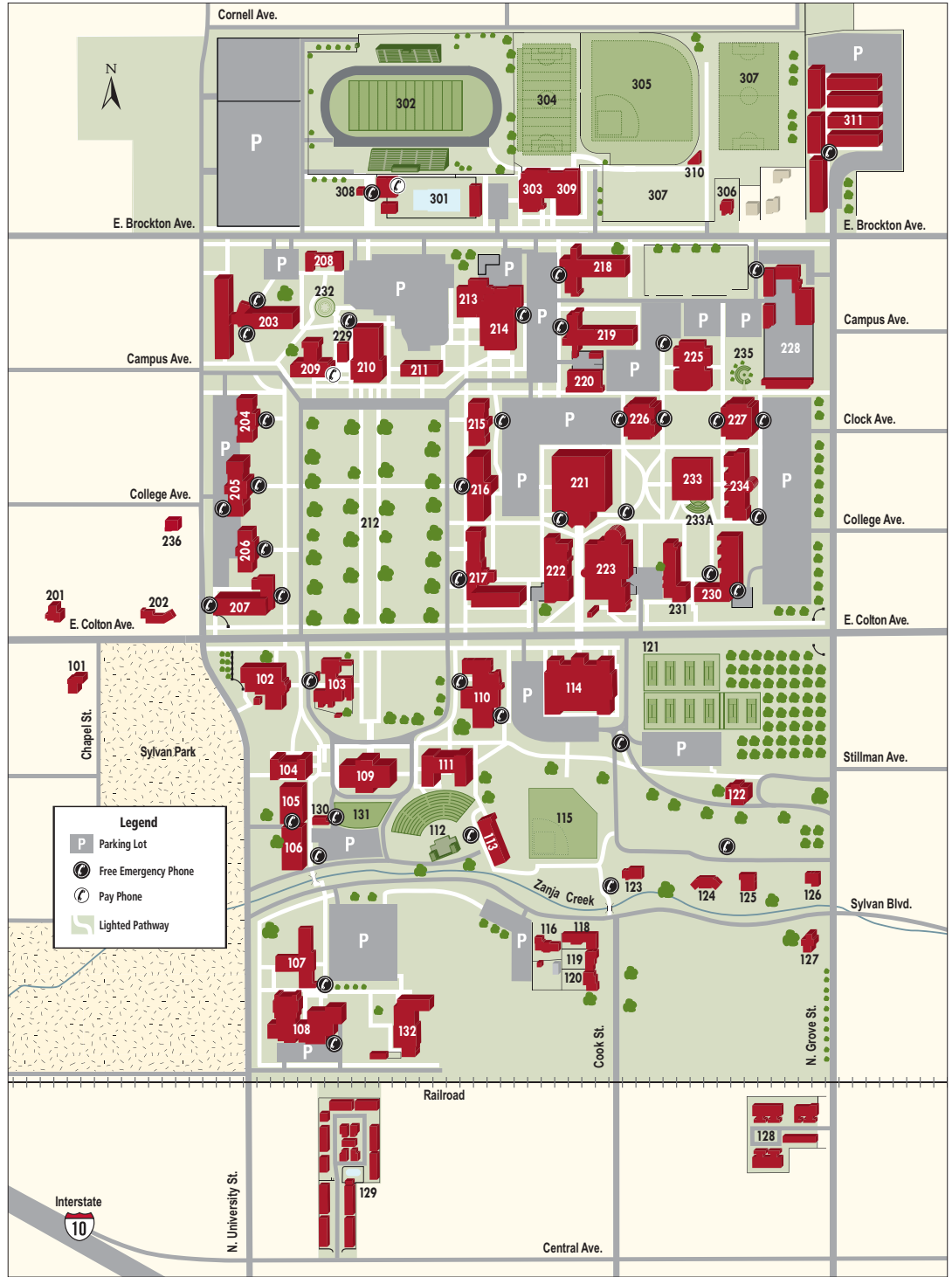
Campus Map



Campus Map

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Campus Directory

IMPORTANT NUMBERS & INFORMATION

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|---|--------------|--|--------------|
| Academic Affairs | 909-748-8072 | Human Resources..... | 909-748-8040 |
| Academic Success & Disability Services | 909-748-8069 | International Students & Scholars | 909-748-8716 |
| Admissions..... | 909-748-8074 | IT/Help Desk..... | 909-748-8922 |
| Alumni Relations | 909-748-8011 | Johnston Center..... | 909-748-8573 |
| Armacost Library | 909-748-8022 | Jones Computer Center..... | 909-748-8965 |
| Athletics | 909-748-8400 | Public Safety | 909-748-8888 |
| Bon Appétit | 909-748-8971 | Registrar's Office | 909-748-8019 |
| Bookstore | 909-748-8950 | Residence Life/Housing..... | 909-748-8053 |
| Campus Diversity & Inclusion | 909-748-8285 | Student Conduct..... | 909-748-8053 |
| Campus Events..... | 909-748-8881 | Student Employment..... | 909-748-8240 |
| Career Services..... | 909-748-8069 | Student Financial Service | 909-748-8047 |
| Cashier | 909-748-8173 | Student Health Center..... | 909-748-8021 |
| Chaplain | 909-748-8017 | Student Leadership & Involvement | 909-748-8103 |
| Community Service Learning | 909-748-8288 | Student Life Office | 909-748-8053 |
| Counseling Center | 909-748-8108 | Student Receivables..... | 909-748-8186 |
| Dean's Office, College of Arts & Sciences..... | 909-748-8359 | University Communications | 909-748-8070 |
| Development Office | 909-748-8050 | University Tip Line | 909-335-4030 |
| Facilities Management..... | 909-748-8020 | Vice President, Student Life | 909-748-8053 |

OTHER IMPORTANT INFORMATION

Please access www.redlands.edu and click on the Parents & Families tab to find additional resources for parents. On the Parents & Families page, you will find the Code of Student Conduct. These are the guidelines students are expected to follow. For further information or help, call the Student Life Office at 909-748-8053.

FREQUENTLY ASKED QUESTIONS

1. Can a J-1 and J-2 work in the U.S.?

J-1 students may engage in employment as described in the Employment section of this handbook. J-2 dependents are eligible to apply to USCIS for employment authorization so long as the employment is NOT FOR THE PURPOSE OF SUPPORTING THE J-1.

Types of J-1 employment:

- On-campus employment related to scholarships, assistantships and fellowships could be authorized for 20 hours per week during school sessions and full time during school breaks.
- Academic training related to the student's field of study (A letter of recommendation from the student's academic advisor is required.). Academic training could be authorized for part-time or full-time. It could be authorized during student's studies or commencing not later than 30 days after completion of studies.

