



International Student Services Handbook

For International Students

2015-2015

**Office of International Student Services
Elizabethtown College
Elizabethtown, PA 17022**

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WELCOME TO ELIZABETHTOWN COLLEGE

The Office of International Student Services

The Office of International Student Services (OISS) is part of the Office of Student Life. The Office of Student Life is comprised of two centers – the Center for Student Involvement and the Center for Student Success. The OISS is a part of the Center for Student Involvement and is located in the Baugher Student Center (BSC), Room 255 and is open from 9:00am – 5:00pm, Monday through Friday.

The Office of International Student Services is designed to help international students adjust to life in the United States. OISS helps students with US Citizenship and Immigration Services (USCIS) issues, with local customs and culture, adjustments to campus life, employment issues, and understanding the U.S. educational system.

Contact Information

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Checking in at the Office of International Student Services

Upon arrival as a new international student, ***YOU MUST REPORT TO OISS*** and bring all of your travel documents with you. OISS is required by U.S. Immigration Regulations to have copies of certain documents on file. It is your responsibility under US Citizenship and Immigration Services Regulations or Department of State regulations to see that Elizabethtown College's Office of International Student Services has a current residence address for you at all times while in the United States. We need to know how to reach you. We also must be able to verify at any time that you (and your dependents) are currently insured by an approved health insurance company. Therefore we must have these updated documents on file. ***This is particularly important now that all US universities must report online to SEVIS (Student and Exchange Visitor Information System) within certain time limits. Failure to keep the OISS updated about all aspects of your program may result in the loss of student status or even deportation!***

Information for New International Students

This booklet is designed to give you some basic information when you arrive at Elizabethtown College (EC), so that you can better cope with your new surroundings and so that you can also find your way around the College when classes start. Everyone at EC is happy to help you with any problems or questions you may have, and the OISS office is designed especially for your needs. The OISS will organize activities during the academic year especially for international students, so be sure to stay in touch with the OISS.

Documents You Will Need to Bring With You to Orientation

All Students

Your Local Address and Telephone Number and your e-mail address

This information is very important whenever we need to get in touch with you. You will receive an e-mail address from the College.

Please note that the OISS will use email as the primary means of communicating with you. You MUST check your email account regularly – which means at least once EVERY DAY.

All F and J Visa Students

Your Passport and visa

This document is vital during your stay in the US, and we must keep a copy of it on file at all times. Please bring it with you to our orientation program.

Your I-94

As of April 30th 2013, paper I-94 arrival/departure records will no longer be issued on airplanes arriving in the United States and stapled into your passport. Your travel information will be collected by Customs and Border Patrol Officers at the Port of Entry and entered into an electronic database. To get a hardcopy of your I-94 record, you simply need to go to www.CBP.gov/I94, enter your personal information and print a copy of your most recent arrival record.

Your DS-2019 Form

This is the form you were issued in order to receive your visa to travel to the US. When you come through Customs you will show this form to a Customs agent and receive a stamped copy. You should sign the back of this form. We will need to have a photocopy of this form on file and you should keep the original in a safe place. Before you travel outside the US you will need to have the form signed by your J-visa issuing agency.

Your Health Insurance Policy: See also Appendix G

J visa holders must carry a US health insurance policy that meets the standards set by the Dept. of State (see Appendix G on Health Insurance). All international students will automatically be enrolled on the College health insurance plan but this plan does not cover students for the amounts specified by the Dept. of State. Therefore, J-1 students will be enrolled in a special plan by their visa issuing agencies that does meet these requirements.

Forms for reporting claims are available in the Health Clinic on campus. Please keep your health insurance card with you at all times and always save any bills for medical services or treatments.

F Visa Holders Only

Your I-20 Form

When you arrive in the US, your I-20 is checked by an Immigration Officer. You then receive your copy of the form to keep with you during your stay in the US. This form must remain 'in status' at all times, and we will keep our copy on file for you in the IP office. Whenever you need to travel outside of the US you will need to have your copy of the form signed by the Director of International Student Services (or other authorized DSO) prior to departure, and you will need to present the I-20 upon re-entering the US.

Understanding Your I-20 Form.

When you enter the US through a Port of Entry (PoE) and go through Customs, you will show the F-1 visa seal issued to you in the US embassy/consular office in your home country. The Customs agent will enter into the SEVIS database your I-20 barcode number found in the upper right hand corner of page one, date of entry, and name of the school you will be attending. This information will immediately become available to the OISS staff. Once you arrive in Elizabethtown, present all your documentation, and register for your classes, the Director of International Student Services will 'register' you in SEVIS to indicate that you have enrolled for the semester. If you do not arrive in Elizabethtown, the ISC is obliged to notify USCIS. This notification will cause your visa to go 'out of status' which will, in turn, jeopardize your ability to remain in the US.

Always keep your I-20 in a safe place. It should not be left with employers, landlords or anyone except USCIS agents or the IP staff (in certain circumstances). Always keep all I-20s that are issued to you. Don't throw out any old forms when you are issued a new form. Keep them all together. It is also a must to read the rules that govern your stay here as an F-1 student. They are printed on page two of the I-20. We will review that page at Orientation. Also, read Appendices A and B in the back of this booklet very carefully so that you are aware of your responsibilities. **Failure to maintain your student status can result in termination of your SEVIS record!**

D/S - Duration of Status

In the upper right hand corner of your I-20 there should be a stamp in red ink with the date you entered the US. Under that date should be written "Admitted F-1 until D/S" (the F-1 and D/S will probably be hand-written). This indicates that you have been admitted as an F-1 student for the duration of your status (or D/S). This means that

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as long as you are meeting the requirements for maintaining your full-time F-1 status, you may remain in the US until you have completed your studies. Please refer to Appendix A for further information concerning the maintenance of your F-1 student status.

When do You Need a New I-20?

Item five on the I-20 lists the program of study you are pursuing (at least for now), when you are expected to report to this school, and when we expect you to finish your studies. If you expect that you will not finish your studies before this date, you must come to the OISS **at least five months in advance** and ask about how to extend your I-20. It is very important not to allow this date to pass without getting an extension. Otherwise you will be out of status, which could have very serious consequences.

Other times when you need to request a new I-20 include:

- If you change your level of study (i.e., from an Undergraduate to a Master's)
- If you change your major
- If you transfer to a new school
- If you are traveling, will need a new entry visa, and have had significant changes in your financial situation since the original I-20 was printed
- If your original I-20 is lost or seriously damaged

Travel for both F and J Visa Holders

When you travel, be sure to come by the OISS and have your I-20 signed before leaving. This shows the USCIS that you are currently a student in good standing at EC and that we expect to see you come back to resume your studies after your trip. Failure to have a recent signature might prevent you from being readmitted to the US. (NOTE: The I-20 says that a signature is good for one year, but in practice it is recommended to have a new signature each semester.) When you travel, it is a good idea to also take with you a transcript of your studies in the US, your class schedule for the next semester, and any current financial documents. ***Students with DS-2019 forms (J-1 students) will need to have their sponsoring agency sign their form, if necessary.***

Travel Documents

Entry Visa

The entry visa is the stamp that is in your passport which was issued to you at the US Embassy or Consulate in your country. Newer ones are green with your photo on the left side. This visa indicates the period of time during which you are authorized to enter the United States. It does not tell how long you are authorized to stay in the US. This is indicated by the dates on your I-20 or DS-2019 form.

The entry visa cannot be renewed within the US. Its expiration does not mean that you are out of status. It is possible to spend almost your entire academic career in the US with an expired entry visa and still be in perfectly legal status. However, if you decide to travel outside the US after your entry visa has expired, you will need to request a new entry visa from the US embassy in your home country in order to re-enter the US. The entry visa is different from your student visa.

The I-94 Arrival/Departure Record

As of April 30th 2013, paper I-94 arrival/departure records will no longer be issued on airplanes arriving in the United States and stapled into your passport. Your travel information will be collected by Customs and Border Patrol Officers at the Port of Entry and entered into an electronic database. To get a hardcopy of your I-94 record, you simply need to go to www.CBP.gov/I94, enter your personal information and print a copy of your most recent arrival record.

Transfer Students

Prior to Arrival at Elizabethtown College

Students who are transferring from another US College to Elizabethtown College will be transferred electronically through the SEVIS system. The former College will 'transfer out' the student and EC will 'transfer in' the student. This must be done to maintain the student's SEVIS number online. Students may only have one identifying number in SEVIS. Prior to arrival, transfer students should report to the Office of International Student Services via email regarding travel plans and date of arrival. **All transfer students are required to attend the orientation session.**

Arrival at Elizabethtown College

Transfer students must check in at the International Student Services Office along with all other new foreign students. Elizabethtown College will not normally issue the new I-20 until the student arrives in person to pick it up. Transfer students who do not check in at the OISS during the first week of the semester will be automatically de-registered from classes. This will affect student status and may lead to serious consequences for the student.

Dependents

Prior to your arrival

If you wish to have dependents in your immediate family (wife, husband, children) accompany you to the US while you are an F-1 or J-1 student, you must provide to the US embassy:

1. Documentation of adequate amounts of financial support for the estimated expenses (\$6,000 for each dependent)
2. Name
3. Relationship to you
4. Date and place of birth
5. Appropriate immigration documents for the dependents to apply for F-2 or J-2 visas

This may be done when you apply for your visa. However, it must be done prior to arrival if you wish dependents to accompany you during the first semester.

After your arrival

To have dependents join you later; you must successfully complete at least one semester before applying for dependents to come to the US. Your spouse or child must also have a properly endorsed photocopy of your I-20 (both back and front) or DS-2019.

It is particularly important for you to be aware of the additional expense of having a family in this country. US immigration law does not allow for a person in F-2 status to work under any circumstances.

Dependents obtaining a visa and entering the US

An F-1 student's spouse and unmarried children are required to have a valid passport and visa for entry into the US. If the visa application is approved, the I-20 will be returned to the family members for entry into the country. When the family member arrives at the port of entry, the properly endorsed I-20, visa and passport will be presented to the US immigration inspector. Upon admission to the US, the inspector will give the family members an I-94 showing date and place of entry, F-2 status and authorization to stay in the US until your student status ends (D/S – duration of status).

Understanding SEVIS

What is SEVIS?

SEVIS: The Student & Exchange Visitor Information System

In June 1995 the former Immigration and Naturalization Service (INS), now the United States Citizenship and Immigration Services (USCIS), established a task force to conduct a review and analysis of the current process for the collection of information regarding foreign students and exchange visitors in the US. As a result of the review, the task force proposed substantial changes for the collection of information on foreign students and exchange visitors. Subsequent to the task force's assessment, similar changes were also mandated by Congress. Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) requires the INS to collect information on an ongoing basis from schools and exchange programs relating to nonimmigrant foreign students and exchange visitors during the course of their stay in the US using electronic reporting technology. Formerly known as CIPRIS (Coordinated Interagency Partnership Regulating International Students), SEVIS is an internet-based system that allows schools and the USCIS or Dept. of State to exchange data on the visa status of international students who apply for and/or have been issued with F1, J1, or M visas. Information is transmitted electronically throughout the student's academic career. US embassies, consulates and other US government agencies will have access to this information, along with Port of Entry (PoE) officials.

A Brief History of Events Leading up to the Development of SEVIS

- 1979: Iranian hostage crisis
- 1993: First World Trade Center bombing
- 1995: INS internal review of international student procedures
- 1996: New Immigration Act IIRIRA passed (see above) creating the proto-type for SEVIS
- 1997: CIPRIS pilot study begun; students are tracked electronically at selected locations
- 1998: Bombings at US embassies in Tanzania and Kenya
- 1999: CIPRIS study ends; SEVIS introduced to replace it
- 2000: Bombing of the *USS Cole* in Yemen
- 2001: September 11th attacks on the WTC and Pentagon
- 2001: USA PATRIOT Act passed (October)
- 2002: Change in legislation regarding B visa holders (may not enroll at universities) (April)
- 2002: Enhanced Border Security Act passed (May)
- 2002: Change in Social Security Administration procedures for issuing SSNs to students (July)
- 2002: Introduction of ISEAS by State Department (September) (no longer in effect)
- 2003: Mandated compliance date for SEVIS: 15 February (all new students must be in SEVIS)
- 2003: Final date for all student records to be entered into SEVIS: 1 August

How Does SEVIS Function?

What Data does SEVIS Monitor?

- Whether the student enrolls, or fails to enroll
- Change of name
- Change of address
- Graduation date
- Employment history following graduation

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- Academic or disciplinary actions taken due to criminal conviction
- Whether the student drops below a full course of study without authorization
- Termination date and reason
- Other data generated by standard procedures, such as change of status or transfer to another school
- Information on any student who fails to maintain status or complete the program

Consequences to the Student of Falling Out of Status (or not maintaining the student visa)

- Denial of re-entry to the U.S.
- Inability to move from undergraduate to graduate status
- Denial of request for Optional Practical Training or Academic Training
- Denial of request to change visa status
- Possible denial of all future visa applications
- Limited to five-month reinstatement period

How Can a Student Who has Fallen Out of Status Be Reinstated?

Possible only in the event of:

- Natural disaster
- Illness or injury
- Closure of the institution

A student out of status for five months or longer has no possibility for reinstatement.

What Information is the Student Responsible for Reporting?

There are only a few administrators on campus who are authorized to collect student data and enter it into SEVIS. These individuals are called "Designated School Officials" or DSOs (or for J visas, 'Responsible Officers' or ROs). They are also the only people authorized to sign your documents when you travel. The primary DSO on the EC campus (or PDSO) is the Director of International Student Services (EC is not authorized to issue J-1 visas, but BCA is). Most information should be reported to this individual. In the event of the Director's absence, secondary DSOs are the International Admissions representatives.

All F1 and J1 students must keep the PDSO/RO informed of the following:

- Change of address (you must report a new address within ten days of moving)
- Change of any other contact information, including telephone number and email address
- Change of name or marital status
- Graduation plans, and plans to extend one's stay in the US
- Any request to drop below a full load (this is normally only allowed during the first or final semester and must be approved first)
- Change in health insurance coverage
- Change in dependents
- Plans to apply for OPT or Optional Practical Training following graduation or end of studies
- Plans to apply for Curricular Practical Training or CPT
- Plans to travel outside the US
- Medical or other circumstances that require a leave of absence

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The Office of International Student Services is a small office, therefore it is essential that foreign students take the initiative and inform OISS of changes and anticipated plans well in advance. Don't wait for the OISS to contact you!

