



International Student Handbook

Spring 2005

Mesa Community College
International Education Office
1833 West Southern Avenue
Mesa, Arizona 85202
(480) 461-7758 Office
(480) 461-7139 Fax
(480) 461-7000 Main Campus
www.mc.maricopa.edu/international
Email: ie@mcmmail.maricopa.edu

Ida Mansourian
Acting Director
Coordinator, Study Abroad
ida.mansourian@mcmmail.maricopa.edu

Emi Kawasaki
International Student Advisor
emik@mail.mc.maricopa.edu

Amanda Copetillo
International Student Advisor
amanda.copetillo@mcmmail.maricopa.edu

Trini Elsworth
Office Manager
trini.elsworth@mcmmail.maricopa.edu

Maia Petrova
Office Assistant
maia.petrova@mcmmail.maricopa.edu

The Maricopa County Community College District does not discriminate on the basis of race, color, religion national origin, sex, sexual orientation, handicap/disability, age, or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities.

Permission was given by the International Program at Washington State University. The Immigration part of this handbook was adopted from "Washington State University F-1 Student Handbook Fall 2003."

TABLE OF CONTENTS

Immigration	3
I. INTRODUCTION.....	3
<i>Role of International Student Advisors</i>	<i>3</i>
<i>Student & Exchange Visitor Information System (SEVIS).....</i>	<i>3</i>
<i>Important Documents</i>	<i>4</i>
<i>Maintaining Lawful F-1 Status</i>	<i>4</i>
II. PROCEDURES & BENEFITS OF F-1 STATUS.....	5
<i>Period of Authorized Stay.....</i>	<i>5</i>
<i>Full-Time Enrollment</i>	<i>5</i>
<i>I-20 Extension</i>	<i>6</i>
<i>School Transfer.....</i>	<i>6</i>
<i>Change of Major.....</i>	<i>7</i>
<i>Change of Address.....</i>	<i>7</i>
<i>Employment</i>	<i>7</i>
<i>Violations of Status & Reinstatement.....</i>	<i>9</i>
III. DEPARTURE FROM MCC	10
<i>Cancellation of Enrollment</i>	<i>10</i>
<i>Graduation</i>	<i>10</i>
<i>60-Day Grace Period.....</i>	<i>10</i>
IV. TRAVEL.....	10
<i>Temporary Departure & Re-entry.....</i>	<i>10</i>
<i>Trips to Mexico & Canada: Automatic Revalidation</i>	<i>11</i>
<i>Application for a New F-1 Visa</i>	<i>11</i>
<i>Students who plan to attend a different school upon re-entry into the U.S.</i>	<i>11</i>
<i>Special Registration</i>	<i>12</i>
V. CAUTIONS.....	12
<i>Unauthorized Employment.....</i>	<i>12</i>
<i>Overstaying</i>	<i>12</i>
<i>Being Unlawfully Present</i>	<i>12</i>
VI. TAXES	13
<i>Income Tax</i>	<i>13</i>
<i>Social Security Number.....</i>	<i>13</i>
VII. BIBLIOGRAPHY	14
Student Support Services	15
Free E-mail account.....	16
Health Care & Insurance	17
Student Grievance & Academic Process.....	19
Culture Shock.....	20
Housing.....	22
Money Matters	23
Holidays	24
Weights & Measures Equivalents.....	26
Basic Table Manners	27
Websites	29
Ethnic Restaurants	30
Appendix.....	i

Immigration

I. INTRODUCTION

It is your responsibility to understand and comply with the terms of your visa during your stay in the United States (U.S.). A violation of the immigration regulations (for example, failure to maintain a fulltime credit load or unauthorized employment) could jeopardize your F-1 status. The U.S. government does not accept ignorance of its regulations as a justifiable reason for breaking those regulations, and violations of immigration requirements can result in serious consequences up to and including removal or deportation from the U.S. Please read this information carefully and contact *International Education Office* if you have questions.

Role of International Student Advisors

The primary functions of the International Student Advisors are

- To provide academic advising
- To help with government regulations including those of the *U.S. Bureau of Citizenship & Immigration Services* (USCIS; formerly INS) and the *U.S. Department of State* (DOS)
- To promote intercultural understanding

Student & Exchange Visitor Information System (SEVIS)

What is SEVIS?

SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit electronic information and event notifications via the Internet, to U.S. Customs and Immigration Enforcement (the ICE) and Department of State (DOS) throughout a student or exchange visitor's stay in the United States. The system will reflect international student or exchange visitor status changes, such as admission at Port of Entry (POE), change of address, change in program of study, and other details. SEVIS will also provide system alerts, event notifications, and basic reports to the end-user schools, programs, and Immigration related field offices.

MCC Reporting Requirements:

- Whether the student has enrolled at the school, or failed to enroll.
- A change of the student or dependent's legal name or address.
- Any student who graduates prior to the end date listed on the I-20.
- Academic or disciplinary actions taken due to criminal conviction.
- Whether the student drops below a full course of study without prior authorization from International Education Office.
- Termination date and reason for termination.
- Any student who fails to maintain status or complete his or her program.
- Other data generated by standard procedures such as program extensions, school transfers,
- Changes in level of study, employment authorizations, and reinstatement.

Important Documents

Make a photocopy of the following documents and keep it in a safe place from the original documents.

Passport

Your passport must be valid **at all times**. Keep your passport and other important documents in a safe place (i.e. a bank safe-deposit box, a secure location in your home). Report a lost or stolen passport to the police, as your government may require a police report before issuing a new passport. To renew or replace your passport, contact your country's consulate in the U.S. at www.state.gov/s/cpr/rls/fco.

Visa

The F-1 visa gives permission to enter or re-enter the U.S. It does not determine your length of stay in the U.S. that is the purpose of the I-20 and the I-94 (see below.). **If your visa expires while you are studying in the U.S., you do not need to renew it unless you plan to travel outside of the U.S. You are encouraged to renew your visa in your home country.**

I-20 Certificate of Eligibility

I-20 is issued by your school and allows you to apply for an F-1 student visa, to enter or re-enter the U.S., and make certain other requests to the USCIS. I-20 will indicate most transactions such as school transfer, program extension, practical training, etc. **I-20 must remain valid at all times** throughout your study. Request a new I-20 prior to its expiration date listed in item #5. (See "I-20 Extension".) You are required **to keep every I-20 for your permanent record. Do not discard old ones.** USCIS also requires schools to keep a copy of the student's I-20 as well.

