



# Albion College

## *International Student Handbook*



*Prepared by  
The Center for International Education*

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# Letter from the CIE

Welcome to Albion College! We in the Center for International Education (CIE) join the campus community—faculty, staff, and students—in welcoming you to our academic home.

CIE is the first place for international students to come for assistance on many of the items you encounter during your stay at Albion. We provide a variety of services, including:

- Orientation programs and workshops
- Education and advice on immigration regulations
- Personal and academic counseling
- Campus and community programs designed to help you adjust to and learn about life in the United States of America

You will receive information very quickly during these first days and weeks. Don't be upset if you don't understand or retain it all immediately. It is normal for new students to feel a variety of emotions, including feeling overwhelmed at first... This handbook provides useful information on many of the topics that are common to new international students.

Be brave to ask questions. There are many people at Albion who are happy to answer your questions or help you with any problems. Albion is a small college in a small town. We believe it is an ideal place for international students to make those important first steps toward an academic career in the United States. Whether you have come for a bachelor's degree, a year, or only a semester we are glad you are here. We hope you will find your studies at Albion to be enjoyable and rewarding.

We hope you will visit CIE any time we can be of assistance to you. We look forward to getting to know you.

Best wishes,

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## ***Acknowledgments:***

*The Center for International Education gratefully acknowledges the ideas and general information found in the 1994-1996 Hoosier Guide, the Ohio State University International Handbook, The Princeton Review, the International Student's Guide to the U.S.A., NAFSA's International Student Handbook (1998), the orientation handbook published by the Japan-U.S. Educational Commission, and the 2007 welcome handbook published by the Michigan State University Office for International Students and Scholars.*

# I/O

At the beginning of each academic year, CIE offers a special orientation for new international students. This orientation referred to as I/O covers such topics as academic life, registration for courses, immigration, academic and personal counseling services, cross-cultural adjustment, and the role of the international student in the college and the community.

You will receive a variety of materials, including this notebook. Please keep this notebook and refer to it often. CIE will provide additional information throughout the year for you to add to its contents.

CIE is also developing more extensive resources for its International Students website. We will keep you informed as more information is available. Also, if you have ideas about additional information or resources to share with other international students, please contact CIE. We look forward to your feedback.

# Center for International Education

## Mission Statement

The mission of the Center for International Education (CIE) is to promote intercultural communication and exchange, cross-cultural understanding, and transnational competence between Albion College students, primarily domestic students who study off campus and international students who study on our campus, and the people they meet from around the world.

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Goals for accomplishing this mission include a commitment to:

1. Provide and support high quality academic off-campus learning opportunities.
2. Serve the academic, personal, and immigration needs of Albion College's international students.
3. Support the International Space as a living-learning residence for students of French, German, Japanese, and Spanish, and a center for international programming.
4. Encourage an appreciation of cultural diversity, on and off campus.
5. Support campus initiatives to lead the Albion College community toward a global perspective.
6. Provide friendly, efficient, and personal service, with cultural sensitivity.

\*\*\*\*\*

## Center for International Education

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Albion, Michigan 49224

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Fax: 517-629-0617

E-mail: [cie@albion.edu](mailto:cie@albion.edu)

Web: <http://www.albion.edu/intledu/>

## Office Hours:

Monday – Friday

9 a.m. – noon; 1 p.m. – 4 p.m.

Other times by appointment.

*(Note: Please always **try to set up an appointment ahead of time** if you wish to ask more than a few brief questions, and this is the way to make sure that someone will be able to help you especially for important matters.)*

# Counseling/Advising

The Center for International Education offers international students advice and counsel regarding personal, academic, and immigration issues. Please visit us in the CIE office any time; we are always glad to talk with you. If you want to be sure the director will be available when you visit, please call ahead (517) 629-0392 or email [cie@albion.edu](mailto:cie@albion.edu) to make an appointment.

## Personal Counseling

We respect your privacy and will keep everything as confidential as we can. Meanwhile every faculty member and student worker in Albion College are mandatory reporters who are required to report the information you have shared with them to other related professionals. This is only a policy to benefit yourself and to maintain a safe academic and living environment on campus.

Living and studying in another culture can be a wonderful, enriching experience; and it is not always easy. Adjusting to a new culture requires time, patience, and understanding. Often it is helpful to talk to someone who will listen to your concerns and explain aspects of American life that you find confusing.

Part of the roles of the CIE director and administrative secretary is to help international students adjust to life at Albion, so you should not be afraid to come and talk with us. This may seem unusual at first, especially if you (like most international students) come from a culture where only your family and friends would take on this responsibility.

The director also may ask you if you wish to talk to another professional at the college. Staff members in the Student Affairs and Counseling divisions of the college are all very competent, well-trained professionals. They are easy to talk to and very helpful. In American culture, going to a counselor is accepted and common. There are also many different international students on campus that may be willing to listen and help.

## Academic Advising

All first-year degree-seeking international students attend SOAR (Student Orientation, Advising, and Registration), during which they receive preparation for their new college experience. The faculty members who teach First Year Seminars usually serve as the initial academic advisors for their seminar students during the first year. The CIE director is the academic advisor for our exchange students and visiting scholars who are designated as Native Speakers/Foreign Language Teaching Assistants.

## Immigration Advising

As you will see in the following section, immigration regulations can be very confusing and difficult to understand, even for the professionals who work with them all the time. One very important CIE responsibility is to advise you about immigration. If you have concerns about what you can or cannot do, please contact CIE. All your questions are important!

Embracing the Culture of the United States

**One very important aspect of studying in any country other than your own is to embrace the culture and the people of the country in which you are studying.**

It is polite to speak only English when you are communicating with people who could not understand your original language, and these are good chances to exercise your language skills. We embrace cultural diversity on campus, and please feel free to use your own language when you are not communicating with English speakers. Some students may be interested to learn your language and your culture, and that will be proper chances to speak your language with friends who speak English.

It is important that you reach out to American students and make friends; they most likely will be the ones who will have cars and be willing to take you to the movies, shopping etc. They will help you move, teach you about “their” America and possibly ask you to come home with them during breaks.

Food is eaten for sustenance, but what is eaten and how it is eaten is part of a country’s or region’s culture. Food options arise out of a society’s geography and history. Be willing to try different things, or to share your food with others.

The United States has a drinking age of 21. Since American students are not permitted to drink early on, there is more binge drinking, drinking to get drunk, and alcohol abuse on American campuses. Please make sure that you follow the laws for drinking while here. It is illegal to purchase or consume any alcohol under age of 21. If you get caught drunk, the penalties may be much higher for you than for a native of the U.S.

## Coping with Culture Shock

During your first few weeks much will be happening to and around you as you adjust and acclimate yourself to the customs and activities of Albion College and the United States. Most people experience "culture shock" when they enter a new society. Following are some suggestions that may help you deal more effectively with culture shock:

- It is a common thing for international students to experience negative feelings when in transition to fit in a brand-new culture, and psychological studies suggest that sharing your thoughts, and concerns with other people could be helpful way to release stress.
- Keep a balance between work, study, socializations and especially self-care time could help you feel more positive.



- If things are not getting better after a few weeks, then please consider take advantage of the free counselling services on campus (hit <https://www.albion.edu/student-life/counseling-services> for more information or make an appointment). You can ask a friend or a faculty member to go with you if you do not feel comfortable using counselling services. But seeing a therapist is considered as one of the most effective ways to help you deal with negative feelings about cultural shock.
- **If you are experiencing any intense traumatic thoughts that involve harming yourself or other people, please immediately call campus safety at (517)-629-1234 for help.**
- Make an effort to be optimistic, but not to the point of avoiding negatives that should be expressed.
- Make your new home environment as comfortable as possible.
- Make some friends will be helpful. If there are others of your nationality on campus, meet them. This will provide a source of support. But do not hesitate about making friends with American students because they are generally nice and friendly.
- Try not to compare and search out "things like home." Things are different! Enjoy and explore those differences.
- Always, always keep an open mind and a sense of humor!
- Share information about your country with your fellow Albion students. The Center for International Education keeps a collection of materials, maps, posters, etc., about many nations. We invite you to borrow any materials we have on your country.
- Feel welcome to come to the Center for International Education to talk.

## **Helpful Tips from Other International Students:**

- Language:
  - Use English to talk with English speakers. Please follow the social manners to show respect for other people who participate the conversations.
  - To practice your English, find a friend who is fluent in English and converse with this person about your culture. You will be astonished about the differences and similarities you both have in common.
  - If someone says something incomprehensible to you, ask the person to elaborate. But, do not take out the dictionary in front of the person to ascertain the word.
  - Distance yourself from those who use profanity. Remember that profanity is not allowed in the classroom.
- Social norms:
  - Before you criticize anything or anyone, try to understand.
  - Get involved in sports or organizations. It is a very effective way to make friends.
  - Be respectful when you are with other people and try to behave modestly before you completely figure out the local social norms. If you accidentally offend or are offended by someone, try to explain yourself in non-aggressive ways. Don't feel awkward about any of this because it is a really natural thing that could happen, and it is a chance to learn.

