

SPRINGFIELD COLLEGE

International Student HandBook



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Fall Semester 2006	
Fall early registration period	Monday, 4/10 - Friday, 4/14
All College Meeting	Thursday, 8/31
Last day to register without a late fee	Monday, 9/4
Labor Day Holiday - No Classes	Monday, 9/4
Classes Begin	Tuesday, 9/5
Last day to add first half activity courses	Wednesday, 9/6
Last day to add full semester courses	Monday, 9/11
Last day to drop first half activity course without withdrawal grade	Monday, 9/11
Last day to drop full semester course without withdrawal grade	Monday 9/18
Humanics in Action Day - No Classes Until 4:00 P.M.	Thursday, 9/21
Columbus Day - No Classes	Monday, 10/9
Last day to withdraw from 1st half activity courses	Friday, 10/13
Degree applications due in Registrar's office for December '06	Friday, 10/13
Mid-semester grades due from faculty	Week of October 23
First half activity courses end	Wednesday, 10/25
Second half activity courses start	Thursday, 10/26
Last day to add second half activity courses	Friday, 10/27
Last day to drop second half activity courses without a withdrawal grade	Wednesday, 11/1
Spring semester early registration period	Monday, 11/13 - Monday, 11/20
Last day to withdraw from Fall full semester courses	Tuesday, 11/21
Thanksgiving Break Begins	Wednesday, 11/22
Classes Resume	Monday, 11/27
Last day to withdraw from second half activity courses	Tuesday, 12/6
Classes End	Friday, 12/15
Reading Days	Saturday, 12/16 & Sunday 12/17
Exams	12/18, 12/19, 12/20

Spring Semester 2007	
Martin Luther King, Jr. Day - No Classes	Monday, 1/15
Spring Faculty Meeting	Tuesday, 1/16
Last day to register without a late fee	Tuesday, 1/16
New Student Orientation	To be Announced
Classes Begin	Wednesday, 1/17
Last day to add first half activity courses	Thursday, 1/18
Last day to add full semester courses	Tuesday, 1/23
Last day to drop first half activity courses without a withdrawal grade	Tuesday, 1/23
Last day to drop full semester course without a withdrawal grade	Tuesday, 1/30
Degree applications due in Registrar's office for May '07	Friday, 2/2
President's Day - No Classes	Monday, 2/19
Last day to withdraw from first half activity courses	Wednesday, 2/21
Mid-semester grades due from faculty	Week of March 5
First half activity courses end	Tuesday, 3/6
Second half activity courses start	Wednesday, 3/7
Last day to add second half activity courses	Thursday, 3/8
Spring Break	3/12-3/16
Classes resume	Monday, 3/19
Last day to drop second half activity courses without a withdrawal grade	Tuesday, 3/20
Fall semester early registration period	Monday, 4/9 - Friday, 4/13
Last day to withdraw from full semester spring courses	Friday, 4/13
Last day to withdraw from second half activity courses	Friday, 4/20
Classes End	Tuesday, 5/1
Reading Day	Wednesday, 5/2
Exams	5/3, 5/4, 5/7, 5/8
Baccalaureate	Saturday, 5/12
Graduate Commencement	Saturday, 5/12
Undergraduate Commencement	Sunday, 5/13

On Campus phone directory

If calling from an off-campus phone, dial 748 and the four-digit extension. If calling from somewhere from U.S. dial 413. If calling from an on-campus phone, simply dial the 4-digit extension.

S.C. Directory Assistance -----	3000
Academic Dean/Provost -----	3959
Alumni Office -----	3161
Athletics -----	3332
Beveridge Center Desk -----	3141
Bookstore -----	3302
Business Office Bursar -----	3183
Campus Police -----	5555
Career Services -----	3222
Campus Ministry -----	3208
Cheney Hall – Food Service -----	3205
Cheney Hall – Menu Service -----	3355
Counseling Center -----	3345
Facilities & Campus Services -----	3252
Financial Aid -----	3108
Health Center -----	3175
Housing-Residence Life -----	3102
ID Office -----	3074
International Center -----	3215
Library, Babson -----	3307
Reference Desk -----	3315
Marketing and Communications -----	3171
Multicultural Affairs -----	3249
Natatorium (Pool) -----	3417
Post Office -----	3876
Registrar -----	3149
School Closing Information Line -----	5999
Student Affairs Office -----	3100
Sports Information -----	3341
Student Government -----	3134
Student Trustee -----	3134
Writing Center -----	3207
WSCB Radio Station -----	3131
YMCA Studies -----	3914