To re-enter the U.S. to attend the same school after a temporary absence abroad, the student must have the International Student Advisor sign page 3 of the I-20. (See "Travel")

I-94

The I-94 is the small white card, usually stapled into your passport, by the officer at the port of entry. This card and the valid I-20 permit an F-1 student to stay temporarily in the U.S. For F-1 students, the officer will indicate **Duration of Status** or **D/S** on the I-94. This refers to the length of time an F-1 student has permission to remain temporarily in the U.S. to pursue a full course of study. If you have an expiration date on your I-94 card, then you need to contact the Admission Office immediately. Except for brief visits (30 days or less) to Canada or Mexico and adjacent islands, you will be issued a new I-94 card with a new admission number each time you enter the U.S.

Maintaining Lawful F-1 Status

F-1 students are responsible for maintaining their legal status while studying in the U.S. Consequences for an F-1 student who fails to maintain legal status can be serious. Out-of-status students are ineligible for employment, transfer to another school, change to another status, and other benefits given to F-1 students. Out-of-status students must either apply for reinstatement or leave the US and reenter with an initial SEVIS I-20. (See "Out-of Status").

- Register for courses within 30 days of the registration deadline.
- Be enrolled in and complete 12 credit hours at the institution you are authorized to attend on the I-20.
- Do not enroll for more than the equivalent of *one* on-line/distance education class (or 3 credits) per semester towards the "full-time" course load requirement.
- Keep your passport valid at all times; do not let your passport expire!
- Apply for a program extension **PRIOR** to the expiration date on the I-20.
- Comply with required procedures regulating a school transfer. (See "School Transfer")

- Have appropriate authorization for any work and do not be employed for more than 20 hrs/week while school is in session.
- Report your address change to MCC within 10 days of any move.
- Notify the Admissions Office if you intend to cancel your enrollment or will graduate and return home prior to completion of your program listed on the I-20.
- Depart the U.S. within the 60-day period following completion of your program, or depart the U.S. within 15 days if you terminate your program in the middle of a semester or regular session or fall out of status.
- Disclose fully and truthfully all information requested by USCIS.
- Obey all federal and state laws that prohibit the commission of crimes of violence.

II. PROCEDURES & BENEFITS OF F-1 STATUS

Period of Authorized Stay

Your admission to the U.S. is for "duration of status;" that is, for the time during which you are pursuing a full course of study and making normal progress toward your degree, or engaging in authorized practical training following completion of studies, plus 60 days to prepare to depart the U.S. **You are only eligible for the 60-day period if you complete an educational program at MCC.**

If you terminate your enrollment in the middle of a semester or fall out of status (failing to maintain enrollment in a minimum of 12 credit hours), you must notify the Admission Office, and then you have 15 days to prepare to depart the U.S.

Full-Time Enrollment

F-1 students must be enrolled in and complete a "full course of study" each semester. A full course of study is a minimum of **12 credit hours**. Being enrolled in a "full course of study" or full-time means that a **student must be enrolled for that number of credits each academic semester for the entire semester.**

In addition, no more than the equivalent of *one* on-line class (3 credits) per session may be counted towards the "full-time" course load requirement. In other words, no more than 3 credits of the 12 credits may be taken on-line.

Reduced Course Load

Students may obtain permission from the Admissions Office to enroll for less than the fulltime requirement, for the following reasons:

- Certain academic reasons which are exceptional and verified by your instructor and International Student Advisor.
- Medical condition documented by licensed physician or medical facility
- Completion of your degree. (Students in their final semester.)

Do not register for fewer than the required number of credits or withdraw from a course without first receiving permission from the International Student Advisor. Failing to maintain your F-1 status (Enrollment in a minimum of 12 credit hours) could jeopardize your stay in the U.S. and make you ineligible for travel endorsement, practical training and other opportunities for employment, school transfer, change of level, or program extensions.

Annual Vacation

F-1 students who are enrolled at a college or university on the **semester system** such as MCC are not required by USCIS to be enrolled in school during the summer provided the student is eligible and intends to register for the fall semester. The winter intersession is part of Spring semester.

I-20 Extension

An F-1 student, who is unable to complete his/her program of study prior to the completion date listed on the I-20, must apply to the Admissions Office for an I-20 **PRIOR TO THE EXPIRATION DATE** listed in item #5 of the I-20. The Admission Office can grant a program extension to a student under two conditions:

1. The student has continually maintained status; and
2. The delays are caused by compelling academic or medical reasons, such as changes of major, enrollment in remedial courses such as ESL courses, loss of credits upon transfer to another school, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons. Submit *Program Of Study* form filled out by International Student Advisor with a new supporting financial documentation to the Admissions Office.

An F-1 student, who is unable to complete the educational program within the time period written on the I-20 and who is ineligible for program extension or fails to apply for a program extension prior to the completion date, is considered to be *out of status*.

School Transfer

An F-1 student must study at the school that issued the I-20 he/she presented to the immigration officer upon entry into the U.S. An F-1 student may change schools within the U.S. provided he/she is maintaining lawful F-1 status.

Make sure to begin transfer procedures at least one semester before your desired transfer semester. Most professional programs have application deadlines different from the university admission deadline.

Eligibility Requirements

- Maintaining full-time status every semester.
- Making normal progress towards completing program of study.
- Not having been engaged in unauthorized employment.
- Not having received notification of deportation.

To process a school transfer

1. Contact the school you want to transfer to for the admission requirement.
2. Notify the Admission Office of your intention to transfer and indicate to what school you intend to transfer
3. Submit a transfer-out letter from the new school to the Admission office. MCC will report in SEVIS that you intend to "transfer-out," indicate a release date (normally the last day of attendance), and the school to which you will transfer. The new school will create the I-20 on or after the release date.

4. Report to the International Student Advisor at your new school within 15 days of beginning attendance to be registered in SEVIS, and obtain your I-20 for continued attendance at the new school.

Change of Major

If you change your major, (for example, from Biology to History) you must notify the Admission Office of your new major.

Change of Address

Any change of address must be reported to USCIS **within 10 days** of any move during your program of study and any authorized period of practical training. MCC will then report the change of address to USCIS. It is not necessary to submit an AR-11 (Alien's Change of Address Card).

Employment

Definition

"Employment" is any work performed or services provided (including self-employment) in exchange for money or other benefits or compensation (i.e. free room and board in exchange for babysitting).

General Information

It is essential that F-1 students understand and comply with USCIS restrictive employment regulations. Ignorance of USCIS employment regulations does **not** excuse a student from the **serious** ramifications of unauthorized employment. Unauthorized employment can result in an F-1 student having to depart the U.S. An F-1 student who needs to be employed on-campus or off-campus can obtain information from International Education Office a detailed explanation of USCIS employment regulations.

On-Campus Employment

If your I-20 was issued by MCC, an F-1 student may work part-time (20 hours per week or less) on the MCC campus during semesters, and full-time (20 hours per week or more) when school is not in session or during the annual vacation.