- Use your spare time to organize parties. Cook! Organize study breaks with your Resident Assistant and dress up in a traditional costume. Food is a good way to attract people. Everybody will enjoy these events and you will spread your culture around campus, which is good for everybody.
- Getting to know other international students is fun and interesting. You can exchange points of view, organize parties, help each other because you are in the same situation, and make great friends.
- Americans usually compliment people. Therefore, if you do something well and they give you a compliment, be amicable about the compliment. Do not interpret a compliment as a criticism.
- Self-care 101:
  - Bring pictures from home: your town, country, friends, and family. Bring music from home. Bring books, video, etc. Other students might be curious about you and you might be happy to have these items with you when you get homesick.
  - If you get depressed, don't stay in your room. Force yourself to go to classes and meals at least. You don't come to college to always feel as comfortable as at home. Get out of your comfort zone and explore around bravely, make your home among strangers (but be safe!). You will be surprised to reflect on your personal growth at the time of graduation.
  - Pay attention to the environment around you and utilize the resources that are available to do great things. Everyday there is something new.
  - Remember that in most cases, there is no right or wrong way of doing things, only different ways. This means that you can explore and enjoy the differences you are experiencing. Likewise, you are unique and have something to offer our campus.

# Sexual Assault/Sexual Harassment

Sexual assault and sexual harassment are two much-discussed issues in the United States. Sexual assault refers to one person forcing sexual behavior on another. Sexual harassment refers to unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that one person uses to intimidate or show power over another. While obviously you would not knowingly commit sexual assault or practice sexual harassment, it is essential to understand these issues from an American perspective to avoid any potentially difficult situations. In other words, you do not want innocent words or actions to be misinterpreted.

For example, dating customs in your country may be different from those you will find here. Some things that are acceptable in your country may be offensive here and vice versa. If you have any questions or need any information, come to the CIE or the Anna Howard Shaw Women's Center, located at 616 Michigan Avenue. Individuals who need confidential consultation should contact a sexual assault counselor at (517) 372-5572.

## **What is sexual harassment?**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other physical or verbal behavior of a sexual nature that has the effect or intent of interfering with an individual's academic or work performance by creating an intimidating, hostile or offensive environment. Essentially, sexual harassment implies a power relationship between individuals which can seriously undermine the teaching/learning environment. The following are some examples of sexual harassment:

- Verbal harassment or abuse
- Subtle pressure for sexual activities
- Unnecessary touching, patting, or pinching
- Leering at a person's body
- Constant brushing against a person's body
- Demanding sexual favors accompanied by implied or overt threats concerning grades, employment, or evaluations
- Physical assault, including rape

Although most sexual harassment incidents involve a male staff member, male faculty member, or male student harassing a female, there can be cases of women harassing men, women harassing women, and men harassing men. We acknowledge everyone who experience sexual harassment despite their gender, sex, age, race and other personal characteristics.

## **Why do I need to know about sexual harassment?**

Based on your own cultural experiences, you may believe that sexual harassment is not a possible occurrence, or that it won't happen to you. In some cultures, for example, sexual harassment between a faculty member and a student could never occur because, unlike in the U.S., informal relationships between faculty and students are just not possible. Some cultures may assume that a woman appearing in public alone is announcing her availability for sexual activity. Or, it may be assumed that relationships between men and women are primarily romantic or sexual. In the United States, however, women frequently appear alone in public with the expectation that they will be treated non-sexually, and men and women typically interact on a non-sexual basis as colleagues and friends. Consequently, it is important to be aware of the ways in which relationships between men and women in the United States may differ from relationships between men and women in your country.

## **What are some of the sexual harassment dilemmas I may face?**

Sexual harassment can happen to anyone, and being aware of what kinds of behavior may constitute sexual harassment can help to minimize difficulties. The following descriptions

of potentially harassing encounters are taken from the videotape *The Wrong Idea*, produced by the University of Minnesota:

*It is the first day of class, and the instructor/teaching assistant is reviewing the course requirements. Because the assignments are difficult, he encourages students to cooperate with each other in working on them. He then singles out the only woman in the class, noting that she might need extra help. He jokes about the fact that there will probably be a lot of volunteers to help her. The men in the class react by laughing and looking at each other. The woman looks uncomfortable and embarrassed.*

*A male student employee and his female supervisor are finishing up their work at the end of the day. The supervisor approaches the student and compliments him on his work and dedication. Then she tells him he is attractive and probes to see if he is available. When she finds out he is, she comments on their shared loneliness and pressures him to join her for dinner.*

*A group of students from a class are in the student union with their male professor. Everyone except one female student has to leave. As the last male student leaves, he makes innuendos about leaving the professor alone with the female student. The professor asks the student if she has plans and she replies that she plans to study. The professor suggests going out as a couple and she proposes inviting others from the class. He protests, and she realizes that the conversation is more than just friendly. She makes an excuse to leave, while he pressures her for an answer to his invitation.*

*A female student comes to talk with her male advisor about her thesis. As she enters, he inappropriately stares at her body and, shortly after she sits down, he pats her hand. She tries to keep the conversation on the topic of her research, while he tries to bring it to a personal level. He suggests that they could work together better if they get to know each other more. She tries again to get him to focus on her question. He puts his arm around her and she looks uncomfortable. When he rests his hand on hers, she makes an excuse and leaves.*

## **What may happen to someone charged with committing sexual harassment?**

Sexual harassment is not only a violation of college policy; it is also a violation of state and federal law. While different cultures may permit varied behaviors between and among the sexes, certain behavior which could be interpreted as harassment will not be tolerated at this institution. Violators may be subject to university disciplinary action and/or arrest.

## **What are my options if I think I have been harassed?**

If you believe that you have been sexually harassed, one of the most important things to realize is that the harassment was not your fault. There is nothing wrong with you. The

blame for sexual harassment lies with the perpetrator, not with the recipient. There are a number of things you can do. First, consult with the CIE or the Anna Howard Shaw Women's Center, located at 616 Michigan Avenue. Individuals who need confidential consultation should contact a sexual assault counselor at Extension 9876. Also, consider the following options:

- When before it happens, and you sense a danger you can ask for help from student RAs, and the CIE office, or counseling services.
- Bring someone with you if you think you might be sexually harassed.
- During the sexual harassment, you can tell the harasser to stop.
- Write down what is happening to you. Include dates, time, location, any witnesses, what was said or done, and what you did to try to stop it.
- Tell someone else! Talk with a friend, tell a trusted member of the faculty or staff.
- Talk to the Anna Howard Shaw Women's Center.
- If there has been a physical assault (including rape), it is a crime and should be reported to Campus Safety at 517-629-1234. Or, call 0911 in an emergency.

### **What will happen if I complain about sexual harassment?**

Given the variety of factors involved in sexual harassment incidents, including your own wishes regarding actions to be taken, it is not possible to provide a uniform description of sexual harassment complaint processes. Complaints are handled on a case-by-case basis, and confidentially will be maintained to the extent possible. When you come forward with a sexual harassment complaint you are taking a very difficult but absolutely essential first step toward ending harassment behavior, both towards yourself and toward others. (The harasser has probably victimized a number of other people over time and will continue to do so until stopped.)

### **How can I avoid making other forms of sexual discrimination?**

- When making general statements about women—as with any other subject—be sure that what you say is accurately based on reliable information. Avoid using derogatory terms or stereotypic generalizations, such as “Older women don't belong in college,” or “Women can't think geographically.”
- Avoid “humor” or gratuitous remarks that demean or trivialize women, just as you would avoid remarks that demean or belittle people because of their race, religion, or physical characteristics.
- Avoid as much as possible using generic masculine terms to refer to people of both sexes. Continual use of the generic “he” or “man” evokes primarily masculine images and renders women peripheral or invisible.
- When giving examples, try to avoid sexist stereotypes, such as making all authority figures men and all subordinates women.
- Monitor your behavior toward men and women to ensure that you are treating them in the same manner.

## Where can I go for more information, advice, or assistance?

Some sources of help include:

- RAs
- RDs
- The Anna Howard Shaw Women's Center, located at 616 Michigan Avenue
- The CIE
- Student health services
- Counselling services

*(The above section on sexual harassment was adapted from a document by Ellen H. Badger and Marguerite Allington, State University of New York at Binghamton. This publication was reprinted with permission.)*

# Financial Information

The transfer of funds from other countries to the United States can become complicated and involve long delays. You are urged to take immediate steps to complete all arrangements to have the necessary money to pay your college fees and living expenses.

**All college fees are due and payable in full at the beginning of each semester.**

Students have given proof of sufficient finances to meet their expenses before entering the United States. Therefore, the College assumes they can pay on their arrival in the United States.

## Banking and Checking Accounts

With a checking account you can withdraw money with checks or a bank card. You can also deposit cash or other people's checks into your account. During banking hours, you can withdraw cash, deposit checks, verify recent transactions, and perform other banking tasks with a bank teller (agent). Outside banking hours, you can do almost everything you need at an ATM (automatic teller machine). Certain banks also give you the option of on-line banking.

## Taxes

All international students, even students who have never worked in the United States, must fill out Federal Income Tax Returns. You will send these forms with any money you owe to the Internal Revenue Service (IRS) by April 15. If you are working on campus, you will receive a record of your earnings, called a **W2 form**, in January. You can get the forms you need on [www.irs.gov](http://www.irs.gov).

Please do not worry about this now. Just be aware that **you may owe taxes on the money you earn at Albion.** During the second semester the Economics and Management students have a workshop to help students with their tax forms. You can sign up for tax-

return help every year during the spring semester but do it ahead of time and plan accordingly. Information in regard of what to bring with you will be provided when you sign up.

When filling out your tax forms in the financial aid office, please be sure to check the tax-exempt box.

### **Social Security Number and Card (Both F-1 & J-1 Students)**

The social security number is an identification number given to individuals by the U.S. federal government. Most employees are required to pay a certain percentage of their earnings to the Social Security System through the Federal Insurance Compensation Act, also known as the FICA tax. Most F-1 and J-1 employees, however, are usually exempt from the FICA tax.

