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Student Services

International Student Services

Office of Admissions
University Center South, Room 102
4201 Grant Line Road
New Albany, Indiana 47150
Phone: (812) 941-2212
http://www.ius.edu/admissions/ AND http://www.ius.edu/Admissions/IntlStudents/
Contact: Lindsey Goss, lgoss@ius.edu

The Office of Admissions assists international students at IU Southeast with visa issues, work authorization, travel information, mandatory health insurance enrollment, and more.

International Programs
Hillside Hall
4201 Grant Line Road
New Albany, Indiana 47150
http://www.ius.edu/intprograms/

International Programs directs the International Studies minor and major as well as the Study Abroad programs. In addition, it sponsors a variety of international programs, hosts international events, and serves the surrounding community.

Other Student Services

Center for Mentoring
University Center South, Room 205
4201 Grant Line Road
New Albany, Indiana 47150
Phone: 812-941-2516
http://www.ius.edu/Mentoring/
Contact: June Huggins

The Mentoring Program pairs students with volunteer mentors who guide them through their experience at IU Southeast. Students can join the program at any time. The program aims to help students develop personal, academic, and career goals and to enhance their opportunity for growth and sustained success.
Personal Counseling Service
University Center South, Room 201
4201 Grant Line Road
New Albany, Indiana 47150
Phone: 812-941-2244
http://www.ius.edu/personalcounseling/
Contact: Dr. Michael Day; micaday@ius.edu

Personal Counseling Service
The IUS Personal counseling service is available to all IU Southeast students at no cost. A professionally trained counselor can help students focus on realistic solutions to such problems as culture shock, homesickness, home conflict, marital discord, peer conflict, personal discomfort, disillusionment, general unhappiness, inability to make decisions, and feelings of being overwhelmed by the demands of academic life.

Student Development Center
University Center South, Room 203
4201 Grant Line Road
New Albany Indiana
Phone: 812-941-2312
http://www.ius.edu/SDC/

The Student Development Center (SDC) administers placement tests in English, math, and languages, as well as the Michigan Test of English Language Placement. The SDC also provides tutoring in various subjects.

Advising Center for Exploratory Students
University Center South, Room 207
4201 Grant Line Road
New Albany, Indiana 47150
Phone: 812-941-2243
http://ius.edu/advising/consult-your-advisor/aces.html

The Advising Center for Exploratory Students, or ACES, was created to best support those students who have yet to declare a major or who want to change their major but are unsure which subject they’d like to pursue.

Adult Student Center
University Center South, Room 206
4201 Grant Line Road
New Albany, IN 47150
Phone: 812-941-2650
http://ius.edu/campuslife/adultstudents/
Contact Person: Kim Pelle

The ASC is the perfect place for non-traditional students to meet, study, and socialize. The center offers a variety of programs, workshops and services designed to ease the busy and oftentimes anxious adult student's transition to college life.
Government Regulations

Indiana University Southeast and the US Government are NOT the Same.

- The US Government authorizes IU Southeast to enroll international students.
- The US Government authorizes various offices in the IU system to issue visa documents, such as I-20s, to international students.

Your Foreign Student Advisor provides information about US laws and helps you follow them. Indiana University Southeast has no decision-making power over US law.

Your Foreign Student Advisor will:
- Provide you with information about US government requirements and documents.
- Assist you with US Immigration and Naturalization paperwork when necessary.

The following pages summarize important US regulations that affect international students and scholars. It is essential that you follow the guidelines presented to ensure that you maintain lawful status in the United States.

If you have questions concerning these regulations or have any other concerns, please contact Lindsey Goss in the Office of Admissions. She can be reached at 812-941-2190 or via e-mail at lgoss@ius.edu.

Visa Issues

There are two broad categories of visas for international persons coming to the United States: "Non-immigrant" and "Immigrant."

Any visa with a letter in front of a number (F-1, J-1, B-2…) is a non-immigrant visa, which includes student visas.

Persons on a non-immigrant visa:
- Are restricted in what they can and must do in the US.
- Have a date by which they must leave the US or apply for further visa privileges.
- For most categories, must have a home outside the United States to which they intend to return.

