



# INTERNATIONAL GUIDEBOOK

2020-2021



## Table of Contents

<b>OFFICE OF INTERNATIONAL SERVICES .....</b>	<b>5</b>
<b>U.S. IMMIGRATION.....</b>	<b>6</b>
<b>Documents &amp; Acronyms to Know .....</b>	<b>6</b>
<b>F-1 STUDENT IMMIGRATION .....</b>	<b>8</b>
<b>Regulations &amp; Procedures.....</b>	<b>8</b>
<b>F-1 Student Visa Immigration Documents .....</b>	<b>8</b>
<b>Maintenance of F-1 Student Status.....</b>	<b>8</b>
<b>What to Report to the Designated School Official (DSO).....</b>	<b>9</b>
<b>Reinstatement .....</b>	<b>9</b>
<b>Traveling Outside the U.S. ....</b>	<b>10</b>
<b>Re-Entry into the U.S. ....</b>	<b>10</b>
<b>Employment .....</b>	<b>10</b>
<i>On-Campus Employment .....</i>	<i>11</i>
<i>Off-Campus Employment.....</i>	<i>11</i>
<i>Curricular Practical Training (CPT).....</i>	<i>11</i>
<i>Optional Practical Training (OPT).....</i>	<i>13</i>
<b>Grace Periods.....</b>	<b>14</b>
<b>Termination .....</b>	<b>15</b>
<b>Dependents (F-2 Status) .....</b>	<b>15</b>
<b>J-1 STUDENT/SCHOLAR IMMIGRATION .....</b>	<b>16</b>
<i>Regulations &amp; Procedures .....</i>	<i>16</i>
<b>J-1 Student Visa Immigration Documents .....</b>	<b>16</b>
<b>Maintenance of J-1 Status .....</b>	<b>16</b>
<b>What to Report to the Responsible Official (RO) .....</b>	<b>17</b>
<b>Reinstatement .....</b>	<b>17</b>
<b>Traveling Outside the U.S. ....</b>	<b>17</b>
<b>Re-entry into the U.S.....</b>	<b>18</b>
<b>Two-Year Residency Requirement .....</b>	<b>18</b>
<b>Employment .....</b>	<b>18</b>
<b>Grace Periods.....</b>	<b>19</b>
<b>Termination .....</b>	<b>19</b>
<b>Dependents (J-2).....</b>	<b>20</b>
<b>REPLACING LOST OR STOLEN IMMIGRATION DOCUMENTS .....</b>	<b>20</b>
<b>HEALTH INSURANCE .....</b>	<b>21</b>
<b>Health care and Medical System in the U.S.....</b>	<b>22</b>

<b>ACADEMICS.....</b>	<b>24</b>
<b>Expectations in the U.S. and Trine University .....</b>	<b>24</b>
<b>U.S. Classroom Culture.....</b>	<b>26</b>
<b>RESOURCES &amp; SERVICES .....</b>	<b>28</b>
<b>University Resources .....</b>	<b>28</b>
<b>Business Office .....</b>	<b>28</b>
<b>Healthcare Center .....</b>	<b>29</b>
<b>Housing.....</b>	<b>29</b>
<b>Residence Life .....</b>	<b>29</b>
<b>Information Technology Help Desk .....</b>	<b>30</b>
<b>Office of Student Engagement .....</b>	<b>31</b>
<b>Library (LINK).....</b>	<b>33</b>
<b>Mail Center .....</b>	<b>33</b>
<b>Career Center .....</b>	<b>33</b>
<b>On-Campus Dining.....</b>	<b>34</b>
<b>Registrar’s Office.....</b>	<b>34</b>
<b>Off-Campus Resources.....</b>	<b>35</b>
<b>Banking.....</b>	<b>35</b>
<b>Cell Phones .....</b>	<b>36</b>
<b>Transportation .....</b>	<b>37</b>
<b>Driver’s License .....</b>	<b>37</b>
<b>How to Get a Driver's License.....</b>	<b>38</b>
<b>Getting set-up in the United States of America .....</b>	<b>40</b>
<b>Hospitals .....</b>	<b>41</b>
<b>Asian Grocery Stores .....</b>	<b>44</b>
<b>Driving Schools .....</b>	<b>45</b>
<b>Resources for Improving English Skills .....</b>	<b>45</b>
<b>WEATHER WARNINGS &amp; EMERGENCIES.....</b>	<b>46</b>
<b>GLOSSARY.....</b>	<b>47</b>
<b>CONNECTING WITH THE COMMUNITY .....</b>	<b>49</b>
<b>HAVE A SAFE YEAR.....</b>	<b>50</b>
<b>Embassies and Consulates .....</b>	<b>51</b>

*Note: Please note that policies, procedures and information may change. For the most up to date information, contact the Trine University Office of International Services.*

Trine University  
International Student Guidebook  
Message from the Vice President for Academic Affairs  
John Shannon, Ph.D.

Greetings! It is with great pleasure that I welcome you to Trine University. We are pleased that you have come to be a part of our community. The Trine campus and community provide a variety of resources to ensure that your time here is productive on both a personal and academic level. Trine is located in what we consider small-town America, where you are able to experience the heart of the American culture. Our international students and scholars enhance the diversity of our community, and we value your important contributions.

The Office of International Admissions and Immigration and the Office of International Community Services are committed to enriching your experience here in the U.S. All members of the International team work diligently to provide the best resources prior to your arrival and during your studies at Trine. During your career at Trine University, it is our goal that the International team, as well as the other offices provided on campus, meet your unique needs as international students.

We want you to succeed at Trine. In order to succeed, I encourage you to get to know your professors. Their focus is on helping you learn. They are interactive inside the classroom, and invite you to meet with them outside the classroom. Our professors care about your learning and want you to be successful.

We also want you to have a wonderful cross-cultural experience. To that end I would like to encourage you to get to know your American classmates as well as those from other parts of the world. Also, feel free to go into and beyond Angola to experience the culture of small-town America as much as you can. The more immersed you become in the culture of our campus and local community, the more memorable and valuable your time with us will be.

Our biggest goal is to help you adapt to life on campus and guide you toward becoming an active, engaged member of the Trine University campus community while enhancing your personal, academic, and professional experience.

We look forward to your participation as a student at Trine University. Once again, welcome to our campus and best wishes with your studies and adjustment to life in America!

Sincerely,

A handwritten signature in black ink, appearing to read "John Shannon", with a long, sweeping horizontal flourish extending to the right.

John Shannon, Ph.D.  
Vice President for Academic Affairs  
Trine University

# OFFICE OF INTERNATIONAL SERVICES

David Colbert

Assistant Vice President/DSO/RO

Email: [colbertd@trine.edu](mailto:colbertd@trine.edu)

Phone: 260.665.4696

## International Admission Counselors

Will Reynolds

Assistant Director of International Recruitment/DSO

Email: [reynoldsw@trine.edu](mailto:reynoldsw@trine.edu)

Phone: 260.665.4780

Srijana Sharma

Assistant Director of International Admissions/DSO

Email: [sharmasrijana@trine.edu](mailto:sharmasrijana@trine.edu)

Phone: 260.665.4869

## Office of International Services

Mari McHenry

Director of International Community Services

Email: [mchenrym@trine.edu](mailto:mchenrym@trine.edu)

Phone: 260.665.4630

Chandra VanAken

Administrative Assistant/DSO

Email: [vanakenc@trine.edu](mailto:vanakenc@trine.edu)

Phone: 260.665.4959

## Global Partnerships

Jension Jiang

Associate Director

Email: [ljiang14@trine.edu](mailto:ljiang14@trine.edu)

Phone: 260.665.4975

Sarah Algaradi

Associate Director/ Graduate CPT Coordinator/DSO

Email: [algaradis@trine.edu](mailto:algaradis@trine.edu)

Phone: 260.665.4940

# U.S. IMMIGRATION

*Your Status, Your Responsibility!!!*

## Documents & Acronyms to Know

**Passport:** Identity document. This identification is what you should use until getting a state I.D. card or driver's license. The spelling of your name in your passport is how your name should be spelled on all forms. You must maintain a valid passport for the duration of your program at Trine. Be sure to renew passport at least three months before expiration. For more information, find your respective country's consulate information in the Embassies and Consulates Appendix.



**Visa:** Stamp in passport that allows one to enter the U.S. This is the stamp that you get on clearing the visa 'interview' in his/her home country. This stamp allows a person to enter/leave and re-enter the United States. A person may remain in the U.S. with an expired visa as long as the person *maintains status* as an F-1 student or J-1 student or scholar. However, if a person leaves the country with an expired visa, he/she will *not* be allowed to re-enter.

**I-20:** F-1 Eligibility Document. This form gives a student permission to be in the U.S. for a specified length of time at a specific school. Each F-1 student **MUST** have a *current* I-20 form. Always be aware of the completion date on the I-20. An extension of stay must be granted within 30 days *before* the completion date on the I-20. The university must endorse the I-20 before the student travels outside the U.S.

**I-94:** Admission/Departure Record. The admission/departure record is now stamped in your passport. You can find your admission number at the [CBP website](#).

**F-1:** A student immigration status.

**F-2:** Dependent of F-1 student. Dependents are defined as the F-1 student's spouse, and minor children. Dependent spouses and children enter the U.S. on F-2 dependent visas.

**DS-2019:** J-1 Eligibility Document. This form gives a student or scholar permission to be in the U.S. for a specified period at a specific school. Each J-1 student or scholar **MUST** have a *current* DS-2019 form. Always be aware of the completion date on the DS-2019. An extension of stay must be granted within 30 days *before* the completion date on the DS-2019. The university must endorse the DS-2019 before the student travels outside the U.S.

**J-1:** An exchange visitor status that can include students/scholars/professors.

**J-2:** Dependent of a J-1. Dependents are defined as a spouse and minor children of the J-1 exchange visitor. Dependent spouses and children enter the U.S. on J-2 dependent visas.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

**D/S:** Duration of Status. Duration of status is defined as the time necessary to complete an educational program and any authorized practical training plus the allotted grace period after completion of the program. Contact the [Office of International Services](#) for an extension of D/S.