Off-Campus Employment

ALL off-campus employment must be authorized in advance and in accordance with specific procedures outlined in the federal regulations. Do not work off-campus without prior permission. Talk with the International Student Advisor.

Economic Hardship

USCIS can grant off-campus employment authorization to an F-1 student as a result of a "*severe economic hardship caused by unforeseen circumstances beyond the student's control.*" These circumstances may include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses. A student must apply for this type of employment authorization to USCIS through Admission Office. It is difficult to obtain this type of work authorization unless an F-1 student can document that the unforeseen circumstances occurred after he/she arrived in the U.S. and were beyond his/her control.

Practical Training

Practical Training authorization permits an F-1 student to be employed temporarily at a job related to the student's major field of study.

Optional Practical Training (OPT):

An F-1 student is eligible for 12 months of OPT if he/she has completed a program (associate degrees) and maintained lawful status. This is an opportunity granted to eligible applicants by USCIS for work experience in the U.S. OPT must be directly related to the area of your major. You must apply for OPT BEFORE completion of course of study. You can apply up to 90 days before program completion. You CANNOT travel outside the U.S. until you have been approved for employment authorization by USCIS. The new rule also maintains that all OPT must be completed within 14 months following completion of program of study. *Example: if you graduate May 16, 2005, the last day you can indicate on your application for OPT is July 15th if you want 12 months of employment, but you can begin sooner (right after graduation if you desire).*

Procedure:

1. Apply for graduation
 - a. Complete a graduation check in the Advisement.
 - b. Complete an exit survey online or in the Career/Re-entry Services
 - c. Pay the fee
2. Get a letter from an international advisor confirming graduation date, a program of study and degree checksheet.
3. Complete the following documents and submit to the **Admissions Office**.
 - a. An I-765 form, with the code “(c) (3) (i)” on item #16.
USCIS form I-765 can be printed by going to the USCIS website:
<http://uscis.gov/graphics/formsfee/forms/i-765.htm>
 - b. A letter requesting OPT and include start and end date.
4. Make a photocopy of all the documents for your records.
5. Mail the following material to U.S. Citizenship and Immigration Services (USCIS) once you receive your OPT documentation back from the Admissions Office,
 - a. A photocopy of
 - i. New SEVIS I-20
 - ii. ALL previous I-20s
 - iii. I-94 Departure Record card (front and back)
 - iv. ID page of your passport
 - v. F-1 visa page of your passport
 - b. I-765 original form
 - c. Check or money order for \$175 made payable to “USCIS”
 - d. Two (2) photographs
http://uscis.gov/graphics/publicaffairs/newsrels/04_08_02Photo_flyer.pdf

**U.S. Department of Homeland Security
US Citizenship and Immigration Services
California Service Center
P.O. Box 10765
Laguna Niguel, CA 92607-01076**

Note: You should expect to hear from USCIS between 4-6 weeks with a receipt, Notice of Action, and form I-797. If approved, your EAD card will be mailed to you. If you have not received a decision within 90 days of receipt, you may obtain interim work authorization by appearing in person at the local USCIS district office. You must bring proof of identity and any Notices that you have received in connection with your application.

To check your status

If you would like to find out about the status of your application, you can call USCIS at (949) 831-8427 between 9am-2pm, Mon-Fri. or check online by visiting www.uscis.gov, select “hot topics,” then “case status online.” You will need to refer to your case number on the receipt Notice of Action form.

Local area immigration office location

U.S. Citizenship and Immigration Services
Phoenix District
2035 N. Central Avenue
Phoenix, Arizona 85004
(602) 379-3114/5

<http://uscis.gov/graphics/fieldoffices/phoenix/aboutus.htm>

For driving directions and map: www.mapquest.com
Crossroads: Central and Monte Vista (North of McDowell Road).

Employment Regulations for F-2 Dependents

USCIS does **not** permit individuals with F-2 status to be employed under any conditions. Employment is defined as the rendering of services, part- or full-time, for financial or other compensation, including self-employment.

Violations of Status & Reinstatement

If you violate the immigration regulations or fail to “maintain your legal status”, it may be possible to be reinstated to lawful status if you

- have not been out of status more than **five months**,
- do not have a record of repeated or willful violations of USCIS regulations,
- are currently pursuing or intending to pursue a full course of study,
- have not engaged in unauthorized employment,
- AND establish that the violation of status resulted from circumstances beyond your control (for example, serious injury or illness, a natural disaster, or inadvertence on the part of the International Student Advisor).

Reinstatement Procedure:

1. Submit the following documents to the Admissions Office:
 - a. A letter to USCIS explaining
 - i. Specific reasons for the status violation
 - ii. Effect on failure to receive reinstatement;
 - iii. Statement that you are currently pursuing or are intending to pursue a full course of study
 - iv. Request that USCIS reinstate you to F-1 status.
 - b. A new financial guarantee and Evidence of Financial Support
 - c. Official transcripts from **ALL** colleges or universities attended.
 - d. Original I-94
 - e. Copies of ALL the pages of your passport, including blank pages.
 - f. Copies of ALL prior I-20s.
 - g. A completed I-539 form with original signature
<http://uscis.gov/graphics/formsfee/forms/i-539.htm>
Write in Part 2, item 1 “reinstatement to F-1 status”
 - h. A check payable to “USCIS” for \$195.00
2. When a reinstatement I-20 is ready, go to the Admissions Office to sign it.

****As of early 2002, denials of reinstatements have increase dramatically. Students are encouraged to maintain status to the best of their ability. Always consult with an advisor before withdrawing classes below 12 credits.**

III. DEPARTURE FROM MCC

Please notify the International Education Office or the Admissions Office when permanently leaving MCC. Permanent departure includes withdrawal from MCC, transfer to another school and graduation. Departure information is needed for MCC records and to report to USCIS.

Cancellation of Enrollment

To withdraw from school or “cancel enrollment” (leave during an academic term without completing the term), a student must contact the Admissions Office or International Student Office. Students then have **15 days** to depart the U.S.

Graduation

F-1 students must notify the International Education Office at least one semester prior to their graduation date so the International Student Advisor may give them appropriate information concerning practical training, school transfer, travel and other procedures.

Also See “School Transfer” and “Optional Practical Training.”

60-Day Grace Period

An F-1 student must take one of the following actions no later than **60 days** following either the completion date of her/his course(s) of study or the expiration date of practical training, whichever is applicable.

1. Depart the U.S.;
2. Apply for change of status; or
3. Obtain a new I-20 to begin another program in the U.S.

The 60-day grace period applies only to students who have completed a degree or their program of study. Students, who withdraw from school in the middle of the semester and notify the International Student Advisor in advance, have 15 days to prepare to depart the U.S.