The Adjustment Process (Culture Shock)

When first arriving at Elizabethtown College (EC) as an international student you will probably experience a series of changes. These changes are a part of the normal adjustment process. Your first eight to ten weeks will be a crucial period for you. You will probably experience homesickness, but you will also be moving towards autonomy and growth. The typical adjustment pattern has four phases: spectator, adaptive, coming to terms, and pre-departure and readjustment.

The spectator phase is one of psychological detachment from your new environment. You will be watching and experiencing new and interesting events. At this time, you will feel like an observer rather than a participant. As an observer, your emotional stability is not threatened, but you are not yet committed to your new environment.

As you become more actively involved in your new environment, you enter the adaptive phase. During this period you will start attempting tasks that require adaptation to US customs, and consequently, change your own. This phase usually creates stress and determines how you will react to your environment in the future. How much stress you feel depends upon how flexible you are, the tasks you have attempted, and how different the tasks are from your own customs and culture.

The coming to terms phase is the period where you resolve issues and stresses created during the adaptive phase. The resolution of these issues may be positive or negative and surely will affect your opinions and judgments about EC and possibly the US. How you come to terms with the issues you experience will depend upon the previous phase. You may become overly aggressive, withdrawn, or become very comfortable in your new environment.

Many international students become extremely involved in their studies, disassociating themselves from those around them, while others become more 'American' than the Americans, getting involved in many extracurricular activities. These methods are used to cope in an unfamiliar society which may threaten one's self-esteem and confidence.

The pre-departure and readjustment phase occurs as you prepare to return home. Usually, you become quite excited about the return home, but you have undergone many changes and assumed many American characteristics and customs. You may even re-experience the same phases as those which occurred when you first arrived in Elizabethtown. When you return home, you will not be the same person who left because of the many experiences you have had in new and different settings.

It is important to note that the change in your emotions and attitudes as you experience a new and different society are a part of growing and experiencing new things. If these new feelings and attitudes are bothersome to you, we have experienced and qualified people to help you adjust and cope with your new environment. It is our goal to make your stay here as comfortable and productive as possible.

Symptoms of Culture Shock

Sometimes it is difficult to identify culture shock, and symptoms will vary. You might experience one or more of the following:

- homesickness or boredom
- withdrawal (spending too much time alone)
- negative feelings toward and stereotyping of nationals
- loss of concentration, excessive sleep, OR insomnia
- compulsive eating and/or drinking OR loss of appetite

- irritability, outbursts of anger, or crying uncontrollably
- physical ailments such as frequent headaches or stomachaches

Some changes that you experience are part of a normal, natural process and are common to all people who spend time living in a different society. If any negative feelings do persist, you should quickly seek help from our Counseling Services (x 1405). The Director of OISS will help you with scheduling appointments if you so desire.

The Higher Education System

One of the changes which you will probably encounter is the difference between the American educational system and the educational system of your own country. Differences may exist organizationally, in academic requirements, in tradition, in standards, and in attitude. Even within the United States there are tremendous differences among its various educational institutions.

Higher education in America usually conveys that one is studying to earn a degree: an Associate's degree, which is equated to two years of full-time study in an established program; and a Bachelor's degree, which is equated to four years of full-time study in a planned program. Postgraduate education generally consists of two advanced degrees of which there are several categories: the Master's degree which is generally equated with two years of full-time study and the Doctoral degree which follows the Master's degree and varies from three to six years of study.

At Elizabethtown College, the bachelor's degree and master's degree (for Occupational Therapy students only) are offered. The length of a program is measured by semester credit hours. Generally, one credit hour is equated to 50 minutes of class time three to four times per week for one semester, which is 15 weeks long. Therefore, one credit is approximately 750 minutes (or 12.5 hours) of class time. Most, but not all courses at Elizabethtown are four credit classes. Elizabethtown College offers courses on a semester basis where there are two semesters. Fall semester is from late August until early or mid-December and the spring semester runs from mid-January to early May. The fall and spring semesters comprise the academic year. Between the spring and fall semester EC holds an optional May term during the last three weeks of May and a summer session during June and early July.

Class and Curriculum Guidelines

There are two documents that govern academics and classroom expectations—the *Elizabethtown College Catalog* (now available online) and the *Course Syllabus*. All students (even non-degree seeking) must know the contents of the College Catalog. It governs every aspect of academics at Elizabethtown College including, but not limited to, grade point average requirements to major and minor completion requirements. The *Course Syllabus* is created for each course by the professor teaching the course. The Course Syllabus will outline the texts to be read, when specific assignments are due, specific attendance requirements, the professor's contact information and office hours, and other course-specific requirements.

Instruction

The instructional methodologies for classes at Elizabethtown may differ greatly from those of your own country. The methods also differ widely depending upon the course and the professor. Generally speaking, class attendance is critical. If you miss a class, the instructor may assume that you are not interested.

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Student participation - answering questions, offering ideas in a discussion, and asking questions in class - varies depending upon the course, but as a general rule *participation is expected*. Often class participation is considered in the evaluation of the student and his or her grade for the class. Do not hesitate to speak up, to ask questions and to enter into discussions. Informality in the classroom is often common. There may be free discussions and questions asked by students. The faculty generally encourages this sort of student involvement. Faculty members also have "office hours" where students with questions or ideas relating to the course may seek faculty advice or opinions.

Professors expect students to come to them for help. When you approach the instructors, they are usually very willing to help.

Tests and assignments may be given frequently in a course or there may only be two or three tests given per semester. Usually, they are announced and you should have plenty of time to prepare and study. The type of tests given differ widely depending on the type of course material and the professor.

The final grade for the course usually takes into account all of the elements above: class attendance, class participation, test scores, assignments, and the final examination. Professors will differ in the weight they ascribe to each of these requirements.

At the beginning of each course, the instructor will provide all students with the course syllabus. This syllabus addresses all of the items indicated above. Read the syllabus carefully so that you are fully aware of the instructor's expectations and review it regularly throughout the semester.

Grading

At Elizabethtown College, students are evaluated by their instructors and, at the end of the course, assigned a letter grade. This letter grade represents the instructor's evaluation of your performance in the course. A student's total performance in all of the courses is represented by the grade point average (GPA) which is the numerical representation of the assigned grade. For a complete description of the grading system, consult the EC Catalog or your course syllabus.

Preparation for First Day on Campus

Prior to arriving at Elizabethtown College, the following matters should have been accomplished:

1. Review Undergraduate Catalog (available online: <http://catalog.etown.edu/>) so that you are familiar with your program requirements, academic regulations, etc.
2. Review the registration material so that you are prepared to register for courses upon your arrival (if you have not already been pre-registered). Also, be familiar with the academic calendar (online and in Catalog) so that you know when classes begin and end
3. Arrange for your room and board. (See the Housing section)

Once you have arrived at the College, a number of matters should be addressed. During the first day of class you should:

1. Meet with your advisor to have your program of study explained to you in order to help you select courses for which you should register (or to help you with the drop/add process if you wish to change your courses) and to answer questions you may have regarding your program of study. If you are a non-degree student, your advisor will most likely be the Director of International Student Services.
2. Register for courses according to the instructions in JayWeb (the OISS will help you with this process).
3. Provide the Student Business Office (Zug Hall) with your local address so that you can be billed for your tuition and fees and pay for your room and board costs, if you live on campus (unless you are an exchange

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student). If you register when you arrive and not by mail, be prepared to pay your entire bill immediately after you register. Most bills are now generated electronically.

4. Purchase your books and supplies at the EC College Store (Brossman Commons, ground floor).

Advisor

The name of your advisor is specified on your letter of acceptance (unless you are an exchange student, in which case your advisor will be the Director of International Student Services). The purpose of meeting with your advisor is to seek assistance in course selection, discuss your program of study, and obtain answers to questions you may have regarding your program of study.

Registration

Registration takes place online in JayWeb. You must have your EC student ID number in order to register.

Books and Supplies

Books and supplies should be purchased at the College Store in Brossman Commons, ground floor.

Late Registration and Drop/Add Period

During the first week of class students who have not registered during the Pre-registration period are allowed to register for classes. Many classes may be closed (oversubscribed or full), and therefore it is important to start this process as early as possible. Other students will also be taking part in late registration, so even if some classes are still open (spaces are available), they may close quickly. You may check online or visit each department to check with the department secretary about space availability in your classes. The Director of OISS will help you with this process when possible.

This first week of classes is also the week when you can change your classes without penalty by dropping or adding a class. If you don't like your current schedule and you want to change classes, seek advice from your advisor first, and then proceed to drop or add the class according to the Drop/Add procedure. Information about this process will be available during your orientation program. **Please note that you may not drop below 12 credits without first obtaining permission from the OISS Director. In most cases, you may NOT drop below 12 credits for any reason. Some special exceptions are made for students in their first semester.**

Health and Safety

Emergencies and Illness

There is nothing worse than becoming ill when you are far away from home. Fortunately there are many health facilities in the Elizabethtown and Lancaster County area. Some are listed below.

In the event of an emergency, dial 911. You will be connected to the local police who will call an ambulance for you if necessary, or send help immediately. You should also dial this number in the event of a fire or any type of crime.

You may also dial the emergency number at the Campus Security Office: 717-361-1264/1111

For all other health care concerns, the following facilities are recommended:

Local UPG Health Clinic:

Located One Continental Drive, Elizabethtown, PA

**Elizabethtown College
Office of International Student Services**

Phone: 717-489-1021 (College Health Liaison)

Hours:

Mondays 8:00am – 7:00pm

Tuesdays, Wednesdays, Fridays 8:00am – 5:00pm

Thursdays 8:00am – 6:00pm

Student clinical care will be provided by the University Physician Group (UPG). Their facility is located at One Continental Drive, just off Chestnut Street near the Alumni House. The University Physician Group has made provisions for daily walk-in visits without an appointment. However, if you are able to plan ahead, we encourage you to call Eileen Wagener, the College Health Liaison, at 717-489-1021 to schedule a convenient appointment.

The UPG Health Clinic is an ambulatory care center. Students requiring inpatient health care will be referred to a local hospital. A variety of services and treatments are offered to students (see Appendix G). The nurses work under the direction of a physician. Students are seen on a walk-in basis but may be referred by appointment to a nurse practitioner or physician. Some allergy injections are given by appointment when complete written instructions and serum are provided by the student's allergist.

All international students are automatically covered under the Gallagher Koster Health Plan (see Appendix G, p. 38).

All students are required to have two series of Mumps, Measles, and Rubella (MMR) inoculations. Tetanus and diphtheria boosters within the past ten years, and a TB screening (PPD) within the past 12 months. You will not be able to register if these immunizations are not up to date. You must also show documentation verifying vaccinations against hepatitis B, polio, and meningitis that are current.

Area Hospitals

Hershey Medical Center 800-243-1455

Lancaster General Hospital 717-544-5511

Heart of Lancaster Regional Medical Center 717-625-5000

Other Health Facilities

Norlanco Health Center 717-653-1467

Elizabethtown Family Health Center 717-367-1430

AIDS Community Alliance 1-800-867-1550

Pharmacies

CVS Pharmacy, Elizabethtown 717-367-2173

Sloan's Pharmacy 717-653-6888

Giant Market Pharmacy, Elizabethtown 717-367-2613

CVS Pharmacy (Open 24 Hours) 717-397-0369

1507 Lititz Pike, Lancaster, PA 17601

Safety

The College campus, like any other place, is not free of crime. Students should practice the following safety guidelines:

- Avoid walking alone at night
- Never leave personal items or valuables unattended
- Lock your room, your apartment and your car at all times. - Keep doors and windows locked when you are not in.

If you are the victim of a crime, or if you witness a crime, you should report the incident to the College Security Office immediately (Ext. 1111). You should also alert the Office of International Student Services so that we can warn other students about the problem.

Counseling Services

The Counseling Center facilitates the academic, career and personal development of international students at EC. Services are provided on a voluntary basis, by appointment, without charge to students. All conversations are kept confidential and no record of counseling is made on an academic transcript. A student's counseling information cannot be released without the student's written permission. The staff consists of licensed psychologists and certified professional counselors.

The services offered by the Counseling Center are as follows (but not limited to):

- ◆ *Personal Counseling:* Where concerns about social and emotional issues can be discussed.
- ◆ *Career Counseling:* Where students can discuss their interests and abilities to identify career alternatives (visit the Career Services office).
- ◆ *Career Resource Center:* Contains a large selection of books about specific careers.
- ◆ *Alcohol and Drug Education Program:* Individual counseling is available for students concerned about alcohol and other drugs. An educational program is also available to increase student awareness of substance abuse.
- ◆ *Personal Development Program:* An outreach program and workshop to enhance personal growth and effectiveness in dealing with different issues.

Appointments may be scheduled in person or by telephone Monday through Friday, 8:00 am to 5:00 pm, or by phoning x1405. Students in crisis are seen without delay. Counseling sessions are usually 50 minutes in length.

Substance Abuse Policy

The following statement is the official EC policy on drugs and alcohol. Students should be aware that in the US the legal drinking age is 21. Students who are under 21 years of age are not permitted to consume alcohol. Most controlled substances are also illegal, such as marijuana, LSD, cocaine, heroin, and ecstasy. Individuals found possessing, using, and/or selling these substances are subject to stiff penalties which usually include fines and prison sentences. Non-US citizens may be deported if found with illegal drugs. If you are not sure whether a drug is legal or illegal, please check with the EC Campus Security Office.

“College regulations governing the use of alcohol are designed first and foremost to ensure the personal health and safety of each member of the Elizabethtown College community. In addition, College policies and procedures are intended to foster an environment that promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility for one's behavior.

It is the duty of all students to conduct themselves in a manner consistent with College regulations and to help others do likewise. In all instances, students are considered fully responsible for their own actions

and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk or which infringes on the rights of others shall not be condoned.

The College recognizes that the decision to consume or not consume alcohol is made by the individual in accordance with her/his personal beliefs. The College supports those individuals who choose to abstain from consuming alcohol. Further, the College encourages all students to consider carefully the potential dangers of alcohol consumption and reminds students that they are responsible for abiding by all state laws and institutional policies relative to the possession and consumption of alcohol.” (p. 58)

“The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is not permitted by Elizabethtown College. The College adheres to the Drug-Free Schools and Communities Act Amendments of 1989. (p. 64)

“All members of the Elizabethtown College community are expected to behave toward one another with civility and respect for the rights of others. Such actions as lying, stealing, cheating, drunkenness, physical or verbal violence and abuse, harassment, and the willful destruction of property constitute unacceptable forms of behavior in the Elizabethtown College community.