**DSO/PDSO:** Designated School Official/Principal DSO for F-1 students.

**RO/ARO:** Responsible Officer/Alternate RO for J-1 students.

**USCIS:** U.S. Citizenship & Immigration Services.

**USDHS:** U.S. Department of Homeland Security

**DOS:** Department of State

**POE:** Port of Entry. This is where a person first enters the U.S. and meets a Border Patrol Officer.

**SEVIS:** Student Exchange Visitor Information System. SEVIS is an internet-based system that allows schools and the USCIS to exchange information on international students and scholars in the U.S.

**CPT:** Curricular Practical Training. A training program that is integral to the program completion of most degree programs. This training is available to all students in that major, listed in the course catalog with the assigned number of credits, and contribute towards course completion. Usually, this is an internship or co-op.

**OPT:** Optional Practical Training. OPT is a form of practical training that is usually taken after program completion. OPT *must* be related to the student's field of study.

**Change of Level:** Change of Educational Level. When a student completes a degree and decides to continue his/her education at another degree level at the same college/university. (Example: a bachelor's graduate decides to pursue a master's degree.)

**COS:** Change of Status. If a person changes his/her visa status from one class to another. (Example: F-2 to F-1 (or) H-4 to F-1.)

**AT:** Academic Training. Employment that is integral to a J-1 student's academic program which may occur during and/or after the completion of studies (internship, externship, co-op).

**EAD:** Employment Authorization Document (or card). This document is proof that a student's OPT is approved by USCIS and is allowed to work during the time the card is valid.

**Dependent:** A spouse and/or minor children.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

# F-1 STUDENT IMMIGRATION

## Regulations & Procedures

An F-1 student is a nonimmigrant who is pursuing a “full course of study” to achieve a specific educational and/or professional objective at an academic institution in the United States that offers courses of study to such students. The focus and goal of an F-1 student is **academics**. The following information, as well as information on [the ICE](#) website, will allow you to become familiar with your responsibilities:

## F-1 Student Visa Immigration Documents

To be granted an F-1 visa status, one must be admitted into an academic course of study, show evidence of adequate financial support and agree to follow certain rules and regulations while studying in the U.S.



This includes having all documents and keeping them current, including:

- Passport with visa
- I-20

If the immigration documents are lost or stolen, they will need to be replaced immediately. If this occurs, please contact the Office of International Services, *immediately*.

Be sure to check all immigration documents periodically.

Make sure they are current and in a safe, yet accessible

place. If you plan to travel outside the U.S., check your documents and remember to get your I-20 signed by a PDSO or DSO. Before re-entering the U.S., make sure your passport is valid for more than six months after you enter and your visa is valid the day you enter the U.S.

## Maintenance of F-1 Student Status

To maintain status, you **MUST**:

- Have a valid passport
- Attend the school you are authorized to attend according to your I-20
- Enroll as a full time student (a minimum of six credits for graduate students and 12 credits for undergraduate students)
- Exceptions (must meet with the Office of International Services before dropping below full-time status):
  - Documented medical problem/emergency
  - Full-time Curricular Practical Training (CPT)
  - Summer term
  - Completion of studies
  - Semester of graduation
  - Improper course placement
  - Initial difficulties (only during first semester)

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*



- Attend class, be in good academic standing and make progress toward your academic program.
- Follow all procedures outlined by the USCIS with regard to program extension, transfer of schools and change of education level
- Maintain health insurance
- Work legally (on-campus, CPT, or OPT); DO NOT WORK WITHOUT AUTHORIZATION
- Update permanent and local address within 10 days of moving
- Attend the mandatory immigration check-in with a DSO or PDSO

***Failure to maintain status may result in termination of immigration record and the student must leave the United States.***

## What to Report to the Designated School Official (DSO)

You must report the following in order to maintain status:

- Change of name
- Change of major
- Change of education level
- Change of funding
- Change of graduation date (earlier or later than on your I-20)/Program extension)
- Withdrawal, transfer, academic dismissal
- Documented illness or emergency
- Change of status if you are no longer an F-1 student
- Your permanent or local address within 10 days of moving
- Update your I-20 when changes of program or level
- Extend your I-20 prior to the expiration date



**Mandatory  
Immigration  
Reporting**

***Failure to maintain status may result in termination of immigration record and the student must leave the United States.***

## Reinstatement

An F-1 student who has exceeded the authorized period of stay or has failed to maintain an F-1 status must apply for reinstatement to regain immigration status. Reinstatement applications (I-539) are subject to the approval of USCIS district director. To apply for reinstatement, please make sure you visit the Office of International Services for the forms and guidelines.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Traveling Outside the U.S.

When an F-1 student or F-2 dependent leaves the United States for less than five months, he/she must secure the re-entry documents and the documents necessary to re-enter the country to which they are traveling.

F-1 students and dependents who wish to visit their country of citizenship or permanent residence for less than five months will generally be allowed to enter the country if he/she holds a valid passport or other travel document issued by the country.



F-1 Students and dependents traveling to another country must obtain the necessary documents. Each country has different requirements and ways to obtain visa. Contact your nation's embassy or consulate to learn more about entry documents/requirements.

## Re-Entry into the U.S.

Students and dependents must have the following documents to re-enter the U.S. when they leave the U.S. for less than five months:

- I-20 for the school where the student is enrolled
- Valid visa
- Passport that is valid for more than six months after the date of entering the U.S.
- EAD card if the student is on OPT

## Employment

Employment is defined as any work performed or services provided in exchange for money, tuition, room and board, or other benefit compensation.



Be sure to ask the Office of International Services for all forms and proper procedures before applying for any employment. *Do not rely on the advice from other students or internet sources.*

There are three types of *authorized* work for F-1 students:

- On campus employment
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

Other off-campus work is NOT authorized. Proper legal authorization appears on the I-20 or a card issued by USCIS. DO NOT work without authorization.

Before working, the student will need a letter of employment from the student's supervisor. The student will then need to contact the Social Security Administration to obtain a Social Security card/number to begin working.

**NOTE:** Income is subject to U.S. tax withholding. An F-1 student must have a U.S. Social Security card/number to work. An F-1 student must also file an annual tax return.

### ***On-Campus Employment***

There is no need for a special USCIS authorization to work on campus. F-1 students may work on campus for up to 20 hours per week while school is in session and full-time up to 40 hours per week during vacation periods. To be eligible, the student must be enrolled full-time and be in good academic standing.

### ***Off-Campus Employment***

Employment off campus is only granted when necessary because of serious, urgent and unforeseen economic circumstances that have arisen since acquiring exchange visitor status. This exception is rare and only granted by federal government.

### ***Curricular Practical Training (CPT)***

Curricular Practical Training or CPT is a training program, integral to the program completion of most degree programs. It is available for all students and is mentioned in the course catalog of that major. The student receives academic course credit for this training and these credits count toward the course completion. On seeking their advice, academic advisors will guide you through this. Once authorized, a student can work part-time or full-time, while maintaining a full-time student status.

Traditionally, CPT is a form of internship or cooperative education (or co-op), and the academic advisors,



along with the Office of International Services work together to approve a student for this practical training. This is to ensure an international student fulfills their program requirements, responsibilities of practical training, and simultaneously maintain their status as an F-1 visa student. It is advised that the student checks with his/her academic advisor and Office of Career Services before they apply for an internship or co-op.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

**Are you eligible?**

To be eligible for CPT, an F-1 student must:

- Have maintained a lawful F-1 status.
- Have been enrolled as a full-time student for at least one academic year or nine months, unless in a graduate program.

**How to apply?****1. Front-end (to companies):**

- Communicate with the Career Center as they can help with internship/co-op/job search, job exploration, building a cover letter or resume, interviews, etc.
- Apply well before the deadline and provide them with an email id that you access on a per day basis.

**2. Back-end (to Trine):**

- Communicate with your academic advisors and the Office of International Services before and/or as you apply for an internship or co-op. Also communicate after you are offered a position in any company to ensure approval from your academic advisor.
- Obtain a letter from your employer, which includes the following details: dates of training, job description, and the number of hours you will be working per week.
- Wait as academic advisor communicates with OIS to update your I-20. OIS will contact you if and when your CPT is approved and your I-20 has been updated.

**People to be in close contact with:**

- Your academic advisor.
- Career Center.
- Office of International Services.

**Important facts:**

Students are advised to keep the following factors in mind:

- To be able to work in the United States, one must be approved and authorized. Any form of employment without authorization is considered *illegal*.
- Final approval of credit-granting internships or co-ops is with your respective academic department.
- Approval of CPT is printed on your I-20 along with the name of your employer, and dates of your employment.
- CPT is approved one semester at a time. If a student continues with his/her internship or co-op *after* one semester, he/she must re-enroll in a CPT course.
- Students authorized for CPT of one year or more lose their eligibility for Optional Practical Training (OPT). To be eligible for OPT, one must work for less than 52 weeks or 2,080 hours.
- It is the student's responsibility to keep track of the number of hours they work.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

### ***Optional Practical Training (OPT)***

Optional Practical Training (OPT) is off-campus employment directly related to an F-1 student's field of study, which has been authorized by USCIS. Students authorized for OPT receive an Employment Authorization Document (EAD) which shows the approved dates of authorized employment.

OPT for undergraduate F-1 students falls into three categories:

- Part time (20 hours per week) during the school year
- Full time (40 hours per week) during the summer
- Post-completion: full time (40 hours per week) after completion of studies



OPT may be granted for a maximum of 12 months, provided the student did not engage in more than 12 months or 2,080 hours of CPT during the course of study. OPT must be completed *within* 14 months of completing studies. In addition, students may be unemployed for only 90 days during the validity dates of the EAD card. If the unemployment time is more than 90 days, the student and dependents must leave the United States *immediately*.