IV. TRAVEL

Temporary Departure & Re-entry

To request re-entry from USCIS after a temporary departure an F-1 student must have the following documents:

1. Valid Passport
2. Valid F-1 visa
3. Valid I-20 with travel endorsement (signature of Designated School Official = DSO), or, if necessary, a new I-20. An F-1 student who is out of status must have a new “initial attendance” I-20.
4. Recommended: Enrollment verification available at Records and Registration or registration for current next semester.

Absences longer than 5 months will require a new “initial attendance” I-20 and constitute beginning a new program with 9 month full-time attendance prior to authorization of any off-campus employment.

Trips to Mexico & Canada: Automatic Revalidation

To facilitate entry into Canada or Mexico as a visitor, an F-1 student should have

1. Valid passport
2. Valid I-94 and
3. Valid I-20 with travel endorsement (DSO's signature)
4. Registration for current or next semester (recommended)

These documents are also needed to request permission to re-enter the U.S. as an F-1 student. **F-1 visa does not need to be valid to re-enter the U.S. from a visit not exceeding 30 days except for citizens of Iraq, Iran, Syria, Libya, Sudan, North Korea, and Cuba.**

Automatic Revalidation does not apply when a student is denied an F-1 visa in Mexico or Canada.

F-1 students planning a trip to Mexico should contact the nearest *Mexican Consulate* <<http://www.sre.gob.mx/english/> and <http://www.sre.gob.mx/phoenix/> > well in advance. That office will determine whether or not a Mexican visa is needed for entry into Mexico. Canada requires a Canadian visa for citizens of a number of countries. Individuals needing a Canadian visa should check Citizenship and Immigration Canada on-line for instructions and forms at <http://www.cic.gc.ca/english/visit/visas.html>

Application for a New F-1 Visa

To request permission to re-enter the U.S., an F-1 student must have a valid F-1 visa in his/her passport. **A U.S. visa can only be obtained abroad**, at a U.S. Embassy or Consulate, preferably in the student's home country.

The following items must be presented to the Consular Officer at a U.S. Embassy or Consulate in order for an F-1 student to apply for a new F-1 visa:

1. Valid passport
2. Current photograph
3. Proof of adequate finances
4. Transcripts from all U.S. schools attended (if requested)
5. Valid "continued attendance" I-20 endorsed by the DSO or an "initial attendance" I-20
6. Visa application & fee
7. SEVIS fee
<https://www.fmjfee.com/index.ihtml>
8. Any additional documents required by your local U.S. Embassy or Consulate.

Students who plan to attend a different school upon re-entry into the U.S.

An F-1 student, who leaves the U.S. and has lawfully transferred schools while in the U.S. or plans to attend a different school upon her/his re-entry into the U.S., does not need to have a U.S. Consulate or Embassy indicate on the F-1 visa stamp the name of the new school which the student will be attending. This is applicable **provided** the student's F-1 visa stamp in her/his passport has **not** expired and the student presents an I-20 from the new school to the USCIS officer at the U.S. port of entry. **If the F-1 visa stamp has expired, the student must apply for a new F-1 visa** (See "**Application for a New F-1 Visa**")

Special Registration

What is Special Registration?

Special Registration is a system that will let the U.S. government keep track of nonimmigrants that come to the U.S. every year. Nonimmigrants from certain countries are required to:

1. Register with immigration authorities either at a port of entry or a designated USCIS office in accordance with the special registration procedures.
2. Report to USCIS for additional in-person interviews.
3. Notify immigration authorities of changes of address, employment, or school.
4. Use specially designated ports* when they leave the U.S. and report in person to an immigration officer at the port on their departure date.

* Designated Ports of Departures:

Who must register?

You must comply with the Special Registration requirements if you are a citizen or national of: Afghanistan, Eritrea, Kuwait, Oman, Sudan, Algeria, Indonesia, Lebanon, Pakistan, Syria, Bahrain, Iran, Libya, Qatar, Tunisia, Bangladesh, Iraq, Morocco, Saudi Arabia, United Arab Emirates, Egypt, Jordan, North Korea, Somalia, or Yemen (as of August 2003) To learn more about Special Registration at USCIS website:

http://www.ice.gov/graphics/enforce/imm/imm_sr.htm

V. CAUTIONS

Unauthorized Employment

It is important to be aware that a student who engages in unauthorized employment may have to leave the U.S. Any unauthorized employment by a nonimmigrant constitutes a failure to maintain status. USCIS cannot reinstate a student who is out of status and who has engaged in unauthorized employment.

Overstaying

The Illegal Immigration Reform and Immigration Responsibility Act of 1996 states that non-immigrants who have remained in the U.S. beyond the period of stay authorized must apply at the U.S. Consulate in their **country of nationality** for a **new** visa to request permission to re-enter the U.S. This is applicable even if the visa is valid. They must apply for a new visa each time they plan to re-enter the U.S. An F-1 student overstays when:

- The non-immigrant remained in the U.S. beyond the date stated on the I-94 or any extension (for cases where a student has been admitted until a specified date rather than for duration of status.)
- USCIS finds a status violation while adjudicating a request for an immigration benefit.
- An immigration judge finds a status violation in proceedings against a non-immigrant regardless of whether she/he was admitted until a date certain or for duration of status.

Being Unlawfully Present

Unlawful presence is remaining in the U.S. after the period of stay authorized. Unlawful presence begins for F-1 students when:

- An Immigration judge finds a status violation.
- USCIS determines status violation.

The law prevents a person who was unlawfully present for more than 180 days but less than one year from re-entering the U.S. for 3 years. If a person has been unlawfully present for one year or more, he/she is barred from re-entry for 10 years.

VI. TAXES

Income Tax

It is the responsibility of each individual employed in the U.S. to comply with income tax regulations. The understanding of this office, based on discussions with the *Internal Revenue Service* (IRS), is that salaries and wages in payment for work performed by non-citizens and some scholarships and grants awarded to F-1 students come under the tax laws of the U.S. Teaching and Research Assistantships are considered employment and income tax will be withheld. **Between January 1 and April 15 of each year, everyone who has earned U.S. income and F-1 students who received during the previous calendar year a scholarship or grant from U.S. sources, are required to prepare an income tax report, and file it with the IRS.**

International Education Office will hold two tax workshops typically in March and April.

ALL F-1 students are required to attend one of the workshops regardless of whether they have earned income in the U.S.

Social Security Number

Social security number (S.S.N.) is a unique, 9-digit identification number granted by the U.S. Social Security Administration. It is assigned only to people who are eligible to work in the U.S. Please be advised that a S.S.N. is not employment authorization and does not entitle a foreign person to accept a job without proper written approval. The purpose of a S.S.N. is to post wages for social security records.

Eligibility Requirements

- **Have an on-campus job secured.**
- Be registered for a minimum of 12 credit hours.
- Tuition must be fully paid.