Consequently, individuals involved in violating the Elizabethtown College community standards in letter or spirit can be removed from the community, either permanently or for a specified duration. Upholding the Elizabethtown College standards of conduct, citizenship, and behavior is the responsibility of all members of the College community. All members are expected to uphold these standards in their own conduct and by confronting the unacceptable conduct of others.” (pp. 46-7)

College Alcohol and Drug Policy

Through the development and implementation of its policies, programs, and services, the College seeks to encourage its members to make responsible decisions about the use of alcohol, to allow for the safe and legal consumption of alcohol as well as abstinence from alcohol use, and to facilitate healthy patterns of social interaction on campus. Alleged violations of the alcohol/drug policy are handled administratively or via Board procedures similar to other violations of the Student Code of Conduct. The following regulations apply:

1. No one under the age of 21 is permitted to possess or consume alcohol anywhere on or off the Elizabethtown College campus.
2. Individuals 21 years of age or older may possess alcohol for their personal use in their own living space. The maximum quantity allowed within any housing unit is not more than one six-pack (of 16 oz. containers) of beer, or one liter of wine, or one four-pack of wine coolers, or one pint of a distilled alcohol per of age resident.
3. Kegs of any size, beer balls, or other containers of large quantity, whether empty, partially or completely filled, are strictly prohibited. Possession and/or consumption of ethyl (grain) alcohol is strictly prohibited.
4. Paraphernalia will be confiscated when found and the issue referred to the Office of Student Rights and Responsibilities. Paraphernalia includes but is not limited to partially filled or empty containers, funnels, keg taps, pong tables, and anything associated with drug substance use. Confiscated items will not be returned to the owner.
5. A resident who is 21 years of age or older may not consume alcohol in the presence of anyone under 21 years of age other than his/ her roommate(s).
6. Residents under 21 years of age may not be present where alcohol is being served or consumed except by roommates who are of legal age for consumption.

7. Any student, regardless of age, who is present where an alcohol and / or drug violation occurs, may be considered equally responsible.
8. Under no circumstance is a person of legal age permitted to furnish alcohol to a minor (under 21).
9. Drunkenness (visible intoxication) anywhere is prohibited. The abuse of alcohol by individuals of any age will not be tolerated, and students will be held responsible for their actions.
10. No alcohol may be possessed or consumed in any campus common area. Common areas are defined as indoor or outdoor spaces used by the residential community. These include but are not limited to lounges, hallways, parking lots, and athletic facilities. In some instances, private spaces, such as residence hall rooms, may become common or public by action of the occupants, e.g., when a social gathering expands into a hallway or lounge, etc.
11. Actual or intended use, possession, cultivation, manufacture, sale, or distribution of marijuana, synthetic marijuana such as K-2 or Spice, "bath salts", cocaine, heroin and other narcotics, or other controlled substances except as expressly permitted by law is prohibited.
12. Distribution, sale or sharing of prescription medication is prohibited. Students should keep prescription medication in its original, labeled container and store it in a secure location. Report any stolen prescription medication to Campus Security. Students should keep over-the-counter medication in original packaging to guard against misuse.
13. Possession of drug paraphernalia is prohibited; confiscated paraphernalia will not be returned to the owner.
14. Hosts of private social gatherings are responsible for insuring adherence to state laws and College regulations.
15. All non-student guests are subject to College rules and regulations. Student hosts will be held responsible for the behavior of their guests (see Guest Policy).
16. No student, regardless of age, may possess or consume alcohol while representing the College on a College-sponsored trip, event, or other activity, including athletic events, whether on or off-campus.

Medical Amnesty

Elizabethtown College is concerned about the health and safety of its students. This policy is designed to encourage responsible engagement on the part of any student involved in or aware of an alcohol or other drug emergency. The College recognizes student reluctance to report such emergencies in light of consequences specified in the Student Code of Conduct. However, Elizabethtown College is committed to reducing perceived barriers to effective reporting and responding to life-threatening emergencies such as alcohol poisoning or drug overdose.

Please take immediate action if you are aware of an alcohol or drug emergency. You will not be subject to the student conduct process if you call on behalf of another student, friend or guest, and follow the guidelines of the Medical Amnesty policy listed below. The critical concern for you and others involved is to seek immediate help from a qualified professional.

In the event of an alcohol or other drug related medical emergency, students should activate the Medical Amnesty response by:

1. Calling Campus Security Ext. 1111 or 911 if off campus location
2. Remaining with the student experiencing the alcohol/drug emergency

3. Participating in the emergency response by providing medical team or campus security with additional information essential for an effective and timely intervention and cooperating with the Dean of Students through any investigation of the incident.

Under this policy, the Director of Student Wellness or designee will refer students assisted by medical professionals for substance abuse evaluation and/or treatment in lieu of college disciplinary action. The student will pay the cost of this evaluation/treatment. Other student(s) involved may be interviewed by the Dean of Students or designee and referred to appropriate educational resources as appropriate.

An individual who believes she/he has been sexually assaulted after consuming alcohol or other drugs and those who are witness to this type of assault are strongly encouraged to come forward without fear of college disciplinary action.

Medical Amnesty may not apply to other violations of college policy associated with the incident. For example, if the College has evidence of related physical or sexual violence, possession of “date-rape” drugs that induce incapacitation, hazing, or drug offenses beyond mere possession, Medical Amnesty may not apply. The College reserves the right to review the incident if the student has activated Medical Amnesty more than one time. The Dean of Students will determine the applicability of Medical Amnesty and may refer the incident to the Office of Student Rights & Responsibilities in such cases.

Policy Against Discrimination, Harassment and Bullying

In keeping with the historical values of Elizabethtown College, the College endeavors to treat all students and employees with dignity, justice and fairness. Elizabethtown College does not tolerate discrimination or harassment of any kind, or bullying against any member of the Elizabethtown College community. The College is committed to the existence of a respectful, safe and healthy working, living and learning environment and will ensure that Federal and state laws, as well as College policies prohibiting violence and discrimination, are fully enforced.

This policy is to be implemented throughout the College and adherence is the responsibility of all students, departments, administrators, faculty, and staff. Failure of a student to abide by this policy, including by participating in threatening, violent, discriminatory, or harassing conduct, may result in disciplinary action, up to and including expulsion from the college.

Any student who believes that he/she is being subject or witness to conduct that violates this policy, including any discrimination, harassment (sexual or other discriminatory) or bullying is encouraged to report the situation in accordance to the procedures set forth below

Non-discrimination Policy

Elizabethtown College does not discriminate on the basis of gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status in hiring and promotion, in the administration of its educational programs and policies, scholarship and loan programs, and athletic or other College administered programs, except as such conditions may constitute bona fide occupational or assignment qualifications. Discriminatory acts of any kind are strictly forbidden.

Title IX

In compliance with Title IX of the Education Amendments Act of 1972, Elizabethtown College works to ensure that “no person shall...on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The College’s Title IX Officer is Dr. Elizabeth Rider, Registrar/Associate Academic Dean, who can be reached at riderea@etown.edu, ext. 1333, or in High Library Room 208.

The College’s Title IX Deputy is Allison Bridgeman, Associate Dean of Students, who can be reached at bridgmana@etown.edu, ext. 1426, or at the Office of Residence Life, 541 S. Mount Joy Street, Elizabethtown.

Americans with Disabilities Act

Elizabethtown College will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual (as those terms defined in the American with Disabilities Act). If you have a disability which requires an accommodation, please contact Lynne Davies, Director of Disability Services (BSC 216, Ext. 1227). Students and the Director will engage an interactive process to determine reasonable accommodations. For more information about the process for requesting a reasonable accommodation, please consult the [Disability Services](#) web page.

Grievance Procedure for Students in Cases of Alleged Discrimination on the Basis of a Disability

Elizabethtown College policy and federal law prohibit discrimination on the basis of a disability. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that a grievance procedure be available to a student who wishes to contest an administrative or faculty decision regarding documented disability-related accommodations and/or issues.

Informal Resolution

When a student wishes to contest an administrative or faculty decision regarding disability related accommodations and/or issues, s/he should make every attempt to resolve the problem through informal discussions with the person claimed to be responsible for the contested decision or act. If the student is unable to resolve the issue directly with that person, s/he should involve the Director of Disability Services for advice or help in negotiating a solution. The student may also contact that person's supervisor to assist in the informal resolution process.

Attempts to informally resolve the contested decision or act should occur within thirty (30) calendar days of the contested decision or act. If the issue cannot be resolved by communication, education, and/or negotiation to the student’s satisfaction through the informal process, she/he may follow the formal process set forth below.

Formal Resolution

The student may file in writing a formal grievance with the Dean of the Faculty (for academic issues) or Dean of Students (for student life issues) – hereafter referred to as "the Dean." The grievance statement should be as specific as possible regarding the decision or action(s) that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; and the remedy sought.

1. The Dean shall **forward a copy** of the grievance statement to all parties involved within one week of the receipt of the statement. The Dean will also provide a copy of the grievance statement to the Director of Disability Services who will be involved in resolution of the grievance as appropriate.
2. The Dean shall **investigate** the matter set forth in the grievance statement. In conducting the investigation, the Dean may forward a copy of the grievance statement to the persons whose actions (or inactions) are the subject of the grievance and may request a written response to the grievance from

appropriate individuals in the College. The Dean may also choose to interview witnesses, to meet with concerned parties, to receive oral or written presentations and to make other appropriate independent inquiry. Within thirty (30) business days of the filing of the statement, the Dean will make a decision on the merits of the student's grievance and the appropriate resolution of the situation. If resolution is not possible within thirty (30) business days, the Dean shall inform the student of the reasons for delay.

3. **Copies of the decision** by the Dean will be sent to the student, the Provost (when not issued by Provost), and the Director of Disability Services, where appropriate. A copy may also be sent to the department and/or persons whose actions (or inactions) are the subject of the grievance, as appropriate. In the event that the student is not satisfied with the Dean's resolution of the grievance, a written appeal may be made to the Provost within (5) business days of the student's receipt of the Dean's resolution. If the student is not satisfied with the Provost's resolution of the grievance, a written appeal may be made to the President within (5) business days of the student's receipt of the Provost's resolution. The President's resolution shall be final and binding.
4. **A record of all formal grievances** filed under this procedure will be maintained in the office of Disability Services, The Center for Student Success.

ADA/504 Compliance Officer for Employees is Nancy Florey, Director of Human Resources, Alpha Hall 203A, 717-361-1406. ADA/504/ Title II Compliance Officer for Students is Lynne Davies, Director of Disability Services, Baugher Student Center 216, 717-361-1227.

If an individual is dissatisfied with the outcome from Elizabethtown College's grievance procedure or if he/she has other concerns in this regard,, he/she may choose to contact the Office of Civil Rights within the U.S. Department of Education at <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>

Adapted from the web site: Boston University, Office of Disability Services, Policies and Procedures and "Disability Resources & Services Student Handbook" Scottsdale Community College.

Harassment Policy

The College defines harassment as any behavior, verbal or physical, which creates an intimidating, hostile or offensive work, learning or living environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior, and which is based on individual characteristics including gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression or any other legally protected status.

The totality of the circumstances of any given harassment incident must be carefully investigated, but prohibited harassment may take many forms. The most common examples include:

1. Verbal harassment such as jokes, epithets, slurs, negative stereotyping, and unwelcome or patronizing remarks about an individual's body, color, physical characteristics or appearance.
2. Physical harassment such as physical interference with normal work, impeding or blocking movements, assault, unwelcome physical contact, staring at a person's body, or threatening, intimidating or hostile acts that relate to a protected characteristic.
3. Visual harassment such as offensive or obscene photographs, calendars, posters, e-mails, cards, cartoons, drawings and gestures, display of lewd objects, unwelcome notes or letters, or any written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual.

The above definition includes sexual harassment, which is specifically defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or conduct directed toward another person because of his/her gender where:

1. Submission to such conduct is made -- either implicitly or explicitly -- a term or condition of a person's academic or employment status;
2. Such behavior has the purpose or effect of substantially interfering with the individual's academic or work performance or creating an intimidating, hostile or offensive classroom or working or academic environment; or
3. Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting the individual.

The definitions also include *sexual violence*-including physical sexual acts perpetrated against a person's will, as defined in the [Sex Discrimination/Sexual Misconduct Policy](#).

The College prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if these acts do not involve conduct of a sexual nature.

Sexual harassment and gender-based harassment are forms of sex discrimination prohibited by Title IX. Elizabethtown College is committed to providing all students with an educational environment free from discrimination.

Bullying

The College is committed to the elimination of all forms of bullying and will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved without limiting any person's entitlement to pursue resolution of their complaint within the relevant statutory authority.

Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly banter exchanged by colleagues and comments that are meant to be, or are taken as, demeaning.

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment, or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

Procedure for Reporting Discrimination, Harassment or Bullying

The College will not tolerate any form of discrimination, harassment or bullying. Any student who believes he/she is being subjected to these offenses (including, but not limited to, sexual harassment) shall report the situation to any of the following authorized persons: [Dean of Students](#), [Director of Student Rights & Responsibilities \("DSRR"\)](#) or the [Director of Residence Life](#). The College will keep all complaints confidential consistent with a proper investigation. Students who witness these offenses should report.

Elizabethtown College
Office of International Student Services

- ◆ Dean of Students-Marianne Calenda, BSC 208, 717-361-1196
- ◆ Director of Student Rights & Responsibilities (DSRR) – Susan Asbury, 541 S. Mt. Joy, 717.361.4742
- ◆ Associate Dean of Students and Director of Residence Life – Allison Bridgeman, Residence Life, 541 S. Mt. Joy, 717-361-1426

All complaints involving students will be referred to the Office of Student Rights & Responsibilities. If the complaint involves an employee and a student both the DSRR and the Associate VP for Human Resources, (or his/her designee) will manage the investigation and response.

Each allegation will be investigated through established College procedures and appropriate action(s) will be taken. Any deliberate false claims of harassment will be investigated with the complainant being subject to disciplinary action as well.

If the student complainant feels comfortable confronting the alleged harasser regarding the offensive behavior, the DSRR may allow the complainant to tell the alleged harasser that the behavior or conduct is offensive and should be discontinued. The DSRR should follow up with the complainant regarding the outcome of that contact. The DSRR should document the complaint and the outcome (and forward it to the Title IX Coordinator in cases of sexual harassment).

If the outcome is not satisfactory to the complainant after he/she has discussed it with the alleged harasser, or if it was determined that such a one-on-one discussion would not be appropriate or comfortable for the complainant, the DSRR (and Associate VP for Human Resources or his/her designee in cases involving student and employee) may offer to meet with both parties separately to discuss the situation if warranted. The complaint and the outcome should be documented (and forwarded to the Title IX Coordinator in cases of sexual harassment).