Students that have a STEM (Science, Technology, Engineering or Mathematics) major may be eligible for a STEM extension. Students are allowed to apply for an additional 17 months of employment after the post-completion OPT is completed.

*To be eligible for OPT, an F-1 student must:*

- Have maintained lawful F-1 status
- Have been enrolled as a full-time student for at least one academic year (nine months) or graduated for post-completion practical training
- Have not completed one year of CPT
- Apply no later than 60 days after completion of all studies

*To apply for OPT:*

- Make an appointment with the Office of International Services
- Complete an I-765 form
- Submit two immigration photographs
- Submit copies of your passport
- Submit copies of the endorsed or signed I-20
- An I-20 with recommendation for OPT from the University DSO. Please note the application for OPT must be sent within 30 days of the recommendation date.
- Submit a check or money order of \$380 made out to the U.S. Department of Homeland Security.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

Applications for OPT are subject to the approval of USCIS. Since applications may take up to 90 days for processing by USCIS, it is suggested that you apply 90 days before the intended employment. During the processing time, students may not leave the U.S. or engage in unauthorized employment.

If a student's address changes after he/she submits his/her OPT application and before he/she receives the EAD card, the student must submit an AR-11 form. This can be completed online on the USCIS website. The U.S. Postal Service will not forward government mail. It is recommended you use an address of a friend or family member with whom you will keep in contact.

What to report while on OPT:

- Change of name
- Change of address
- Beginning of new employment
  - The student must provide a letter from the employer with the title, job description and beginning date of employment. A sample letter is available at the Office of International Services.
- Change of job/job loss
- Current employer, employer's address and student's current address every six months  
Students are also responsible for maintaining legal F-1 student status while employed (including health insurance). While completing post-graduation OPT, a DSO travel signature expires every six months.

**Note: Please email Chandra VanAken to make an appointment for the following:**

- Immigration questions or concerns.
- Apply for CPT/OPT.
- Questions or concerns regarding CPT/OPT/AT.

## Grace Periods

### ***Completion of the Degree Program or OPT***

Upon completing a degree program, a student and dependent(s) must leave the U.S. within 60 days. Once the student and dependent(s) leave the U.S., they lose the remaining time on the grace period.

During the 60-day grace period students CANNOT:

- Apply for admission in the U.S. in F-1 status
- Ask for a program extension
- Work or study
- Leave and re-enter the U.S.

However, students CAN:

- Apply for Post-Completion OPT
- Travel within the U.S.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

**Authorized and Approved Withdrawals**

Students who elect to discontinue their program of study are not eligible for a 60-day grace period. Student must leave the U.S. within 15 days.

**Unauthorized Withdrawals and Termination**

If a student withdraws or is not maintaining status, he/she must leave the U.S. immediately and is not eligible for a grace period.

**Termination**

Decisions to terminate a student's record for status violations in particular are made carefully. Students who are terminated are not eligible for the 60-day grace period and must leave the U.S. immediately.

Reasons for termination:

- Unauthorized withdrawal
- Failure to attend classes
- Expulsion or suspension
- Unauthorized employment
- Cost exceeds resources
- Change of nonimmigrant status
- Unauthorized drop below full time
- Absent from the country for more than five months
- Failure to enroll
- Denied transfer
- Extension denied
- Change of status: requirement violations, withdrawn, approved or denied
- Authorized early withdrawal
- Conviction of a crime
- Failure to report new address within 10 days of moving
- Failure to follow university policies
- Otherwise failing to maintain status

**Dependents (F-2 Status)**

All dependents must have a valid I-20, passport and visa. Make sure the university has copies of each dependent's visa, passport, I-20 and I-94. In addition, let your DSO know of changes regarding all F-2 dependents.



The F-2 child may only engage in full-time study if the study is in an elementary or secondary school (kindergarten through 12th grade). The F-2 spouse and child may engage in study that is vocational or recreational. An F-2 dependent is not allowed to work.

**To Apply for an F-2 Dependent Visa**

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

- For spouse, use a marriage certificate translated into English
- For a child, use a birth certificate translated into English
- Dependents, use passport copies

#### **Requirements of an F-2 Dependent**

- The student must be in lawful status
- The student and dependents must have health insurance

## **J-1 STUDENT/SCHOLAR IMMIGRATION**

### **Regulations & Procedures**

The general purpose of the Exchange Visitor Program is to promote international educational and cultural exchange. The following information, as well as information on the ICE website, will allow you to become familiar with your responsibilities:



### **J-1 Student Visa Immigration Documents**

- Passport
- J-1 Visa
- DS-2019

### **Maintenance of J-1 Status**

J-1 students and scholars are admitted to the U.S. for “D/S” or duration of status. To maintain status, you MUST:

- Have a valid passport
- Attend the school mentioned on your current DS-2019
- Follow all procedures outlined by USCIS with regard to program extension, transfer of schools and change of education level
- Maintain health insurance
- Work legally
- Maintain full-time enrollment (12 credit hours for undergraduate students, nine credit hours for graduate students)
- There are a few *exceptions* to the full-time requirement:
  - Vacation: Official school breaks, summer vacations and the student intends to register for the next term. Breaks and vacations do not require approval from the RO or ARO.
  - Medical illness: Documented medical illness with approval from the RO or ARO.
  - Bona fide academic reasons: The student recommended to take less than full time study and presents a written statement from the academic dean or advisor to the RO or ARO.
  - Non-degree program: If the student is engaged full time in a prescribed course of study in a

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*



non-degree program.

- Academic training: A student may be a part time student if he/she is participating in AT.
  - Final term: When the student needs less than a full course of study to complete his/her program.
- Be in good academic standing and make progress toward your academic program
  - Attend the mandatory immigration check-in with an RO or ARO

## What to Report to the Responsible Official (RO)

- Change of name
- Change of permanent or local address within 10 days of moving
- Change of major
- Change of education level
- Change of funding
- Change graduation date (earlier or later than on your DS-2019, program extension)
- Withdrawal, transfer, academic dismissal
- Documented illness or emergency
- Change of status (change of visa type)

## Reinstatement

A J-1 student who has overstayed the authorized period of stay or has failed to maintain a J-1 status must apply for reinstatement to regain immigration status. Reinstatement applications (I-539) are subject to the approval of USCIS district director. To apply for reinstatement, please make sure you visit the Office of International Services for the forms and exact procedure.

## Traveling Outside the U.S.

When a J-1 student or J-2 dependent leaves the United States for less than five months, he/she must secure re-entry documents and documents necessary to re-enter the country where they are traveling. J-1 students and dependents who wish to visit their country of citizenship or permanent residence for less than five months will generally be allowed to enter the country if they hold a valid passport or other travel document issued by the country.

Students and dependents traveling to another country must obtain the necessary documents. Each country has different requirements and ways to obtain their visas. It is important to contact the embassy or consulate of the country to learn more about entry documents.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Re-entry into the U.S.

Students and dependents must have the following documents to re-enter the U.S. when they leave the U.S. for less than five months:

- DS-2019 for the program he/she is enrolled
- Valid visa
- Passport that is valid for more than six months after the date of entering the U.S.

## Two-Year Residency Requirement

Under specific circumstances, a J-1 exchange visitor may incur a Two-Year Foreign Residency Requirement. This means that neither the J-1 nor the J-2 may change immigration status to H, L or Permanent Residency without returning to his/her home country for two years or obtaining a waiver. Change of status to another non-immigrant status (such as F), in the U.S. is prohibited. If you are subject to this requirement, the J-1 visa stamp (in the lower left-hand corner) on your DS-2019 form will indicate if you are subject to 212(e).

## Employment

J-1 visa holders are only allowed to engage in on campus employment and Academic Training (AT). You must see the Office of International Services for approval for any type of employment. If a student does not have approval for employment, he/she may have his/her record terminated.

There are three types of employment for J-1 students and scholars:

- Employment pursuant to the terms of a scholarship, fellowship or assistantship
- On-campus employment (20 hours a week except official breaks and vacations when he/she can be full time)
- Off-campus employment

### ***On-Campus Employment***

Employment is limited to 20 hours per week while school is in session and full-time during vacation and holidays. On-campus employment is defined as work done on the premises of the school that has issued the DS-2019.

### ***Off-Campus Employment***

Employment off campus is only granted when necessary because of serious, urgent and unforeseen economic circumstances that have arisen since acquiring exchange visitor status. This exception is rare and only granted by federal government.

### ***Academic Training (AT)***

Academic training is related to the student or scholar's field of study which can include: scholarship, fellowship, assistantship or internship. How to apply:

- Make an appointment with the Director of International Services
- Obtain a letter from the advisor with the conditions of AT
- The student and dependents will each receive a new DS-2019 with the approval of your AT

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Grace Periods

### **Completion of Program**

Upon completing a degree program, students must leave the U.S. within 30 days. During the 30-day grace period students CANNOT:

- Apply for admission in the U.S. in J-1 status
- Ask for a program extension
- Apply for employment authorization
- Work or study
- Leave and re-enter the U.S.

### **Authorized and Approved Withdrawals**

Students who elect to discontinue their program of study are not eligible for a 30-day grace period. Students must leave the U.S. within 15 days.

### **Unauthorized Withdrawals and Termination**

If a student withdraws or is not maintaining status, he/she must leave the U.S. immediately and is not eligible for a grace period.

## Termination

Decision to terminate a student's record *for status violations in particular*, are made carefully. Students who are terminated are not eligible for the 30-day grace period and must leave the U.S. immediately.

Reasons for termination:

- Failure to maintain health insurance
- Failure to check-in with the university
- Conviction of a crime
- Disciplinary action
- Engaging in unauthorized employment
- Violating sponsor's program rules
- Violating exchange visitor program regulations
- Failure to maintain full course of study
- Involuntary suspension
- Failure to submit address change within 10 days of moving
- Failure to follow university policies
- Failure to maintain status

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Dependents (J-2)

Dependents enter the U.S. on J-2 dependent visas. Each dependent is required to have a DS-2019, passport, and a J-2 visa stamp.