Procedure

1. Come to International Education Office (IE Office) with the following documents.
 - a. Passport with an F-1 visa (or F-1 status approval notice)
 - b. I-20
2. Obtain an Employment Verification Form from IE Office.
3. Ask your supervisor of your employment location to fill out the Employment Verification Form.
4. Bring the signed Employment Verification Form back to IE Office.
5. Obtain the second eligibility letter from IE Office
6. Complete an application form available at IE Office.
7. Go to the Social Security Office with the following documents to submit the application for a social security number
 - a. Social Security application form
 - b. Valid passport
 - c. I-94 card marked "F-1 D/S"
 - d. Current I-20
 - e. MCC Student ID
 - f. Eligibility letter from IE Office

- g. Employment Verification Form
- h. MCC schedule showing zero balance

For more information about international students and Social Security Number:

<http://www.ssa.gov/pubs/10181.html>

VII. BIBLIOGRAPHY

1. United States. Office of the Federal Register, National Archives and Records Administration. Code of Federal Regulations, Aliens and Nationality 8 (8 CFR).
2. Adviser's Manual of Federal Regulations Affecting International Students and Scholars. 2000 Edition with updates through May 2001.
3. NAFSA: Adviser's Manual, May 2003 edition
4. Illegal Immigration Reform and Immigrant Responsibility Act of 1996. (1996 USCIS Act). Congressional Record-House. Washington: September 28, 1996.
5. Department of State Cables dated December 1997 and April 1998 (DOS 1997 and DOS 1998).
6. University of Washington, ISO website

Permission was given by the International Program at Washington State University. The Immigration part of this handbook was adopted from "Washington State University F-1 Student Handbook Fall 2003."

Student Support Services

There are several student support centers available at MCC to help students succeed in their educational endeavor. The following are Student Services departments that all students are encouraged to visit in case students need their services. These support services are free of charge and are available on a first come-first-service basis or by making appointments.

Writing Center - Library (building 11) (480) 461-7513

The Writing Center has computers available if you need to type up assignments. ESL students can make appointment with tutors if they are having difficulties in their ESL courses. Computers are available on a first-come-first-serve basis.

Learning Enhancement Center - Library (building 11) (480) 461-7678

This department is located in the new Library and Technology Center on the west side of the college on the first floor. This center provides tutoring services for various disciplines. You must make an appointment to see a tutor. You are encouraged to make arrangements to visit a tutor well in advance - as soon as you begin experiencing difficulties in one of your courses.

Career Re-entry Center (building 36) (480) 461-7590

This office can help undecided students select a major. There are a variety of tests student can take that will help them identify their interests, skills, etc. to match the best jobs suited for them based on test results. Students can also do research on careers and retrieve information such as salaries, responsibilities, best cities & states for some jobs, etc. This office also has listings of jobs available on campus for students looking for a job. F-1 students can ONLY apply for "Tax BUDGET" positions.

Library and High Technology Center (building 11) (480) 461-7444

Students can do their library research and work on computer classes here. Students are encouraged to request a tour of the Center to become aware of all the services available. All students are assigned an email account when they register at MCC. Please check with the information desk on the first floor for assistance in obtaining your email address.

Counseling Department (building 36) (480) 461-7588

If you are experiencing personal problems that are affecting your studies, you are encouraged to visit with a counselor in the Counseling Department for assistance.

Mesa Legend

MCC newspaper with current information.

Free E-mail account

Mesa Community College automatically provides an email address to all students enrolled at Mesa Community College. The following are instructions for creating a student E-mail address:

1. Go to the U.R.L. (webpage):
<https://www.mc.maricopa.edu/apps/mymcc/CreateAccount.jsp>
2. Fill in the boxes with the required information.
3. Enter your Student I.D. number.
 - for some of you it may be your social security
 - for others it will be your 999-- - - - - #.
4. Your birth date, choose from the pull down menu.
5. Choose a USERNAME.
 - select carefully, this name is permanent - cannot be changed
 - must be at least 4-8 characters long
 - can use numbers or letters or combination of both
6. Choose a PASSWORD.
 - must be at least 6-8 characters long
 - can use numbers or letters or combination of both

7. Press "Submit."

After pressing SUBMIT, it will take approximately 20-30 minutes for your account to be created.

Your new email address will be in the format:

USERNAME@mail.mc.maricopa.edu

If you have any question regarding your email address, please visit the Information Center on the first floor of the High-Tech/ Library building.

Health Care & Insurance

Important!

If you use an emergency room but are not admitted to the hospital as an inpatient immediately after the treatment, you will be responsible for 50% of the total expense regardless of provider.

- ✓ **In life-threatening situations, call 911.**
- ✓ Consult with **Optum NurseLine** (see below for further information) before going to an emergency room, or go to a nearby urgent care center (see back).
- ✓ Always carry your ID card with you (remove it from the insurance brochure).
- ✓ **Read the insurance brochure thoroughly** before visiting a doctor or receiving treatment. It is available in several languages at http://www.renaissance-inc.com/Schools/D_S/Maricopa%20Colleges/Maricopa.htm

Policy Name and No.

Maricopa County Community Colleges 2004-2005 International Student Insurance Plan CUH200817

Optum NurseLine

Provides direct access to nurses who can provide you with immediate general information and advice about health care issues 24 hours a day, seven days a week. Translation service is available in more than 140 languages

1. Call **1-877-856-8163**
2. Press 1 for a NurseLine registered nurse
3. Press 2 for the Health Information Library (use the PIN 761)

Claims Procedure

1. Insured students and dependents should obtain Treatment from the nearest Physician or Hospital. You may use any Doctor or Hospital you choose, but using the Doctors and Hospitals available through the Community Care Network (PPO) may decrease your costs. For a complete listing of these PPO Hospital and Physician facilities, call **1-888-685-7774** or access the internet website: <http://www.ccnusa.com>.
2. If you go to a Physician's office or to the Hospital, be sure to show your identification card. If the Physician or Hospital needs to verify your coverage, have them call Personal Insurance Administrators, Inc. at **1-800-468-4343**.
3. After you receive Treatment, complete the insurance claim form. Claim forms are available from Personal Insurance Administrators, Inc. or you may download a claim form from www.renaissance-inc.com. Answer all the questions and make sure to personally sign the claim form before submitting it.
4. If you have any other expenses such as medicines, x-rays or laboratory charges, be sure to attach these bills to the claim form.
5. **Make a photocopy** and send your claim form and all other bills to Personal Insurance Administrators, Inc. at the address below. Try to have all itemized bills attached to the same claim form.
 - a) Please do not send bills without completed claim form. Bills cannot be considered unless all the information required on the claim form is submitted.
 - b) A properly completed claim form must be submitted for each Injury or Sickness.
6. All claims should be sent to: **Personal Insurance Administrators, Inc.
P.O. Box 6040
Agoura Hills, CA 91376-6040**
7. If you have questions about the status of your claim after it has been submitted, please call Personal Insurance Administrators, Inc. at **1-800-468-4343**. Please note that a claim must be submitted **within 90 days** after an Injury or Sickness has occurred in order for the claim to be paid.