If the matter cannot be resolved as described above, the DSRR or the complainant will state the specific allegations in writing so that an investigation may be initiated. In cases involving students only, the complaint will be resolved through the standard student conduct process. Individual rights of the complainant and respondent apply in the resolution of sexual harassment and gender-based harassment complaints.

In determining whether alleged conduct constitutes a violation of College policy, Elizabethtown College will consider all relevant information and circumstances. If a policy violation is found to have occurred, immediate and appropriate action will be taken to stop the violation, prevent its recurrence, and remedy its effects on those impacted. For complaints involving a student complainant and an employee respondent, an employee complainant and a student respondent, or a student complainant and a third party not directly affiliated with the College, the complainant's written statement will be presented to the Associate Vice President for Human Resources or neutral designee, if necessary. The Associate Vice President for Human Resources or neutral designee will then coordinate a prompt and thorough investigation into the complaint in collaboration with the Office of Student Rights & Responsibilities.

Investigations of alleged student-employee or student – third party harassment will include:

- ◆ An interview with the complainant, during which witnesses who can corroborate the alleged behavior will also be identified.
- ◆ A written statement from and/or an interview with the accused.
- ◆ A written statement from and/or an interview with all named witnesses.
- ◆ A review of any relevant documents provided by those involved.
- ◆ Written allegations presented to the alleged harasser.

The Associate Vice President for Human Resources or neutral designee will decide whether the complaint warrants:

1. Further investigation with the complainant/accused/witnesses.
2. Written recommendations leading to:
 - dismissal of charges as unsubstantiated with communication of the outcome to the accused and the complainant; or
 - consultation with the appropriate persons to consider disciplinary action(s) to be taken, ensuring that closure takes place with the complainant as well.

Should either party disagree with the outcome of the investigation and/or the sanction issued, an ad hoc Peer Relations Review Committee of three employees chosen by the Provost or his/her designee will be established. The Peer Relations Review Committee will review the investigative file, undertake further investigation if, in its sole discretion, it is deemed necessary. The Committee has no restrictions upon it as to what it may recommend: from a finding that the complaint is unfounded and thereby rejecting it, to a finding that the original determination was incorrect, to a different sanction, to further investigation.

In determining whether alleged conduct constitutes a violation of College policy, Elizabethtown College will consider all relevant information and circumstances. If a policy violation is found to have occurred, immediate and appropriate action will be taken to stop the violation, prevent its recurrence, and remedy its effects on those impacted. Any member of the College community found to have engaged in prohibited conduct will be subject to discipline up to and including dismissal or expulsion.

Results of any investigation of alleged harassment will be documented and coordinated through Human Resources.

The College will publish this procedure annually for students and employees. Any questions regarding this policy or procedures should be directed to the Associate Vice President for Human Resources or the Dean of Students.

Employment

Social Security Number

If a student wishes to become employed while attending EC, s/he must obtain a social security number (SSN). However, if the student is not authorized to work in this country, s/he may still obtain a social security number if s/he is in the United States legally and has a valid reason for obtaining one. In such a case, the social security card would be marked to show that the student is ineligible to work. All F1 and J1 students are eligible to work (for details of restrictions, see specific sections on pages 14-16, and Appendix C), but must have proof of employment prior to requesting a SSN.

In order to obtain a social security number, the student must have the following items:

- ◆ US Birth Certificate or Passport
- ◆ USCIS or Dept. of State Documents (one or more of the following):
 - 1) Alien Registration Receipt Card (I-151, I-551)
 - 2) Form I-94
 - 3) Form I-20 (or Form DS-2019 for J-1 students)
 - 4) Visa
 - 5) Letter verifying offer of employment
 - 6) Letter verifying full-time enrollment at Elizabethtown College

These documents must be originals, as no photocopies will be accepted.

The student must then complete a Social Security Administration Application for Social Security Card (Form SS-5). The student should include his/her complete name and the address to where the card is to be mailed. The student should also attach a statement which explains his/her situation (i.e., a student studying at EC) and why s/he needs a social security number (this letter is provided by the OISS). All inquiries on the form SS-5 regarding race/ethnic background are optional for the student to complete.

All international students who wish to obtain a social security number must apply in person at the Social Security Administration Office in Lancaster. The OISS will arrange one or two trips to this office at the beginning of each semester. Upon receipt of the social security card the following offices should be contacted and provided with the number:

- ◆ Office of International Student Services
- ◆ Admissions Office
- ◆ Registrar's Office
- ◆ Payroll Office
- ◆ Residence Life Office (if living on-campus)

Social Security Administration and Changes Since July 2002

The State of Pennsylvania will not permit students to work on campus without a SSN. In the past, once the documents mentioned above were presented to the Social Security Administration Office, the student would be issued the SSN immediately. Since July 2002 the Social Security Administration will not issue a SSN to a foreign student until that student's data appears on the SEVIS system. The SSA links in to this system to obtain data that has been entered by Port of Entry officials after the student enters the country. However, because the system is still somewhat new, the data is not always immediately available. In some cases students get SSNs in a few days. In other cases it can take weeks to verify this information. Students may begin working on campus once the semester has started but must wait until they receive their SSNs before they can receive their first paycheck.

On Campus Employment - F-1 Students

There are numerous restrictions concerning an F-1 student's ability to work. All F1 students may work up to 20 hours per week on campus (40 hours per week when school is not in session), but this is discouraged during the first year since F1 students must show that they have full financial support to cover their first year of studies. While F-1 students are allowed to work on-campus, the number of jobs available is limited and should not be counted on as financial support. Such on-campus employment is not recommended until the student is well established in an academic program. The College provides all on-campus employment opportunities. International students wishing to obtain work through the College must have a social security number and an F-1 visa.

International students seeking employment may:

- ◆ Search job postings at the Payroll office at the beginning of each semester.
- ◆ Talk to the department chair of the student's program or the director of other administrative offices on campus, such as the library, where students are frequently employed.

As a general rule, US students are given first consideration for most jobs on campus; therefore, if the student is serious about obtaining work through the College s/he should waste no time in trying to find a job. Slots fill up quickly and it is unlikely an international student will be able to find a job after the start of the academic year. Off-campus employment is not available to international students here on a student visa. Off-campus employers will not hire an international student who possesses a student visa, and the student's social security card will state

that the student is ineligible to work off-campus. For further information about F-1 employment regulations, refer to Appendix B.

On Campus Employment - J students (Unrelated to Study)

J-visa students may also apply to work on campus for up to 20 hours per week unrelated to their program of study. For further information regarding J-visa employment, refer to Appendix C.

Off Campus Employment - F-1 Students

Curricular Practical Training

Curricular Practical Training (or CPT) falls into one of two categories: work that is required for graduation, and work that is not required but will receive academic credit. CPT has no limitations as to the length of time in which it can be engaged. You should be aware, however, that full time CPT for more than one year cancels your right to Optional Practical Training (see below). Part-time CPT work, however, does not affect OPT. For further information about employment regulations and restrictions please refer to Appendix B. ***Please note that you must complete an application for CPT in the OISS prior to beginning any work.***

Optional Practical Training

Optional Practical Training (OPT) is just that: training that is optional. You may take part in OPT, but you are not required to do so. The advantage of this category of training is that it is not as specific or restrictive as Curricular Practical Training.

There are four different categories under which you may apply for OPT:

1. during annual vacation, when school is not in session (i.e., summer or winter breaks), as long as you are an enrolled student and intend to register for the next semester
2. part-time (up to 20 hours per week) when school is in session.
3. full or part-time after you have completed your course requirements
4. full-time after completing your course of study (this is the most common form of OPT, known as “post-completion OPT”).

OPT is limited to a total of 12 months, but it can be broken up into smaller parts (1 month, 6 months, etc). For further information, refer to Appendix B.

Off Campus Employment - J Students

Academic Training

"Academic Training" is the name the United States Information Agency (USIA) uses for certain types of study-related employment for students in J-1 status. Academic Training is flexible in its format and offers a variety of employment situations to supplement your academic program in the United States. It is available before completion of your program of study as well as afterwards. As long as you stay within the stipulated time limits, it lets you work part-time while classes are in session and full-time during vacation periods. Under certain

circumstances you may interrupt study to work full-time, for example while you are writing a thesis. J-1 students in non-degree programs are eligible for Academic Training. ***Please note that unless you have made prior arrangements for Academic Training, you will only be able to take part in such a program after completion of your semester or year at EC and you will need to extend your J visa (a process which must be started several months prior to completion of studies).***

There are other types of employment available for J visa holders, such as au pair and summer camp counselor, but these are different categories of J visa and must be applied for from outside the US after returning to the home country.

Work Authorization Due to Severe Economic Hardship

It is possible to obtain permission to work off-campus if your economic situation has suffered a severe and unforeseen change since your arrival in the United States. To obtain this work permission, you must petition the USCIS with a detailed explanation of the circumstances which have caused this hardship. Please consult with the OISS for more information and the appropriate forms.

Further information about all employment regulations and restrictions please refer to Appendices B through D at the back of this booklet.

Employment with an International Organization

To be eligible for employment with an international organization, students must be in F-1 status and maintain full-time enrollment during the period of employment and have a written offer of employment from a qualifying organization as defined by the International Organization Immunities Act (see list below).

Apply to USCIS (Immigration) for a work authorization card. **Note:** These cards are granted in 1 year increments and cost \$380. It takes USCIS 2-3 months to process these, and the student cannot begin work until the card has been issued and the start date on the card has been reached.

List of Qualifying International Organizations

- ◆ African Development Bank
- ◆ African Development Fund
- ◆ Asian Development Bank
- ◆ Border Environmental Cooperation Commission
- ◆ Caribbean Organization
- ◆ Commission for Environmental Cooperation
- ◆ Commission for Labor Cooperation
- ◆ Commission for the Study of Alternatives to the Panama Canal
- ◆ Customs Cooperation Council
- ◆ European Bank for Reconstruction and Development
- ◆ European Space Agency
- ◆ Food and Agriculture Organization
- ◆ Great Lakes Fishery Commission
- ◆ Hong Kong Economic and Trade Offices
- ◆ Inter-American Defense Board
- ◆ Inter-American Development Bank
- ◆ Inter-American Institute for Cooperation for Agriculture
- ◆ Inter-American Investment Corporation

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- ◆ Inter-American Statistical Institute
- ◆ Inter-American Tropical Tuna Commission
- ◆ International Atomic Energy Agency
- ◆ International Bank for Reconstruction and Development
- ◆ International Boundary and Water Commission - the United States and Mexico
- ◆ International Centre for Settlement of Investment Disputes
- ◆ International Civil Aviation Organization
- ◆ International Coffee Organization
- ◆ International Committee of the Red Cross
- ◆ International Cotton Advisory Committee
- ◆ International Cotton Institute
- ◆ International Criminal Police Organization (INTERPOL) (Limited Privileges)
- ◆ International Development Association
- ◆ International Development Law Institute
- ◆ International Fertilizer Development Center
- ◆ International Finance Corporation
- ◆ International Food Policy Research Institute (Limited Privileges)
- ◆ International Fund for Agricultural Development
- ◆ International Hydrographic Bureau
- ◆ International Joint Commission - the United States and Canada
- ◆ International Labor Organization
- ◆ International Maritime Organization
- ◆ International Maritime Satellite Organization
- ◆ International Monetary Fund
- ◆ International Organization for Migration
- ◆ International Pacific Halibut Commission
- ◆ International Secretariat for Volunteer Service
- ◆ International Telecommunications Satellite Organization (INTELSAT)
- ◆ International Telecommunication Union
- ◆ International Union for Conservation of Nature and Natural Resources
- ◆ International Wheat Advisory Committee (International Wheat Council)
- ◆ Interparliamentary Union
- ◆ Israel-United States Binational Industrial Research and Development Foundation
- ◆ Korean Peninsula Energy Development Organization
- ◆ Multilateral Investment Guarantee Agency
- ◆ Multinational Force and Observers
- ◆ North American Development Bank
- ◆ North Pacific Anadromous Fish Commission
- ◆ North Pacific Marine Science Organization
- ◆ Organization for African Unity (OAU)
- ◆ Organization for American States (including Pan American Union)
- ◆ Organization for Eastern Caribbean States
- ◆ Organization for Economic Cooperation and Development
- ◆ Organization for the Prohibition of Chemical Weapons
- ◆ Pacific Salmon Commission
- ◆ Pan American Health Organization (including Pan American Sanitary Bureau)
- ◆ South Pacific Commission

- ◆ United International Bureau for the Protection of Intellectual Property (BIPRI)
- ◆ United Nations
- ◆ United Nations Educational, Scientific, and Cultural Organization
- ◆ United Nations Industrial Development Organization
- ◆ Universal Postal Union
- ◆ World Health Organization
- ◆ World Intellectual Property Organization
- ◆ World Meteorological Organization
- ◆ World Tourism Organization
- ◆ World Trade Organization

What Constitutes Illegal Employment for F and J Students in the US?

- Students who hold F1 and J1 visas may not under any circumstances work off campus. Unless the student has been issued an EAD card due to Economic Hardship or for post-completion OPT or Academic Training, students must find employment on campus.
- Students must also never work more than 20 hours per week when school is in session. The only times that students may work up to 40 hours per week is during the summer or other breaks.
- Students must never work without a social security card.

All student employment must be approved by the OISS. All employed students must fill out an I-9 tax form with the Payroll Office when they begin their employment and must file taxes each year by April 15th.

Monetary Concerns

Banks

Student paychecks may be cashed on-campus at the PESCU Bank, which is located on the ground floor of Brossman Commons. International students may also open a savings and/or checking account with any bank in town ***provided they have a Social Security card.***

Monetary System and Exchange Currency

Most banks and businesses will accept traveler's checks (in US dollars only), and US currency is always accepted. However, if the student finds it necessary to exchange international currency, either directly or through a wire transfer, this can be done at most banks listed in Appendix H. This process can take up to 30 days for processing with various fees involved.

The basic unit of the US monetary system is the dollar. The following list will give you an idea of the value of a dollar (prices may be higher in large cities):

cup of coffee:	\$1.00 - \$4.00 (Starbucks) and up
reasonable lunch:	\$5.00-\$10.00 and up
hotel room:	\$50.00-\$120.00 per person per night and up
bus fare:	\$0.80-\$1.50 one way (local shuttle service is free for students)
coat:	\$50.00-\$150.00
shoes:	\$50.00-\$80.00
soft drink:	\$1.00-\$1.50

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Sales tax is charged on most purchases in US stores and eating establishments. This can vary from five percent to seven percent of the total amount of the purchase, depending on the state.