A J-2 status does not enable a J-2 dependent to work, but the dependent is allowed to apply for permission to work from USCIS through an Employment Authorization Document (EAD). There is no regulatory restriction on study for J-2 dependents.

## REPLACING LOST OR STOLEN IMMIGRATION DOCUMENTS



Inform your PDSO, DSO, ARO or RO, and the OIS that the documents were lost or stolen. If the documents were stolen, file a police report. If you lose your documents, take a few days to look for them; many times, you will find the documents.

### ***Replacing the Passport***

Contact your embassy for further information. Please see the Embassies and Consulates Appendix:

### ***Replacing your Visa***

You can remain in the U.S. without a visa or on an expired visa. When you return home or travel to another country, you must replace the visa. You will not be allowed into the U.S. without a valid visa.

### ***Replacing your I-20 or DS-2019***

Contact a PDSO, DSO, RO or ARO to request a new I-20 or DS-2019.

### ***Replacing your EAD Card (for F-1 students on OPT)***

- Form I-765 is needed to apply for a replacement EAD card for OPT. Contact USCIS for more information about replacing the EAD card and Form I-765.
- Check box for Replacement of lost Employment Authorization Document near the top of Form I-765.
- Obtain I-20 with current OPT recommendation from the DSO, in addition to the other documents required.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## HEALTH INSURANCE

**F-1 students** are required to have medical health insurance and evacuation/repatriation coverage each semester.

**J-1 students** and their dependents are required to have medical health insurance and evacuation/repatriation at all times.



### ***Trine International Student Health Insurance***

Trine University partners with UnitedHealthcare Insurance Company, who offers coverage for all international students, as well as their dependents. Please see their webpage or their mobile app for information, as well as the documents below for coverage, primary care providers, and hospitals and clinics.

- **International Student Health Insurance Coverage Brochure**
- **International Student Health Insurance Coverage Brochure Summary**

**\*Note:** ALL international students MUST have health insurance through **UnitedHealthcare Insurance Company**. Waivers will only be provided for sponsored students. *Individual and private insurance plan purchased by student DOES NOT qualify for a waiver.*

**\*\*If you are an athlete playing collegiate sports, please remember to get Trine University Athletic Insurance Policy. For further information, contact:**

Jessica Sapp  
 Contact: 260.665.4846  
 Email: [sappj@trine.edu](mailto:sappj@trine.edu)

If you have any questions concerning your Trine international student health insurance, you may call **UnitedHealthcare Insurance Company** Insurance at 1-800-767-0700 or visit website. There is a Health Care Center on campus. Look at the [Campus Health Center](#) webpage for more information on location and hours.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Health care and Medical System in the U.S.

The healthcare system in the U.S. might be different than the healthcare system in your home country and can be difficult to understand. Medical care in the U.S. is costlier than in any other country in the world. Most students cannot afford to stay in the hospital if they did not have insurance. The hospital charges can be more than \$2,500 per day. Insurance does not cover all illnesses or injuries, and most policies do not pay 100 percent of the costs. Generally, going to a physician's office or the campus medical clinic is less expensive than going to an Emergency Room. However, use the Emergency Room if there is a life-threatening or severe illness or injury.

### **Terms to Know**

**Copayment or Copay:** The portion of a covered expense, after the deductible is paid, that must be paid by the insured individual. The copayment may be a specific dollar amount, or a percentage of the covered amount.

**Covered Expense:** Any expense for which complete or partial payment is covered by the insurance company.

**Deductible:** The initial portion of a covered expense that must be paid by the insured person before the insurance company pays its part of the expense.

**Exclusion:** Any condition or expense for which no coverage is provided and the insurance company will not pay any amount.

**Fee for service:** The doctor, clinic or other medical professional expects the charge to be paid at the time the service is provided.

**Insurance identification card:** A card provided by the insurance company showing the name of the insured individual, the policy or identification number, and the address and telephone number for claims and questions. An individual should always carry this card.

**Insurance policy:** The written contract defines the insurance plan, its coverage, exclusions, eligibility requirements and all the benefits that apply to an individual covered by the plan.

**Insurance premium:** The amount of money required for coverage under a specific policy for a given period of time.

**Lapse in coverage:** A break in insurance coverage, usually resulting from nonpayment of a premium.

**Pre-existing condition:** A medical condition that existed before an insurance policy was purchased.

**Preventative care:** Measures taken in advance of symptoms to prevent illness or injury.

**Provider:** A doctor, clinic, hospital or other medical professional.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

Health insurance is important because without insurance, medical care is expensive. Trine requires all international students and their dependents (F-1, F-2, J-1, and J-2) to have health insurance per immigration regulations; it is required to maintain your status. Each international student must provide proof of insurance for themselves and their F-2 or J-2 dependents (if they have any) to the Office of International Services.

### **How U.S. Medical Insurance Works**

The insurance plan for international students at Trine University is International Student Insurance. With the plan, it is less costly to visit a physician or go to a hospital or clinic on the Preferred Provider list provided by the insurance company. Generally, the insurance company pays a higher percentage of the costs if an individual uses a Preferred Provider. If the provider is not on the Preferred Provider list, the insurance company typically pays a lower percentage.

Most insurance policies require individuals to pay a portion of the medical cost or deductible. Some insurance policies require a copayment or copay which is sometimes a fixed amount. Some Preferred Provider Organization (PPO) policies place dollar limits on how much the insurance will pay for services. When possible, it is helpful to ask the health insurance company what the costs will be for services. Many plans limit the amount to be paid for an individual's medical bills.

When an individual purchases health insurance, he/she is given a card to show he/she is covered by the insurance company. Providers will ask to see the card before providing treatment. After seeing a physician or going to the hospital, the physician or hospital might ask for the copayment before an individual leaves. Other physicians or hospitals might send the bill to the insurance company and will send the individual a bill after the insurance pays its portion. The remaining costs must be paid by the individual.

After going to the hospital or physician, individuals receive a notice or Explanation of Benefits (EOB) from the insurance company that explains how much the insurance company will pay. The physician or hospital will send a bill requesting the individual to pay the remaining costs. If a person disagrees with the insurance company, he/she can file an appeal. The insurance company can explain its own appeals process.

### **U.S. Laws about Health Insurance**

Health Insurance Portability and Accountability Act (HIPAA) prevents anyone other than the patient to discuss medical issues with healthcare professionals and insurance companies. This means no one can call a patient's physician or insurance company and get information about the patient's health (physical or mental). Patients can authorize healthcare professionals to share the information with specific individuals; this authorization must be provided in writing and contain the patient's signature.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

# ACADEMICS

## Expectations in the U.S. and Trine University

Studying in the United States can be challenging. Reading, writing and day-to-day life using a foreign language and a new culture is especially difficult. International students typically face three major challenges in academic work:

- Mastering English
- Expressing their own viewpoints in papers, class discussions and research
- Learning the rules of academic honesty and integrity

### **Mastering English**

- Socialize in English even though you would like to speak your native language with your friends.
- Join the Conversation Partners Program. This program is open to all students.
- Ask about the Host Family Program. There is often a waiting list.



### **Original Work**

Unlike many countries in the world, universities in the U.S. place a high value on creativity. Students are encouraged to think for themselves and to share their own viewpoints in papers and discussions.

### **Academic Honesty and Integrity**

- Plagiarism (when an individual uses someone else's work and presents it as his/her own) is a serious offense at U.S. universities. There are consequences for plagiarism: failing the assignment, failing the course or even dismissal from the university.
- Students must differentiate their own work from others' work.
- Whenever you are using another person's work, you must cite the other person. U.S. and international students sometimes have difficulties citing others' work and might plagiarize by mistake.
- If you are ever unsure if you should cite a work or how to cite a work, ask your instructor or the campus Writing Center.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*



### ***Working in Groups***

Group assignments or projects may be part of the class. When working in groups, it is important that each student works on the project. Do not let one person do the entire assignment or project.

Study groups created by members of a class can be helpful. However, remember to do your own work and do not use work from another student just to get an assignment done. You must also know how to do the assignment for tests and quizzes.



### ***Reading Assignments***

- The number of reading assignments can be overwhelming. It is for U.S. students as well.
- Not all readings are equally important. Learn which readings are most important and skim the less important readings.
- It will take a little time to learn which readings are most important and which ones to skim.
- It may be helpful to work with other students in a study group and divide the readings and share notes about the readings.

### ***Taking Notes***

- Taking good notes means being selective and not trying to write down everything the author or professor says.
- Focus on what is important when taking notes from a lecture or reading.
- It might be helpful to compare notes with another student.
- It will take time to learn how to take good notes.

### ***Earning Grades***

- In the U.S., grades are earned.
- In many countries, it is acceptable to negotiate your grade with a professor. In the U.S., it is considered to be disrespectful to the professor.
- It is not disrespectful when a student asks for help on something that he/she does not understand on an assignment, quiz or test after the student has received a grade.

### ***Attendance***

- Attendance is important to learning the material for your classes and being successful.
- Part of maintaining your F-1 or J-1 status is attending class. At Trine University, professors send notices when students have missed classes and are earning poor grades. International Services receives these notices and will follow up with you.
- If a student has missed nine hours of a class, the student will be asked to meet with the Registrar and/or International Services. The student is considered to be “failing to maintain his or her status” and might be asked to leave the university and have his/her immigration record terminated. After the immigration record is terminated, the student must leave the United States.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

### ***Academic Support Services***

Assistance for students with disabilities is available. A student must provide documentation of the disability from a professional source such as a medical doctor or psychologist. It is important to make an appointment with the Director of Academic Support Services to request accommodations. Academic Support Services Office is located in the University Center in the LINK. The phone number is 260.665.4853.

### ***Internships, Co-ops and Volunteerism***

You may notice that internships and volunteering are important to U.S. students. Internships, co-ops and volunteerism help students gain experience in their field of study. These experiences may also help a student focus on a specific area of interest. The Career Services Office helps students find internships and co-ops.