Persons on the immigrant visa (known also as the “green card,” permanent resident, P.R., I-551, or alien resident):
- Have permission to remain indefinitely in the United States.
- Have some of the same privileges as a citizen, with the exception of voting and holding certain government jobs.

Permanent residents or immigrants can become citizens, but they do not have to. Many prefer to keep their original citizenship and carry their home country passport. It is possible to apply for US citizenship after 5 years as a permanent resident (3 years if married to a US citizen).

Most international students at IU Southeast are non-immigrants on F-1 visas.

- F-1: visa status for individuals conducting full-time study at an authorized institution in the US. F-1 visa holders carry a white document called an I-20, issued by IU Southeast. Dependents of F-1 visa holders are on an F-2 visa.
Staying in Status

“Status” refers to a visa type and its regulations. For example, if a student comes into the US on an F-1 visa, “maintaining status” means continuously following the rules that apply to F-1 visas.

Under current US immigration law, students must “maintain their visa status.” If they do not maintain their visa status, the consequences can be serious. The US government considers students who do not maintain their status to be “unlawfully present” (illegally present) in the United States. If students become “out of status,” assisting them is very difficult.

F-1 Visa Holders:

• **Maintain a valid I-20.** To determine validity, look in section 5, where it says “complete studies no later than (date).” The date must not expire. Students who need an extension should see their Foreign Student Advisor. It is the students’ responsibility to ensure that their I-20s are valid at all times while studying in the United States.

• **Keep passport valid at all times.** To renew passports that will expire while in the United States, visa-holders should contact their embassy or consulate in the US for instructions. This process can take several months – start applying for a renewal six months before it expires.

• **Maintain full-time enrollment during the fall and spring semesters.** Undergraduate students must take at least 12 credit hours each semester. Graduate students must take 8 credit hours each semester. Summer enrollment is not required, except in certain circumstances. For information about enrollment, contact Jodie Beatty in the Office of Admissions.

• **NEVER work without authorization.** All students must contact their Foreign Student Advisor to receive work authorization before accepting employment. It is illegal to work without proper authorization.

• **Maintain a minimum level of health insurance coverage for yourself and all dependents.** Specific information about insurance coverage is available from the Office of Admissions.

Travel Outside the United States

*All students must have their I-20 signed by a Foreign Student Advisor before leaving the United States.* This signature enables students to return to the US – even if they are just traveling into Canada or Mexico. By signing the visa document, the advisor is certifying the student’s full-time enrollment and good standing at Indiana University Southeast.

To have your I-20 signed for travel, you can submit a request through iStart. Students should bring their passports and I-20s to the meeting. *Make appointments for at least two weeks before departure.*
**Employment**

**NEVER WORK WITHOUT GETTING AUTHORIZATION FIRST.** To remain in status, students must follow the federal regulations about employment. All international students must contact their Foreign Student Advisor to get work authorization before they accept employment. Students should bring their I-20 and passport every time they need work authorization. Foreign Student Advisors cannot give work authorization without these documents. Please see the following chart for employment eligibility information by visa type.

<table>
<thead>
<tr>
<th>Visa</th>
<th>On-Campus Employment</th>
<th>Off-Campus Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1</td>
<td>Students enrolled full-time and in good academic standing can be authorized to work on campus up to 20 hours a week during the academic year and full-time during university breaks. Apply in the Office of Admissions.</td>
<td>F-1 students are eligible to work in their field of study after being a full-time student for nine months. This type of work is called ‘practical training.’ If you are interested, please contact your Foreign Student Advisor for further information. Students experiencing economic hardship should make an appointment with a Foreign Student Advisor. Employment may be authorized in certain cases.</td>
</tr>
<tr>
<td>F-2</td>
<td>F-2 visa holders are not allowed to work.</td>
<td>F-2 visa holders are not allowed to work.</td>
</tr>
</tbody>
</table>

**Social Security Numbers**

The U.S. Social Security program is designed as a pension fund and insurance fund for individuals who work and live in the United States. The social security number (SSN) has become an identification number routinely used by banks, phone companies, rental agencies, and other institutions. The Social Security Administration advises companies that they should not use the SSN in this way. Recent changes in social security regulations are making it more difficult to obtain a number if you do not have a job in the U.S.

For tax purposes, anyone receiving income must provide their employer with a social security number. If you want to get a social security number, you must apply in person at the local Social Security Administration office.