Seeking Medical Treatment

- ✓ **In life-threatening situations, call 911.**
- ✓ Call the **Optum NurseLine** for immediate information and advice about health care issues. (See back) before going to an emergency room.
- ✓ If your concern requires medical assistance, contact a doctor for appointment or availability.
- ✓ It is suggested that first you see a primary care physician. Primary care physicians include internal medicine, obstetricians/gynecologists, pediatricians and family practice. Your primary care physician may then refer you to a specialist depending on your condition.
- ✓ You may also see a specialist. You need to make an appointment with the doctor prior to your first visit.
- ✓ Call the doctor's office and **make sure that it participates in the CCN Network.**
- ✓ There will be a **\$35 deductible** for treatment of each injury or sickness using participating CCN PPO Doctors, and **\$50 AND 40% deductible** for visiting doctors that are non-participating CCN doctors.

How to find Doctors and Hospitals

1. Go to <http://www.ccnusa.com>
2. Click "**Search** for a doctor, hospital or facility"
3. From the menu go to : **Group/Individual Health**
4. Click "[CCN® Network](#)"
5. Click on "Phys/Clinics" (Click on "Hospitals" or "Facility" to look for a hospital assistance or a specific type of a facility)
6. Choose the desired "Specialties" from the list & enter the necessary information such as Search by, Zip Code, City, and Distance
7. Choose the desired doctor for the list displayed. You can click on the doctor's name for detailed information.

The following lists only some of the urgent care centers (No appointment required. Cold and flu, headaches, stomachaches, etc.) which you can contact (as of 1/10/05). For a complete list, please **see "How To Find Doctors and Hospitals.**

Advanced Urgent Care

1804 W. Elliot Rd
Tempe, AZ 85284
NW corner of I-10 and Elliot, behind Wendy's
(480)456-0444

Express Care

2034 S. Alma School Rd
Mesa, AZ 85210
(480) 831-0150

Mon – Fri: 8:00 – 22:00

Nextcare, Inc.

600 S. Dobson Rd
W of Dobson & S of Chandler Blvd
Chandler, AZ
(480) 814-1560

2451 E Baseline Rd Ste 100D
Gilbert, AZ 85234
(480) 926-8700

Mon – Fri: 8:00 – 20:00
Sat – Sun: 8:00 – 16:00

Student Grievance & Academic Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

Steps for students to follow:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten working days of the request for the conference with the faculty member, the problem is not resolved or the faculty to meet with the student, the student may continue the process by filing a written complaint with Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.
3. Upon receipt of a written complaint, the Department Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
4. If the grievance is not resolved at this level within ten working days, the student should forward to the Dean of Instruction or appropriate college/ center administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Dean of Instruction or appropriate college/center administrative officer will meet with the student, faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
5. If the grievance, other than those concerning grades, is not resolved by the Dean of Instruction or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

The appeal process for grades expires one year from the date the grade was issued.

Culture Shock

What is Culture Shock?

- Culture shock refers to the anxiety and frustration that a person experiences when changes occur in his/her environment. Culture shock is usually experienced when a person is trying to adjust to a new culture and is lacking familiar surroundings, family, and support systems.
- Culture shock may be experienced by any person who spends an extended period of time in a new or different culture. The new culture's patterns of behaviors, values, and social cues can produce a feeling of uncertainty that then leads to frustration and culture shock
- The adjustment process is normal and perhaps universal.

*Stages of Culture Shock

- Honeymoon Stage- This stages is the initial stage when an individual enters a new culture. There are feelings of exhilaration, discovery and anticipation. The person perceives this new culture and experience with excitement and positive thinking.
- Disintegration Stage- The excitement of being in a new culture begins to fade off and the host culture begins to intrude on the visitor's life. During this stage the individual experiences feelings of confusion, frustration, loss, depression and withdrawal.
- Reintegration- The individual is likely to disregard both similarities and the differences between the host culture and the home culture. This stage is characterized by hostility, defensive behavior, feelings of vulnerability, rebellion, blame, rejection of all that host culture represents.
- Autonomy- During this stage the individual feels hope. He/she begins to establish an understanding of their role and responsibility. They create a balanced and impartial view of the situation and experience. There is a new sensitivity to the host culture and greater awareness of self and others. The person is less dependent on others and is more relaxed.
- Interdependence- This stage aims at the goal of a bi-cultural or multicultural identity. This stage is characterized by a sense of belonging, trust, and sensitivity to the host culture.

*Pederson, Paul (1995) The Five Stages of Culture Shock, Westport, Connecticut: Greenwood Press

Common Signs & Symptoms of Culture Shock

- Anxiety
- Sadness, depression
- Nervousness
- Frustration, irritability
- Paranoia, or fears of being taken advantage of, cheated, discriminated against, talked about
- Feeling of vulnerability to disease, crime, failure
- Fatigue

- Disorganization, confusion
- Feeling unable to concentrate, comprehend, learn new material
- Anger
- Loneliness
- Loss of appetite,
- Lack of energy, changes in sleep patterns
- Loss of enjoyment in daily activities
- Withdrawal from others
- Headaches, vision problems, stomach pains
- Long and short term illnesses

Coping with Cultural Adjustment Tool kit

- Maintain good eating habits
- Get plenty of exercise
- Make friends from your home culture, consider joining the International Student Association club.
- Make friends from new host culture. Find friends in classrooms that can help introduce you to American customs and culture.
- Talk to your advisors and instructors about expectation and academic goals.
- Speak to a counselor in the counseling services office.
- Learn to enjoy something new
- Don't forget to do something you enjoyed doing at home
- Be patient with yourself
- Take what you like from the culture (ok to reject aspects that don't fit your value system)
- Keep in contact with family and friends, not just by phone but by periodic visits
- When you feel stuck or upset, ask for assistance
- Remember that you are a sojourner, a person in transition
- Remind yourself that culture shock is normal- learn about the stages

Resources:

International Student Handbook, Edmonds Community College in Washington as adapted by University of South Florida, Counseling Center for Human Development and International Student and Scholar Services.

Hanggie, Susan and Martha Staff (May 2003) *Strangers in a Strange Land: Helping Students Adjust to Their New Environment*; NAFSA National Conference, May 2003.