Loan Programs

There is an emergency loan/grant program available to international students who find themselves in unexpected circumstances whereby they require additional finances. This program is only available to full-time students who are able to demonstrate financial need. It is a short term grant and carries a maximum amount of \$500.

All students seeking funding through the loan program must be recommended by the Director of the International Programs office. This office will recommend the student to the EC Business Office, which oversees the loan. There is a one-page application that the student must fill out. After the loan is approved the student must sign a legal document, which binds the student to the terms of the loan.

Financial Aid Resources

There is very little financial aid available for foreign students studying in the US, especially for those on undergraduate programs. However, some organizations and institutions may be able to provide limited aid or benefits. Students should consult the following web sites:

USA Financial Aid	www.usjournal.com/finaid.htm
Edupass Smart Student Guide	www.edupass.com/finaid/loans.phtml
Ford Foundation	www.fordfound.org
Smart Student Guide	www.finaid.org/otheraid/international.phtml

Scholarship and Grant Resources

International Financial Aid and Scholarships	www.IEFA.org
Institute of International Education	www.FundingUSStudy.org
International Scholarship	www.InternationalScholarship.com
Abroad Planet	www.AbroadPlanet.com
Education Fast Web	www.Edu.fastweb.com

Housing

On-Campus Housing

All fulltime undergraduate students are required to live in College-owned residential facilities during their undergraduate experience at Elizabethtown College except when they are classified as commuters or are granted permission, in writing, by the Office of Residence Life to live elsewhere. International students must live on campus as part of their admission to the College and are only permitted to request off campus housing if financial situations change after entering the US. The OISS must approve any requests for moving off campus.

When you arrive on campus, you will be asked to sign a residency agreement. You are expected to abide by the rules outlined in the agreement.

A damage deposit is required of all students upon arrival. It is refundable at the end of your stay if the room is left undamaged.

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Most residence hall rooms are furnished with a bed, mattress, desk, desk chair, dresser, mirror and closet. It will also have a high speed internet connection and a telephone connection for a landline phone. You will need to bring with you - or buy here - a study lamp, a telephone, a wastebasket, and any other personal items you desire (these items can be purchased locally). Each hall has a vending machine, a laundry room with ticket operated washers and dryers and ironing boards. There is no storage space in most halls. The OISS will provide bed linens, towels, and blankets (cost will be charged to your EC account).

College Holidays and Residence Halls

International students who wish to remain in the residence halls during periods when the College is not holding classes (such as holidays or between semesters) may do so. The College, however, does not offer meal service during this period. A request must be made in advance to the Residence Life Office in order to obtain permission to stay in the halls during these periods (Nov 1st for Thanksgiving, March 1st for spring break). Do not wait until the last minute to obtain on-campus housing during these periods.

Students may stay on campus without charge during the Thanksgiving and Spring breaks; however no meals will be served. Provided the request is made by the above deadlines, there will be no charge to students. The College's residence halls are closed during scheduled vacations (Thanksgiving, Christmas, and spring recess - see academic calendar for dates).

There is one time each semester and between semesters when the campus closes down for a break.

All College residences are closed during all official break periods. No students are permitted in the residence halls during break periods without authorization. Students may leave personal possessions in their rooms during break periods during the academic year. In addition, prior to leaving for break, residents should follow the instructions on the **Break Closing Form** which is posted on their room door by their RA. These instructions may include: unplug all electrical devices, remove all trash from the room, pull the shades half way down unless you live on the first floor of the residence hall (then they get pulled all the way down), lock all windows and doors, and sign the **Break Closing Form**.

Students not complying with closing procedures will be charged a \$25.00 fee on their next student statement. The College will not assume legal responsibility for lost, stolen, or damaged property. Closing and reopening hours for all residential facilities will be specified and published in advance.

Students who require housing during break periods must complete the online request form available on the Office of Residence Life website no later than two weeks prior to the vacation period. While the College does not promise break housing to any student, it will attempt to assist students in extenuating circumstances. Students found responsible for unauthorized entry/stay during vacation periods are subject to a \$45.00 fee per incident/evening. (The College will assist candidates for graduation to maintain housing during Senior Week.)

Selecting Housing

All first year and exchange/non-degree students are required to live on campus and are assigned rooms on campus prior to arrival. You may request a certain type of room on your housing application, but the Residence Life office has the final say about where you will live. If you find that you do not like your room or your roommate, talk to your Resident Advisor (RA) or Resident Director (RD), or speak to someone in the Residence Life office.

Open Room Selection for returning students: Residential students at Elizabethtown College select housing for the upcoming school year by participating in a lottery system. Each student is assigned a lottery number based on his/her total number of credits. The closer you are to graduating, the more options you will have available to you. Random lottery numbers are computer generated based on your class standing, with number 1 being first to select housing, number 2 is second to select, and so on.

The following distinctions are used:

- Current seniors - 90 credits and above
- Current juniors - 60 to 89.9 credits
- Current sophomores - 30 to 59.9 credits
- Current freshman - 0 to 29.9 credits

Independent Living Units: Apartments, quads, suites, are available to juniors, seniors, and international students ONLY. Applications are filled out for the independent living units before housing selection. The preference for these living units is based on the mix of juniors and seniors in each group. First priority for selection goes to a group of 4 seniors, then a group of 3 seniors and one junior and so on. Then when the groups are separated they are put into order with the highest lottery number in the group.

SDLC Houses: Established in 1992, the Student Directed Learning Communities are housing opportunities within the College-owned homes along the perimeter of the campus. They offer small groups of upperclass students the opportunity to create a unique, self-directed living environment, centered on a common theme, issue, or interest through which the group is expected to share and enrich the campus and greater Elizabethtown communities. This exemplifies the College's mission of service learning.

The SDLCs are awarded in the spring semester through a very selective application procedure. All programs undergo a review and reapplication process on a yearly basis. A complete listing of SDLCs and their descriptions is located in the Campus Directory. Please feel free to contact any of the programs to become involved in program activities.

Proxy Letters: If you will not be able to attend the housing selection you will need to assign someone to select housing for you by writing a proxy letter giving that person permission to select for you along with a copy of your ID card.

It is important for international students to communicate to the Residence Life Office any problems that they may have with on-campus housing. The earlier the problem is reported, the easier it is for Residence Life to correct the problem. This pertains to sending in completed forms as soon as possible and giving the Residence Life Office accurate information on individual housing requirements, as well as individual problems associated with campus life.

Students should carry their room key with them at all times to avoid the possibility of being locked out, even if leaving the room briefly. A staff member may unlock your door, but it is your responsibility to carry your key.

Students 21 years of age or older are permitted to have alcohol in the confines of their room. No open containers of alcoholic beverages are permitted in hallways or any other public area of the residence hall. No one under the age of 21 years is permitted to consume or possess alcohol.

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Students are encouraged to carefully read through the terms and conditions of their housing agreement. The students should also read through the student conduct policies as outlined in the student handbook.

Off-Campus Housing

Private homes and apartments off campus may be difficult to find and are often expensive. Houses, apartments, and rooms in private houses are the main type of accommodation available to students. However, some of these facilities may not be convenient to campus, and transportation can be a problem. Arrangements for off-campus housing must be made between the student and the landlord, and only once permission has been granted by the Residence Life office and the IP Office. Students can expect to pay between \$350-\$1,000 or more monthly, not including utilities, for private or shared housing. Even if you choose to live off-campus, meals may still be purchased at the College dining hall as individual meals, or for a full semester through a meal ticket plan.

College Services

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This office will be your primary service office while you are here at EC. (Please refer to the first page for further information.) This is the first office you should contact whenever you require any kind of service, or whenever you have a problem or a question. However, you may need to use other EC services and support programs while you are here. Some of these are outlined below.

Academic Support Programs – The Center for Student Success

EC does not offer academic support programs geared specifically to international students, as these programs are designed almost exclusively for undergraduate first and second year students. However, international students can contact the academic support offices in the Center for Student Success to obtain consultation on language (English), communication, and writing skills if the student is having difficulties. All inquiries are handled on an individual basis. Contact the office at 361-1405 or visit the advisors in 216 Baugher Student Center.

Campus Library and Computer Labs

The *High Library* is available to all students and operates on the following schedule:

- ◆ Monday through Thursday: 8:00am to 12:00 midnight
- ◆ Friday: 8:00am to 8:00pm
- ◆ Saturday: 11:00am to 8:00pm
- ◆ Sunday: 1:00pm to 12:00 midnight

Students will find the library useful for such activities as researching papers, studying and doing homework, or just relaxing with a book or magazine. The library has a large collection of books, periodicals, tapes, videos, and maps. There is always someone on staff to help you with questions you may have about finding materials.

Students will find the library and its services useful for carrying out class assignments, writing papers, or doing homework. There is usually a knowledgeable person working at the circulation or reserve desk that can help you with any questions you might have. The library has both regular and digital catalogs and many books are available as e-books. Students are also permitted to check out laptops in the library if they do not have their own.

The campus *computer labs* are located in various buildings throughout the campus and are also available to all students.

Brossman Commons (BC) and Baugher Student Center (BSC)

The Student Center is the focal point of the College for students, faculty, and community activities. The facility includes a multi-purpose event room, a large campus store area, an office of the PSECU Bank, an ATM machine, a coffee bar, and two dining facilities (The Jay’s Nest snack bar and The Market Place cafeteria). There is also a room with billiard tables, video games, pinball, and a TV viewing area comprise the Game Room in the lower level.

The upper level houses a lounge area, which includes several computers, several couches, and meeting rooms. There are also staff offices and office space for the Student Government Association. The Chaplain’s Office is located on this level, along with the multi-faith meditation room.

Religious Services

The College provides a variety of religious organizations on or near campus for people of many different faiths. These include the following:

- ◆ Brethren Student Group
- ◆ Campus Crusade for Christ
- ◆ Hillel Jewish Organization
- ◆ Faith in Action
- ◆ Habitat for Humanity

The College has a sacred space in the Center for Student Involvement that is open to all students. The only requirement is that shoes must be removed. If you wish to attend a church, synagogue, mosque, or other religious organization, please contact the Office of Religious Life, 253 Brossman Commons. This office is designed to assist students in fulfilling their own religious expression. They can assist with transportation and connections to ensure you are able to attend important services and activities. Many religious services are offered in the local community as well. Look under “Churches” or “Synagogues” or “Mosques” in the telephone book Yellow Pages.

Other Helpful Information

Transportation

Elizabethtown College is located in the town of Elizabethtown, in the southeastern portion of the state of Pennsylvania. The closest major cities to Elizabethtown are Harrisburg (the state capital – 17 miles), Washington, D.C. (150 miles), Baltimore, Maryland (100 miles), and Pittsburgh, Pennsylvania (250 miles).

The town of Elizabethtown is located 17 miles north of Lancaster where Franklin & Marshall College and Millersville University are located.

Most international students arrive in the United States via New York or Washington, D.C. To get to the town of Elizabethtown from New York City, or Washington, D.C., you can travel by bus or train. If you arrive by train, you will come to Elizabethtown station just after Lancaster station. From the station you will need to take a taxi to Elizabethtown or arrange to be picked up. The bus can be taken from New York City, Baltimore, or Washington, D. C. to Elizabethtown.

Taxis:

Airport Taxi	717-393-2222
Lancaster County Taxi Service	717-626-8294 or 291-2147
Taxi the Friendly	717-392-7327

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Yellow Cab 717-397-8100
Uber www.uber.com

Train (Amtrak)
www.amtrack.com 1-800-872-7245

Bus (Greyhound)
www.greyhound.com 1-800-231-2222

Local Transportation

For those students who do not have their own vehicle, there is shuttle service available through Campus Security. ***This service is free to all EC students who show a student ID.*** The bus goes from campus to the main shopping centers in Elizabethtown, including the grocery stores. This service runs throughout the semester. Students may board the shuttle at various points on campus. Further information is available from Campus Security. Campus Security will also take international students to the train station or airport ***provided the student gives Campus Security enough prior notice (at least 24-48 hours).*** Students should not assume that there will be available drivers during breaks.

Everyday Concerns

Driver's License

If you have a valid driver's license, from your home country, you may be able to drive in the US for a period of one year, or until the license expires, whichever happens first. Some countries have this privilege while others do not, so check with the US embassy in your home country or with the Pennsylvania Department of Transportation (PENNDOT) once you arrive in the US. You may be required to have an International Driver's License.

It is possible to exchange your "out-of-country" license for a Pennsylvania Driver's License, but you will have to meet certain requirements. If you have never been licensed to drive, it is possible to obtain a Pennsylvania State Driver's License. Stop by the OISS for more information. Please keep in mind that owning a car is quite expensive. Buying the vehicle, tags, automobile insurance, gas, and repairs all add up rather quickly. **Do not attempt to drive on a foreign license without first checking to see if it is valid in the US. You could be arrested.**

Telephone Services and Using the Campus Phone System

There are many types of telephone services available in Elizabethtown. Students who live in the residence halls must purchase a phone (the OISS may have some used phones) to use their room landline. Since people will try to contact you at this number, you really must do this, even if you have a cell phone. Information about obtaining service and the various types of service is available from the local phone company.

If your phone has voicemail, please be sure it is turned on and can receive messages. If OISS or other offices on campus can't reach you because your voicemail has not been activated, you will be responsible for any information or instructions that you miss.

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For mobile phone carriers, here is a sampling of companies in the area:

<u>Company</u>	<u>Email</u>	<u>Phone</u>
E-Town Wireless	www.google.com	(717) 367-7200
Radioshack	www.radioshack.com	(717) 367-3807
T-Mobile	www.t-mobile.com	(717) 840-7357
AT & T Wireless	att.com	(717) 840-0393
Verizon Wireless	www.verizonwireless.com	

On the next page are telephone numbers for offices that are important and useful for international students. To contact other offices and people on campus, look for the person’s telephone number in the *Campus Telephone Directory*. The *Campus Telephone Directory* lists office (and sometimes home) numbers for all faculty, staff, and students. To dial a campus telephone number from an on-campus phone, dial the last four digits of the campus telephone number. If you are off-campus, but are within Elizabethtown, dial the last 7 digits. If you are not in Elizabethtown or on campus but are in Pennsylvania or have a cell phone with national service, dial all 10 digits. If you are outside of Pennsylvania and do not have national service on your cell phone, you’ll need to dial 1 plus all ten digits.