**Standard Documents**

All international persons must show the following documents in order to complete an application:

- Valid Passport
- Valid I-94 card
- An additional form of identification – a student ID card, driver's license, credit card, etc.

**Additional Materials**

*F-1 Students with On-Campus Hourly Jobs.* All F-1 students need to submit the standard documents listed above. Also, F-1 students need proof of a job or a job offer. The documents they need to prove their employment vary.

*F-1 students who will work or are working in an hourly position have three options:*

- Option 1: Employer letter with DSO sign off
- Option 2: (1) Most recent pay advise or paycheck stub, and (2) DSO letter
Option 3: (1) Employer letter and (2) DSO letter

Students can obtain information about employment letters from the Office of Admissions.

*F-1 Students on Curricular Practical Training.* All F-1 students need to submit the standard documents listed above. No employer letter is necessary. However, I-20 must be properly endorsed with DSO authorization for CPT on page 3.

*F-1 Students with an Employment Authorization Document.* Under certain circumstances, F-1 students can obtain an Employment Authorization Document (EAD) that permits them to work off campus. In most cases, F-1 students with an EAD are on Optional Practical Training. F-1 students who have an EAD need to submit the standard documents listed above, and should show their EAD when they apply. No employer letter is necessary. No DSO letter is necessary.

**Dependents**

*F-2 Dependents.* F-2 dependents may not work and therefore do not qualify for a social security number. The social security office will not accept their applications.

**Social Security Address**

The New Albany branch of the Social Security Administration Office is located at:

```
3700 BLACKISTON BLVD
NEW ALBANY, IN 47150
Office Hours: Monday through Friday, 9:00a-3:30p (except Federal Holidays)
```

Your application can take several weeks to process. Your social security card will be sent to you by regular mail.
Health Care

Health Insurance

All international students at Indiana University – including the Southeast campus – are required to have health insurance for themselves and their families. The US does not have a nationalized health care system, and medical care here is extremely expensive.

Students who need medical care and do not have insurance may end up owing thousands of dollars. The health insurance system offers protection against these costs.

IU has a mandatory health insurance program for its students. International students are automatically enrolled in this plan when they register. The premium amount is shown on the student’s bursar bill each semester. The health insurance information package given at orientation explains this.

Details for the IU plan can be found at http://www.aetnastudenthealth.com/. Be sure to read the information carefully. You should understand your insurance policy thoroughly so that you can get the maximum benefit from it. In particular, make sure you read the section on the expenses that are not covered by the policy and the information concerning deductibles.

If you have any questions about your coverage, contact:
Student Insurance Office
Poplars Building, Room E165
Telephone: (812)856-4650
Email: studenhc@indiana.edu

Dependents
Insurance for dependents is not billed to the student’s bursar account. It must be purchased separately within 15 days after arriving in the United States by downloading the application from http://www.aetnastudenthealth.com/.

Waivers (Exemption from Insurance)
A student with previous insurance that meets IU’s minimum requirements and covers the student while at IU Southeast may fill out a Waiver Application if he or she does not want to be covered under the IU policy.

To qualify for the waiver, students must submit documentation that shows the following coverage in English:

- The name of the insurance company and the policy number
- The dates of coverage (Ex. Jan. 1, 2008 to January 2, 2008)
- The monetary limits of coverage – they must be at a minimum:
  - $50,000 USD for each sickness or illness
  - $50,000 USD for each accident or injury
  - $10,000 USD for medical evacuation*
  - $7,5000 for repatriation**
Female students or male students with a dependent wife in the US must also show coverage for maternity care. This must be covered at the same monetary limit as any other sickness of injury. It must include all matters related to pregnancy and childbirth.

*medical evacuation:* to return a student to their home country (with medical personnel in attendance) if a student becomes critically ill and hospitalized for over five days and a doctor decides it is necessary

** repatriation: **to return a deceased body back to the home country for burial

**Claims**
Keep all bills or receipts and send them to Lindsey Goss in the Office of Admissions. The insurance must have the bill in order to provide reimbursement.

Take all bills to the Office of Admissions within 30 days of injury or first treatment for a sickness – all bills must be received by the company within 90 days.