Mission

International Center Mission

The mission of the International Center at Springfield College is to foster the international character of the institution by promoting, supporting and developing a wide range of international and intercultural opportunities for all members of the Springfield College Community.

We aim

- To provide short and long term international experiences for undergraduate students
- To foster and maintain a rich, supportive and stimulating environment for international students, scholars and faculty
- To recognize, reward and foster international activities of its students and faculty
- To increase an understanding of, and respect for, the world's many cultures in an effort to prepare our students as leaders

International Center Contact Information

Deborah Alm, Director
dalm@spfldcol.edu
748-3216

Joyce Szewczynski, Associate Director
jszewczy@spfldcol.edu
748-3272

Addis Bekele
abekele@spfldcol.edu
748-3215

The International Center is open from 8:30 a.m. to 4:30 p.m. from September through May and from 8:00 a.m. to 4:00 p.m. from June through August.

Please call 748-3215 to make an appointment.

Living On SC Campus

Dining Services

Cheney Hall

The main campus dining facility features many different food choices, ranging from salad and pasta bars, a grill, and stations for deli sandwiches and ethnic selections.

Open hours:

Monday -- Friday

Saturday & Sunday

Breakfast 7:00am-11:00am

Brunch 10:00am-4:00pm

Lunch 11:00am-4:00pm

Dinner 4:00pm-8:00pm

Dinner 4:00pm-8:00pm

Woods Hall BC cafeteria

This is another dining option on campus; BC serves fast food for students such as Subway sandwiches, burger and fries, pizza etc.

Open hours:

Monday--Thursday

Saturday & Sunday

Breakfast 7:30am-11:00am

Breakfast 8:00am-11:00am

Lunch 11:00am-4:00pm

Lunch 11:00am-4:00pm

Dinner 4:00pm-12:00am

Dinner 4:00pm-8:00pm

Special Hours: Friday & Saturday open to 2:00am

Convenience Store:

Open hours:

Monday – Friday 9:00am-11:00pm

Saturday 12:00pm- 7:00pm

Sunday 3:00pm – 11:00pm

The plans can be used in Cheney Hall, the Cafe, Locklin Hall Coffee Shoppe, P.E. Complex Store, Allied Snack Shop, Campus Concessions, the Convenience Store, and even local Domino's Pizza. Here are some important features of the Meal Plan to keep in mind.

Meal Plans
(per semester)

Plan Name	Plan Cost
19 Meal Plan + \$150 Declining Dollars	\$1,945
200 Block Meal Plan + \$300 Declining Dollars	\$1,780
14 Meal Plan + \$200 Declining Dollars (Minimum Plan for students that reside in rooms/suites without kitchen facilities)	\$1,675
7 Meal Plan + \$300 Declining Dollars	\$1,025
3 Meal Plan + \$400 Declining Dollars	\$840
Declining Dollars Meal Plan	\$365

Health Center

The Springfield College Health Center provides primary care services to all full-time undergraduate and graduate students through patient care, health education, and wellness promotion. Health Services is part of the Division of Student Affairs and is located in the Towne Health Center.

First-year and transfer students participating in SOAR will be able to complete their initial class registration even if health forms have not yet been submitted. Once classes begin, students will receive a Health Center hold on class registration until all health forms have been completed.

Springfield College Health Center# (413) 748-3175

Safety and Campus Police

Springfield College is in an urban environment. The College is quite safe, but you should be aware of your personal safety by following these simple procedures:

- Do not walk alone through the city at night.
- Do not carry large amounts of cash. Use your debit card for most transactions. Be sure to have your account/card number in your home in the event that you lose your card.
- Always lock your car and home.
- Do not leave backpacks or bags unattended in classrooms, hallways, library or computer spaces, or the PE complex.
- Do not open your door to strangers, especially at night. Representatives of companies, such as Federal Express, ComCast or WMECO wear uniforms. If a salesman or religious worker comes to your door, it is perfectly correct to say, “no, thank you” and close the door.
- Do not give any unknown callers any personal information, such as address, credit card number, etc.