You also need a social security number to complete your U. S. tax forms (see *Taxes*, above). If you are hired for on-campus employment the CIE office will arrange for you to obtain a Social Security number and card. When you apply for a social security card, you must bring your passport a print out of your I-94 form, and your I-20/DS-2019. Also, you will need a special letter from the college (which CIE will provide) and an employment verification form signed by your employer. After you have filled out and handed in the application, you will receive your Social Security card in the mail in four to six weeks. After you have a Social Security number, you may use it on any forms that require a Social Security number.

The closest Social Security office is at 2518 Capital Ave. SW in Battle Creek, Michigan. The office hours are M, T, Th, F, 9:00 a.m. - 4:00 p.m.; Wednesdays 9:00 a.m. to 12 noon. Phone: 269-962-0910.

The general, toll-free number for Social Security Administration is 1-800-772-1213. Call for questions of a general nature.

# **Employment and Training Opportunities**

## **On-Campus Employment**

International students in F-1 status are allowed to work part time on campus during the academic year and full-time during vacation periods. Immigration regulations say that F-1 students may work no more than 20 hours per week when classes are in session.

Students usually work between 8 and 12 hours per week. The Student Employment Office (Human Resources Office, 1003 E. Cass Street. extension 0205) has the latest on-campus employment postings, employment applications, and tax and work authorization forms.

It is the student's responsibility to find employment on campus by looking through the postings, watching for notices of job openings, and talking to prospective employers and other student workers where jobs may be available. For example, you could talk to Dining and Hospitality Services, the Kellogg Center, Facilities Operations, Campus Safety, the library, academic departments, etc. A variety of jobs may be available, from manual labor to clerical. Jobs on campus generally pay minimum wage, which in Michigan is \$8.90 per hour, or a little more than minimum wage.

## Off-Campus Employment

If you want to find a job off campus, you must come to the CIE office to complete an application to the U.S. Citizenship and Immigration Services for permission to work, using Form I-765. **F-1 international students may not work off campus at all during their first academic year in the U.S.** After the first academic year, an international student may work off campus only under certain special circumstances. That is, to work off campus you must prove that your financial circumstances changed after you began studying in the United States. Off-campus work is limited to a maximum of 20 hours per week during the academic year, or full time during the summer. Getting the EAD (Employment Authorization Document) to work off-campus is not a guarantee and students have been denied. It is best to get a job on-campus, even for the summer.

# Campus Services and Resources

Here are the locations on campus for some services:

- Accounting: First floor, Ferguson Building
- Automated Teller Machine (ATM): Kellogg Center
- Calendaring: Campus Programs and Organizations Office, Kellogg Center
- Check Cashing (\$50 maximum per day): Cashier's Office, first floor, Ferguson Building; Hours, 8:15 a.m. to 4:45 p.m.
- Fax Machine (for sending faxes inside the U.S.): Kellogg Center
- Mailboxes for U.S. and Campus Mail: Kellogg Center
- Post Office Services: Kellogg Center
- Registrar: First floor, Ferguson Building

## Student Health Services

**Always go to the College Health Center first when you are ill, if possible.** Student Health Services is located at the first floor of Munger apartment. The Health Services



staff is available to students at no charge for most services to provide health care and health education. The walk-in hours for Health Services are Monday- Friday 8:30 - 4:30 p.m.

Appointments may be made with either the physician or the physician's assistant. Call Health Services at 517-629-0220 or Extension 0220 any time from 8:00 a.m.-5:00 p.m., Monday through Friday. Please see the Student Health Services web page, <http://www.albion.edu/shs/>, for additional information.

**If you need help or have questions any time outside normal business hours (5:00 p.m. to 8:00 a.m.), call Campus Safety at 517-629-1234.**

## **International Student Health Insurance**

All international students are required to carry Albion College health insurance.

- **When you are ill going to Health Services first, if possible. If you need help or have questions any time outside normal business hours (5:00 p.m. to 8:00 a.m.), call Campus Safety.** The services of Health Services are free, with a very few exceptions. Also, every Albion student is insured under an all-campus mandatory accident insurance policy, up to \$5,000 per injury.
- If the Health Services refers you to a doctor who is not the College physician, you will most likely need to pay the doctor a small amount. This is called a *deductible*. The deductible is the amount you must pay before the insurance company pays benefits.
- If you go to a doctor without going to the Health Center first your deductible will be higher.
- However, if you have an accident the College's student accident plan may pay the deductible.
- If the Health Services physician or a physician who does not work for Health Services gives you a prescription for medicine, take it to a pharmacy (drug store). Pay for the prescription and ask for a receipt. Take it to Health Services and they will help you fill out a claim form.
- In an **EMERGENCY** call **Campus Safety**. and they will make arrangements for an ambulance.

Please review the On-line Self Care Guide on the Student Health Services website <http://www.albion.edu/shs/>. The Self Care site is available 24 hours a day starting with the fall semester and can help you learn what a health emergency is.

## **Campus Safety**

The office of campus safety works to provide a safe living, learning, and working environment for all members of Albion College. They are the office to call in the event of an emergency. Their goal is to keep you safe and prepared.

You can call them for a ride, when you need an escort at night to walk across campus, or a ride to the train/bus station. Campus Safety has the solutions to get you where you need to go. During the day, you can use the brit bus to go to different parts in Albion city.

Check their website at: [www.albion.edu/student-life/campus-safety](http://www.albion.edu/student-life/campus-safety), and you can also find the schedule of brit bus here.

## **Kellogg Center**

The KC is the hub of all the campus activity, it is filled with comfy seating, is home to the book store, the Eat Shop and the post office. It is where most of the campus events are held. The KC Living room on the first floor is where we have our International Student Coffee Hour (a gathering of on-campus international students, professors and visiting alumni) every other Fridays during the semester.

Check their website at: [www.albion.edu/student-life/campus-programs-andorganizations/kellogg-center](http://www.albion.edu/student-life/campus-programs-andorganizations/kellogg-center).

## **Counseling Services**

Counseling Services (CS) offers confidential, professional counseling services free of charge to students. Students can receive help in dealing with difficult relationships and personal/emotional issues and can explore concerns about values and behavior. Besides the service of individual counseling, CS offers various programs and workshops on a range of topics such as stress management, relationships and assertiveness. The Counseling Services staff may be reached at Extension 0236.

## **International Phone Calls**

There are many different cell phones available in the United States. T-mobile and Metro PCS seem to get the best reception on campus. However, you will need a ride to the mall to get your SIM card, or you can wait a few days and order from online. Albion does not have stores that sell SIM cards.

## **Campus Mail System**

Mail is delivered Monday through Friday to your personal mailbox in the Kellogg Center. The mail service handles official College mailings, individually-addressed materials to faculty, students or staff, and U.S. and international mail. The campus post office is open Monday - Friday 8:30 a.m. to 5:00 p.m.

## **Campus Programs and Organizations**

The Office of Campus Programs and Organizations is responsible for helping student leaders plan a variety of activities for the campus. Several student organizations have offices in the Kellogg Center: The Interfraternity Council, Panhellenic Council, Student Volunteer Bureau, The *Pleiad*, and Union Board, to name a few. Students who wish to become involved in campus student organizations can contact the Office of Campus

Programs and Organizations at 517-629-0433. The office is also responsible for new student orientation (SOAR), and many special events on campus.

## **Student Volunteer Bureau**

One aspect of American life that people from abroad find unusual is the idea of volunteerism. Volunteers all over the United States donate time to various community organizations that help youth, the elderly, the disabled, or the disadvantaged. Albion students volunteer in many different areas, including the hospital, ambulance service, food bank, youth programs, day care center, and tutoring services. Volunteering is a great way to get into the Albion Community! For more information, contact them here <https://www.albion.edu/news-and-events/contact-us> by filling out a form, and simply wait for a response.

There is also a community volunteer center called the **Albion Volunteer Service Organization** (AVSO). Located on Superior Street in downtown Albion, this organization helps match volunteers with organizations that need help. Visit the center downtown or call 629-5574.

## **Recreation and Wellness Programs**

The Dow Recreation and Wellness Center serves as the focal point for the "healthy lifestyles model" at Albion College. The Center is designed to provide a broad-based program for students, ranging from individual recreational activities to organized intramural sports. The facilities include a track, flexible court space for basketball, volleyball, and tennis. There are also two racquetball courts, a weight room, and a swimming/diving pool and a cardio area.

Located in the Washington Gardner school gymnasium on Michigan Avenue, the student-only fitness center was developed with general student fitness in mind. The Center measures 4,500 square feet and includes spin and recumbent bikes, elliptical trainers, and treadmills for cardiovascular activities as well as plate-loaded machines and equipment for weightlifting.

The Fitness Center is located at 401 E. Michigan Ave. The entrance is located on N. Berrien St.

Please see <https://www.albion.edu/athletics/washington-gardner> for hours.

## **Academic Skills Center**

The Academic Skills Center, located in the Mudd Building of the library, helps students in two major subject areas, quantitative skills and writing. The center also offers free tutoring in all academic areas by employing outstanding students as tutors.

The **Quantitative Skills Center (QSC)** is located in the library (Mudd 307) with the Academic Skills Center. The QSC offers lots of support (free of charge) to all Albion

College students. Go to the QSC for help with any kind of math at any level. For example, the QSC helps students with statistics, logic, spreadsheets, graphing calculators, and computer algebra systems (like Mathematica or MathCad). Other services include help with test or math anxiety, graduate exam preparation, math and science studies, test-taking strategies, and anything else involving quantitative skills. If you could use some support in any of these areas, whether or not you are enrolled in a math course, please stop in. Check the web site <<http://www.albion.edu/asc/qsc/>> for the drop-in tutoring schedule. To schedule regular tutoring sessions, email QSC Tutors <[QSCTutors@albion.edu](mailto:QSCTutors@albion.edu)>.