There are many campus organizations that plan volunteer activities. Employers in the U.S. are interested in a student's experience when hiring a new employee. Before beginning an internship, co-op or volunteering where you receive compensation, you must make an appointment with the Office of International Admission for proper work authorization.

## **U.S. Classroom Culture**

Getting accustomed to U.S. classroom culture takes some time. It might be confusing if you were educated in another country. What seems strange in the beginning will soon become familiar.

### ***Classroom Behavior***

- Critical discussion is welcomed and encouraged. Do not disrespect other students or the professor. Tolerance is expected; you do not have to agree with classmates' ideas, values or lifestyles.
- Do not be surprised if other students or your professor disagree with you. Debates often lead to good discussions.
- Sometimes classroom participation is part of a student's grade. Are you nervous to speak in class? Remember to continue working to improve by speaking and participating.
- Your own viewpoint is welcomed in class discussion.
- Asking the professor questions is welcomed. Often professors like when students ask questions and participate in class.
- Taking notes is important to your academic success. It takes time to learn how to take good notes and to only write down what is most important.



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

### ***Classroom Resources***

- Everyone needs extra help every once in a while. Professors have office hours or make appointments with students to help students understand lectures, assignments and concepts. Meetings with professors are brief and businesslike.
- The syllabus for the class is a guide to what to expect in the class. Be sure to use it to learn about tests, reading assignments and quizzes.
- Trine University has a variety of resources to help students succeed academically:
  - Learning Center
  - Math Help Sessions
  - Writing Center
  - LINK (library)
- The Office of Student Success and Retention can also help you locate resources on campus to help you academically.



### ***Recognizing Cultural Differences***

- Students are encouraged to participate in class in the U.S., unlike other cultures. It might be difficult at first, but participating is not only important to your grade, but will also help you practice speaking in English.
- In the U.S., women are supposed to have the same opportunities as men. As a result, you might have female professors and classmates.
- Discrimination against students and faculty based on race, gender, religion, sexual orientation, disability and country of origin is not acceptable and against U.S. law.



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

# RESOURCES & SERVICES

## University Resources

### Business Office

Tim Fox

**Forman Hall, Main Level**

Phone: 260.665.4106

Email: [foxt@trine.edu](mailto:foxt@trine.edu)

Website: <http://www.trine.edu/business-office/>

The Business Office processes tuition billing, payments and student refunds. The staff in the office works diligently to provide exceptional service while maintaining accurate information on your student account. As an international student, you might have various scholarships and exchange programs. Make sure to clarify with the Business Office the program in which you are involved so staff can accurately bill you. It is your responsibility to ensure your payment is made, whether it is you, your parents or a scholarship.

The following services are provided:

- [Paying bills for tuition, room, board](#)
- Paying fines
- Paying for health insurance
- Storing your passport and immigration documents (Optional)

### Counseling Services

**University Center, Upper**

Email: [counseling@trine.edu](mailto:counseling@trine.edu)

Website: <https://www.trine.edu/campus-life/health-wellness/counseling.aspx>

After-hours mental health emergencies: 260.446.1867

Students come to counseling for several different reasons including depression, anxiety, and relationship difficulties. In addition, it is quite common for students to experience overwhelming feelings of loneliness, isolation, disappointing academic results, and career indecision. Counseling services offers a healthy way to handle these challenges and stressors. The counselor will determine what services are the most appropriate for the student and if it is decided that the student's needs can be best met elsewhere, then a referral will be provided.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Healthcare Center

### Quest Health

Phone: 260.665.4585

Website: <http://www.trine.edu/campus-life/health-and-wellness/health-center.aspx>

The **Health Care Center** provides cost-effective services in a caring and confidential manner. The efficient service at the center allows students to focus on their education with minimal interruptions from illness or injury. Students may schedule an appointment or simply walk in.

## Housing

Jennifer Larose

### University Center, Second Level

Phone: 260.665.4646

Email: [larosej@trine.edu](mailto:larosej@trine.edu)

Website:

<http://trine.edu/campus-life/housing/>



Trine University offers its undergraduate students two types of housing, traditional residence halls and apartment-style residence halls. All housing is designed to have two or three students per room. Single rooms are not available. Each building has laundry facilities, a common lounge with large-screen TV and each room is equipped with cable and Internet access. The university teams each international student with an American student to help them build their English language skills and learn about American culture. It is the students' responsibility to complete a housing contract in which preferences can be noted. The housing office does its best to match students, and each student must also make an effort to build a relationship with his/her roommate(s).

All students in residential housing are required to have a meal plan. If a student has questions regarding the meal plan, he/she should go to the Housing Office. To live off-campus, a student has to be 21 years or older.

## Residence Life

Angie Booth

Director of Residence Life

### University Center, Second Level

Phone: 260.665.4955

Email: [bootha@trine.edu](mailto:bootha@trine.edu)



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

The Trine University Residence Life department provides a residential experience that promotes personal growth and development, social community and support for achieving student success.

The Residence Life staff serves as a resource for providing information, supporting students, supervising building operations and providing emergency responses as needed. Staff members are also responsible for social programming, enforcing community and residential standards and promoting a sense of community. Residence Life is located in the Office of Student Services in the University Center.

## **Information Technology Help Desk**

**Best Hall, Lower Level**

Phone: 260.665.4275

Website: <http://www.trine.edu/technology/>

The IT Help Desk serves as the primary point of contact for getting assistance in computing and technology-related needs. The following services are provided:

- Create an email account
- Fix email account problems
- Address Trine University username/password problems
- Diagnose Internet connection problems

## **Office of Student Services**

**University Center, Upper Level**

Phone: 260.665.4168

Website: <http://www.trine.edu/campus-life/>

The Office of Student Services, offers a comfortable space with complementary coffee and massage chairs while waiting for various services provided for students. The following are among the many services provided:

- On Campus Housing
- Residence Life
- Campus Safety
- Counseling Services
- Parking (permit required if you have a vehicle)
- Student ID
- Problems with meal card

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Office of Student Engagement University Center, THE LINK, Lower Level

Phone: 260.665.4282

Website: <https://trine.presence.io/>

The Office of Student Services, offers a comfortable space with complementary coffee and massage chairs while waiting for various services provided for students. The following are among the many services provided:

- Student Advising
- Student Leadership and Service
- Student Activities
- Counseling Services



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Academic Success Center

John Milliken

**Assistant Vice President, Student Success Initiative**

Rick L. & Vicki L. James University Center

Phone: 260.665.4206

Email: [millikenj@trine.edu](mailto:millikenj@trine.edu)

Deborah McHenry

**Executive Director, Student Success & Retention**

Rick L. & Vicki L. James University Center

Phone: 260.665.4509

Email: [mchenry@trine.edu](mailto:mchenry@trine.edu)

Jeremy Howard

**Assistant Coordinator, Student Success Initiative**

Rick L. & Vicki L. James University Center

Phone: 260.665.4946

Email: [howardj@trine.edu](mailto:howardj@trine.edu)



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*



## Library (LINK)

### University Center (Lower and Upper Level)

Phone: 260.665.4162

Email: [library@trine.edu](mailto:library@trine.edu)

Website: <http://www.trine.edu/academics/library/library-info.aspx>

The LINK offers a variety of resources for academic research purposes. The following services are provided:

- Research help from librarians
- Computer stations
- Many ESL materials such as TOEFL (Test of English as a Foreign Language) preparation

## Mail Center

### University Center (Lower Level)

Phone: 260.665.4138

The mail center provides the following services:

- Mailboxes for students living on campus
- Sending of packages and letters
- Stamps for purchase

## Career Center

Website: <https://www.trine.edu/career-services/>

Terry Johnson | Co-Op Manager

Ketner School of Business, Frank School of Education,

Phone: 260.665.4123

Email: [johnsont@trine.edu](mailto:johnsont@trine.edu)

Lynne Koepper | Career Coach & Industry Liaison

Jannen School of Arts and Sciences, Rinker Ross School of Health Sciences,

Phone: 260.665.4124

Email: [koepperl@trine.edu](mailto:koepperl@trine.edu)

Melissa Lafferty | Career Coach & Industry Liaison

Jim and Joan Bock Center for Innovation and Biomedical Engineering, Second Floor,

Phone: 260.665.4346

Email: [laffertym@trine.edu](mailto:laffertym@trine.edu)

Employment Resource Center provides programs and services to create opportunities for students, faculty and employers to engage in mutually beneficial partnerships that meet the needs of an evolving

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

workforce. The following are examples of services provided:

- Internship search assistance
- Resume and cover letter assistance
- Job search assistance
- Interview skills

## On-Campus Dining

There are three dining facilities on campus where students can enjoy food prepared by Bon Appetit Management Co.:



### Bean Counter

Foreman Hall (Basement)

- Monday through Friday – 7:30 AM to 2:00 PM
- Saturday and Sunday - Closed

### Whitney Commons Café

University Center (Lower Level)

- Monday through Friday, breakfast, 7 to 9:30 a.m.; lunch, 11 a.m. to 2 p.m.; dinner, 5 to 7 p.m.
- Saturday and Sunday, brunch, 11 a.m. to 12:45 p.m.; dinner, 5 to 6 p.m.

### Depot Mexican Grill

Red building near railroad tracks

- Daily from 11 a.m. to 10 p.m.

## Registrar's Office

Debbie Helmsing

**Forman Hall, Main Level**

Phone: 260.665.4240

Email: [helmsingd@trine.edu](mailto:helmsingd@trine.edu)

Website: <http://www.trine.edu/registrar/>

The Registrar's Office is responsible for maintaining accurate records for your academic progress, while maintaining privacy and security. The following services are provided:

- Register for classes
- Add/Drop classes
- Withdraw from classes
- Request transcripts

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Off-Campus Resources

### Banking

There are many banks in Angola and Fort Wayne. For your convenience, there is a **Fifth Third Bank** ATM in the University Center, Angola and a **Wells Fargo Bank** ATM across the street from main campus, and **Chase Bank** being another popular choice with multiple banks and ATMs in and around Fort Wayne. These banks are the most popular for international and domestic students who study at Trine.