Springfield College Police Department (S.C.P.D.), located in Marsh Memorial Hall, is open 24 hours a day, 7 days a week. Their mission is assist the College community by helping protect life and property, the prevention and detection of crime, the maintenance of public order, and service to the community.

The department is charged with the enforcement of federal, state and municipal laws and ordinances as well as the rules and regulations of the College. College Police Officers are Special State Police under the Massachusetts Department of Public Safety. They have all police powers, including the power of arrest.

Shuttle Service: S.C.P.D. also provides a shuttle service seven nights a week starting at 8 pm and running until midnight Sunday - Wednesday, and until 2 am Thursday – Saturday.

Springfield College Campus Police# (413) 748-5555

DIAL 911 if you have an emergency.

Campus Facilities & Services

Office of the Registrar

The Registrar's Office is responsible for preparing class schedules, registering students in courses, and compiling grade reports. As a result, student transcripts and certifying eligibility for loans is processed from this Office. Official transcripts cost \$4.00 each and can be purchased from this office.

Located on the first floor of the Administration Building # (413) 748- 3530

Library & Computer Lab

The collection of materials housed in the library grew steadily for years, until finally, the pressing need for a larger space was acknowledged. Babson Library opened in 1972 and was named for its benefactors, Dr. Paul T. and Mrs. Edith Babson of Boston. Babson Library now houses both Library and the Information Technology Services allowing students seamless use of a variety of information resources.

The top two floors of the building are dedicated to study areas and books stacks. The main floor holds a variety of resources including all public and reference service areas. The lower floor contains the main computer lab, three computer classrooms, language lab, and offices.

Springfield College Babson Library # (413) 748-3315

Library & Computer Lab Hours:

Monday-Thursday	7:30 a.m. - 12:00 midnight
Friday	7:30 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 10:00 p.m.
Sunday	9:00 a.m. - 12:00 midnight

The Labs close 15 minutes earlier than the Library

Bookstore

The Springfield College Bookstore is open Monday through Friday from 8 a.m. to 4 p.m., Saturdays and holiday weekends (except summer) 11 a.m. to 2 p.m.

Available at the Bookstore are textbooks, trade books, health and beauty aids, clothing, cards and gifts, and school supplies. Several forms of payment are accepted, including cash, personal checks, Master Card, Visa, American Express and Discover.

Bookstore located in the lower level of Woods Hall # (413) 748-3596

Writing Center

The Writing Center is a place to get help with writing. Tutors are available to offer students help with all aspects of the writing process, such as getting a paper started, refining ideas, organizing a paper, employing persuasive strategies, and improving grammar and usage.

The Center is located in Babson Library

Hours: Monday – Thursday 10:00am-6:00pm and 7:00pm-9:00pm
Friday 10:00am-3:00pm Sunday 2:00pm-5:00pm and 7:00pm-9:00pm

Student Support Services

The Office of Student Support Services coordinates academic support services for any Springfield College student in need of academic assistance through the Academic Support Center.

Located in Administration Building # (413) 748-3768 Hours: Mon-Fri 8:30a.m-4:30p.m

Career Services and Career Center

Career Services assists students and Alumni in seeking and making/managing career and life-planning decisions. Services and programs are focused on helping individuals become well- informed job applicants who are skilled and confident in presenting their credentials to employers. Career Center also provide on/off campus job available information.

Location in the lower level of Beveridge Center # (413) 748-3222

Post Office

All full-time students are assigned a campus mailbox which is shared with one or more students. Mailbox combinations or mailbox keys are available to the students assigned to the box from the Post Office staff.

The Post office is a full-service USPS contract station. Students can purchase a variety of postage stamps, stamped envelopes, aerogram. Receiving and shipping of UPS, Federal Express, USPS Express Mail are handled by the Mail Room. SCID or legal picture ID must be presented when signing for all packages. Regular national mail is 39¢ and overseas is 80¢.