The **Writing Center** provides support for students in their college writing, practice in English grammar or style, and help with writing outside of class (for example, letters of application, résumés, etc.). Writing help usually involves one-on-one tutoring and feedback. International students often find the Writing Center especially helpful for writing and editing essays or papers.

Professor Scott Hendrix is the Director of Writing. For more information, please contact Dr. Hendrix at his office in 309 Mudd or email him at [shendrix@albion.edu](mailto:shendrix@albion.edu). The Writing Center is open for student drop-ins and appointments. Visit the website [writing@albion.edu](http://writing@albion.edu) for more information and hours.

## **Learning Support Center**

The Learning Support Center is located in 112 and 114 Ferguson Hall. Its mission is to assist students to achieve their academic goals. The Center provides sessions with learning specialists, peer tutoring and a variety of online resources.

Check out their website at: [www.albion.edu/academics/learning-support-center](http://www.albion.edu/academics/learning-support-center).

## **Albion College Bookstore**

The Bookstore is located in the Kellogg Center. A college bookstore is different from a regular bookstore because you can purchase many different kinds of items besides books (e.g., clothing with Albion College emblems, personal care items, and snack foods). The bookstore is open:

Monday - Thursday 8:00 a.m. - 2:00a.m.\*

Friday 8:00 a.m. - 9:00 p.m.

Saturday 9:00 a.m. - 9:00 p.m.

(Hours may change if there is a special event on campus.)

Sunday 12p.m. (noon) – 2:00a.m.\*

## Library

The **Stockwell-Mudd Libraries and Cutler Commons** offer attractive study areas, a cafe, research help, library instruction, and a large collection of books and journals to all Albion College students, faculty, and staff.

The libraries house a variety of print and non-print materials such as books, journals, government documents, maps and DVDs on a variety of subjects. Most of these materials may be checked out of the library. The library also provides access to many thousands of online books, journals and other materials. All of these resources can be found through OneSearch on the Library web page at <http://campus.albion.edu/library/>.

If your professor puts books or other materials on course reserve, you can find those readings at the Circulation Desk. Most reserve items circulate for two hours. To check out materials, you must present your current Albion College ID card. You are responsible for all items charged out on your ID card, so report all lost IDs promptly.

Books and journal articles not available in the library can usually be obtained at no cost through MelCat or through interlibrary loan. MelCat is a particularly valuable service that enables Albion students, faculty and staff to directly request materials from other Michigan libraries and have them delivered to Albion's library. You will find a link to MelCat on the library web page.

If you have any questions about the library or would like help locating information for your classes, just email [library@albion.edu](mailto:library@albion.edu). Librarians will be happy to help!

## Computing services

**Library:** There is a public computer laboratory in the lower level of the Mudd building. This lab provides PCs, some Apple computers, a laser printer, multimedia workstations with scanners, and many software applications for students, faculty and staff use.

**Other Public Computer Laboratories:** There are public labs located in **Olin Hall** and **Putnam Hall**. In addition, there is a 24-hour computer lab in the lower level of the **Ferguson Building**. Each lab has a laser printer.

All public computing services at Albion are free. If you need help with any computing problems, call the **Help Desk** at 517-629-0479 or send an E-mail message to [helpdesk@albion.edu](mailto:helpdesk@albion.edu).

## Albion Public Library:

The Albion Public Library is a municipal library open to all citizens in the Albion area, including international students. Located at 501 South Superior Street, it is a great place to read popular magazines or take out books, videos, music, etc., for your leisure time. The hours are:

Monday-Thursday

9:00 a.m. to 8:00 p.m.

Saturday

10:00 a.m. to 5:00 p.m.

Children's Room

Monday-Thursday

12:00 p.m. to 8:00 p.m.

Saturday

10:00 a.m. to 5:00 p.m.

Local History Hours

Wednesday, 10:00-12:00 p.m.

Thursday, 1:00-7:45 p.m.

Saturday, 10:00 a.m.-4:45 p.m.

# Academic Success

American teaching methods may differ from those used in your own country. The basic formula for success is:

- **Go to classes** because attendance and participations in group discussions will count as part of your grades. You do not want to miss exam dates since some professors will not give make-up exams.
- **Taking notes** by hand is more preferable than using e-notes. Please ask professors for permissions beforehand if you plan to use electronic devices in class.
- **Plagiarism is a serious academic offense.** Plagiarism is copying off one another, taking a text or part of an integral text from a book, the internet, or someone else and using it as your own. Ask for clarifications if you are unsure about your work.
- **Read the syllabus** to understand the structure of the course and organize your study plans accordingly. Please do not hesitate to contact the professor for questions.
- **Due dates do matter.** Late assignments cost you great, so if you know you cannot meet a deadline for an important reason, discuss this with your teacher ahead of time.
- **Excuses could be made with official documents.** A nurse's note or a sport coach's email sent directly to the professor can explain and verify your absences from classes. Otherwise, you cannot just skip classes and expect no harms to your grades for you do not feel like go to classes.
- **Try out classes and add/drop confidently.** Professors' teaching styles vary, and their personalities may affect your experiences in-class. Take full advantage of the add/drop time (usually, the first two weeks of each semester) to decide if you want to commit to particular classes.
- **In-class manners depend.** Some professors allow students to eat /drink in classes and some do not. Phones need to be silenced or even turned off in classes, and do not assume that if you secretly check your phones during class, professors will not notice. They do.
- **Make responses but not personal attacks.** keep in mind that it is important to disagree politely and to respect the knowledge and opinions of the professor and the other students in the class. Embrace the cultural diversity on campus, and dislike before you develop a full understanding of the subject matter.
- **Keep a relationship with the professor.** Feel free to go see them any time during their office hours or make an appointment to see them outside of their regular office hours. Professors will write your future recommendation letters when you apply for jobs, graduate programs etc.
- **Save the course syllabi and descriptions and any major work, such as tests and papers.** If you need to have your work at Albion evaluated at home, you will want to have these materials to show in your home country.

## Some Definitions:

**Academic year:** The academic year is divided into two semesters, fall and spring, each lasting about 14½ weeks. At the end of each semester there is an examination period of about six days.

**Assignment:** Out-of-class work required by a professor. For example, reading books or writing a paper or lab report that is due by a certain date.

**BA:** A Bachelor of Arts degree, the diploma earned by most Albion students. Some earn a *BFA*, Bachelor of Fine Arts degree.

**Category requirement:** Courses in four particular subject areas, required for graduation. The category requirements seek to expose students to many different perspectives. Albion degree students must take at least one unit each in environmental studies, ethnic studies, gender studies, and global studies.

**Concentration:** A concentration is a program of study that includes an internship, in addition to a major.

**Core:** The general education requirement at Albion. Every student who receives a degree from Albion completes a set of core requirements. That is, every student takes a certain number of courses in natural sciences and mathematics, social sciences, the humanities, fine arts, and interdisciplinary studies. This type of core requirement is also called a distribution requirement. Such a requirement is the norm for liberal arts colleges.

**Course:** A class. For example, a student usually takes four courses in a semester. A course of study is your program of classes that lead to a degree.

**Course load:** The Bureau of Immigration and Customs Enforcement requires students on an F-1 visa to carry “a full course load” to maintain their status. A full course load is at least three units.

**Credit:** The quantity of work a student does at Albion is measured in units of credit.

**Drop and Add:** During the first week of classes you can drop or add a class without any penalty. However, as an international student, you must always be enrolled for at least three units to maintain your F-1 status as a full-time student.

**Due:** Refers to the date students must submit an assignment to the professor. For example, your paper is due Friday. Or, the due date for your paper is Friday.

**Electives:** Courses that count toward graduation, but not toward a major.

**Exam:** A test over a substantial amount of material in a course. At Albion you may have as few as one or as many as six exams in a particular course. Exams may ask for specific, short answers, or longer essays. Sometimes an exam is a combination of both short answers and essays. Often courses require a combination of papers and exams.



**Faculty:** The professors who teach at a college or university.

**Final:** An examination given at the end of the semester, usually accounting for a significant part of your grade.

**First-year seminar:** A special small class exclusively for first-year students. All first-year students must take a first-year seminar.

**Grades:** The quality of a student's work is measured by number grades as follows:

Grade	Quality Points	Grade	Quality Points
4.0	4.00	1.7	1.70
3.7	3.70	1.3	1.30
3.3	3.30	1.0	1.00
3.0	3.00	0.0	0.00
2.7	2.70	I	0.00 (Incomplete)
2.3	2.30	NR-no report of	
2.0	2.00	grade	

**GPA:** Grade Point Average, based on a four-point scale at Albion. A 4.0 GPA is the highest GPA you can earn.

**Major:** An area of concentration of study. For example, mathematics, biology, Spanish, etc. Some students choose to have two majors, called a *double major*. The minimum number of units to complete a major is eight.

**Mid-term:** One or more tests given around the middle of the semester.

**Minor:** An area of concentration of study, similar to a major. A minor requires fewer units of study than a major.

**Modes of inquiry:** Five classifications of analysis that provide the framework for the *core* requirements. To read a more detailed explanation, see the Albion College website: <https://www.albion.edu/academics/academic-catalogs/the-core-requirement>.

**Paper:** An essay/research essay you write for a class.

**Prerequisite:** Required background and/or classes for a major or a particular class. For example, Economics 130, Principles of Microeconomics, is a prerequisite for Economics 230, Intermediate Microeconomics.