When you open an account, inform the person at the bank that you are a student. Sometimes students get deals on accounts. To find bank and ATM locations closest to your location, go through these links:

[Fifth Third Bank](#)

[Chase Bank](#)

Chase Bank does not have a branch in Angola itself, but has a few branches nearby only 30-45 mins away by car: Goshen towards the west, Kendallville to the south west, Fort Wayne to the south, Kalamazoo to the north west (1.5 hours), Toledo to the east (1.5 hours.)

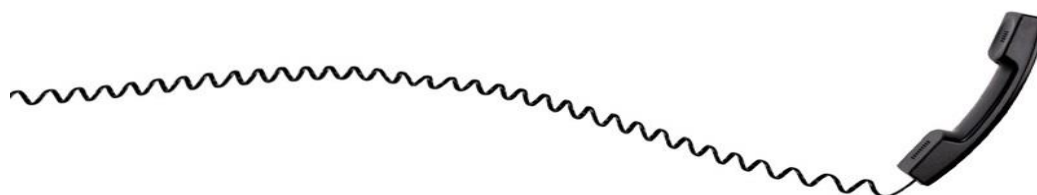
What to bring when opening a bank account:

- Proof of address (a letter with your U.S. address)
- Passport and I-20/DS-2019

## Cell Phones

Many students choose to get a U.S. cell phone if they are in the U.S. for a long term. There are a variety of cell phone providers/carriers. It can be difficult for an international student to get a contract plan. As a result, some students opt for a “pay as you go” or prepaid plan where the user pays for the minutes used. Below is a comparison between contracted phones and pre-paid phones.

	<b>Contract Phone Plans</b>	<b>Pre-Paid Phone Plan</b>	<a href="#"><u>CampusSIMs</u></a>
<b>Initial Info</b>	A contract is signed for call/text/data service that you decide on. You pay at the end of each month. Make sure you understand how you are charged for calls.	A sim card and phone plan is purchased with a specific amount of money or a number of minutes. After the given number of minutes are used, you have to renew your plan every 30 days.	A free sim card provided at International Orientation to use with your existing phone.
<b>Cost</b>	Actual phone; activation fee; deposit and the phone plan.	Actual phone; cost of minutes, depending on what do choose	See CampusSIM package/link for monthly plans
<b>Deposit</b>	Students with no credit history may be required to pay a deposit.	N/A	N/A
<b>International Calling</b>	Make sure to check if international calling is included in your plan	Check to see how much it will cost.	Depends on the country and the plan chosen.
<b>Length of Contract</b>	Contracts are normally 1-2 years. If you breach the contract, there will be a high penalty fee.	A pre-paid phone does not have a contract. You have to pay for service every 30 days.	No contract
<b>Texting</b>	Unlimited local texting.	Check on your phone package for texting information.	Unlimited local texting.



## Transportation

Angola does not have many options for public transportation, so many students have difficulty getting around off campus. Most students get their driver's license for convenience, or connect with friends who are able to drive. Until you are able to get your driver's license and a vehicle, there is another option you can use to get around the Angola area:



### STAR

Low-cost transportation in the city of Angola and Steuben County:

- Phone number: 260.665.9856
- Hours: Monday through Friday, 7:30 a.m. to 4:30 p.m.

\*NOTE: To make a reservation, you **must** call 24 to 48 hours in advance.

### Greyhound Bus to and from Angola

For public transportation in and out of the city of Angola, Greyhound busses are available to journey to nearby cities like Chicago, Dayton and Toledo, among others. You can also chain your trips together to go across the country! <https://www.greyhound.com/en-us/bus-stations-in-angola>

### Fort Wayne Options

Public transportation is provided in the city of Fort Wayne through Citilink bus services. You can find more information on the link below about routes and timings. [www.fwcitilink.com](http://www.fwcitilink.com)

Phone: 260 432 4546

## Driver's License

To drive in the United States, you must have a driver's license. If you plan to drive while studying at Trine, get an Indiana driver's license as soon as possible. You must have a driver's license before purchasing a vehicle. Please see information below on where and how to obtain a driver's license.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## BMV Locations -

### Angola Bureau of Motor Vehicles (BMV)

- Location: 1913 N Wayne St STE A, Angola, IN 46703
- Hours:
  - Sunday and Monday, closed
  - Tuesday, 8:30 a.m. to 7 p.m.
  - Wednesday, Thursday and Friday, 8:30 a.m. to 5 p.m.
  - Saturday, 8:30 a.m. to 12:30 p.m.



### Auburn Bureau of Motor Vehicles (BMV)

- Location: 500 North Grand Staff Road, Auburn, IN 46706
- Hours:
  - Sunday and Monday, closed
  - Tuesday, 8:30 a.m. to 6:30 p.m.
  - Wednesday, Thursday and Friday, 8:30 a.m. to 5 p.m.
  - Saturday, 8:30 a.m. to 12:30 p.m.

### Wayne Dale Bureau of Motor Vehicles (BMV)

- Location: 6721, Old Trail Road, Suite 300, Fort Wayne, IN 46809
- Hours:
  - Sunday and Monday, closed
  - Tuesday, 8:30 a.m. to 6:30 p.m.
  - Wednesday, Thursday and Friday, 8:30 a.m. to 5 p.m.
  - Saturday, 8:30 a.m. to 12:30 p.m.

### Coldwater Branch, Bureau of Motor Vehicles (BMV)

- Location: 10204 Coldwater Road, Fort Wayne, IN 46825
- Hours:
  - Sunday and Monday, closed
  - Tuesday, 8:30 a.m. to 6:30 p.m.
  - Wednesday, Thursday and Friday, 8:30 a.m. to 5 p.m.
  - Saturday, 8:30 a.m. to 12:30 p.m.

## How to Get a Driver's License

**Indiana Driver's License (if you currently have a valid driver's license and translation from your home country)**

- Request for a proof of residency letters by filling out the Request [Proof of Residency](#) form

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

- Go to Auburn Social Security Office for Social Security ineligibility letter with your proof of residency letters.  
1240 S. Grandstaff Dr.  
Auburn, IN 46706
- Plan for written test
- Take the following to the BMV for your written test:
  - I-20 or DS-2019
  - Passport
  - I-94
  - Proof of residency letter
  - Social Security card or Letter of Ineligibility from the Social Security Office
  - Driver license from another state or translated and notarized copy of driver license from your home country.
- Take the driving road test (you must provide your own vehicle)

***Learner's Permit and License (if you have never had a license or current license is not valid)***

- Request for a proof of residency letters by filling out the Request [Proof of Residency](#) form
- Go to Auburn Social Security Office for ineligibility letter with your letters  
1240 S. Grandstaff Dr.  
Auburn, IN 46706
- Plan for written test
- Take the following to the BMV for your written test:
  - I-20 or DS-2019
  - Passport/Visa
  - I-94
  - Proof of residency letter
  - Social Security card or Letter of Ineligibility from the Social Security Office
- Wait at least 180 days
- Return to the BMV to apply for a license (bring the same documents required when you applied for the learner's permit):
- Take the driving road test (you must provide your own vehicle)

**What else you can get at the BMV:**

***State of Indiana I.D.:***

**Required Documents:**

- I-20 or DS-2019
- Passport/Visa
- Proof of Residency Letter
- A utility bill or bank statement with your local address
- Your Social Security card or Letter of Ineligibility from the Social Security Office

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

**Title, Registration and License Plate** (if you buy or have a vehicle)

A title, registration and license plate are required for each car. Lack of a title, registration and license plate could result in a fine.

***\*Please note the rules and regulations for the BMV change often. For the most current information, visit [www.in.gov/bmv](http://www.in.gov/bmv) or visit the BMV branch.***

**Social Security Administration Office**

The Social Security Administration (SSA) is a U.S. Government Office.

- Location: 1240 S. Grandstaff, Auburn, IN 46706
- Hours:
  - Monday through Thursday, 9 a.m. to 4 p.m.
  - Friday, 9 a.m. to 3 p.m.
- Location: 2122 LINCOLNWAY CT FORT WAYNE, IN 46819
- Hours:
  - Monday through Thursday, 9 a.m. to 4 p.m.
  - Friday, 9 a.m. to 3 p.m.

**What you can get at the SSA Office:**

- A Letter of Ineligibility– this letter states you are not eligible for a Social Security number (SSN).
- SSN – this is only for international students with an authorized job.

**What you will need at the SSA Office:**

- I-20/DS-2019
- Passport/Visa
- [Proof of Residency](#) letter
- Letter from your employer (if you are getting an SSN)

***\*Please note the rules and regulations for the SSA change often. For the most current information, visit [www.ssa.gov](http://www.ssa.gov) or visit the SSA Office.***

## Getting set-up in the United States of America

Angola, Indiana, is a small community that boasts of nature and simplicity. Students from around the world have shared its ideal location for focusing on studying, with just the right distance away from large cities such as Chicago, Indianapolis and Detroit. With a state park and Steuben County's 101 lakes, people in the community enjoy the outdoors. Students are encouraged to explore the outdoor during every season.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*





Below are various locations to explore, whether it is for food, shopping or fun. Make sure to check [Trine Area Attractions](#) and [university calendar](#) for various activities offered on and off campus during the academic year.

To know more about the city of Angola, in please [click here](#) and to know the travel, tourism and other attractions, please [click here](#).

Fort Wayne, in, is a city seated in Allen County, located in northeastern Indiana, and is 18 miles west of the Ohio border and 50 miles south of Michigan border. Fort Wayne serves up the perfect mix of urban convenience and natural beauty, boasting a world class cultural scene in a landscape enhanced by plenty of green space. Being the second largest city in the state, it is a favorite place for students to study and explore the other places in the city and to travel to other neighboring cities and states. There are universities, shopping malls, restaurants and cinema halls out in the city which are sure to entertain you.