**Health Insurance Glossary**

**Benefits**
The amount which is paid by the insurance company to the insured person after the medical treatment.

**Deductible**
The amount which must be paid by the insured person before the insurance company pays any benefits.

**Exclusion**
Medical items and services which the insurance company does not pay for.

**Medical Evacuation**
The charges for sending students home for treatment if they are seriously injured or sick and have been in the hospital for at least five days.

**Pre-existing Condition**
A sickness or injury for which the insured person has received medical advice or treatment within a specific number of days immediately prior to the start of a new insurance policy. Generally, insurance companies will not cover pre-existing conditions.

**Premium**
The amount a person pays to an insurance company to be insured.

**Repatriation**
The expense of returning the body, upon, death, to the person’s native country.

**Usual and Customary Charges**
The charges that have been determined by a panel of qualified doctors to be the usual charges for particular medical procedures, such as surgery. Insurance companies use usual and customary charges to determine the amount of your bill that they will pay.
Money and Banking

Financial institutions in the United States offer many kinds of financial services, including checking and savings accounts, foreign currency conversion, bank drafts, traveler’s checks, investment services, and safe-deposit boxes for storing valuables.

Banks
The following banks are located near the IU Southeast campus in New Albany.

Community Bank 2626 Charlestown Rd.  949-6850  www.cbinonline.com
Fifth-Third Bank 3401 Charlestown Rd.  948-8288  www.53.com
National City Bank 2006 Grant Line Rd.  948-4455  www.nationalcity.com
PNC Bank 3308 Grant Line Rd.  949-6625  www.pncbank.com
Regional Bank 3610 Grant Line Rd.  948-5503  www.regionalbank.com
Union Planters Bank 2620 Charlestown Rd.  948-8288  www.unionplanters.com

Check the yellow pages for more banks in the Southern Indiana/Louisville area.

Bank Accounts

• Take time to learn about differences in services and fees before choosing a bank.
• Students should be careful to select the account that best meets their financial needs.
Opening an account is like entering into a contract, which requires reading carefully and asking questions.

When opening a bank account, students should bring:

• A passport
• At least one other form of picture identification

Opening an interest-bearing account requires a Social Security Number (see page #) or, if students are not eligible for a SSN, an Individual Taxpayer Identification Number (ITIN). Call your Foreign Student Advisor for more information about ITINs. (Please note: some banks will not accept an ITIN.)

Students may deposit any of the following: cash, bank drafts, cashier’s checks (a check written by a bank), or traveler’s checks payable in US dollars. Checks from foreign banks can be deposited, but may take two to six weeks to clear, depending on the source of the check.

When opening a bank account, there are generally two options:

• Checking account
• Banking account

Students may open one or both types of accounts.
Checking Accounts
A checking account allows people to make purchases using a check or a Debit Card so that they don’t have to carry large sums of cash. Bills can be paid with a check. **Never send cash through the mail – checks are safer.**

Banks usually have several types of checking accounts available. Be sure to know the following things when opening an account:

- Interest: Some accounts may earn interest while others may not.
- Monthly fees: Some banks charge a fee if a minimum balance is not maintained in the account.
- Charges for checks: There can be a monthly charge for checks written or a charge for each check written.

About ten days after opening an account, students should receive checks imprinted with their name, address, and account number. A certain number of checks are often free with new accounts. There is a charge for more checks.

Check Bouncing
To Bounce a Check = to write a check when there is not enough money in the account to cover it. The check will be returned to the financial institution.

When someone bounces a check, an accounting fee of $15-$25 will be charged by the bank in addition to any fees the business may charge.

It is against the law to intentionally write a check when there is not enough money in the account. Students need to keep enough money in their account to cover checks and keep accurate records of money spent.

Savings Accounts
Many people have a checking account for their daily expenses and a savings account for reserve funds. It is easy to transfer money from one account to the other as needed.

Banks offer different kinds of savings accounts with varying interest/dividend rates depending on the terms of the accounts.

Automatic Teller Machines (ATM)
ATMs offer a convenient way to get cash by using a Debit Card to withdraw cash from a bank account even while traveling in another state or country. Banks issue personal ATM cards.