Important Telephone Numbers

Off Campus

Police, Fire or Ambulance 911

Information

Brethren Colleges Abroad (BCA)	717-361-6614
Driver’s License (PENNDOT)	800-932-4600
International House, Harrisburg.....	717-724-2846
Elizabethtown Public Library, Market St.....	717-367-7467
Elizabethtown Borough Police (EMERGENCY).....	Dial 911 OR
717-367-1835	
Elizabethtown Borough Police (non-emergency).....	717-367-6540
USCIS Customer Service.....	800-375-5283
US Post Office.....	800-275-8777
Elizabethtown Post Office, Market St.....	717-367-1307

On Campus

<u>Service</u>	<u>Phone</u>	<u>Building</u>
Academic Advising	1110/1569	BSC 216
Admissions	1161	Leffler House
Business Office	1218	Zug 2 nd floor
Called to Lead	1353	BSC 256
Career Services	1206	BSC 216
Center for Student Success	1185	BSC 226-239
Chaplains Office	1260	BSC 253-254

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College Store	1131	BSC main floor
Counseling Services	1405	BSC 226
Dean of Students	1196	BSC 208
Disability Services	1227	BSC 228
Diversity Services	1198	BSC 250
Health Services	717-489-1021	UPG Health Clinic
ID Services	1266	Campus Security
ITS Help Desk	3333	Nicarry 108
International Student Services	1594	BSC 255
Learning Services	1549	BSC 266
Library	1222	High Library
Mail Services	1124	BSC 101
Main Reception	1000	Alpha Hall
Marketplace/Dining Services	1158	BSC
Prestigious Scholarships	6048	BSC 257A
Registrar	1409	Zug 210
Residence Life	1197	Residence Life
Student Activities Office	1273	BSC 257
Student Employment (Payroll Office)	1194	Alpha Hall 201
Student Rights and Responsibilities Office	4742	Residence Life
Campus Security – Non Emergency	1264	Campus Security
Emergency	1111/1263	Campus Security

Glossary – College Terminology

Advisee, Advisor	Your advisor or counselor is the instructor assigned by the College to help you with your academic program and problems. You are called the advisee.
Audit	To take a course without credit. You must have the instructor's permission to audit a class.
USCIS	US Citizenship and Immigration Service (formerly the Immigration and Naturalization Service – INS). An agency of the Department of Homeland Security (DHS) which, in conjunction with the BICE, administers and enforces immigration related provisions and statutes within the United States. Outside the United States these provisions and statutes are enforced by consular posts of the Department of State. (http://www.immigration.gov/graphics/index.htm)
BICE	Bureau of Immigration and Customs Enforcement. This is another bureau within the Department of Homeland Security that is primarily concerned with securing US borders and deporting illegal aliens. Most foreign students will not have contact with this bureau except when passing through US Customs. (http://www.bice.gov/graphics/index.htm)
Classroom Hours	Most classes meet for 150-200 minutes each week either 50 minutes a day Monday, Wednesday and Friday (MWF) or 75 minutes a day Tuesdays and Thursdays (TR), Mondays and Wednesday, or other combinations.
Course	A particular subject being studied. For example: a course in English. Often used synonymously with "subject" and sometimes called 'module'.
Credit	The numerical reward you receive for completing a college course. At Elizabethtown it is described in semester units. The undergraduate student will ordinarily register for 12-16 credits of class work each semester. A total of 125-127 units, or credits, are required to graduate with a BA or BS degree.
Curriculum	The whole body of courses required for a degree.
Department	A division of the College which offers instruction in a particular branch of knowledge. For example: The Department of English.
DHS	Department of Homeland Security – replaces the former Department of Justice which housed the Immigration and Naturalization Service (INS). (http://www.dhs.gov/dhspublic/)
DSO	Designated School Official who signs I-20 forms for F-1 visa holders
DoS	Department of State – oversees the running of US consulates and embassies around the world and administers the J visa (Exchange Visitor) program (http://www.state.gov/index.htm)
Elective	A subject or course which you may choose to study as distinguished from a required course which you must take.
Extracurricular	Those activities which are part of student life but are not part of a course of study. Debate, dramatics, and athletics are extracurricular activities.
Fee	A charge which the College asks you to pay for certain services it offers you. For example: a music fee is paid for private lessons in music.
General Education (Core Courses)	The knowledge, skills and appreciation that a well-educated person should possess. More than one-third of the work required for graduation consists of general education courses which are required of all students.
Grade Points	For reasons of simplicity in bookkeeping, grades are assigned numbers called grade points. For every hour of "A" which you earn, you are credited with four grade points; for every hour of "B", three grade points; for every hour of "C", two grade points; for every hour of "D", one grade point. To determine your grade point average, divide the total number of grade points by the total number of credit hours attempted.
Graduate Study	Course work beyond the Bachelor's Degree towards a Master's or Doctorate Degree.
Hours	Hours, credit hours and credits are terms used interchangeably.

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International Programs Office (IPO)	International students can receive help in dealing with the USCIS, in learning about local customs and culture, in adjusting to campus life, and in understanding the U.S. educational system. Certain functions required by USCIS must bear the signature of the Designated School Official (DOS) for F-1 students, the Responsible Officer (RO) for J-1 students. The International Student Advisor serves as the Primary DSO. The Director of the IP office serves as an alternate DSO, along with several other EC administrators.
Load	The total units of credit for which you are registered. The average undergraduate load is 12-16 hours of credit each semester.
Major/Minor	The subject or field of study which you decide to emphasize. If, for example, you plan to specialize in English, you will be said to major (or minor) in that field. A major requires you to complete more credits than a minor.
Passport	Please keep this in a safe place and DO NOT allow it to expire while you are in any country other than the issuing country. It is defined as any travel document issued by authority showing the bearer's origin, identity and nationality, if any, which is valid for entry of the bearer into a foreign country.
Prerequisite	The preliminary requirements which must be met before a certain course can be taken. Thus, English 185 is the prerequisite for English 385 and must be successfully completed before the second course can be taken.
Probation	The status of a student whose academic progress is unsatisfactory as defined by the College's Academic Standards Committee.
Program	The curriculum or course of study a student has chosen to pursue.
Quality Point Average	Used interchangeably with grade point average.
Registration	The act of enrolling in classes, usually prior to the beginning of a semester. The process includes selecting, with the help of an advisor, courses to be taken.
Required Courses	Those subjects or courses required by Elizabethtown for the completion of your program. You choose your electives; your required subjects are chosen for you.
Residence Hall/Dormitory	Buildings on the College campus designed to provide living accommodations for students. Such buildings are owned and maintained by the College.
RO	Responsible Officer who signs DS-2019 forms for J visa holders
Schedule	A listing of the courses you are taking each semester. Your schedule is your program of studies.
Term	The designation for a period of instruction. At Elizabethtown, a semester.
Undergraduate	A student who has not yet earned a Bachelor's Degree.
Visa	A stamped or affixed entry on a page of your passport. The non-immigrant visa stamp will show the visa number, the location of the issuing office, the visa classification, the date of issuance, the expiration date and the number of application for admission allowed (multiple). Don't confuse the term "visa," which is a permit for entry, with the terms "Arrival/Departure Record," "I-94," or "Authorized stay." These terms refer to a person's permission to remain in the U.S.

Appendix A: Maintaining Your F-1 Status

Description

As an F-1 student, you were admitted to the United States for “duration of status”. A notation for duration of status D/S, is found on the white I-94 card in your passport and on your I-20 immigration form. D/S means you are permitted to stay in the US as long as you maintain your status by fulfilling the requirements of being an F-1 student. Keep in mind that there is an important difference between an F-1 visa and F-1 status. The visa is a stamp placed on your passport and regulated by the US Citizenship and Immigration Service (USCIS). Even if your visa is valid, you can lose your legal F-1 status if you do not comply with immigration laws regulating your stay in the US. Keeping the following regulations is extremely important. Penalties for violating student regulations may vary from (1) applying for reinstatement, (2) voluntarily leaving the US, or (3) deportation.

Overview of Government Regulations You Must Follow in Order to Maintain Your Legal Status

- Maintain a valid passport at all times, unless exempt for passport requirements. Your government should extend your passport at least six months before the expiration date.
- Attend the College that the USCIS has authorized you to attend.
- Complete an official immigration transfer whenever you change educational institutions. An immigration transfer must be completed within 15 days of the beginning of classes of your first semester at the new school.
- Complete a full course of study during the fall and spring semester (9 credit hours per semester for graduate students; 12 credit hours for undergraduate students). Under certain circumstances, F-1 students may be authorized for less than a full course of study and still be considered full-time. However, the Director of the IP Office or the International Student Advisor must review the case with the student to determine if a valid academic or medical reason exists before approving the request. Failure to speak to the Director and receive approval will jeopardize the student’s immigration status.
- Apply for an extension of your program if you cannot complete your degree before the ending date listed on item #5 of your I-20. You must apply for a program extension at least 2 months before the date of expiration.
- Obtain a new I-20 whenever you make a change of programs.
- Work off-campus only if you have first received authorization from the USCIS. On-campus employment requires authorization from the IP Office and you must maintain your full-time student status and legal immigration status. On-campus work is limited to part-time (20 hours or less per week) during the fall and spring semesters. It may be full-time (up to 40 hours per week) during the summer and intersession.
- Request a travel endorsement on the back of the I-20 from the OISS before leaving the US.
- Report any changes of address to the IP Office within 10 days of the change.

If you have any questions concerning your F-1 student status please contact:
Office of International Student Services
Tel: (717) 361-1594

Appendix B: US Citizenship and Immigration Services (USCIS) Regulations and Responsibilities Pertaining to F-1 Students

As an F-1 student at Elizabethtown College, you must be aware of responsibilities and obligations you have in relation to the regulations of the USCIS. The following information is provided as a guide during the time you are enrolled as a student at EC. Please be aware that if you fail to comply with USCIS responsibilities/obligations, you may lose your student status, or you eligibility for benefits normally granted to F-1 students, or you may even be subject to deportation.

Keep the following documents available at all times!

- ◆ Passport
- ◆ Form I-20
- ◆ Your I-94 card (Arrival/Departure Record)
- ◆ EAD card if you are employed off campus

You must maintain the validity of your passport at all times. If you lose your passport, contact your embassy or consulate immediately. If you lose your I-20 form, request a new form from EC's Designated School Official (DSO). If you lose your I-94 card, you may apply for a replacement to the USCIS by using Form I-102 (Application by Nonimmigrant Alien for Replacement of Arrival Document) or you may wait until you travel across a US border again. It may prove beneficial for you to keep a second copy of the above documents. Copies of all these documents will also be kept on file in the International Programs office.

While attending Elizabethtown College you must register as a full time student (12 undergraduate credits, or 9 graduate credits) for a 'full course load.' You must register for each available school term except summer session terms.

If you change your major or your level of study at Elizabethtown College you must ask the DSO to complete a new Form I-20 reflecting your change of major or level of study.

If you extend your program completion date you must complete Form I-538 (Notification by Designated School Official for Nonimmigrant Student Program Extension, School Transfer, or to Accept or Continue Employment) at least two months prior to the program end date shown on your I-20, and have it signed by the DSO.

If you want to leave the US while attending school you must have the DSO sign the final page of your Form I-20 prior to leaving the US. Upon departure from the US, you must surrender your Form I-94. Upon re-entry to the US, you will be issued a new I-94. ***Always keep your I-20 when crossing borders.***

To change from F-1 status you must complete Form I-539 (Application to Extend Status/Change Nonimmigrant Status), or Form I-129 (Petition to Classify Nonimmigrant as a Temporary Worker). Both forms require a fee payment. You will also need to provide both your I-94 card and your I-20.

To change to F-1 status you must complete Form I-539 (fee payment required), provide evidence of financial support, provide your EC Form I-20, and your I-94 card. These forms must be signed by the DSO prior to their being sent to the USCIS for adjudication.

To work on campus prior to graduation you must obtain an I-9 (Employment Eligibility Verification) form. Complete section 1 (include your admission number as indicated on either your I-94 or I-20. Section 2 of the I-9 will be completed by your employer. You may work on campus, or you may work at off-campus locations that are educationally affiliated with Elizabethtown College. Employment is limited to 20 hours per week while school is in session. However, you may be employed on campus full time during holidays, the intersession, and the summer.

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Curricular Practical Training prior to graduation: This training must be an integral part of an established curriculum printed in the undergraduate or graduate catalog. Forms I-538 and I-20 must be completed. Curricular Practical Training may begin only after endorsement of the I-20. You will be ineligible for Post-Completion Optional Practical Training if you have one year or more of full time Curricular Practical Training. Please note that CPT is currently available in limited academic departments at Elizabethtown College.

Post-Completion Practical Training after graduation: You must complete Form I-765, and be given an updated I-20 form from the DSO. In return you will receive Form I-688B (Employment Authorization Document) from the USCIS. You should apply for Practical Training at least 90 days prior to graduation. *The application process takes approximately 8-12 weeks for completion*, after which an Employment Authorization Document (EAD) will be issued and employment may begin. ***It is illegal for you to work without an EAD.*** Practical Training may be authorized for one (1) 12-month period, but in no case may it extend longer than 14 months after graduation. Optional Practical Training must be related directly to your field of study. OPT is intended to prepare you for careers in your home country (not to serve as a source of income to help you bridge educational programs).

Reinstatement to student status: Complete Forms I-539 (fee required), I-20, and provide a written statement explaining your situation, along with confirmation of financial support. ***Please note that most requests for reinstatement are routinely denied. Any requests for reinstatement after being out of status for more than five months will automatically be denied.***

Appendix C: J-1 Student Employment

Department of State Exchange Visitor Program: <http://usembassy.state.gov/posts/ks1/www1350.html>

This information is designed for J-1 students. It tells you (1) what types of work are available as "Student Employment" under regulations published by the United States Information Agency (USIA), (2) the conditions of each of those types of work, and (3) how to arrange work authorization. It contains references to Academic Training, a separate category of study-related employment, but does not explain it in detail. For advice and for further information, consult the Director of International Student Services at 717-361-1594.

Your J-1 Responsible Officer

Whatever type of employment you are considering, you must first obtain approval in writing from your J-1 Responsible Officer (RO), who represents your J-1 sponsor and issues your Forms DS-2019. Before approval, your J-1 Responsible Officer is required by regulation to evaluate the proposed employment in the context of your program and your personal circumstances, and then decide whether it would be appropriate or not. Whoever issued your form DS-2019 is your J-1 Responsible Officer. If your J-1 sponsor is an agency, and if you are uncertain how to reach your J-1 Responsible Officer, the International Student Advisor will help you contact your sponsor (but is unable to authorize your work permission).