Housing

MCC does not have dormitories for students. However, the International Education Office can provide information to help an international student find a place to live. There are many apartments near the campus within walking distance. There are also local families that offer a room in their home in exchange for monthly rent. In the U.S. most of the rent funds are collected per month unless stated otherwise. Housing information can be obtained from the International Education Office.

The Office of Student Activities at MCC also has a handbook called "Housing Guide." This guide gives very useful information to students who are shopping around for an apartment for the first time. The book gives tips and hints for successfully finding the apartment right for you. You can pick up a Housing Guide from the Information Services counter in the Student Activities Office inside the Kirk Student Center (KSC).

In addition, many grocery stores and quick in-and-out stores like Circle K and 7-Eleven, have apartment guides available free of charge. These guides contain information on hundreds of apartments all over the Greater Phoenix area. They have information such as location, cost, size, move-in specials, what is available in the unit itself and what is available in the apartment complex. Some apartment complexes have as little as 12 units and others are very large and can have over 500 units in the complex. Some apartments come with security systems, pools, covered parking, etc. The guide will list all the amenities available for each complex and amenities in the apartments as well. Of the most popular, one guide is called "Apartment Guide" and another is called "For Rent."

There are also agencies that can find an apartment for you based on the information you provide, such as location where you want to live, minimum or maximum cost you want to spend, luxuries you want included, etc. One agency is called "Apartment Hunters." They have different locations in the valley. You can find the phone number for the one nearest you in the yellow pages of the phone directory. There are many other agencies of this type that you can find in the yellow pages under Apartments. Several state newspapers, such as the Arizona Republic, Tempe Tribute, Mesa Tribute and Pennysaver, include a section where people can advertise for roommates. Some ads are placed by persons who already have a home and need someone to move in, others are looking for a place to live. Go to the section of the newspaper titled "Want Ads" and look for the "Rent" or "Housing" section.

Money Matters

Transferring money from your home country to the United States can be very complicated and time consuming. Therefore, try to plan your funds well in advance for each semester so you can make sure that you have sufficient money to cover your expenses at the beginning of each semester. These expenses include tuition, health insurance, books, rent, and other living expenses (utilities, phone, food, car, social activities, etc.) One of the best ways of keeping track of your funds is by using the American Banking System.

Use of the banking system is very common in the United States. Banks make it possible for any individual to deposit cash and use checks as a substitute for money called a "checking account." There are also many other services within a banking system such as savings accounts, money orders, loans, traveler checks, cashier checks, and many others. International students will be required to present their passport as identification. Having a checking account with one of the local banks is an easy way to safeguarding funds as well as a good record-keeping device.

When traveling, it is advised to carry traveler checks instead of cash. Traveler's checks are the same as cash, but if they are lost or stolen they are replaced without charge. You can buy them at banks in \$10, \$20, \$50, and \$100 for a very small charge. When you buy traveler's checks, you sign them before you use them (you should actually sign them before you leave the bank) and then you sign them again when you pay for something. Traveler's checks are accepted almost everywhere: at banks, hotels, restaurants, groceries, theaters, etc. To safeguard your traveler's checks, record the check's number on a separate piece of paper. In case of loss, report to the banks promptly.

If you need to mail money, never send cash. If you have a checking account, write a check so you will also have a record in case of any transaction problem. You can also send a money order or cashier checks, which can be bought at the bank.

Holidays

January

1st

New Year's Day: Usually celebrated December 31 at midnight. Family and friends get together and celebrate.

3rd Monday

Martin Luther King, Jr. Birthday (Campus closed): Observed in honor of the 1960's civil rights leader. Usually celebrated with parades and marches.

February

14th

Valentine's Day: Friends, sweethearts and family exchange cards of affection.

3rd Monday

Presidents' Day (Campus closed): Observed in honor of George Washington and Abraham Lincoln, two of the most famous presidents of the U.S.

March

17th

St. Patrick's Day: Celebrating Irish traditions.

March or April

Easter Sunday: The first Sunday following the first ecclesiastical full moon that occurs on or after the day of the vernal equinox (March 21st). A holy day for Christians celebrating the Resurrection of Jesus Christ. Families also celebrate with children by hiding decorated eggs, on behalf of the "Easter Bunny," for them to hunt.

May

2nd Sunday

Mother's Day: In appreciation of all mothers.

Last Monday

Memorial Day (Campus closed): In recognition of those who have died in wars or others who have passed away. Family and friends often place flowers on graves.

June

2nd Sunday

Father's Day: In appreciation of all fathers.

July

4th

Independence Day (Campus closed): Celebrating the day the U.S. declared independence from Britain. Celebrated with parades, picnics and fire works displays.

September

1st Monday

Labor Day (Campus closed): Honoring all working people.

October

2nd Monday

Columbus Day: In honor of Christopher Columbus, who sailed to America in 1492.

31st

Halloween: a day for children to dress up in costumes and go door-to-door asking for treats.

November

11th

4th Thursday

Veterans' Day (Campus closed): Honoring war veterans.

Thanksgiving Day (Campus closed): A day of remembering the first successful fall harvest of immigrants and Native Americans in 1621. Families and friends unite to give thanks and celebrate by having a feast with roast turkey as the main course.

December

25th

Christmas: This day is the most important day for Christians celebrating the birth of Jesus Christ. It's a time for family and relatives to get together and exchange gifts. Many children are encouraged to believe that "Santa Claus" brings the gifts.

Weights & Measures Equivalents

WEIGHT

1 oz (ounce) = 28.3 g
1 lb (pound) = 16 oz = 454 g
100 grams = 3.5 oz
1 kg = 2.2 lb = 1000 g

LENGTH

1 in (inch) = 2.54 cm
1 ft (foot) = 12 in = 30.5 cm
1 yd (yard) = 3 ft = 91.5 cm
1 mile = 1.6093 km
1 cm = .3937 inch (approx. 3/8 inch)
1 m = 1.0936 yd = 3.3 ft = 39.37 inches
1 km = .62137 mile (approx. 5/8 mile)
1 hectare = 2.47 acre

CAPACITY

1 liter = 4 cups + 3 1/2 tablespoons = 1.06 quarts (liquid)
1 cup (liquid) = 2.4 deciliters
1 deciliter = 7 tablespoons
1 cuillere a cafe ou the (coffee spoon) = 1 teaspoon = 2 grams
1 cuillere a dessert (dessert spoon) = 2 teaspoons
1 culilere a coupe (soup spoon) = 1 tablespoon

ATMOSPHERIC TEMPERATURES

Celsius to Fahrenheit: $C \div 5 \times 9 + 32$
Fahrenheit to Celsius: $(F - 32) \div 9 \times 5$

0° Celsius = 32° Fahrenheit
5°C = 41°F
10°C = 50°F
20°C = 68°F
25°C = 77°F
30°C = 86°F
40°C = 104°F
100°C = 212°F

Basic Table Manners

How to sit

- Do not lean forward.
- Do not tilt chair backwards while sitting at the table.