**Quiz:** Generally, a short test, usually taking a half hour or less. However, in some classes a quiz is really a test, as contrasted with a more important midterm.

**Register:** To enroll in or sign up for classes. This is different from *Final Enrollment*, when you pay your bills for the semester.

**Registrar:** The official recorder of a student's academic information, such as courses taken and grades received.

**Syllabus:** An outline of what to expect in a course for the entire semester. Usually a professor will hand out the course syllabus or a course description in the first few days of the class.

**Take Home:** A test or exam that students do outside of the classroom. The professor decides the length of time for the exam and the resource materials that students may use. Usually a take home exam is more difficult and lengthy than an exam inside the classroom, but the student may use resource materials.

**Transcript:** A record of courses taken and grades received. You may request official copies of your transcripts from the Office of the Registrar. You must make the request in writing.

**Undergraduate:** Albion College is an undergraduate institution. All Albion students are undergraduates studying for an undergraduate degree. Those who continue their studies for masters or doctoral degrees after Albion are *graduate* students, usually at a large university.

**Unit:** A unit is a measure of the credit a student receives for a course. Usually a regular course counts as one unit; the course may meet for three, four, or sometimes five hours per week. There are a few courses, particularly in music and physical education, which count for .50 or .25 units; these courses meet for less time and require less work outside of class.

**Academic Honesty and Plagiarism:** Americans value originality and individual achievement highly. The most important thing to know about this trait is that students are expected to do their own work. Cheating on quizzes or exams or copying someone's homework is considered wrong. Often students like to study together or collaborate on projects. To quote *NAFSA's International Student Handbook* for 1998:

*An important distinction exists between group work and individual work. In general, papers, homework assignments, quizzes, and tests should be done individually, and **evidence (or even suspicion) of collaboration can result in a failing grade for the work or expulsion from the class or institution.** Studying with others is a good idea, but before you collaborate with others on homework, papers, or tests, make sure the professor has specifically authorized such collaboration. (Page 131)*

In some cultures, copying or using the words of revered scholars is an important part of the style of academic writing. This practice is not acceptable in the United States. In the U.S., **using another person's words or ideas without acknowledging the source of**

those words or ideas is called *plagiarism*. Plagiarism is a serious offense in a US institution. It can have grave consequences, including dismissal from the College. It is very important for you to understand what comprises plagiarism at an American university such as Albion. According to the College catalog, “**In preparing essays, reports and other out-of-class projects, any use of the words or ideas of someone else as though they were one’s own, constitutes plagiarism.**” If you are ever in doubt about whether you may be committing plagiarism by using another person’s work or ideas, see your teacher and clarify the matter immediately.

You may need help from your professor and the Writing Center for your first few research papers. They can help you write clearly without plagiarizing words or ideas from other people. Do not hesitate to ask for help.

## Learning Resources

The first resource that you will find is the syllabus of the course. The syllabus is the outline of material to be covered and will include the requirements and assignments of the course with due dates. Please feel free to talk with your professor about the syllabus if you do not understand it.

The next resource is the professor. Most will announce office hours during which you may talk privately with the professor about topics or assignments in the course. Do not hesitate to make an appointment to discuss problems you may be having. You may wish to continue a discussion of an interesting topic with a professor. In that case, you may invite the professor to join you for lunch in the dining room or for a cup of coffee in the Eat Shop.

You will have an academic advisor. He or she will help you select appropriate courses and can also help you resolve problems. Please make an appointment with your advisor whenever you need help. If your advisor is not available, you can get help from CIE or the Vice-President for Student Affairs and Dean of Students in the Ferguson Building.

The Academic Skills Center, located in the library, offers tutoring in most subjects. There are also student tutors in the Writing Center who can help you edit the papers you write for your classes. These services are free to Albion students. The Quantitative Skills Center, housed with the Academic Skills Center in the library, helps students with math-related problems (see page 21). The Academic Skills, Writing, and the Quantitative Skills Centers offer their services to all Albion students, so do not feel shy about asking for help. The services of each center are free.

If you are feeling homesick, depressed or experiencing culture shock, you may wish to visit with a college counselor in the Counseling Services Office. Make an appointment by going to the office or by telephoning extension 0236.

Resident Assistants and the Resident Director in your dormitory, or student teaching assistants (students who have some special training or who have been particularly successful in a course) are also good resources. Sometimes students can be more helpful because they have a special understanding of what other students are going through.

Do not forget the International Peer Advisers and your SOAR leaders; they are eager to help you as well.

## Playing Sports at Albion

At Albion all students are encouraged to participate in the sports activities they enjoy. You can play sports informally. That is, you can get together with a group of friends and play. Or, you can play on an *intramural* team. An organization on campus, usually a residence hall, sponsors a team in intramural competition.

Many students play on official sports teams, called *varsity* teams, which are sponsored by Albion College. These teams compete with teams from other colleges in the same league or the same division as Albion. This is called *intercollegiate* competition. Albion belongs to the Michigan Intercollegiate Athletic Association (MIAA).

There is a national organization called the National Collegiate Athletic Association (NCAA) that oversees all intercollegiate sports. The NCAA has very strict rules about who can and cannot play on official college teams. If you are a degree student at Albion or a J-1 student through IIE or the Japan Study Program, then you may play on official college teams.

## Some Things to do at Albion

For current College events, check the on-line calendar: <http://calendar.albion.edu/>, and stay tuned to your AlbionToday emails!

**Bowling:** **University Lanes**, 16653 East Michigan Avenue. Union board annually offer free admissions for current students for bowling with snacks. Dates and time will be released through AlbionToday emails!

**Bike rentals** from the **Kellogg Center** front desk.

**Canoeing on the Kalamazoo River:** Canoes are available at Boathouse behind the "A" Field (Athletic Field) through the Physical Education Department.

**Catching an Art Exhibit:** **Bobbitt Visual Arts Building.**

**Books and Brew** at 119 N Superior St.

**Biggby Coffee** on the North side of Michigan Ave, they also offer free Wi-Fi.

**Dancing:** Check Union Board for details.

**Golfing:** **Tomac Woods Golf Course**, 26½ Mile Road.

**Hiking:** **Whitehouse Nature Center**.

**Ice Cream:** **Frosty Dan's** on Eaton Street. Their shakes and ice cream are delicious plus that they occasionally make donations to non-governmental organizations that increase awareness of autisms or breast cancers etc.

**Sledding:** The hill at Victory Park in winter.

**Listening** to a famous speaker or musicians or **viewing** a musical, theatre performance or dance ensemble: Check the college on-line calendar.

**Outings:** See the college on-line calendar or a member of Union Board Recreation Committee (UB Office, 1298).

**Painting the Rock:** In front of Vulgamore Hall (you supply the paint).

**Playing Ball**—Basketball, volleyball, racquetball, badminton, etc.: **Dow Recreation and Wellness Center**.

**Frisbee:** The **Quad** is a favorite location for informal (“pick-up”) frisbee games or for the fast paced “Ultimate Frisbee” challenge.

**Disc Golf:** at Victory Park.

**Tennis:** Play outdoors at "**A**" **Field** (the better courts), **Wesley Acres**, and **Victory Park**; and indoors at the Dow.

**Pool Table** located in the game room in the **Kellogg Center**.

**Reading for fun:** Check out the **Albion Public Library**.

**Reliving the Past:** Visit the **Gardner House Museum**, a restored 19th century home, 509 South Superior Street.

**Swimming:** Indoors: The **Dean Aquatic Center**; Outdoors: **Swains Lake**, beyond Concord; **Portage Lake** at Waterloo Recreation Area, 25 miles east of Albion on I-94.

**Watching a Movie:** Take your student ID and watch movies for free at the **Bohm Theatre** in Downtown Albion or **Bogar Theatre** in Marshall.

**Volunteering:** To offer help in the city of Albion for a variety of agencies that serve the needy, disadvantaged, elderly citizens, and children, check with the **Student Volunteer Bureau**. Contact campus program and organizations ( [pschuler@albion.edu](mailto:pschuler@albion.edu)) for more information.

**Working Out:** Indoor jogging, lifting weights, stationary cycling, etc., can be done at the **Dow Recreation and Wellness Center** or **Washington Gardner**.

# Vacations

There are three major vacation periods during the academic year when Albion College is closed and for the most part students must leave the campus:

- **Thanksgiving:** after classes the 4<sup>th</sup> Tuesday of November to the following Sunday.
- **Winter:** from last day of exams, to the 3<sup>rd</sup> Sunday in January.
- **Spring Break:** from after classes the first Friday in March to Sunday of the following week.

During some breaks you may need to move into a different assigned room on campus. Reslife office will send out detailed instructions before the breaks happen to let you know how to request for extended stay during the break. Baldwin meals might be offered, but you are responsible for your food and drinks during the break.

- **Fall Break** (See campus calendar). The campus is open during Fall Break.

**Travel safely and budget-wisely**, and Albion does have direct rail service to Chicago and Detroit, from which there are excellent rail, air and bus links all over the United States. Air travel can be expensive but travel by bus is also a good way for students to see the United States. Do not let your guard down whenever you are traveling and beware of dangerous spots in cities.

## Summer Vacation

Albion College offers limited summer classes and few students remain on campus during summer months. The only exceptions are students in the Gerstacker Institute Program or Teacher Education Maymester Program, and recipients for FURSCA (Funded Undergraduate Research, Scholarships and Creative Activity) grants. There are very few summer jobs for students on campus and Baldwin Hall is closed except for special events and summer camps. Some campus housing is available at a fee; however, not through the entire summer.

# Safety and Security

By the standards of the typical American city and university, Albion College and the town of Albion are small, safe places. Nonetheless, take precautions in your everyday life to ensure your safety and protect your possessions.