2. Can an F-1 and F-2 work in the U.S.?

F-1 students in good status may be employed in the U.S. during and after completion of studies with authorization only. F-2 dependents may NOT accept employment or engage in business under any circumstances. Please refer to the Employment section of this handbook.

3. What are the basic requirements for an F-1 to re-enter the U.S. after traveling abroad on pleasure or personal business?

- A SEVIS Form I-20 endorsed for travel and signed by your ISA
- You have been out of the U.S. for less than five months
- A current passport valid for at least six months after the date of your re-entry.
- A valid, current visa
- Financial information showing proof of necessary funds to cover tuition and living expenses

Bringing your most recent I-94 will facilitate your re-entry if re-entering through a land point of entry. If you are flying, the airline will collect your I-94 prior to departure, and you will complete a new one upon re-entry.

4. What documents are required for travel and re-entry for J-1 active exchange students?

- A valid passport
- A valid visa
- A valid Form DS-2019 signed recently for re-entry by the ISA. The validation will be valid for up to one year for all programs except short-term scholars, which is only valid for six months.

If the exchange visitor's visa in the passport is no longer valid, the student must apply to a U.S. consulate or embassy outside the U.S. for a new visa. If traveling only to Canada, Mexico or the Caribbean for 30 days or less, students might be allowed to return to the U.S. in the same status J-1 without having to obtain a new visa. This is known as automatic extension of visa validity.

5. What if I have an expired passport or one that will expire in less than six months?

You must renew your passport before re-entering the U.S. In most cases, to enter the U.S., you must have a passport that is valid for at least six months after the date you enter or re-enter.

Try to keep your passport current at all times. You need to determine your country's requirements for renewing passports as well as the time it will take. Many countries will allow you to renew your passport while in the U.S. The other alternative is to renew your passport when you return home for a visit.

You may want to delay leaving the U.S. until you have renewed your passport. You will not be able to re-enter the U.S. without a valid passport.

If your expired passport has a valid visa, you can still use it if you kept the old passport. Present the old passport, along with the new passport when you re-enter the country.

6. What if my F-1 student visa has expired?

You can stay in the U.S. on an expired F-1 visa as long as you maintain your student status. However, if you are returning home or traveling to a third country, you must have a valid visa to return to the U.S.