Below, you will find some information about the city of Fort Wayne and the places you may want to visit or go for your needs. To know more about the city of Fort Wayne, in please [click here](#), and to know the travel, tourism and other attractions, please [click here](#) or [here](#).

## Hospitals

### Angola Area

#### **Cameron Memorial Community Hospital**

- Location: 416 E. Maumee St., Angola, IN 46703
- Phone: 260.665.2141

#### **Urgent Care of Cameron Hospital**

- Location: 1381 N. Wayne St., Angola, IN 46703
- Phone: 260.665.8222

### Fort Wayne Area:

#### **Byron Health Center**

- Location: 12101 Lima Rd., Fort Wayne, IN, 46818
- Phone: 260.637.3166

#### **Dupont Hospital**

- Location: 2520 E Dupont Rd, Fort Wayne, IN 46825
- Phone: 260.416.3000

#### **Lutheran Children's**

- Location: 750 W Jefferson Blvd., Fort Wayne, IN, 46804
- Phone: 260.435.7337

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*



**Lutheran Hospital**

- Location: 7950 W. Jefferson Blvd., Fort Wayne, IN, 46804
- Phone: 260.435.7001

**Orthopedic Hospital**

- Location: 2514 E Dupont Rd., Fort Wayne, IN, 46825
- Phone: 260.484.8830

**Parkview Heart Institute**

- Location: 11108 Parkview Plaza Dr., Fort Wayne, IN, 46845
- Phone: (260) 266-2000

**Parkview Hospital Randallia**

- Location: 2200 Randallia Dr., Fort Wayne, IN, 46805
- Phone: (260) 373-4000

**Parkview Regional Medical Center**

- Location: 11109 Parkview Plaza Dr., Fort Wayne, IN, 46825
- Phone: 260.266.1000

**Parkview Women & Children's Hospital**

- Location: 11115 Parkview Plaza Dr., Fort Wayne, IN, 46845
- Phone: (260) 672-6100

**Rehabilitation Hospital of Fort Wayne**

- Location: 7970 W Jefferson Blvd., Fort Wayne, IN, 46804
- Phone: (260) 435-6100

**St Joseph Hospital**

- Location: 700 Broadway, Fort Wayne, IN 46802
- Phone: (260) 425-3000

**The Orthopedic Hospital**

- Location: 7952 W Jefferson Blvd., Fort Wayne, IN, 46804
- Phone: (260) 435-2999

**Vibra Hospital of Fort Wayne**

- Location: 2200 Randallia Dr., Fort Wayne, IN, 46805
- Phone: 260-399-2900



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Female Doctors in Fort Wayne and Chicago

### **Dr. Angela D. Lasalle, MD** (Family Practice Physician)

- Location: 5010 W Jefferson Blvd., Fort Wayne, IN, 46804
- Phone: 260-425-5970

### **Dr. Gita Singh MD** (Urologist)

- Location: 2512 E Dupont Road, Fort Wayne, IN 46825
- Phone: (260) 425-5400

### **Dr. Justina M. Girod, MD** (Family Practice Physician)

- Location: 3534 Brooklyn Ave, Fort Wayne, IN 46809
- Phone: (260) 478-5250

### **Dr. Karen S. Evans, MD** (Family Practice Physician)

- Location: 1234 E Dupont Rd #6, Fort Wayne, IN 46825
- Phone: 260.480.2600

### **Dr. Lisa Holtsclaw, DO** (General Practitioner)

- Location: 4666 W Jefferson Blvd #140, Fort Wayne, IN 46804
- Phone: (260) 204-1791

### **Dr. Prema B. Malini MD** (Obstetrician-Gynecologist)

- Location: 2335, W. Foster Avenue, Chicago, IL
- Phone: 773.334.4145

### **Dr. Sailaja Blackmon, MD** (Obstetrician-Gynecologist)

- Location: 11123 Parkview Plaza Dr #101, Fort Wayne, IN 46845
- Phone: 260-425-6650

### **Dr. Sarosh Rana MD** (Obstetrician-Gynecologist)

- Location: 5841, South Maryland Avenue, Chicago, IL
- Phone: 773-702-6118

### **Dr. Vijaya L Arekapudi MD** (Obstetrician-Gynecologist)

- Location: 2734, N. Lincoln Avenue, Chicago, IL
- Phone: 773.525.7720

### **Fertility & Midwifery Care Center, LLC** (Obstetrician-Gynecologist)

- Location: 10228 Dupont Circle Dr E, Fort Wayne, IN 46825
- Phone: 260.222.7401

### **Parkview First Care**, All specialty doctors present

- Location: 3909 New Vision Dr., Fort Wayne, IN 46845
- Phone: (260) 425-5500



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

**Parkview Integrative Medicine, All specialty doctors**

- Location: 11141 Parkview Plaza Dr. #210, Fort Wayne, IN 46845
- Phone: (260) 425-5970

**Women's Health Advantage, All specialty doctors present**

- Location: 2518 E Dupont Rd, Fort Wayne, IN 46825
- Phone: 260.432.4400

**Northeast Ob/Gyn Pc (Obstetrician-Gynecologist hospital)**

- Location: 11123 Parkview Plaza Dr, Fort Wayne, IN 46845
- Phone: 866.576.7455

## Asian Grocery Stores

**Taj Mahal**

- Location: 6410 W Jefferson Blvd. #9B, Fort Wayne, IN, 46804
- Phone: 260.432.8993

**Lake Avenue Market**

- Location: 1732 Lake Ave., Fort Wayne, IN, 46805
- Phone: 260.424.0800

**Asian Market**

- Location: 2615 S Calhoun St Fort Wayne, IN 46807
- Phone: 260.745.4773

**3 Rivers Natural Grocery Food Co-op & Deli**

- Location: 1612 Sherman Blvd, Fort Wayne, IN 46808
- Phone: 260.424.8812

**Fort Wayne Halal Meat & Grocery**

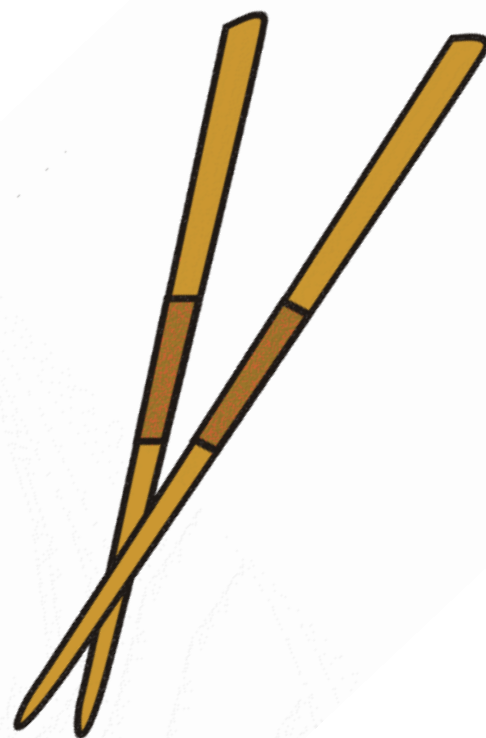
- Location: 2326 Hobson Rd, Fort Wayne, IN 46805
- Phone: 260.471.8065

**JRS Asian Grocery**

- Location: 1009 Coliseum Blvd E, Fort Wayne, IN 46805
- Phone: 260.373.1858

**Magadoo Asian Grocery**

- Location: 5945 N Clinton St, Fort Wayne, IN 46825
- Phone: (260) 471-0388



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Driving Schools



### [Drive Right Academy Inc.](#)

- Location: 1011 W 7th St, Auburn, IN 46706
- Phone: 260.925.9473 or 260.479.8188

### [Safeway Driving School](#)

- Location: 2791 Maple crest Rd, Fort Wayne, IN 46815
- Phone: 260.486.3822

### [Precision Driving](#)

- Location: 8828 Coldwater Rd. Fort Wayne, IN 46825
- Phone: 260.490.1007

### [Driving Academy](#)

- Location: 10330 Coldwater Rd, Fort Wayne, IN 46825
- Phone: 260.490.7005

## Resources for Improving English Skills

### **Literacy Coalition**

- Location: 1208 S. Wayne St., Angola, IN 46703
- Phone: 260.665.1414

### **Fort Wayne Community Schools**

- Location: Choose a location
- Phone: 260.467.2009



*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## WEATHER WARNINGS & EMERGENCIES

Indiana experiences a wide variety of weather, and at times there are watches and warnings, which can be confusing. Watches and warnings are issued by the county; Trine University is located in Steuben County. Trine University sends email and text alerts for severe weather through Rave. You can sign up for this on the Trine University website at

<https://trine.app.regroup.com/login>. The

University rarely closes – even though Steuben County might have a weather watch or warning.



Here are the meanings of each watch and warning as well as tips for what to do:

**Winter Storm Warning:** when there is a large amount of snow and ice accumulating. Use caution while driving and walking.

**Winter Storm Watch:** when there is a possibility of large amount of snow and ice accumulating. Use caution while driving and walking.

**Blowing Snow Advisory:** when wind blows snow and visibility is diminished. It is advised to not travel.

**Tornado Warning:** informs people a tornado has been sighted. Take cover immediately.

- If you are in a building: Go to a pre-designated shelter area such as a safe room, basement, storm cellar or the building's lowest level. If you don't have a basement, take shelter in the center of an interior room on the lowest level, such as a bathroom, closet or interior hallway that is away from corners, windows, doors and outside walls.
- If you are in a vehicle: Get out immediately and go to a nearby sturdy building or storm shelter and seek shelter on its lowest floor. Do not park the vehicle under a bridge or overpass.
- If you are outside without nearby shelter: Lie down in a nearby ditch, ravine or depression and cover your head with your hands.

**Tornado Watch:** informs people that weather conditions could result in a tornado. Be aware of the weather and be ready to take cover.