## On Campus

- **Always lock your room door (and windows)** even if only going out for a few moments. Every year there are reports of items stolen from rooms, sometimes by fellow residents, but often by outsiders who walk into the dorm off the street.
- Keep your small valuables (wallet, handbag, money, jewelry) out of sight.
- Do not leave notes on your door announcing that no one is in.
- Never lend anyone your keys or your ID card.
- Do not prop open residence hall doors, even for a friend.
- Report any persons acting suspiciously in and around the residence halls. Note their description and location and call Campus Safety immediately.
- If you would like a locker to store your valuables (including passport, traveler's checks, etc.), contact Campus Safety (extension 1234). Campus Safety has a few lockers in their offices; you would need to buy the lock.
- Do not walk on campus alone late at night. Walk with a friend or phone Campus Safety for an escort.
- If you receive annoying or harassing phone calls, hang up immediately. Do not answer the caller. If the calls persist, keep a record of the time, the voice description and then contact Campus Safety. Report the spam emails, texts that you received to IT helpdesk.
- Pay attention to the information and safety bulletins provided by Campus Safety.

## General safety precautions, especially for cities

- Remain alert while walking and listen to what is happening around you. Walk briskly, purposefully, and confidently.
- Dress like other people around you; try not to stand out or make people notice you as different.

- Keep to lighted areas. Stay on well-traveled paths. Do not take shortcuts that take you into dark or isolated areas.
- Even during the day time you may find yourself alone in the street. If someone comes toward you, be very cautious. If you feel uncomfortable, cross the street.
- If you think someone is following you, go quickly to the nearest store, place of business, or even to a house. Do not be shy about screaming if you think you may be in serious trouble. Screaming “Fire!” will get everyone’s attention. Designate a specific person when ask strangers for help, for example, “You in the red t-shirt call the police now!”
- Never accept a ride from a stranger or from someone you do not know well. Do not hitchhike; do not pick up hitchhikers. It is illegal and is a dangerous thing to do.
- Women should not accept dates from strangers or casual acquaintances. It is more important to be safe than friendly. Be careful of sexual assault.
- Do not carry around a lot of money or valuables. For example, \$50 is considered a lot of money to carry in cash. If you must carry a lot of cash, be discreet.
- Women should be careful with their handbags. Never leave a handbag hanging from the back of a chair in a restaurant; put it on your lap or between your feet. Be aware of where you place your handbag when trying on shoes or clothing in a store.
- In a city where there may be pickpockets, carry wallets in a shirt, jacket or front pants pocket instead of in the back pocket.
- If you are threatened by a robber, try not to resist. Give up your valuables as calmly as you can and observe as much as possible about the assailant. The exception is a situation when you feel your life is in danger and you must fight or run away.
- If you have a car, lock it wherever you leave it, even briefly. In large cities, lock it even when you are driving. Keep valuables in the trunk of the car, out of sight. It is a good idea to keep the doors locked, especially when driving at night.
- Be especially careful in parking lots, day or night. Have your car keys ready and walk briskly to your car.
- Do not give your name or phone number to a stranger.

## **Credit Cards**



When using a credit card to make purchases, be aware of what the sales clerk is doing with your credit card. Watch to make sure the sales clerk is using your card correctly for your sale. Do not leave your receipt lying around. Your credit card number is on it.

## ATM Card

When punching in your PIN at an Automatic Teller Machine (ATM), stand so no one can see the numbers you are entering. If you put your PIN number incorrectly more than three times the ATM will take your card. You will need to go to the bank to get a new one.

# Alcohol, Drugs and Attitudes about Smoking

## Alcohol

U.S. laws about the sale and consumption of alcoholic drinks may seem very liberal or restrictive to you, depending on your culture. Many international students at Albion comment on the tendency of American students (not all, but many) to drink to excess. The goal of drinking seems to be to get drunk, rather than to enjoy a particular drink.

**It is illegal in the U.S. to purchase and consume alcoholic drinks, including beer and wine, if you are under the age of 21. To purchase alcoholic drinks, you must show identification to prove your age.** When a sales clerk or server asks to see your identification, this is called *carding* someone. You have been *carded*. Albion College students are expected to abide by the laws of the State of Michigan and the City of Albion concerning the possession, consumption, and serving of alcohol. Drinking alcohol in public places other than a bar or restaurant is prohibited. Thus, it is illegal to walk along the street with an open container of beer.

To comply with state and local laws and to curb excessive drinking on campus, the College has strict rules about drinking on campus. You must follow these rules; the consequences of breaking the rules about drinking can be severe.

## Illegal Drugs

Put in its simplest form, **do not get involved with illegal drugs**. In some places, especially big cities, drug pushers may approach you right on the street. Possession of any narcotic, including marijuana, is against the law. Penalties can be severe. At Albion, penalties can include expulsion from the College. Avoid drugs for your safety and health.

Report other students' possessions of illegal drugs in their rooms or cars to campus safety, and you can remain anonymous or request to keep your identity confidential for reporting this.

## Attitudes about Smoking

“To respect the rights of non-smoking persons, to maintain a healthy environment, to ensure the upkeep of College buildings, and to abide by the Calhoun County Clean Indoor Air

Regulation, smoking is prohibited in any academic or administrative buildings and the majority of residential areas (including student residence lounges, lobbies, hallways, and other common areas). This policy includes the use of electronic cigarettes, personal vaporizers, or any other electronic nicotine delivery system. In addition, **smoking is prohibited within 25 feet of all College buildings or along any access route to buildings where others may be exposed to secondhand smoke.** Students who smoke inside the perimeters may be subject to disciplinary action”.

# Driver's License and Owning a Car

## International Driver's License, Foreign Driver's License, Michigan Driver's License

If you have an **International Driver's License**, you may drive in the U.S. with that license.

To obtain a **Michigan Driver's License** you will need to pass a written test, a vision test, and a driving test. You will also need to present three pieces of identification when you apply for your driver's license. Your passport, visa, I-94 stamp, I-20 or DS2019, Albion College ID, foreign driver's license, Albion College Transcript, and birth certificates will satisfy this requirement. If foreign documents do not show a translation, they need to be translated before they are brought in, possibly by a professor.

- First, study the booklet, “What Every Driver Must Know.” You can pick that up at the Secretary of State Office in downtown Albion.
- Take the written and vision tests at the Secretary of State Office at 308 South Superior Street, downtown. Remember to take your passport and your Albion College ID with you. For more information, hit <https://dmvhandbook.org/category/drivers-license/>.

- After passing the written and vision tests you may make an appointment for a driving test.
- Before you take the driving test you must get a permit. The cost for this permit is \$25. You will be given a temporary instruction permit. You will then contact a state certified tester to schedule the test. Fees vary among the various testers so ask the cost when scheduling the test.
- When you pass the driving test you will be given a certificate to take to the Secretary of State Office. You will also need your International Driver's License and passport again.
- A license will then be issued at no additional cost.

**If you do not have an international or U.S. driver's license,** you must apply for a Michigan Driver's License if you want to drive.

- First, study the booklet, "What Every Driver Must Know."
- Take the written and vision tests at the Secretary of State office at 308 South Superior Street, downtown. Remember to take your Albion College ID with you.
- After passing the written and vision tests, make an appointment for a driving test. You must wait at least 30 days.
- Contact a state certified tester to schedule the driving test. Fees vary among the various testers so ask the cost when scheduling the test.
- While waiting to take the driving test, get a temporary instruction permit (TIP). This TIP gives you temporary permission to drive with a licensed driver over the age of 18. The fee for the TIP will be credited to the cost of the actual license, provided you pass the driving test before the permit expires (180 days from issue).
- After you pass the driving test you, will be given a certificate to take to the Secretary of State office. You also will need your Michigan Driver's License TIP and passport again.
- A license fee is paid when you get your Michigan Driver's License TIP. You may also get a Michigan ID card, if you don't get a driver's license, for \$10. It does not allow you to drive a car, but you can use it as ID for cashing checks, etc.
- Driving without a license or with a suspended license can result in revocation of all privileges to drive.

## Buying a Car

Because public transportation is not as well developed in America as in many other countries, students often consider buying a car. While there are not restrictions on international students buying a car, be cautious. There are few regulations on car sellers concerning quality of the automobiles they sell. You may buy a *lemon* (a bad car that breaks down frequently) and have no legal right to return it for repayment. Good advice: if a car deal sounds “too good to be true,” it probably is too good to be true; do not buy it. Also, if you are seriously considering buying one, first take it to a mechanic at a service station for a checkup, which probably will cost about \$35.00. If the seller doesn't want you to do this, don't buy the car. Steps to buy a car in Michigan:

- **Obtain a Michigan Driver's License.** You may be able to purchase a car with a Michigan Driver's Permit (see above).
- **Purchase Michigan No Fault insurance** from a car insurance company. Car insurance companies may require that you have a Michigan Driver's License to qualify for lower rates.
- **Obtain a Michigan license plate** (or “tags”) and transfer the **Michigan title of ownership to your name** at the Secretary of State Office. You will need:
  - Proof of Michigan No Fault insurance.
  - Identification (Michigan Driver's License)
  - the title you received when you bought the car.

# Other Helpful Information

## Time

- Albion is in the Eastern Time zone (EST) of the U.S.
- Michigan practices Daylight Savings Time, which means the clocks are set ahead one hour in March and are set back one hour in November to give more daylight hours for normal daytime activities.

## Tipping

In the U.S. tips usually are not added into the bill.

### Restaurants:

The usual tip is 15% of the bill. A generous tip for excellent service is 20%. Customers in fast food or self-service restaurants do not tip.

