

## General Information for International and Exchange Students

### Visas and Length of Stay

- *For International Students (F-1 visa)* - The I-20 form is used to obtain an *F-1 visa* and must be in the possession of the student at the time of entry into the U.S. The I-20 form is dated for the period of time normally required to complete the specified program. Students may enter the U.S. up to 30 days before the start date on this form and may stay up to *60 days* following the expiration date of the I-20.
- *For Exchange Students (J-1 visa)*- The DS-2019 form is used to obtain a *J-1 visa* and must be in the possession of the student at the time of entry into the U.S. The DS-2019 form is dated for the academic semester(s) the student plans to attend. Students may enter the U.S. up to 30 days before the start date on this form and may stay up to *30 days* following the expiration date of the DS-2019.
- Before going to the U.S. Consulate for your visa, make sure you call the consulate or check the website to find out what is required for your interview for an F-1 or J-1 visa. At the very least, make certain you take your I-20 or DS-2019, proof of payment of the \$180 SEVIS fee and **original** proof of finances.

### International Student Orientation

- The International Student Orientation is **mandatory** for all international/exchange students and will occur over a two-day period from Thursday, August 27 through Friday, August 28 (refer to Orientation Schedule). This orientation is designed to familiarize students with our campus, to clarify what is expected of them while attending school in the U.S. and is a requirement of the U.S. Federal Government. **All new international/exchange students are required to attend, so make sure you arrive in Whitewater prior to August 27. A one-time \$100 Orientation Fee will be charged to all new international/exchange students.**
- International students are also required to participate in Club UWW, which is a great way to get to know other students through fun activities. The fee for this will be placed on each student's school account. Club UWW will take place on Monday, August 31 and Tuesday, September 1. Classes begin on Wednesday, September 2.

### Housing

- **Be certain to make your on-campus housing arrangements as soon as possible if you plan to live on campus as available dorm spaces tend to fill up rapidly.**
- All students under 21 years old who graduated from secondary school less than two years ago are required to live in University Residence Halls.
- *The Residence Halls do not supply sheets, pillows, blankets and towels.* Therefore, students living in the Residence Halls will need to bring these items with them or purchase them upon arrival. The beds are single beds with a little extra length. Each room has a telephone hookup, but the telephones are not provided. Inexpensive telephones can be purchased locally.
- Questions about other housing issues should be directed to Alan Hoesly, Office of Residence Life. Students may email him at: [hoeslya@uww.edu](mailto:hoeslya@uww.edu)

- The majority of our visiting exchange students live in university-owned residence halls, while many of the international students elect to live off campus after their first year. This office does not assist with off-campus housing.
- On-campus housing problems (too much noise, etc.) are initially handled by the Resident Assistant (RA). If problems persist, students should see the Hall Director, then the Associate Director of Residence Life, Mr. Frank Bartlett, and finally, the Executive Director of Residence Life, Mr. Jeff Janz.

### **Payment of Fees**

- *International students* must send payment for school expenses directly to the Cashier's Office at P.O. Box 88, UW-Whitewater, Whitewater, WI 53190. All bank drafts should be **made payable to UW-Whitewater** and should include student's ID number (see Admission letter).
- *International students* should send their residence hall deposits *directly to the Cashier's office at UW-Whitewater*. The deposit should be made payable to UW-Whitewater and should have the student's ID number written on it (see your Admission letter).
- *Exchange students* must send their *residence hall deposit along with the housing application to the Center for Global Education*. Make this payable to UW-Whitewater.
- All of the fees for a semester **must** be paid before the end of that semester in order to register for the next semester and obtain official transcripts.

### **Health Insurance**

- **Health insurance is mandatory for all international and exchange students.**
- *International and exchange students* are required to purchase the insurance policy provided through the Center for Global Education with **no exceptions**. Your student account will be billed for this expense (approximately \$828 annually).