### Where to take cover:

- If you are in a building: Go to a designated shelter area such as a safe room, basement, storm cellar or the building's lowest level. If you don't have a basement, take shelter in the center of an interior room on the lowest level, such as a bathroom, closet or interior hallway that is away from corners, windows, doors and outside walls.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

- If you are in a vehicle: Get out immediately and go to a nearby sturdy building or storm shelter and seek shelter on its lowest floor. Do not park the vehicle under a bridge or overpass.
- If you are outside without nearby shelter: Lie down in a nearby ditch, ravine or depression and cover your head with your hands.

**Severe Thunderstorm Warning:** means a severe thunderstorm is occurring. Move indoors to a place of safety.

**Severe Thunderstorm Watch:** indicates a possibility of thunderstorms which might produce large hail or damaging winds. When a watch is issued, go about normal activities, but be aware of the weather.

**Flash Flood Warning:** when a heavy amount of rain creates the possibility of flooding. Be aware of water on the roads. Do not drive in standing or moving water.

**Flash Flood Watch:** heavy amount of rain creates flooding. Be aware of water on the roads. Do not drive in standing or moving water.

At times the university will have a fire or tornado drill. It is important to follow the directions of the Resident Assistant (RA), instructor or university staff. If a student does not participate in the drill, there are judicial consequences.

## GLOSSARY

We've also compiled a list of terms to help you understand the lingo at the university campus.

**Academic Advisor:** The main purpose of attending an American university is to receive an education. Academic advisors will help you plan out your course of study and ensure that you take the best classes to achieve your goals. Usually you will be assigned an academic advisor before you arrive to the campus, but as you take more classes and get more acquainted with the faculty, you will typically be able to choose your advisor based on their familiarity with the program you would like to complete. *For names and contact information, please check your student portal.*

**Code of Conduct:** Being part of a university community means you will be living with people from diverse backgrounds, experiences and expectations. The university's Code of Conduct outlines the university's expectations for your behavior, including policies and rules that you must follow. Make sure you read and understand the documents you are signing and feel free to ask questions, this will help you have a positive on-campus experience. Many universities can also provide a copy in your native language for you to read.

**Credits:** Credits (sometimes referred to as "Credit Hours") are values assigned to each course offered at a university. A certain number of credits are required to attain any degree. Most classes are worth 3 credit hours, while some may be higher. Generally, the courses with higher credit values (4 or 5 credit hours) require more in-class time than lower credit courses. Most universities and colleges consider full-

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

time students as those who register for 12 credit hours per semester for undergraduates, and 9 credit hours for graduate students.

**Dorm:** The dorm (or also referred to as a dormitory or residence hall) will be your new home at the university. Depending on the university you are attending, you may have your own room or you may have to share with others. Your dorm room could be a suite with two rooms connected by a shared bathroom, or it could be a stand-alone room with your bathroom somewhere on the same floor. Within each dorm, there will be a handful of RA's available to answer any dorm or campus life-related questions you may have. For further information, contact housing department.

**Major/Minor:** A major is an area of interest you choose to focus your studies on. Most undergraduate students will have to choose a major to graduate, and every school offers different majors for you to consider. Find out when you need to 'declare' your major, which means informing the university about your choice and how much time you have to change your mind. A minor is another subject in which you are interested, but which requires a smaller number of credits. Most universities will allow you to have a major and a minor.

**Meal Plan:** You like food, right? Make sure you sign up for a meal plan! When you sign up for a meal plan, you estimate how many meals you will eat throughout the course of the semester or quarter and pay in advance. This allows you to stroll into the cafeteria and use your student ID to gain access to whatever food they have to offer. Many schools offer a wide variety of foods, and will accommodate any dietary needs you may require.

**Midterm Exam:** In the middle of the term, you will have to prepare for midterm exams. Midterm exams are given halfway through the term as a mutually beneficial way for students and teachers to assess the progress in the course. For students, midterms are a great way to find ways to improve their study habits for the remainder of the course while giving the professor feedback about their teaching strategies. It may be a hectic couple of weeks, but studying for midterm exams can be something you do with a group of friends, and it can be a good time to bring up any struggles to a professor or advisor.

**Office Hours/Open Hours:** At the beginning of the semester, your professors will typically give you a syllabus that outlines the semester assignments, breaks down their grading techniques and contact information needed to get in touch with them for help. Each professor will be available for office hours, where they will be in their office for a set amount of hours dedicated to giving you some extra help in the course or answering any questions you may have forgotten to ask during class. Some professors require you to set up a meeting in advance, especially during midterms or final exams when a lot of students need extra help, but it's good to send them an email ahead of time in case they're busy with another student. Office hours are the best time to bring up any problems you're having with homework or to better understand the curriculum if you're having trouble. Utilize their office hours to get help before it's too late!

**\*Note: Please email academic advisors/staff for an appointment before you meet with them. Walk-ins are for emergency purposes only.**

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*



**Resident Assistant (RA):** A Resident Assistant (almost always called an “RA”) will be one of the first people you meet when you move into your dorm. An RA is usually another student who lives in on the same floor as you, and can help you with any questions you might have about your dorm-living experience. If the RA is unable to directly help you with whatever issue you may have, they will make sure to put you in touch with the correct people. They will inform you about the rules of living in the dorm and will likely organize events for you and other people living in your hall to help you get acquainted with each other and start feeling comfortable in your new home away from home.

**Room and Board:** Room and Board usually refers to the costs associated with your housing and your meal-plan. Sometimes students can opt-out of one or the other cost, but for many first-year students both are required. If you have any questions as to what is included in the Room and Board package offered by your university, be sure to ask your RA or Office of Residence Life.

**Snow Day:** A snow-day is a day in which there are no classes and several administrative offices at the university are closed due to severe weather conditions. Snow-days do not happen every time it snows, but rather, when the university feels it would be safer for students, teachers and staff to stay at home. If you are unsure if your university will be closed, check on their website and/or Facebook page for an official announcement.

**Student Services:** Finally, if you have any questions that your RA or Academics Advisor can’t answer, the Office of Student Affairs (or Office of Student Services) will be a great resource for getting you the answers. Some universities may even have a student affairs office specifically designated to international students. These offices will assist you with adjusting to life on campus, anything related to your student visa, and most academic matters. The Office of Student Affairs is connected with most things happening on campus and the staff is usually very friendly and helpful with anything you need.

**Tutor:** Many US university students find help with tutors. Many universities will have a tutoring or writing center that can help you with your academic work. Tutors can be staff, professors or peer-tutors, meaning other students with more experience who are there to help. Find out what the hours are at your tutoring center and drop by to see what services they offer.

## CONNECTING WITH THE COMMUNITY

As an international student, you will stand out at Trine University and in Angola, Indiana. Some students hear this and feel nervous, but we’d like to think it is a great opportunity for you to be an ambassador for your country. Many American students studying at Trine have yet to explore outside of the United States. To them, you are an example of life outside of small-town Indiana. As you begin to learn about the culture here, also take the responsibility to share what life is like in your home country. Share your pride, and educate your peers about your culture. Cultivate relationships with new friends and enjoy these new relationships with friends from different backgrounds.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

As important as it is to stay in tune with people from your home country, it is vital that you meet other international students as well as American students. Remember, you are here for an American education. This doesn't mean just inside the classroom, but it also means to learn outside of the classroom. In fact, it is outside of the classroom where you will learn the most important lessons in life, many of which you will take with you to wherever you go.

## HAVE A SAFE YEAR

### Save these numbers today:

#### On-Campus Emergency:

- Campus Safety: 260.316.1877

#### Off-Campus Emergency:

- Police, medical, or fire assistance: 911

#### Non-Emergency Numbers:

- Office of International Services: 260.665.4959
- International Community Services: 260.665.4630
- Student Advocate Services: 260.665.4509
- Counseling Services: 260.665.4172

### Practice safety:

- Always keep doors and windows locked. Don't prop doors open.
- Always keep your computer, phone and other devices with you or locked up; don't leave them alone (even in the library).
- When you go out, stay in well-lit and populated areas.
- Try not to walk alone at night or in isolated areas; if you walk alone, let friends or family know where you are going.
- Always be aware of your surroundings.

### Get help:

Call Campus Safety at 260.316.1877 if you notice suspicious activities or individuals.

### To do Today:

#### Enroll in Rave Text Alert System:

Receive important updates and information in case of emergencies on or near campus. Enroll at <https://trine.app.regroup.com/login>. You must have your Trine username and password to sign up.

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*

## Embassies and Consulates

Country	Consulate Website
Argentina	<a href="#">Click Here</a>
Botswana	<a href="#">Click Here</a>
Benin	<a href="#">Click Here</a>
Bahamas	<a href="#">Click Here</a>
Canada	<a href="#">Click Here</a>
China	<a href="#">Click Here</a>
Colombia	<a href="#">Click Here</a>
Congo	<a href="#">Click Here</a>
Denmark	<a href="#">Click Here</a>
Ecuador	<a href="#">Click Here</a>
Egypt	<a href="#">Click Here</a>
Guyana	<a href="#">Click Here</a>
Haiti	<a href="#">Click Here</a>
Honduras	<a href="#">Click Here</a>
India	<a href="#">Click Here</a>
Japan	<a href="#">Click Here</a>
Kenya	<a href="#">Click Here</a>
Malaysia	<a href="#">Click Here</a>
Mexico	<a href="#">Click Here</a>
Nepal	<a href="#">Click Here</a>
Nigeria	<a href="#">Click Here</a>
Pakistan	<a href="#">Click Here</a>
Philippines	<a href="#">Click Here</a>
Sweden	<a href="#">Click Here</a>
Saudi Arabia	<a href="#">Click Here</a>
South Korea	<a href="#">Click Here</a>
Taiwan	<a href="#">Click Here</a>
Togo	<a href="#">Click Here</a>
Trinidad & Tobago	<a href="#">Click Here</a>
Ukraine	<a href="#">Click Here</a>
Vietnam	<a href="#">Click Here</a>

*Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.*