### Taxis:

Tip a taxi cab driver 10-15%. For the luggage (usually about \$.50-\$1.00 per bag).

**Airports and Hotels:**

If a porter carries your luggage, tip \$1.00 per bag. You may refuse politely and carry your own bags.

**Barbers and beauticians:**

Tip a hair stylist 10-15%.

# Greetings, Slang, and Acronyms

## Greetings

Besides *Hello* and *Good-bye*, you will hear many casual ways to greet students. Instead of *Hello* you may hear *Hi*, *Hey*, *Howdy*, *What's Up?*, *What's New?*

You also will hear *How are ya?* or *How ya doin?* Unlike some other cultures, these questions do not mean that the person wants to stop and talk about how you are. The expected answer is *Fine*, even if you are not feeling "fine."

To say *Good-bye*, students also say *So long*, *Let's go*, *Take it easy*, *Gotta go*, *We're outta here*, *See ya*, *See ya later*, *Buh-bye*, *Catch you later*, or even the Italian *Ciao* or the Spanish *¡Adios!*

## Slang

Here is a brief list of some slang you may hear at Albion. Add new items when you hear them, and we will put them on the list!

*Ace an exam* - To get a grade of A on an exam.

*ASAP* As soon as possible, usually referring to a response on an email

*Big Deal* - (1) Used ironically, "big deal" means "That does not impress me." Other forms are "No big deal" and "No biggie." (2) Used without irony, "big deal" means "important." For example, "I have an interview tomorrow. It's a big deal."

*Blow* - To be unsuccessful; as "blow an exam"; or to spend money foolishly, as to "blow your allowance." Also, can be used to mean "bad," as in "This place blows."

*Buff* - refers to someone who works out a lot and has well-developed muscles.

*Crash* - Fall asleep out of total exhaustion.

*Cut it out* - "Stop it."

*Down to earth* - Practical, straight forward, honest.

*Drive me up the wall* - To make one very nervous, upset, or annoyed.

*Fine* - Good looking, as in "She's really fine."

*Flunk* - To fail a test or a course; to receive a grade of F.

*Forget it* - (1) "Forget what I said" or "Don't worry about it." (2) May be used as a negative response. For example, "Do you want to go bungee jumping this weekend? Forget it!"

*Freak out* - Frighten, scare, as in "That really freaked me out."

*Gist* - The general idea of something, as in "You don't have to read the whole book. You can get the gist from reading the first few chapters."

*Gold digger* - Someone who only dates people with money.

*Great* - "Really good." For example, "That dress looks great on you."

*Gross* - Disgusting.

*Hassle* - Problem. "What a hassle" means "What a problem." You can also say, "What a pain."

*I've got your back* - "I'll defend you."

*In a nutshell* - Very brief or concise.

*Just kidding* - "I'm not being serious." "I'm joking."

*No kidding?* A question asked when you can hardly believe something.

*Makin'* - Making a (sexual) advance toward someone.

*Nerd* - (derogatory) A person who is awkward in social situations. Also, someone who studies 24/7 (see below).

*No sweat!* - “Don’t worry, it’s possible.” For example, “I can write this paper by tomorrow, no sweat.”

*On the house* - Free, at no cost.

*On the rocks* - Served over ice cubes, as in “A Scotch on the rocks.”

*Out of it* - Preoccupied, someone whose mind is far away.

*Pig out* - To eat excessively.

*Player* - Someone who is not serious about relationships but is very interested in promiscuous behavior.

*Psyched* - Enthusiastic. Excited about something. Used in the expression, “Get psyched,” it means, “How exciting!”

*Put someone on* - To tease or try to fool. "Are you putting me on?"

*RA.* - This stands for resident assistant. He or she is a student who works on the Residence Life staff helping students in the residence hall in whatever way they need help.

*Right* - (1) Used ironically, “right” (sometimes pronounced “r-i-ght”) means “I do not believe you.” Another version is “Yeah, right.” (2) Used without irony, “right” means “correct.”

*Rip off* - Steal or to charge an exorbitant price for some item.

*Scope out* - Watch and show interest in someone of the opposite sex.

*Slacker* - Someone who doesn’t do any work. Also, as a verb, to “slack off” means not to do any work, to have fun instead of doing work.

*That rocks* - Awesome, really great.

*To be down* - To be sad, uncommunicative.

*To space* - To forget something.

*Under the table* - To do something illegal.

*Watch your butt* - Watch out, beware.

*Weird* - Strange, bizarre. Also, “freaky.”

24/7 - From 24 hours a day, 7 days a week. All the time, constantly. For example, “He wants to be with me 24/7.”

## Acronyms

Here is a list of some common acronyms. You pronounce the acronyms followed by an asterisk (\*) as a word. All others are pronounced letter by letter.

<i>AC</i>	Air conditioning.
<i>AD</i>	Anno Domini. In the year of our Lord. Refers to years in the Common Era.
<i>AKA</i>	Also Known As. Used to give an alias for someone.
<i>ASAP</i>	As Soon As Possible. Written on memos to indicate urgency.
<i>ATM</i>	Automatic Teller Machine. An automatic bank machine.
<i>BLT</i>	Bacon, Lettuce and Tomato sandwich
<i>BS</i>	For Bullshit. Used to indicate that something is nonsense. “That’s a bunch of BS. This is a very informal expression.
<i>BTW</i>	By the way. Used when someone has something extra to tell you, or as an aside. Often a written expression, as in, “BTW, your letter arrived yesterday.”
<i>BYOB</i>	Bring Your Own Beer/Booze/Beverage/Bottle. When party hosts don’t serve alcohol, you can bring your own.
<i>CIA</i>	Central Intelligence Agency. The U.S. government’s international information service.
<i>CNN</i>	Cable News Network. A television news channel with 24-hour news and



aggressive journalists.

<i>DJ</i>	Disk Jockey. Someone who plays music on the radio or at a party or nightclub.
<i>ERA</i>	Equal Rights Amendment. Proposed during the height of the 1970s feminist movement, this amendment simply states that “Equality of rights under the law shall not be denied or abridged by the United States or any state on account of sex.” It has not yet been ratified. ERA can also mean Earned Run Average, a baseball statistic.
<i>FAQ</i>	Frequently Asked Questions. A listing of commonly asked questions about a given topic.
<i>FBI</i>	Federal Bureau of Investigation. The U.S. government’s national information service.
<i>FYI</i>	For Your Information.
<i>IOU</i>	“I Owe You;” pronounced the same way. A piece of paper noting a debt to someone.
<i>IRS</i>	The Internal Revenue Service, the nation’s federal tax collection agency.
<i>JFK</i>	U.S. President John Fitzgerald Kennedy.
<i>KISS</i>	Keep It Simple, Stupid.
<i>KO</i>	Knock-out. From boxing
<i>MC</i>	Master of Ceremonies. The person who introduces performers during a show.
<i>MVP</i>	Most Valuable Player. Status awarded for the best player during a sporting match

or season.

*MYOB* Mind your own business.

*NAACP* National Association for the Advancement of Colored People, a civil rights organization for ethnic minorities in the United States.

*NPR* National Public Radio. While commercial radio stations (the majority of U.S. licensed radio stations) earn profits through the sale of ads, National Public Radio, on the other hand, makes its money from listener gifts and government grants.

*PBJ* Peanut butter and jelly sandwich.

*PBS* Public Broadcasting System. The television equivalent of NPR.

*RSVP* From the French, *Répondez, s'il vous plaît*. It is written on invitations to indicate that a response is desired.

*SOS* Means “Help.” The letters don’t actually mean anything. In Morse Code (for telegraphy), they were easy letters to remember. Since SOS is a distress signal for ships at sea, SOS can mean “Save our ship.”

*SWAK* Sealed with A Kiss. A romantic way to seal a letter.

*TA* Teaching assistant.

*TLC* Tender Loving Care, as in “I could use a little TLC right now.”

*TGIF* Thank Goodness It’s Friday. Said at the end of a tiring work or study week.

*Rx* Means “pharmacy” or a prescription for a drug.

<i>UFO</i>	Unidentified Flying Object. Refers to space ships.
<i>VIP</i>	Very Important Person. Airports often have “VIP Lounges” for first-class passengers.

## SEVIS Check List

All international students **MUST** report to the Center for International Education for any of the following events, within 10 days of their occurrence:

- \_\_\_\_\_ change of address
- \_\_\_\_\_ transfer to another school when (for which them) where (to. which school; include a copy of new I-20)
- \_\_\_\_\_ selection or change of major or minor field of study
- \_\_\_\_\_ change in financial situation, such as sponsor, scholarship, financial-aid
- \_\_\_\_\_ change in enrollment status (full time vs. part-time). Confer with. CIE before you add/drop courses, especially if you drop below full time.
- \_\_\_\_\_ termination of studies/withdrawal - **date and reason (you should. contact the CIE director before doing so).**
- \_\_\_\_\_ completion of studies
- \_\_\_\_\_ on campus employment - **employer, start date, end date**
- \_\_\_\_\_ off campus employment/Curricular Practical Training/Economic Hardship
- \_\_\_\_\_ Optional Practical Training (OPT)

# U.S. Immigration Information

**The information and instructions contained in this section are very important to you.** During your stay in this country you must obey certain regulations based upon laws of the U.S. and enforced by immigration authorities. These regulations are fairly simple; however, failure to obey them can cause difficult situations.

CIE works with you to help you understand immigration rules and complete necessary paperwork. Keep in mind, however, that **it is your personal responsibility to comply with all regulations.** Please contact the CIE office when you have questions or need help.