Banks issue a password or code number called a PIN (Personal Identification Number) with each ATM card. The PIN is required to access the account. For security purposes, memorize the PIN – do not carry it. **Some banks charge for using ATMs that belongs to another bank or credit union.**

Foreign Checks and Currency Exchanges
Depending on the currency, it can take from one day to two weeks (or more) to get foreign currency exchanges at a bank or credit union.

Transfer of Funds
Transferring funds from abroad often takes time. Plan ahead and budget accordingly. There are several ways to transfer money from abroad:
**Bank Drafts**
Funds sent from abroad should be written in US dollars and sent to the student's account at a US bank, if possible. It usually takes several days for a bank draft to clear. It is safest to send bank drafts by registered mail.

**Wire Transfers**
All financial institutions accept wire transfers. To send money directly to an account, ask the financial institution for its wire transfer routing number and address. Students need to include their complete name and account number.

**Banking Glossary**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account:</td>
<td>Record of a person’s monetary resources in a financial institution</td>
</tr>
<tr>
<td>Account Statement:</td>
<td>A monthly record of deposits, withdrawals, and drafts</td>
</tr>
<tr>
<td>ATM:</td>
<td>Automatic Teller Machine</td>
</tr>
<tr>
<td>Balance:</td>
<td>Amount of money in an account after a sum is deposited or withdrawn</td>
</tr>
<tr>
<td>Check:</td>
<td>Written against the balance of an account and used instead of cash</td>
</tr>
<tr>
<td>Cash a check:</td>
<td>To receive currency for a check</td>
</tr>
<tr>
<td>Debit:</td>
<td>The amount subtracted from the balance of an account</td>
</tr>
<tr>
<td>Deductions:</td>
<td>Amounts subtracted from the account balance</td>
</tr>
<tr>
<td>Deposit:</td>
<td>(v) To put money into an account; (n) money put into an account</td>
</tr>
<tr>
<td>Deposit Form:</td>
<td>Form used to accompany the deposit; found in the back of a checkbook</td>
</tr>
<tr>
<td>Depositor:</td>
<td>The person depositing money into the account</td>
</tr>
<tr>
<td>Endorse:</td>
<td>To sign the back of the check, which shows the signer is the payee</td>
</tr>
<tr>
<td>Interest:</td>
<td>Money earned on an account; based on a percentage of the balance</td>
</tr>
<tr>
<td>NSF:</td>
<td>Insufficient funds (not enough money) in the account to cover a check</td>
</tr>
<tr>
<td>Overdraw:</td>
<td>To withdraw more money than is in the account</td>
</tr>
<tr>
<td>PIN:</td>
<td>Personal Identification Number used with an ATM card</td>
</tr>
<tr>
<td>Routing Number:</td>
<td>Small code number on checks to identify the financial institution</td>
</tr>
<tr>
<td>Service Charge:</td>
<td>Charge by a financial institution for services, appears on the monthly</td>
</tr>
<tr>
<td></td>
<td>statement and is automatically deducted from the account’s balance</td>
</tr>
</tbody>
</table>
Housing

On-Campus Housing
The Office of Residence Life and Housing
Indiana University Southeast, Meadow Lodge
812-941-2115
www.ius.edu

Off-Campus Housing
If you are planning to live off campus, here is some helpful information:

Some questions to ask before signing a lease:
How much is the rent?
Is there a damage deposit? (Establish the return of deposit prior to moving in.)
Does the rent include gas, electricity, telephone, water, trash removal, air conditioning, and/or heat?
What maintenance is your responsibility? What does the landlord provide?
Who mows the grass and shovels the snow?
What, if any, furniture, dishes, and bedding are provided?

Where to look for housing:
The Apartment Guide online: www.apartmentguide.com
The Louisville Courier Journal:
The New Albany Tribune:
The Jeffersonville Evening News:
The Adult Student Center: http://www.ius.edu/campuslife/adultstudents/

Tips for renting:
Shop around. Compare rent, facilities, terms of the lease and the management or landlord.

Inspect the property. Inspect the apartment, house, or room before signing a lease.

Ask questions. Try to find current tenants or neighbors to inquire about the quality of the landlord or leasing company.

Check the deposit policy. Make sure the deposit is refundable.

Consider duration. Most contracts last for 12 months. Try to negotiate for a shorter term if necessary. If a shorter lease is not available, ask if subletting (privately leasing to another person) is an option. Policies about subletting should be specified in the lease.