Ensure that you have all the documentation you need for your visa application and allow sufficient time for processing a new visa. The documentation you may need for a new visa includes, but is not limited to the following:

- A SEVIS Form I-20, endorsed for travel and signed by your ISA and your original Form I-20 (see your ISA before you travel)
- Original evidence showing proof of necessary funds to cover tuition and living expenses
- Evidence showing your intention to return to your home country upon program completion, including evidence of compelling social and economic ties to your home country

If you have applied for or had OPT approved, bring a copy of your Form I-20 endorsed for OPT and your EAD, if one has been issued. The Department of State recommends that you apply for a visa in your home country. For more information about visa applications, visit the Department of State website at <http://travel.state.gov/content/visas/english/study-exchange.html> and <https://studyinthestates.dhs.gov/>.

You can apply in a third country for a visa, but you will not be able to return to the U.S. until your visa has been issued. In some cases, this could take several weeks if a background check is required. If your visa is denied, you will not be able to return to the U.S. Be sure to check the Department of State website for specific information pertaining to each consulate.

If you have an expired visa and a terminated record, we strongly advise that you do not travel outside the U.S. until your SEVIS record shows that you are in active status. If you do travel, you may not be able to renew your visa or return to the U.S.

7. I wish to travel to Canada, Mexico or one of the other islands adjacent to the U.S. except Cuba; can I return if my visa is expired?

Yes, in most cases. You can usually revalidate an expired visa automatically when returning from a visit of less than 30 days to Canada, Mexico or one of the adjacent islands listed below (other than Cuba) provided that you have a valid SEVIS Form I-20 and a valid unexpired Form I-94. This process is known as **automatic visa revalidation**. Adjacent Islands are:

- Miquelon • Saint Pierre • The Dominican Republic • Haiti • Bermuda • The Bahamas • Barbados • Jamaica • Windward and Leeward Islands • Trinidad • Martinique • Other British, French and Netherlands territories or possessions in or bordering the Caribbean Sea

However, if you meet any **one** of following criteria, **you will not be able to automatically revalidate your visa**:

- You applied for a new visa, and it has not yet been issued.
- You applied for a new visa and were denied.
- You have a terminated SEVIS record indicating that you are out of status.
- You have been out the United States for more than 30 days.

8. Do I need a valid visa to visit Puerto Rico or the U.S. Virgin Islands?

No. You will need a valid SEVIS Form I-20 and a valid unexpired Form I-94. Be sure that you do not have a terminated SEVIS record indicating that you are out of status.

9. How do I know if I have a terminated record in SEVIS?

Your ISA will be able to inform you of your SEVIS record status and give you appropriate travel-related advice.

10. I want to travel outside the U.S., but my SEVIS record has been terminated.

Can I return if I travel?

If you need to travel on a terminated record, you must visit your ISA. If your school has requested a data fix, the ISA will put your help desk ticket number on your Form I-20 and report your pending travel to SEVP.

There is no guarantee you will be readmitted to the U.S. if you travel on a terminated record. In most cases, inspectors will allow you to re-enter the U.S. if you are otherwise admissible, and your ISA has properly annotated your Form I-20. It is likely, however, you will be sent to secondary inspection while Customs Border Patrol (CBP) determines whether you are eligible to return to the U.S.

11. Can I reenter during the 60-day grace period after finishing my program or after finishing OPT?

No.

12. Can I re-enter on my F-1 visa if my request for OPT is pending?

Yes, you may re-enter to search for employment.

13. Can I re-enter on F-1 visa if I left while on OPT?

If your OPT has been approved and you depart before you get a job, your OPT ends, and you cannot re-enter unless you have a written job offer. If you have a job, you may travel and re-enter to resume work at the same job or if you have a written offer for another job.

14. Are there any other requirements for travel outside the U.S.?

The questions above outline the general requirements for re-entry for F-1 students. **However, because individual circumstances vary, consult your ISA, embassy or legal advisor before traveling.** If you discuss your travel plans as soon as possible, this will allow time to ensure you have proper documentation for travel.

If you are not returning to your home country, you should check the requirements of the country you are visiting. Some countries will require a visa. You may also need an in-transit visa for countries where you are making a connecting flight. Be sure to check before you travel. Most countries have immigration websites that provide visa information.



OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS
Campus Diversity & Inclusion
Hunsaker Center

CONTACTS

Leela Madhavarau
Special Advisor to the President
and Associate Dean of Campus Diversity & Inclusion
Leela_Madhavarau@redlands.edu

Miral Charabi
International Student Advisor (ISA)
Phone: 909-748-8716
Fax: 909-335-5103
Miral_Charabi@redlands.edu

Gaby Liera
International Student & Scholars Program Coordinator
Phone: 909-748-8869
Gaby_Liera@redlands.edu