Jobs Which Qualify as "Student Employment"

Jobs which fall under the heading of 'student employment' include scholarships, fellowships, or assistantships which require employment. This kind of work usually occurs on campus, and the school is normally the employer. In certain circumstances, however, the work can be done elsewhere, for a different employer. You might work in a government or private research laboratory, for example, if your major professor had a joint appointment there and would be supervising you in work that counted toward your degree.

On-Campus Jobs Unrelated to Study

The regulations, in allowing for jobs on campus that are unrelated to study, stipulate only that the work be done "on the premises" of the school. That means that the school does not have to be the employer, and that you could work for a commercial company, such as a food service, in its operations on your campus.

Off-Campus Jobs to Meet Urgent, Unforeseen Need

Your J-1 Responsible Officer can authorize you to work off-campus in the "Student Employment" category only if you have serious and urgent financial need that you did not foresee when you became a J-1 student, or when you enrolled at your current school. Under certain circumstances off-campus work may also be available as Academic Training, a separate category of study-related employment.

Conditions

Eligibility

You are eligible for "Student Employment" provided you (1) hold valid J-1 status in the student sub-category, (2) are registered and studying full-time, (3) are in good academic standing at the school that your J-1 sponsor has authorized you to attend, and (4) your J-1 Responsible Officer has approved the specific employment in advance, in writing.

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Limitations

If authorized, you may work a total of 20 hours per week while school is in session. You may work full-time during official school breaks and vacation periods, including summer vacations, provided you are eligible and intend to register for the next school term. The 20-hour-per-week work limit while school is in session applies to and includes all types of "Student Employment." A 20-hour-per-week graduate assistantship, for example, would exhaust your academic-year on-campus and off-campus work eligibility.

How to Apply for Work Permission

First you should talk to the International Student Advisor at E'town about why you want or need to work, whether it is advisable, and what type of job would suit you best. If you have unforeseen need, you will probably need a letter explaining the circumstances. If the ISA agrees that it would be appropriate for you to work, the next step is to obtain a job offer. With the name of your employer, your J-1 Responsible Officer will be able to approve your job in writing, and you will be free to start (see "Authorization to Work" below).

Authorization to Work

A Social Security Number

To put you on the payroll, your employer will need your Social Security number, which you can obtain by applying for a Social Security card. Take your passport (if you are Canadian you may use another form of photo-bearing identification), I-94 Departure Record card, your Form DS-2019, a written offer of employment, and your J-1 Responsible Officer's written work authorization to an office of the Social Security Administration.

Form I-9, "Employment Eligibility Verification"

When you begin work, you and your employer must complete Form I-9, which requires you to document your identity and work authorization according to directions on the back of the Form.

Of the various items acceptable as documentation, you may find that the most convenient combination is your passport (or other photo-bearing identification if you are Canadian), I-94 Departure Record card, Form DS-2019, and your J-1 Responsible Officer's written work authorization. Your employer, who keeps Form I-9, will make copies of the documents you submit, and return the originals to you. Since your Responsible Officer's authorization can be valid for no more than a year, you will have to obtain a new one at least annually, and then update your Form I-9.

Taxes

Social Security Taxes

In general, as a J-1 student you will be exempt from Social Security (F..I.C.A.) taxes for your first five years in the United States, as long as you continue to declare non-resident status for tax purposes (see Internal Revenue Service Publication 519, "U.S. Tax Guide for Aliens").

Federal, State and Local Taxes

Unless you qualify under a tax treaty between the United States and your home government, your earnings as a J-1 student will be subject to applicable federal, state and local taxes, and employers are required by law to withhold those taxes from your paychecks. By April 15 you must file a federal income tax return and a "Required Statement" covering the prior calendar year to determine whether you owe more taxes or have a refund coming.

A Note of Caution

As a J-1 student you are eligible for a variety of work opportunities in the United States, but employment without proper authorization is a serious violation of your status. Remember that before you start any kind of employment, you must first consult your J-1 Responsible Officer, whose written approval is necessary in advance.

Appendix D: Academic Training for Students in J-1 Status

"Academic Training" is the name the United States Information Agency (USIA) uses for certain types of study-related employment for students in J-1 status. Academic Training is flexible in its format and offers a variety of employment situations to supplement your academic program in the United States. It is available before completion of your program of study as well as afterwards. As long as you stay within the stipulated time limits, it lets you work part-time while classes are in session and full-time during vacation periods; and, under certain circumstances, you may interrupt study to work full-time, for example while you are writing a thesis. J-1 students in non-degree programs are eligible for Academic Training.

For advice and for further information, consult the Director of International Student Services.

Your J-1 Responsible Officer

To qualify for Academic Training, you must first obtain approval in writing from your J-1 Responsible Officer, who represents your J-1 sponsor and issues your Form DS-2019. She must evaluate the proposed employment in terms of your program of study and your individual circumstances, and then decide whether the employment would be appropriate. If your J-1 sponsor is an agency, and if you are uncertain how to reach your J-1 Responsible Officer, the Director of International Student Services will help you contact your RO, but does not have authority to grant employment permission.

Eligibility

The following requirements must be met in order to you to be eligible for academic training:

- Your primary purpose in the US must be study rather than academic training.
- You must be in good academic standing at the school named on your Form DS-2019.
- The proposed employment must be directly related to your major field of study.
- Throughout your academic training you must maintain permission to stay in the US, in J-1 student status, and apply for extensions as necessary.
- You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training.

Limitations (general)

- Your employment may be authorized for "the length of time necessary to complete the goals and objectives of the training, provided that the amount of time . . . is approved by [both] the academic dean or advisor and . . . the Responsible Officer," to quote the regulations. It may not exceed "the period of full course of study" or 18 months, whichever is shorter. Additional academic training, beyond the 18 or 36-month limit, is allowed only if it is required for the degree.
- Part-time employment for academic training counts against the 18 or 36-month limit the same as full-time employment.
- Earning more than one degree does not increase your eligibility for academic training.

After Program Completion

- Academic training approved after completion of your program must be reduced by any prior periods of academic training.
- Academic training following completion of your program of study must involve paid employment.
- Whether the other items in the application are ready yet or not, you must obtain a written offer of appropriate employment and present a copy to your J-1 Responsible Officer no later than 30 days after the end of your program, or you will lose eligibility for academic training. Your DS-2019 must remain valid during the 30 day period after you complete your studies if you plan to pursue academic training. If your DS-2019 will expire before the end of the 30 day grace period, request an extension for the grace period so that there is no gap in extensions on your DS-2019 form.
- If you plan to leave the United States after you complete your program of study and reenter the country for J-1 academic training, you must obtain employment authorization before you leave. Otherwise you will have trouble reentering. Consult your J-1 Responsible Officer for advice before traveling.

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- Obtain a letter of offer from your prospective employer that includes your job title, a brief description of the "goals and objectives" of your "Training program" (your employment), the dates and location of the employment, the number of hours per week, and the name and address of your "training supervisor" (the quotations come from the regulations). Include the salary for the period of employment. Make sure that your employer's letter includes all of these details.
- Give a copy of your employer's letter to your academic adviser or dean for use in writing to your J-1 Responsible Officer recommending the academic training. According to the text of the regulation, your adviser's letter must set forth: the goals and objectives of the specific training program; a description of the training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training; How the training relates to the student's major field of study; Why it is an integral or critical part of the academic program of the exchange visitor student. "Your adviser must also approve your academic training for the length of time necessary to complete the goals and objectives of the training."
- When your academic adviser's recommendation is ready, you should deliver or send it to your J-1 Responsible Officer, with a copy of the employer's letter attached.
- Your J-1 Responsible Officer must evaluate the academic training program and decide whether it is warranted and appropriate. If so, he or she will write you a letter of approval. To authorize "post-doctoral training" your J-1 Responsible Officer must also issue you a new Form DS-2019, for no more than 18 months at a time.

Authorization to Work

Social Security Number

To put you on the payroll, your employer will need your Social Security number, which you can obtain by applying for a Social Security card. Take your passport (if you are Canadian you may use another form of photo-bearing identification), I-94 Departure Record card, the copy of your Form DS-2019, a written offer of employment, and your J-1 Responsible Officer's written work authorization to an office of the Social Security Administration.

Form I-9, "Employment Eligibility Verification."

When you begin work, you and your employer must complete Form I-9, which requires you to document your identity and work authorization according to directions on the back of the form. Of the various items acceptable as documentation, you may find that the most convenient combination is your passport (or other photo-bearing identification if you are Canadian), I-94 Departure Record card, the copy of Form DS-2019, and your J-1 Responsible Officer's written work authorization. Your employer, who keeps Form I-9, will make copies of the documents you submit, and return the originals to you. Form I-9 must be updated any time that you receive a renewal of your permission for academic training.

Taxes

Social Security

In general, as a J-1 student you will be exempt from Social Security (F.I.C.A.) taxes for your first five years in the United States, as long as you continue to declare non-resident status for tax purposes (see Internal Revenue Service Publication 519, "U.S. Tax Guide for Aliens," available in the OISS).

Federal, State and Local Taxes

Unless you qualify under a tax treaty between the United States and your home government, your earnings as a J-1 student will be subject to applicable federal, state and local taxes, and employers are required by law to withhold those taxes from your paychecks. By April 15 you must file a federal income tax return and a "Required Statement" (form 8843) covering the prior calendar year to determine whether you owe more taxes or have a refund coming.

A Note of Caution

As a J-1 student you are eligible for a variety of work opportunities in the United States, but employment without proper authorization is a serious violation of your status. Remember that before you start any kind of employment, you must first consult your J-1 Responsible Officer, whose written approval is necessary in advance.

Appendix E: J-1 Extension of DS-2019

This information is designed for students in J-1 status. It outlines the procedures to follow if you need to extend your permission to stay in the U.S. either to complete your program of study, or to start or complete your Academic Training (study-related employment).

When to Extend

Your permission to stay in the United States ends on the expiration date of your I-94 Departure Record card unless the card is marked "Duration of Status" or "D/S." In that case your permission to stay will expire 30 days after the date shown in item #3 of your Form DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status."

Your J-1 Responsible Officer

To extend your permission to stay in the US, you must first obtain a new Form DS-2019 from your J-1 Responsible Officer, who will need proof of your eligibility before issuing the Form. If your J-1 sponsor is an outside agency, and if you are uncertain how to reach your Responsible Officer, the Director of International Student Services will help you.

Eligibility

You are eligible to apply for an extension of stay if you are either studying full-time at the school named on your Form DS-2019 and making satisfactory academic progress and have adequate funding, or have completed your program of study and want to participate in Academic Training. You are also eligible if you are participating in an authorized Academic Training program and, within the established time limits, need an extension to finish the program.

Government regulations do not limit the time you may take to finish your program of study as long as you are making academic progress, but you may be subject to limitations imposed by your department or the Graduate School on the time allowed to complete your degree, and by your J-1 sponsor on the number of years you may spend in the US.

Procedures for EC Sponsored Students

- At least two months before your permission to stay expires, contact the Director of International Student Services about an extension. Ask for forms and for instructions on how to proceed.
- Document your academic progress and indicate that you have adequate funding. Obtain a letter from your faculty adviser confirming your continued academic progress, and a letter of award, bank statement, or other appropriate proof of the availability of sufficient support. Take or send all materials to the Director.
- Once you have received your new Form DS-2019 you may extend your permission to stay either by leaving the United States and reentering, or by following the notification or the application procedure inside the country.

Extending Your Stay by Leaving the United States and Reentering

If you go abroad and come back into this country using the new Form DS-2019, then your reentry will extend your permission to stay. However, the "leaving and reentering" procedure may not work if you travel to Canada, Mexico, or the Caribbean islands for less than 30 days. In this particular situation, when you re-enter the US the USCIS inspector at the port of entry may hand back your Form DS-2019 intact and unmarked, and refuse to record your reentry. If that happens to you, you will have to proceed as though you had not gone abroad, and either leave North America and reenter, or else carry out either the "Notification" or the "Application" procedure outlined below.

If you do leave North America you will need a valid J-1 visa stamp to reenter this country (unless you are Canadian). If your visa stamp has expired, or is for a single entry that you have already used, then you will have to apply for a new visa at a U.S. consulate abroad. Besides Form DS-2019 and your passport, and those of your dependents if they will be accompanying you, the Visa Officer may want to see proof of funding that does not come directly from your J-1 sponsor or your school (for example a letter of award or support, a bank statement, documentation of income, etc.) Your dependents will need J-2 visas, and you should be prepared to show proof of marriage, and

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parenthood of each child. You should carry previous forms DS-2019 with you in case the immigration officer or consulate officer asks to see them.

Extending Your Stay without Leaving the Country

First fill out and sign the back of your new Form DS-2019. Then proceed either by notification or by application.

Notification (more convenient)

You may use this procedure only if your I-94 Departure Record card shows "Duration of Status" or "D/S" instead of a specific expiration date. You will need to answer the questions on the back of the DS-2019 and sign. Take your Form DS-2019 to your J-1 Responsible Officer, who will mail the DS-2019 to the USCIS as notification, and return a copy to you. That will complete your extension.

Application (much less convenient)

You must use this procedure if your I-94 Departure Record card shows a specific expiration date rather than "D/S" or "Duration of Status."

- Complete Form I-539, "Application to Extend/Change Nonimmigrant Status." For your own records make photocopies of all items in the application: Form I-539, the check or money order for the fee, Form DS-2019 (copy both sides), copies of prior Forms DS-2019, and your I-94 Departure Record card and those of your J-2 dependents (copy both sides of the I-94s even if they have nothing written on the back).
- Mail the application to:
USCIS, Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

Disregard the instructions on the form which tell you to mail J extensions to your local USCIS office. That practice has been changed since Form I-539 was last revised.

- Send the application via certified mail. If your application for extension of stay reaches the USCIS by the expiration date on your I-94 Departure Record card, you may legally continue any authorized employment for up to eight months while the application is pending. (J-2 work authorization is not protected by the eight-month cushion; it expires on the date shown on the Employment Authorization Document.)

Your extension of stay will probably not take eight months, but delays of two or three months are by no means uncommon. Advance planning is particularly important if your permission to stay expires on the day you graduate, and you need your extension to start employment for Academic Training shortly thereafter. While the USCIS has your I-94 Departure Record card, you will not be able to enter other countries in North America, but you will probably be able to travel to another continent. Consult your J-1 Responsible Officer, who will have to provide a new Form DS-2019.

After you have extended your stay inside the country, avoid a common mistake if you travel abroad. Do not assume that with an approved extension of stay you can reenter this country from another continent without an unexpired J-1 visa stamp in your passport (unless you are Canadian). If your J-1 visa stamp has expired, you have to apply at a consulate for a new one in order to reenter the United States as a J-1 student.