Negotiate the terms of the lease – especially if some of the terms are disagreeable.

Get ALL agreements in WRITING.

Read the lease carefully before signing. If it is difficult to understand, ask for an explanation from the landlord. If it is still not clear, visit the Housing Information Program for advice.
Adhere to the contract. Pay the rent on time and avoid causing damage to the apartment.

Be a considerate neighbor. Do not disturb other tenants by being noisy or messy.

Buy Renter's or Property Insurance. Renter's or personal property insurance protects personal belongings in case of events such as theft, fire or storm damage. The landlord is NOT usually responsible for replacing personal property if one of these acts occurs. Purchasing renter’s insurance is strongly recommended. Buy a policy that will cover belongings and liability. Also, a good policy should give the replacement cost on belongings.

*Common Housing Abbreviations:*

<table>
<thead>
<tr>
<th>AC:</th>
<th>air conditioning</th>
<th>frplc:</th>
<th>fireplace</th>
<th>pd:</th>
<th>paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avail:</td>
<td>available</td>
<td>furn:</td>
<td>furnished</td>
<td>unfurn:</td>
<td>unfurnished</td>
</tr>
<tr>
<td>BA:</td>
<td>bathroom</td>
<td>gar:</td>
<td>garage</td>
<td>util:</td>
<td>utilities</td>
</tr>
<tr>
<td>BR:</td>
<td>bedroom</td>
<td>incl:</td>
<td>included</td>
<td>w/:</td>
<td>with</td>
</tr>
<tr>
<td>Blks:</td>
<td>blocks</td>
<td>kit:</td>
<td>kitchen</td>
<td>W/D:</td>
<td>washer dryer</td>
</tr>
<tr>
<td>DR:</td>
<td>dining room</td>
<td>lg:</td>
<td>large</td>
<td>/mo:</td>
<td>per month</td>
</tr>
<tr>
<td>DW:</td>
<td>dishwasher</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Transportation

Bus Services
The Transit Authority of River City (TARC) provides bus service for the Greater Louisville area. Service is provided to IU Southeast via Route #71, Jeffersonville – Louisville – New Albany. For more information about TARC, visit their website at http://www.ridetarc.org/.

All students at Metroversity colleges (including IU Southeast) can get a TARC Student ID card. With this card, students can purchase a Fare$aver ticket, which allows them to ride TARC for a lower cost.

IDs are available at:

TARC Customer Service Center
1000 West Broadway
Mon - Fri, 8:00 am - 5:00 pm

Or

The Nia Neighborhood Travel and Jobs Center
29th and Broadway
Mon - Fri, 8:00 am - 5:00 pm and Saturday, 10:00 am - 2:00 pm.

More information about schedules and fares is available at TARC’s web site, www.ridetarc.org, or by calling 502-585-1234 Monday through Friday between 6:00 am and 6:00 pm, or Saturday between 7:00 am and 3:30 pm.

Driving a Car
Get a Driver’s License. Due to new regulations, applying for a new driver’s license now requires extensive proof of identification, which may take some time to collect.

Students with a valid driver’s license from another state in the US will not have to take the road test to get an Indiana drivers license. Students with a valid license from their home country AND an International Driver’s License may drive here for up to one year.

All applicants for an Indiana driver’s license must pass a written (multiple choice) test on road rules and signs, even if they have passed the road test in their home country.

Indiana law requires that drivers have their license, car registration and proof of car insurance with them at all times while driving.

Driver’s License Regulations for the State of Indiana and the State of Kentucky are currently changing. For the most updated version of the pieces of identification required to obtain a driver’s license in each state, please visit the web site of the Indiana Bureau of Motor Vehicles at www.in.gov/bmv or the Kentucky Transportation Cabinet at http://drlic.kytc.ky.gov/non_us/non_us_ctzns.htm.

Other Ways to Get Around
**Taxi**

Yellow Cab of Louisville is available twenty-four hours a day, seven days a week. For more information or to schedule a pick-up, call 502-636-5511.