### **U.S. Federal Regulations**

- *Full Time Status* – All students are required to carry a full course load.
  - ✓ Twelve (12) credits are considered full-time for undergraduate students and nine (9) credits for graduate students.
  - ✓ Students must have prior approval before dropping below the minimum course load. There are very few acceptable reasons for doing so. Please come to the Center for Global Education for approval.
  - ✓ Violation of these rules will result in the student being out of status and having to leave the country immediately.
- *Passport Renewal* – Your passport must be kept valid for a minimum period of 6 months into the future.
- *Permission to Work* – The U.S. federal government strongly regulates the ability of international and exchange students to work **on- and off- campus**.
  - ✓ International and exchange students may work on campus up to 20 hours per week during the academic year.
  - ✓ Off-campus work can be authorized for international students when internships or co-ops are a required part of their program. However, very few

exchange students under the programs currently in effect at UW-Whitewater are able to do so. Authorization to work off campus must be approved through the Center for Global Education.

- ✓ Check with the Center for Global Education before beginning any work at all. Jobs for international and exchange students are scarce and highly competitive.

### **Registration/Books**

- *International students* will go through the registration process after their arrival during the mandatory International Student Orientation.
- *Exchange students* can send in a list of classes they wish to take (with supervisor's signature as per our exchange agreement). We will work with the student's program coordinator for pre-registration prior to the student's arrival on campus. If a student does not send in a list of classes ahead of time, registration will occur during the time scheduled in the International Student Orientation.
- *Undergraduate students* may rent textbooks from the Textbook Rental Library located in the lower level of the University Bookstore.
- *Graduate students* will have to purchase textbooks from the main level of the University Bookstore.

### **Placement Tests**

- New freshmen are required to take a Math Placement Test before enrolling in any math courses. Please inquire at the Center for Global Education for time, date and location if you have not already obtained an International Student Orientation schedule with this information in it.
- English for International Students (680-161), 3 credits, is offered in the fall and spring semesters when enrollment is justified. This course is designed for International Students and substitutes for the basic studies English (680-101) course. It is taken as part of the regular course load. Students wishing to take a different English course may be required to take an English Placement Test.

### **University and Food Plan ID Cards**

- The "Hawk Card" serves as both the student meal plan card and student ID card. This card cannot be issued until after class registration.
- Get the student ID card as soon as possible from the Meal Plan and ID office located in the University Center (upper level above the Multi-Cultural Center).

### **Clubs and Organizations**

- International Student Association – an organization designed for the purpose of intercultural exchange.
- Chinese, African and Thai Student Associations.
- Host Family Program – inquire at the Center for Global Education.

### **Tutorial Assistance and Counseling**

- If students have difficulty with any of their courses, free tutoring is available at the Learning Center (lower level McCutchan Hall).

- If this does not alleviate the problem, the student should see their instructor.
- For personal counseling, students may go to the Counseling Center located on the second floor of the Student Health Center.

### **Spouse/Dependent (F-2 or J-2) Status**

- The spouse and unmarried minor children of an F-1 or J-1 student may accompany the student to the U.S. or come at a later date. These individuals will be accorded F-2 or J-2 status based upon the student's status.
- The F-2 spouse of an F-1 student is not allowed to work at all, nor is s/he allowed to pursue a full course of study. If s/he wishes to obtain a degree, s/he must request a change of status to F-1 and should not begin classes until approved.
- The J-2 spouse of a J-1 student may be allowed to work with permission from the Immigration Office and the sponsor. J-2 spouses are currently allowed to pursue a full course of study, but this could change in the future.
- All dependents are required to purchase the insurance policy provided through the Center of Global Education with **no exceptions**. The student's account will be billed for this expense (approximately \$2,052 for spouse and \$1032 per child, annually).

### **University Security**

- Campus police serve as police for the campus **only** and can be accessed *on campus* by dialing 911 for *emergencies* and 4660 for *non-emergencies*.
- If you have problems while *off-campus*, you may report them to the Whitewater Police Department located downtown on Whitewater Street. Dialing 911 for emergencies and 262-473-0555 for non-emergencies can also access the local police department.

### **For additional information, please contact:**

#### **Center for Global Education**

University of Wisconsin-Whitewater  
 1224 Hyland Hall, 809 West Starin Road  
 Whitewater, WI 53190  
 Telephone: 262-472-4992  
 Fax: 262-472-1491  
 Email: [harmatyj@uww.edu](mailto:harmatyj@uww.edu)

Please be sure that your **current local address and telephone number** are on file at the Office of International Education & Programs **at all times**. If we receive letters or money from your home country, we may have *to return them as undeliverable* if we do not have a current address on file.