Post Office is located in Woods Hall. # (413) 748-3876
Hours: Monday- Saturday 9:00am-3:00pm

On-Campus Banking

Bank of America sponsors an automated teller machine located outside of Woods Hall which is available 24 hours a day, seven days a week. Students may also cash personal checks of up to \$100.00 at the College Business Office in the Administration Building. Students may also cash SC payroll checks.

A bank of America representative is on campus at the beginning of the fall semester to assist students who wish to open Bank of America accounts.

Here are some sports facilities below: *SCID is required to use campus facilities*

Wellness Center

Hours:

Monday- Thursday	Friday	Saturday	Sunday
6:00am – 10:00 pm	6:00am – 8:00pm	9:00am-6:00 pm	11:00am-5:00pm

Located lower level of Town Houses #3396

P.E. Complex & Equipment Room

Complex closes for games and special events. Equipment Room closes at 9 pm.

Tennis Courts

Tennis courts are open for students anytime, except for games and school team practice.

Swimming Pool

Coach Office #3169

Hours: Monday-Thursday	Friday	Saturday & Sunday
Day 8:00am-2:00pm	8:00am-2:00pm	1:00pm-4:00pm
Evening 8:00pm -10:00pm		

Pool closes when swim team has games and meetings.

International Center FAQ

What do I need to apply to Springfield College?

Admission requirements for F-1 students:

- 1) Submit an application with a \$50 deposit
- 2) Submit high school or college transcripts in English
- 3) Provide documentation of financial support for \$31,863 (undergraduate) or \$23,481 (graduate)
- 4) Submit TOEFL and other required test scores

What tests do I need to enter Springfield College?

SC requires the TOEFL (193 undergraduate, 213 graduate), SAT for undergraduates, and the GRE for some graduate programs.

Do you offer an English program if my TOEFL score is too low?

Students who do not have the required TOEFL score may receive a conditional acceptance and will take ESOL classes as well as one or two classes toward their major. ESOL classes offer credit and fulfill General Education requirements for undergraduate students.

When do I get my I-20?

When all the application materials have been received at the College, and an acceptance letter has been issued by the Admissions Director, you will receive your I-20 from the International Center. When you receive it, you may apply for your F-1 visa.

How many international students are there at Springfield College?

In 2004, there are about 50 international students from 23 different countries.

What services does the International Center provide for international students?

We advise students on the admissions process, immigration, taxes and academics. In addition, we offer an orientation program to ease the transition to Springfield College. This includes airport, bus or train station pickup; moving into available on- or off-campus housing; accessing health care; opening a bank account; and using the resources of the College.

Is there any financial aid available to international students?

Springfield College does not have financial aid for international students. Some associate ships and assistantships are available for graduate students.

Can I work while I study at Springfield College?

Students on an F1 visa may work on campus only. A maximum of 20/week during the regular semester, and a maximum of 40 hours/week during school breaks is allowed.

Are there any clubs or activities for international students?

All international students can participate in the International Student Organization. This club arranges many social, cultural and educational activities for international students

throughout the year. Each spring the international students organize an International Festival. In addition, Springfield College offers many opportunities to join clubs and organizations that range from intramural sports to service to arts and music.

My visa has expired! Am I out of status?

Don't worry. Your expired visa does not mean you are out of status. As long as you are a full-time student and you have a current I-20 you are maintaining your status.

However, you need a valid visa to enter the country, so if you leave the U.S., you must visit an American Consulate to get a new visa before entering the U.S.

I don't work. Do I have to fill out tax forms?

All students have to fill out tax forms. Students with on-campus jobs do not make enough money to need to pay taxes. Tax forms and instructions are available in the International Center.

Useful Information in Springfield Area

Transportation

Community services & resources

Greater Springfield Convention and Visitors Bureau
1441 Main Street, Springfield, MA 01103
(413) 787-1548 or (800) 723-1548
<http://www.valleyvisitor.com>

Bus Transportation

Pioneer Valley Transit Authority (PVTA)
(413) 748-PVTA

Go <http://www.pvta.com> for route and schedule information.