How to eat

- Do not speak with your mouth full of food.
- Keep bites small.
- Chew quietly.
- Try not to slurp your food.
- Try not to make loud noises when you eat.
- Do not stuff your mouth full of food.
- When everyone is served begin eating.

Forks, Spoons, and Knives

- Eat with fork unless you are served finger foods.
- Do not wave forks, knives, or spoons in the air.
- Place fork and knife on plate facing away from you are when done eating.

What to do with your napkin

- Wipe your mouth before drinking.
- When drinking look into your cup or glass.
- Place your napkin in your lap before eating.
- Always use napkin to clean your mouth.
- When done eating place napkin next to plate.
- Never spit food into your napkin.
- Place briefcase or purse near feet while eating at a table .

What to do at the table

- Keep your elbows off the table while eating.
- Ask for an item on the table, do not reach for it.
- Do not forget to say please and thank you.

- Excuse yourself when leaving the table.

What not to do at the table

- Do not smoke while eating.
- Do not pick food out of your teeth at the table.
- Do not burp at the table.
- Do not play with your food.
- Never watch TV or read while eating at the dinner table.

While eating....

- Be cheerful in your conversation.
- Eat with delight.
- Compliment the cook.

**Finger Foods:
Foods you can eat with your fingers**

Artichokes

Asparagus

- When cooked eat with a fork

Vegetables

Bacon

Bread

- Eat in small pieces

Cookies

Corn on the Cob

- Hold from ends and eat from left to right or right to left

Potato chips

French Fries

Fried Chicken

Hamburgers

Ribs

Hot Dogs

Sandwiches

Small Fruits and Berries on the Stem

- If in syrup eat with spoon or fork

Websites

Mesa Community College: Many useful websites

www.mc.maricopa.edu

www.mc.maricopa.edu/international

Finding a primary physician (doctor) with Renaissance Agencies, Inc.:

www.ccnusa.com

United States Citizenship and Immigration Services:

<http://www.uscis.gov/graphics/index.htm>

Social Security Number information:

http://www.ssa.gov/SSA_Home.html

Embassies:

www.embassy.org/embassies/index.html

Foreign Consular Offices in the United States:

www.state.gov/s/cpr/rls/fco

State of Arizona (weather, community, activities, etc.):

www.arizonaguide.com

<http://phoenix.cox.net/>

Arizona Republic (state newspaper):

www.arizonarepublic.com

Department of Transportation in Arizona:

www.dot.state.az.us

U.S. Telephone Directory:

www.qwest.com

Arizona State University:

www.asu.edu

Shopping site that allows you to name your own price for many products and services:

www.priceline.com

The World Clock

www.timeanddate.com/worldclock/difference.html

Time Zone Converter

www.timezoneconverter.com/cgi-bin/tzc.tzc

Currency Converter / Exchange Rates

www.oanda.com/convert/classic

Find a Personal Tutor in Arizona

www.ctutors.com

Ethnic Restaurants

Chinese

C-Fu Gourmet

2051 W. Warner Rd., Chandler
(480) 899-3888

China Delight

1731 E. Broadway Rd., Tempe
(480) 966-6114

Gourmet Wok

825-7 W. Baseline Rd., Tempe
(480) 730-8064

Indian/Pakistan

Delhi Palace Cuisine of India

933 E. University, Ste. 3, Tempe
(480) 921-2200

Pasand

1801 E. Baseline Rd, Tempe.
(480) 730-2555

Raj Mahal

1245 W. Baseline Rd., Mesa
(480) 491-3424

Indian Copper Kettle

1941 W. Guadalupe Rd., Mesa
(480) 456-4365

Cuisine of India Royal Taj

1845 E. Broadway Rd., Tempe
(480) 967-5234

Ethiopian

Lalibela Cafe

848 W. University Dr., Tempe
(480) 829-1939

French

Citrus Cafe

2330 N. Alma School Rd., Chandler
(480) 899-0502

German

Bavarian Point

4815 Main St., Mesa
(480) 830-0999

Mueller's Black Forest Inn

4441 N. Buckboard Tr., Scottsdale
(480) 970-3504

Italian

Brunello

1954 S. Dobson Rd., Mesa
(480) 897-0140

Olive Garden

1261 W. Southern Ave., Mesa
(480) 890-0440

Romeo's Euro Café

1111 S. Longmore, Mesa
(480) 962-4224

Hawaiian (Japanese/Korean)

Aloha Kitchen

2950 S. Alma School Road, Chandler
(480) 897-2451

Japanese

Ninja Japanese Restaurant

2330 N. Alma Schools Rd., Chandler
(480) 899-3423

Mediterranean

Byblos

3332 S. Mill Ave., Tempe
(480) 894-1945

Arabic/Lebanese

Haji-Baba

1513 E. Apache Blvd., Tempe
(480) 894-1905

Café Istanbul

903 S. Rural Road, Tempe
(480) 731-9499

Pita Jungle

1250 E. Apache Blvd., Tempe
(480) 804-0234

Grocery Stores

Mexican

Susie's Mexican Restaurant
2404 E. University Dr., Mesa
(480) 966-7091

Guedo's Taco Shop
71 E. Chandler Blvd., Chandler
(480) 899-7841

Thai

Mint Thai
1111 N. Gilbert Rd., Gilbert
(480) 497-5366

The Siamese Cat
5074 S. Price Rd., Tempe
(480) 820-0406

Pink Pepper
1941 W. Guadalupe Rd., Mesa
(480) 839-9009

Vietnamese

Nhat
1820 W. Southern Avenue, Mesa
(480) 898-0760

Saigon Healthy Cuisine
820 S. Mill Ave., Tempe
(480) 967-4199

Asian/international

Lee Lee Oriental Supermarket
2025 N. Dobson Rd, Chandler
(480) 899-2887

Arabic/Mediterranean

Haji-Baba Grocery & Restaurant
1513 E. Apache Blvd., Tempe
(480) 894-1905

Indian/Pakistan

Asia Bazaar
2110 W. Southern Avenue, Mesa
(480) 464-9797

Korean/Japanese

Asiana Market
1116 S. Dobson Rd #117, Mesa
(480) 833-3077

Olympic Market
1130 W. Guadalupe Rd. #5, Mesa
(480) 345-0002

Japanese

Fujiya Market
1333 W. University Dr. #5, Tempe
(480) 968-1890

Vietnamese/Asian

Vinh Hoa Supermarket
502 S. Dobson Rd. #6, Mesa
(480) 833-8283

Appendix

2004-2005 International Student Health Insurance Plan Brochure