Caution

Extension of your permission to stay is your responsibility. If you forget the deadline and apply late, you risk denial. If you are employed and overlook the date, you will be working illegally. Since such mistakes can have serious consequences, you should make certain that you apply well in advance (at least one month, but not more than two months) if you need to extend your stay.

Appendix F: J-1 Exchange Visitors' Two Year Home Country Physical Presence Requirement

This information is designed for J-1 students and scholars (professors, researchers, and short term scholars) visiting Elizabethtown College. It explains the two-year home country residence requirement affecting some Exchange Visitors and their J-2 dependents. This is general information. Please see the Director of International Student Services to discuss specific situations.

Intent of the Requirement

The intent of the requirement is to have the home country benefit from the Exchange Visitor's experience in the United States. Exchange Visitors come to this country for a specific objective, such as a program of study or a research project. The requirement is intended to prevent a participant from staying longer than necessary for the objective, and to ensure that s/he will return to his/her home country for at least two years following the completion of the objective before coming back to the United States for a long-term stay.

Terms of the Requirement

If you are subject to the requirement, then, until you have "resided and been physically present" for a total of two years in either your country of nationality or your country of legal permanent residence, you are not eligible for:

- An H, L, or immigrant visa, or for H, L, or immigrant status in the U. S. The H classification includes temporary workers, trainees, and their dependents. The L classification includes intra-company transferees and their dependents. An immigrant is the same as a permanent resident, or holder of a "green card."
- A change of your status, inside the United States, from J to any other nonimmigrant classification except A or G. The A classification includes the foreign government's diplomats and representatives to the United States government, and their dependents. The G classification includes the foreign government's representatives to international organizations, such as the United Nations, and their dependents.

You are subject to the requirement if any of the following apply:

- Your J-1 participation is or was funded in whole or in part, directly or indirectly, for the purpose of exchange, by your home government or the United States government
- As a J-1 Exchange Visitor, you are acquiring a skill that is in short supply in your home country, according to the United States government's "Exchange Visitor Skills List." You can download a copy of the "Skills List" from the web page of the State Department's Visa Services Office: (<http://usembassy.state.gov/posts/ks1/www1350.html>). However, it is approximately 150 pages long so you might prefer to only copy relevant pages.
- You have participated as a J-1 in a graduate medical education or training program, i.e. a residency, internship, or fellowship, sponsored by the Educational Commission for Foreign Medical Graduates
- You are the J-2 dependent of an Exchange Visitor who is subject to the requirement.

If you have ever been subject to the requirement in the past, and have neither obtained a waiver nor fulfilled it by spending two years in your country, it still holds even if a more current Form DS-2019 reflects no basis for such a requirement.

Preliminary endorsements

The visa stamp in your passport, or your Form DS-2019, or both, may show an indication by a consular officer or an USCIS inspector, which you are or are not subject to the requirement. These indications, labeled "preliminary endorsement" on Form DS-2019 are usually accurate but are not legally binding. Even though these endorsements are not final, USCIS usually accepts indications that the Exchange Visitor is subject to the requirement.

Confirming the Requirement

If you are unsure whether you are subject to this requirement you could do one or more of the following:

- Consult your J-1 Responsible Officer. Be sure to take your passport, all of the copies that you have of Forms DS-2019, your I-94 Departure Record card, and copies of prior I-94 cards if they are available. Your Responsible Officer can often tell from the source of funding, or the Exchange Visitor Skills List, whether the requirement applies or not.
- Consult an attorney. Make sure that you talk to an immigration specialist, preferably a member of the American Immigration Lawyers Association. When selecting an attorney a personal recommendation is best, but if none is available, call the local chapter of the American Bar Association for a referral or visit the Graduate Legal Aid Office in 1221 Stamp Student Union (301-405-5807) for a list of local immigration attorneys.
- Write to the State Department - Visa Services Office, which is responsible for the administration of the Exchange Visitor program and the two-year requirement. Address your letter to:

CA/VO/L/W
U.S. Department of State
SA-1, Room L603
2401 E Street, NW
Washington, DC 20522-0106

Enclose photocopies of all of your forms DS-2019 and, in a cover letter, explain why you are uncertain whether you are subject or not, and ask for an "advisory opinion." Be prepared to wait several months for a response.

Waivers of the Requirement

There are four grounds for waiver of the requirement. They are as follows:

- *Exceptional hardship* to your spouse or an unmarried minor child who is a citizen or permanent resident of the United States. If, for example, you had a child who was born in the United States and was therefore a citizen of this country, and if the child had a serious medical condition that could not be treated in your country, you might obtain a waiver because the child would suffer a hardship by going there with you to live. You would apply to USCIS on Form I-612, "Application for Waiver of the Foreign Residence Requirement of Section 212(e) of the Immigration and Nationality Act, as Amended." (As you might imagine, this Form is commonly referred to as Form I-612).
- *Fear of persecution*. If you can demonstrate that because of your race, religion, political opinions, or nationality, you would face persecution by your home government if you went back to your country, you might qualify for a waiver. You would apply on Form I-612.
- *Interest of a United States government agency*. If your participation in research or a project sponsored by a United States government agency is of sufficient importance to that agency, it can apply to the State Department's Visa Services Office for a waiver for you in its interest, not yours.
- A *"no-objection" statement* (not permitted for medical trainees). Your country's embassy in Washington, D.C. can indicate in a direct letter to USIA that it has no objection to your receiving a waiver, or the foreign ministry in your capital at home can write to the United States embassy there. A "no-objection" statement will usually not lead to a waiver if the Exchange Visitor has received funding from the United States government.

Instructions for applying for a waiver, an application form, and the skills list are all available from State Department's Visa Services web page. There is a fee for requesting a waiver.

A Word of Caution

This appendix summarizes some very complex and sensitive issues. It is intended only to help you understand the nature of the requirement, not to serve as a legal reference. Do not assume, from reading this appendix that you are subject to the requirement, or that you are not. Consult a specialist.

Appendix G: Health Insurance Information for F and J Students

All F-1 and J-1 visa holder students admitted to Elizabethtown College are required to have US health insurance for themselves (and for any dependents accompanying them). This requirement is an effort to ensure both the physical and financial safety of our international students. Since rising health care costs in this country have reached staggering heights, and because all too often insurance from other countries is not adequate, it is in the best interest of non-immigrant students to be adequately insured against US medical bills.

Elizabethtown College requires all international students studying on an F-1 visa to purchase the college sponsored Insurance Plan provided through Gallagher Koster. The fee for the insurance is included in the initial semester tuition invoice. This policy offers \$100,000 coverage per policy year. There is a \$20 deductible for visits to Student health, with the exception of preventative services, such as immunizations, physicals, annual gynecological visits which are covered at 100%. Please see www.gallagherkoster.com/etown for plan details. The policy is in effect from August 15 to August 15 the following year.

The insurance plan offers prescription coverage through the Medco plan, details are on the Gallagher Koster website. A dental discount plan and eye care discount plan are also available as part of the benefits of the school insurance plan.

It is important for students to utilize the Penn State Hershey Medical Group office/Student Health office located a couple of blocks from campus at One Continental Drive first for their primary care and referrals. If a student visits another physician or hospital and has not been referred through the Student Health Center a \$100.00 deductible is charged.

The college nurse, also known as the college health liaison (CHL) is familiar with the provisions of this plan and can effectively assist students with any questions or concerns. The CHL is located at the Penn State Hershey Medical Group (PSHMG) office.

F-1 Students

- \$50,000 coverage per accident or illness
- \$7,500 repatriation of remains
- \$10,000 for medical evacuation to the home country
- Deductible not to exceed \$500 per accident or illness
- Co-insurance paid by the visitor (student) may not exceed 25% of the covered benefits per accident or illness
- Coverage may not exclude any risks inherent in the activities of the exchange visitor program
- Insurance company providing coverage must have an A.M. Best rating of "A-" or higher (inquire with the company)

J-1 Students

J-1 students should note that they are required to purchase health insurance that meets the following criteria as set out by the Department of State:

- Coverage may not exclude any risks inherent in the activities of the exchange visitor program
- Insurance company providing coverage must have an A.M. Best rating of "A-" or higher (inquire with the company)

In rare instances where J-1 students have purchased insurance through their providing agency, they may be permitted to sign a waiver form with the Health Center allowing them to waive the Elizabethtown College insurance requirement. In most cases, however, students will be required to purchase both insurance policies.

Elizabethtown College
Office of International Student Services

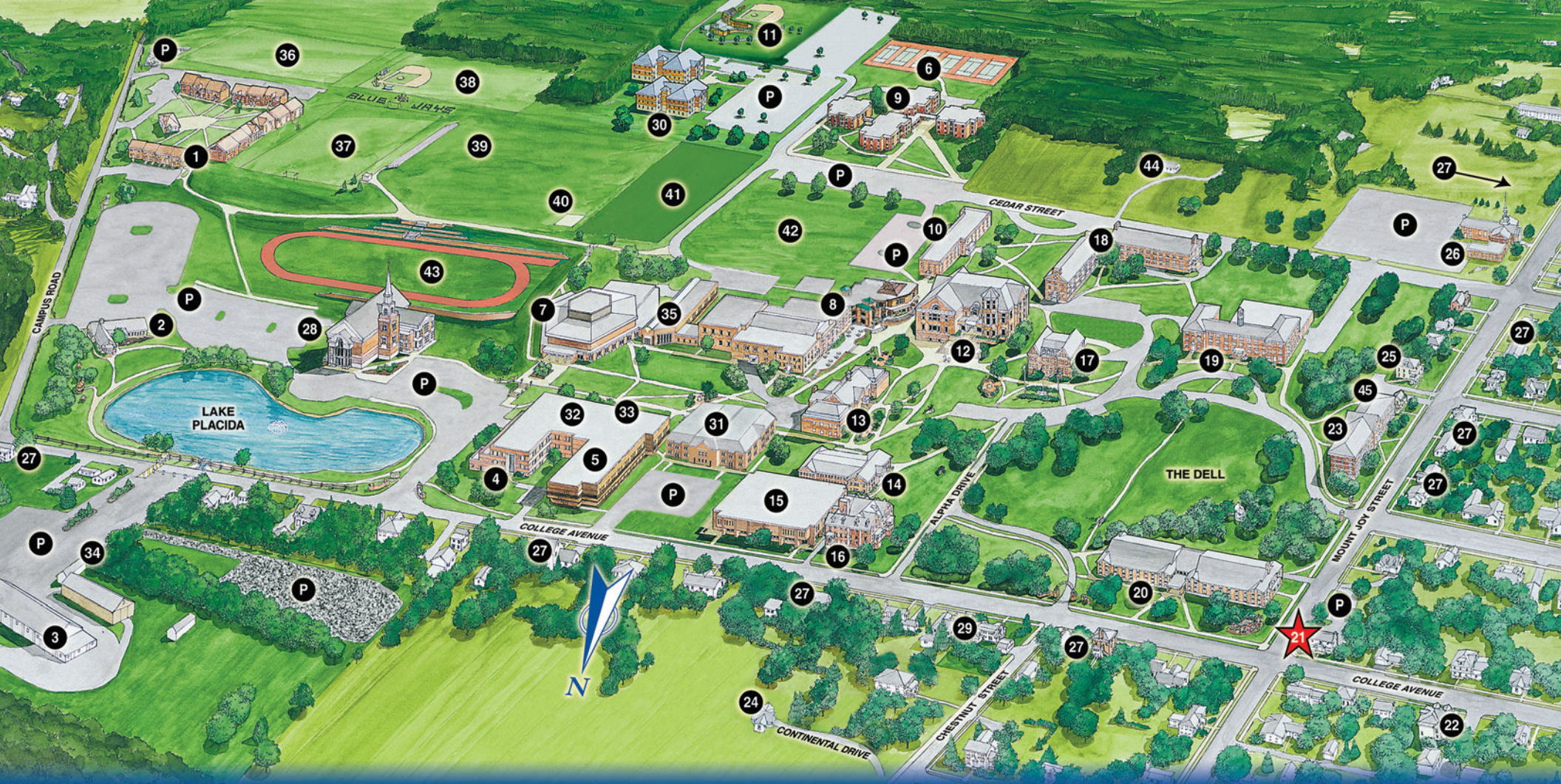
Students who come through BCA are required to purchase BCA's insurance policy as well.

Services Provided by Student Health at PSHMG:

- Physicals for sports/ drivers exams/ field works placements/ study abroad
- Appointments for illness
- Allergy injections
- Gynecological exams/Pap smears
- Immunizations
- Blood work
- Flu shots

Free Services Provided by the Elizabethtown College Health Clinic:

- Appointments with the College Liaison Nurse. (There is a charge for appointments with the nurse practitioner, except for consultations.)
- Most over-the-counter medications can be found in The WELL, located in Thompson 100 (Prescription medications as prescribed by the college physician are dispensed at a minimal cost)
- Other services found at The WELL, BSC 248:
 1. Individual weight-loss programs
 2. Nutrition instruction
 3. Self-Care center
- Transportation in College vehicles is provided for emergencies only.



campus map

Alpha Hall 17	Founders Residence Hall 9	Masters Center for Science, Mathematics and Engineering 32	Royer Residence Hall 23	Student Directed Learning Communities 27
Bowers Writers House 44	Hackman Apartments 30	Musser Hall 5	Schlosser Residence Hall 20	Tempest Theatre 8
Boyd Stadium 11	Health and Wellness Center 8	Myer Residence Hall 19	Schreiber Senior Townhouse Quadrangle 1	Tennis Courts 6
Brinser Recreational Field 42	High Library 12	Nicarry Hall 15	Soccer Field 36	Thompson Gymnasium 7
Brinser Residence Hall 10	Hoover Center for Business 31	Ober Residence Hall 18	Softball Field 38	Track and Field Venue 43
Brown Building 3	Ira R. Herr Soccer Stadium 37	Parking P	Special Events and Summer Programs 34	Volleyball Sand Court 40
Bucher Meetinghouse/Young Center for Anabaptist and Pietist Studies 2	Jaywalk (Athletic Hall of Fame) 35	Practice Field 39	Steinman Center for Communications and Art 14	Wenger Center for the Humanities 16
Campus Security/Information Center 25	Koons Activity Venue (KÄV) 8	President's House 22	PSU Hershey Medical Group 24	Wolf Field Hockey and Lacrosse Field 41
Church of the Brethren 26	Leffler Chapel and Performance Center 28	Raffensperger Alumni House 29	Student Center/Brossman Commons 8	Zug Memorial Hall 13
College Store 8	Leffler House (Admissions) 21	Residence Life 45		
Esbenshade Hall 4	Lyet Wing for Biological Science 33			