**Important Note:** This information is not exhaustive and is subject to change without notice. International students should contact CIE at 517-629-0392 to arrange an appointment to discuss any changes in your program or questions or concerns related to your legal status in the U.S.

## The Basics

**Nonimmigrant Alien:** That's you! You are an international (foreign) person here in the U.S. for a specific activity (studying) for a specified amount of time. You expect to return home at the end of your stay. There are two primary types of nonimmigrant aliens, identified by visa type, who attend Albion:

**F-1 Students:** Students who are pursuing a full course of study at an academic or language institution. CIE works directly with F-1 students on immigration issues.

**J-1 Exchange Visitors:** Visiting students or scholars, e.g., Albion Native Speakers or exchange students. Mrs. Lori Duff, Provost's Office, handles J-1 visa issues and DS 2019 paperwork for exchange students and faculty.

**Designated School Official (PDSO):** Cristen Casey is Albion's international student advisor. She is also the PDSO for F-1 students. That means she will sign your I-20 form as needed and help you with immigration matters. Erik Achenbach (eachenbach@albion.edu), Associate Registrar, and Betsy Morley (emorley@albion.edu), Director of International Recruitment, are other DSO's on campus who cover when Cristen Casey ([cie@albion.edu](mailto:cie@albion.edu)) is out of the office.

**SEVIS (Student and Exchange Visitor Information System):** SEVIS is an internet-based system in which DHS maintains information on non-immigrant visitors holding F, M and J visas. CIE is required to report to SEVIS anytime an Albion F-1 or J-1 student updates their personal, work, or academic information, or violates the terms of their status.

## The U.S. Government

Three U.S. Government agencies are primarily involved with immigration matters:

1. **Department of Homeland Security (DHS):** Three DHS agencies share immigration authority:
  - **U.S. Citizenship and Immigration Services (USCIS)** handles application and petition adjudications.
  - **Bureau of Immigration and Customs Enforcement (ICE)** oversees immigration investigations, detention, removal, intelligence, and SEVIS.
  - **Bureau of Customs and Border Protection (CBP)** is in charge of immigration inspections at U.S. ports of entry, the Border Patrol, and the Customs Service.
2. **Department of State (DOS):** DOS manages U.S. embassies and consulates abroad, and therefore interprets and administers statutes that affect visa issuance.
3. **Department of Labor (DOL):** DOL interprets and administers statutes related to U.S. workers and the employment of aliens.

## Immigration Documents

Every international student is advised to make a photocopy of the documents listed below. These copies should be kept in a place separate from the original documents. CIE also will keep copies of these documents in your file.

**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.

**Certificate of Eligibility (I-20 or DS-2019):** This certificate is paired with the particular immigration status you hold. An I-20 is used for F-1 students. A DS-2019 is used for J-1 exchange visitors. Even after you have left the United States you should keep these documents, as they serve as an official record of your immigration history. They are also useful for tax purposes.

**Visa:** The visa is a stamp the U.S. consulate or embassy issues foreign nationals in their passports and must be presented to enter the United States in the particular classification they request (e.g., F-1 or J-1). On the visa stamp there is an indication of the number of entries permitted, usually One, Two, or M (for multiple). If a student or scholar 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.

Visa stamp expiration dates pertain to when you may request entry through a U.S. port of entry, and do not indicate how long you may stay in the U.S.- refer to the I-20 and I-94 for that information. Visitors may remain in the U.S. with an expired visa as long as their certificate of eligibility is valid and the proper immigration status is indicated on the I-94 document.

**Form I-94 and Duration of Status:** The Form I-94 “Arrival/Departure Record” is a critical record that shows you have been legally admitted to the U.S. If you arrive by land you will receive a paper form, if you arrive by air or sea an automated I-94 record will be generated automatically and the Customs and Border Protection (CBP) officers will provide you with an admissions stamp on your passport that is annotated with the date of admission, class of admission, and admitted-until date. A paper record can be obtained at [www.cbp.gov/194](http://www.cbp.gov/194).

**Note:** For F-1 and J-1 students, the I-94 will usually list “Duration of Status (D/S)” as the length of authorized stay. For an F-1 student this is the period of time it takes to pursue a full course of study and, if applicable, engage in authorized optional practical training after graduation, plus 60 days to prepare for departure from the U.S. This expected date of completion is shown on your I-20.

For J-1 students, this is the period of time shown on the DS-2019 (item 3), plus a 30-day grace period “for the purpose of travel” following the end of your program.

## **Maintaining Your Legal Immigration Status (F-1)**

The United States has laws governing foreign nationals living within its borders. We urge you to take these new responsibilities seriously, as your status in the U.S. is at risk if you fail to comply with any of them. DHS enforces a policy of zero tolerance to people who violate the terms of their status.

It is vital for you to take responsibility and learn about these laws which are frequently updated. As the year progresses, you will receive up-to-date SEVIS information from CIE. You are also welcome to visit with Cristen Casey to discuss immigration requirements.

If you have questions regarding immigration laws and regulations, please contact CIE. We are happy to help you understand these complex requirements, so you protect your current benefits and can maintain future plans to return to the United States.

## **The Roles and Responsibilities of International Students**

### **DOCUMENTATION REQUIREMENTS:**

- Maintain a valid passport at all times, unless exempt from passport requirements.
- Report any change of address or residence and/or any change of name to the CIE within 10 days of the change. CIE is required to report this change to DHS/SEVIS within 21 days of the change.
- Maintain a valid I-20 at all times. Apply for a new I-20 if you will:
  - Change or add to your major. DHS now requires you to report your major, secondary major, and minor.

- Change your primary source of funding (e.g., from scholarship to parents).
- Need extra time to complete your degree, past the expiration date on your I-20. Requests for program extension should be submitted 30 days prior to the expiration date on the I-20 form to avoid loss of status.
- Transfer to another educational institutions. Notify Albion College of your intention to transfer, obtain an I-20 from the new institution, and report to the Designated School Official at the new school within 15 days of the program start date listed on the I-20 form.

### **ENROLLMENT REQUIREMENTS:**

- Attend the college listed on your I-20. Obtain prior approval if you are going to dual enroll at another school (e.g., Jackson Community College). You must take the majority of your credits per semester at Albion if Albion has issued your I-20.
- Enroll for courses by the beginning of each semester. CIE is required to report to DHS/SEVIS any student who is not enrolled full-time by 30 days of the end of the registration period.
- Complete a full course of study in all normal enrollment periods (fall and spring semesters).
  - Full time for F-1 students is three units; however, to graduate on schedule you must take an average load of four units each semester.
  - Full time for Native Speakers is 1.5-2.0 units of coursework each semester.
- Request and receive prior approval from Cristen Casey before registering for less than a full course load or dropping below a full course load. DHS allows Ms. Casey to consider less than full course load only in the following circumstances:
  - Academic difficulty related to English language difficulty in the first term, or other narrow parameters.
  - Medical reasons substantiated by a medical doctor or a board-certified psychologist.
  - Graduation term if you need less than a full course load to graduate.
- Enroll in no more than one on-line course per semester toward your full-time status.

### **EMPLOYMENT REQUIREMENTS/ OPPORTUNITIES:**

- **Do not work in the U.S. without authorization.** DHS takes this very seriously, and CIE is required to report incidents of unauthorized employment.
- F-1 students:
  - Are allowed to work on campus up to 20 hours per week when school is in session, and more than 20 hours a week when school is **not** in session (this means summer and winter vacation).
  - May be eligible for Curricular Practical Training (CPT) during their academic program. This requires pre-authorization by Cristen Casey.

- May be eligible for Optional Practical Training (OPT) before or after graduation. This requires pre-authorization by CIE and DHS. Contact CIE the semester before you will graduate to learn the process, which takes approximately 3- 4 months.

### **TRAVEL REQUIREMENTS:**

- F-1 students travelling within the United States do not require travel signatures or extra documentation. You are required to carry original immigration documents at all times.
- To return to the U.S. after travelling abroad, an F-1 international student will show the U.S. port of entry official:
  - A valid passport
  - A valid visa for the U.S.\*
  - A properly issued Form I-20 with a current endorsement from Cristen Casey on page two. Request this endorsement from CIE at least two weeks prior to your departure.
- \* If the visa is not valid for more than the original entry, or if its period of validity has expired or will expire before you return, you will need to secure a new visa from the American consul abroad. Students from certain countries are required to obtain a new visa only from the American consul in their own country.
- Many international students at Albion want to visit **Canada** while they are here. This requires the same documents as other international travel. You especially need a valid visa if you plan to stay in Canada. In addition, students from certain countries may need a Canadian visa. See the CIE for the latest information on which countries are required to have visas to visit Canada. **Please note that it may take more than six weeks to get a Canadian visa. Plan ahead!**

### **STAYING SMART ABOUT IMMIGRATION:**

- Get to know Cristen Casey and Mary Weicht in CIE. We are here to advocate for you, have a lot of good information, and want to know you!
- Remain up-to-date on changes to United States immigration law and/or changes to CIE policies and/or procedures. Attend CIE workshops and training sessions and check your Albion e-mail and website for updates.
- Act early for immigration requests from CIE and DHS. There is no room for error and many issues need prior approval.
- Make sure your passport is always valid for at least six months into the future.
- Notify CIE if you plan to terminate your study, employment, or your affiliation with Albion College earlier than the date indicated on your I-20.
- Make sure you understand exactly how long you are allowed to stay in the United States based on your certificate of eligibility. If you need an extension, apply in a timely manner.
- Consult with CIE before you travel to make sure your documents are in order.
- Do not work at other institutions or off campus unless authorized by CIE. If employed, file annual income tax returns.