**Renting a Car**

A valid driver’s license and a major credit card is needed to rent a car. Most companies require that the renter be at least 21 years old. Most companies will charge an extra fee if the renter is between 21 and 24 years old; the fee is generally $10-$20 extra per day. There are also charges for extra drivers and for insurance if the drivers don’t already have car insurance. Some rentals have a limit on the number of miles available without extra charge, others offer “unlimited mileage.” Car rental companies are listed online or in the Yellow Pages.

**To and From the Louisville International Airport**

The Louisville Transportation Company (LTC) offers a variety of transportation services to and from the Louisville International Airport. Some of their services are listed below. More information can be found at their web site [www.loutrans.com](http://www.loutrans.com).

Yellow Cab of Louisville: The Yellow Cab of Louisville Airport Shuttle Service consists of four, 15-passenger vans that leave the airport every twenty minutes. For reservations, call 315-8628. For more specific rate information, visit the LTC web address listed above.

The Limousine Service can take you to the airport or return you home for $42 per transfer. For more information and reservations, call 214-7412.

The Yellow Pages lists other options for limousine service and car rentals.
Academics

Class Registration
In the United States, colleges and universities do not give students an assigned course schedule. Each student’s schedule is different. Students will be given an outline of the coursework they need to complete for their major, but students choose each of their classes with the help of an academic advisor. REGISTRATION is the process of officially signing up for the semester (or summer session) course schedule.

Class Participation
Attend classes regularly.

Teaching styles and classroom atmosphere may be different in the United States. Don’t be shy. Speak in class as much as possible.

In some countries, it is best to sit quietly while the professor speaks. This is not the style in the United States. Students are expected to speak during class.

If you don’t understand part of the lecture, ask the professor to clarify.

If the professor asks the entire class a question and you know the answer, raise your hand and answer the question.

If you are not comfortable asking questions during class, make sure to ask the professor your questions immediately after class or during the professor’s Office Hours.

Office Hours = a time when the professor is in his/her office to answer students’ individual questions about lectures, assignments, or exams. If you cannot attend a certain professor’s office hours because of a class conflict, ask the professor for an individual appointment time.
Adjusting to the New Culture

Understanding the Cultural Adjustment Process
Based on Beyond Language by Deana R. Levine and Mara B. Adelman

To cope with cultural change, it is important to understand the cultural adjustment process. Following are some of the cultural problems international students face:

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

Note: This cycle may repeat itself throughout your stay in a new culture. THESE FEELINGS ARE NORMAL. Note also that upon returning home, many experience some of the same feelings as they did when they first arrived in the new culture. This is called “reverse culture shock.”

Ways to Minimize the Impact of Culture Shock
• Look for logical reasons for why the host culture seems different. Students should try to relax their grip on their home culture.
• Resist looking down on or making jokes and comments about the host culture. Avoid others who take part in such derogatory remarks.
• Talk about your feelings with a sympathetic and understanding friend, professor, or staff member.
• When making negative judgments or generalizations, stop and try to view the situation objectively – without value judgments.
• Maintain good physical health. Eat nutritious foods, get enough sleep, and most importantly, get some exercise everyday (take a regular walk if nothing else.)
• If very depressed or suicidal, contact the campus office of Personal Counseling Services at 812-941-2243 to get professional psychological support.

The Re-Entry Process

Going Home
Facing cultural adjustment again: As with the experience of entering a new culture, individuals returning home after a long stay in a foreign culture may experience another period of cultural adjustment. Many of the feelings experienced upon arriving in the US may be repeated upon returning home.

Facing Family and Friends: Remember that there have been changes occurring with family and friends at home and they will be eager to share their experiences. They may approach the
returning student’s new lifestyle with apprehension and may not show as much interest in his or her experiences as expected. This will be a time of rediscovery of each other in terms of knowledge, values, interests, etc.

Prepare for a period of adjustment: time is needed to get back into being home. Don’t expect too much too soon. Just as it took time to get used to life and studying in the US, it will take time to readjust to life at home.

Preparations can be made ahead of time by joining professional organizations, registering with the Alumni Office, making professional contacts while in the US, and talking with others who have returned home.

**Departure Plans**
When getting ready to leave for home, don’t forget to call the utility companies (gas, water, electricity, phone, etc.) to request that services be terminated and to pay final bills.

Go to the registrar and make sure that there are no unpaid bills.

Schedule an exit interview with Lindsey Goss to address concerns and to make complete any required forms, such as income tax returns.