Frequent service throughout Greater Springfield, Holyoke, Westfield, Northampton, and the Five College Area is offered.

Peter Pan Bus Lines, INC.
1776 Main Street, Springfield, MA 01102
(413) 781-2900 or (413) 781-3302
MA toll free information 1-800-343-9999
<http://www.peterpanbus.com>

Greyhound Lines, INC.
Toll free 1-800-231-2222
<http://www.greyhound.com>

Rail Transportation

Amtrak
Springfield Union Station
Lyman and Dwight Street, Springfield, MA
Toll free reservations and information 1-800-USA-RAIL
<http://www.amtrak.com>

Yellow Cab
(413) 739-9999

CITY CAB CO
(413) 734-8294

Car Rental : You must have a valid driver's license and credit card.

Enterprise Rent-A-Car

440 WEST COLUMBUS AVE
SPRINGFIELD, MA 01105
(413) 739-2344

1045 BOSTON ROAD
SPRINGFIELD, MA 01109
(413) 783- 8900

http://www.enterprise.com/car_rental/home.do

Hertz

1576 State Street. Springfield, MA
(413) 737-4629

<https://www.hertz.com>

Budget Rent a Car Systems Inc

1500 State Street, Springfield, MA
(413) 726 2258

<http://www.budget.com>

Thrifty Car Rental

1090 Boston Rd Springfield, MA 01119
(413) 783 9181

<http://www.thrifty.com>

Avis Rent a Car

711 Dwight St Springfield, MA 01107
(413) 733 3092

<http://www.avis.com>

Airport Information

Bradley International Airport

Windsor Locks, CT (203) 292-2000

<http://www.bradleyairport.com/home/home.php>

Logan International Airport

Boston, MA 1-800-23-LOGAN

<http://www.massport.com/logan/>

Airport shuttle information: (413) 781- 2900

Airline Reservation numbers

American	1-800-433-7300	Northwest	1-800225-2525
Delta	1-800-325-1999	United	1-800-241-6522
Continental	1-800-523-3273	Southwest	1-800-435-9792
U.S. Air	1-800-428-4322		

Bank

TD BankNorth
1441 Main St. Springfield, MA
(413) 748-8231

Citizens Bank
1600 Boston, Rd Springfield, MA 01129
(413) 543-0093

Charter One Bank
950 Main St. Springfield, MA 01103
(413) 733-2111

Bank of America
1350 Main St. Springfield, MA
1-800-841-4000

Grocery Stores

Big Y
441 North Main Street
East Longmeadow, MA
(413) 525-6374

Big Y
800 Boston Road
Springfield, MA
(413) 783-6833

300 Cooley St.
Springfield, MA
(413) 782-0608

Stop & Shop
1530 Boston Road
Springfield, MA
(413) 736-9422

470 N Main St
East Longmeadow, MA
(413) 525-5747

Things to do

Malls

Eastfield Mall
Boston Road. Springfield, MA
(413) 543-8000
<http://www.eastfieldmall.com>

Holyoke Mall
Whiting Farms Road. Ingleside, MA
(413) 536-1440
<http://www.holyokemall.com>

Farmers Market at the X
573 Summer Ave. Springfield, MA
(413) 731-9730
<http://www.farmersmarketatthex.org>

Cinemas

Showcase Cinemas @ Eastfield Mall

1655 Boston Rd. Springfield, MA
(413) 543-6000

<http://www.movietickets.com>

Showcase Cinemas

864 Riverdale Road. West Springfield, MA
(413) 733-5131

Enfield Cinemas

RT 190 odd 91. Enfield, CT
(203) 745-2222

Restaurants

African/Middle Eastern:

Amanouz Moroccan Café

44 Main St. Northampton, MA
(413) 585-9128

Café Lebanon

Main St. Springfield, MA
(413) 737-7373

Asian:

Cafe Eurasia

270 Bridge St. Springfield, MA
(413) 827- 9699

Hu Ke Lau

827 Williams St. Longmeadow, MA
(413) 567- 1212

705 Memorial Dr. Chicopee, MA
(413) 593-5222

Li's Brothes Inn

795 Maple Rd. Longmeadow, MA
(413) 567 – 2037

Panda South

31 Harkness Ave, E Longmeadow, MA
(413) 525 – 1820

Thai Kitchen

Main St. Northampton, MA
(413) 584 – 2774

Argentinian:

Caminito Argentinean

7 Old South St. Northampton, MA
(413) 387 – 6387

Bar & Grill:

Champions Sports Bar
1500 Main St. Springfield, MA
(413) 750 – 3011

Fat Cat Bar & Grill
232 Worthington St. Springfield, MA
(413) 732 – 7267

Sam's Sport Bar & Grill
1019 Main St. Springfield, MA
(413) 732 – 7267

Theodore's Eating & Drinking
201 Worthington St. Springfield, MA
(413) 736 – 6000

Tilly's
1390 Main St. Springfield, MA
(413) 732 – 3613

Cajun:

Chef Wayne's Big Mamou
63 Liberty St. Springfield, MA
(413) 732 – 1011

American Fare:

Delaney House
1 Country Club Rd. Holyoke, MA
(413) 532 – 1800

Fusion Café (tapas – style dining)
43 N. Main St, East Longmeadow, MA
(413) 525 – 0993

Ivanhoe Restaurant
1422 Elm St. West Springfield, MA
(413) 736 – 4881

Kahunaville @ the Holyoke Mall
50 Holyoke St. Holyoke, MA
(413) 533 – 1900

Yankee Pedlar Inn
1866 Northampton St. Holyoke, MA
(413) 532 – 9494

Cuban/Spanish:

Fusion
666 N. Main St. East Longmeadow, MA
(413) 732 – 1011

Delis:

Frigo's

1244 Main St. Springfield, MA
(413) 731 – 7797

Gus & Pauls Bakery & Deli

1209 Summer Ave, Springfield, MA
(413) 782 – 5710

1500 Main St. Springfield, MA
(413) 781 – 2253

Randall's Farm

631 Center St. Ludlow, MA
(413) 589 – 7071

German:

Hofbrauhus

1105 Main St. W Springfield, MA
(413) 732 – 2515

Student Prince/The Fort

8 Fort St. Springfield, MA
(413) 734 – 7475

Greek:

Mykonos III

1060 Wilbraham Road, Springfield, MA
(413) 783 – 6333

Indian:

India House

45 State St. Northampton, MA
(413) 586 – 6344

Sitar

1688 Main St. Springfield, MA
(413) 732 – 8011

Italian:

A Touch of Garlic

427 White St. Springfield, MA
(413) 732 – 0236

Bertucci's

847 Riverdale Rd. W Springfield, MA
(413) 788 – 9900

Caramia

1011 E. Columbus Ave, Springfield, MA
(413) 739 – 0101

Fresh Pasta Company

249 Main St. Northampton, MA
(413) 586 – 5875

Café Leone

320 Cooley St. Springfield, MA
(413) 783 – 4363

Lido

555 Worthington St. Springfield, MA
(413) 736 – 9433

Olive Garden

1380 Boston Rd, Springfield, MA
(413) 783 – 9003

Pasquale’s

642 N. Main St. East Longmeadow, MA
(413) 734 - 0370

Pizzeria Uno

1722 Boston Rd. Springfield, MA or
(413) 543 – 6600

820 West Columbus Ave, Springfield MA
(413) 733 – 1300

Red Rose

Main St. Springfield, MA
(413) 739 – 8510

Salvatore’s

1333 Boston Rd. Springfield, MA
(413) 782 – 9968

Mexican:

Casa de Nana

995 Boston Rd. Springfield, MA
(413) 783 – 1549

Chi Chi’s

955 Riverdale Rd. West Springfield, MA
(413) 781 – 0442

Chili’s Grill and Bar

1175 Riverdale St. West Springfield, MA
(413) 746 – 8827

La Cazuela

271 Main St. Northampton, MA
(413) 586 – 0400

Seafood:

Admiral DW’s

345 Memorial Dr. Chicopee, MA
(413) 594 – 2124

Schermerhorn Fish Market

224 Westfield Rd, Holyoke, MA
(413) 533 – 9229

Zoe’s Fish and Chop House

238 Northampton St. Easthampton, MA
(413) 527 - 0313

Traditional:

Bickford’s Family Fare

1296 Riverdale St. W. Springfield, MA or
(413) 733 – 6055

1284 Boston Rd. Springfield, MA
(413) 783 – 1244

Boston Market

1387 Boston Rd. Springfield, MA
(413) 783 – 1900

Cafe Manhattan

301 Bridge St. Springfield, MA
(413) 737 – 7913

Fun

Eastern States Exposition (Big E)

1305 Memorial Ave. West Springfield, MA
(413) 737-2443

<http://www.thebige.com>

Six Flags New England

1623 Main Street. (Rt. 159) Agawam, MA
(413) 786-9300

<http://www.sixflags.com/parks/newengland/index.asp>

Symphony Hall (State Stage)

1 Columbus Center Springfield, MA
(413) 781-2340

<http://www.symphonyhall.com>

MORE IMPORTANT INFORMATION...

Immigration

Important Links:

<http://www.unitedstatesvisa.gov>

<http://UnitedStatesVisas.gov/studying.html>.

<http://travel.state.gov/DS-0156.pdf>

What is SEVIS?

SEVIS stands for the **S**tudent and **E**xchange **V**isitor **I**nformation **S**ystem. This is an internet-based system put in place by the Department of Homeland Security to maintain records on non-immigrant students and exchange visitors (F, M, or J visa status). Springfield College is required to give electronic reports to SEVIS of all non-immigrant students and exchange visitors. SEVIS connects colleges and universities, US embassies and consulates, US ports of entry, the Department of State and exchange visitor programs.

SEVIS Fee

As of September 1, 2004, International students in either F-1 or J-1 status are required to pay a \$100 SEVIS fee and complete Form I-901 before presenting themselves to the US Embassy/Consulate. This does not apply to students who are renewing an F-1 or J-1 visa or who are transferring from another institution.

Information and on-line payment of the SEVIS fee can be found at www.fmjfee.com

The I-20 Document

When you have received an acceptance from Springfield College and have submitted your financial guarantee to the College and a \$1000 deposit, we will issue the I-20. This document is required for you to apply for the F-1 student visa. The I-20 will be signed in the International Center by either the DSO or the PDSO of the College. The I-20 is valid for the duration of your studies, but the signature is valid for one year. You must get your I-20 signed each year you are in attendance at Springfield College. If you plan to travel outside the United States, be sure you have a valid signature on your I-20 or you may not be able to re-enter the U.S. If you do not complete your degree before the completion date on your I-20 you must apply for an extension at least 30 days before the completion date. You should report to the International Center (X3215) for your extension.

Applying for the F-1 Student Visa

When you have received the letter of acceptance and the I-20, you must apply for the visa stamp at a U.S. Embassy/Consulate in your country of residence. The visa allows entry into the United States. The visa does not state how long you can stay in the U.S. It indicates when you may apply to enter. You may remain in the U.S. on an expired visa as long as you have a valid I-20.

To apply for the visa:

1. Obtain a passport if you do not already have one
2. Read all the information on both pages of the I-20 you have been sent. It is up to you to know your legal responsibilities.
3. Make arrangements to pay the \$100 SEVIS I-901 fee; have the receipt at least 3 days before you present yourself at the Embassy/Consulate
4. Schedule an appointment at the nearest US Embassy/Consulate in your country of residence
5. Take the following with you to your interview: passport, SEVIS I-20, financial support documents, receipt for the SEVIS fee, a photo, evidence of English ability sufficient to study at Springfield College, evidence of intent to leave the US after completing your studies. Upon approval, you will receive a visa stamp for study at Springfield College.
6. When you arrive in the U.S., you must present your passport with visa stamp, your SEVIS I-20 and a completed Form I-94 to the U.S. Immigration Inspector at the Port of Entry. The Form I-94 will be given to you on your flight or when you arrive in the airport.
7. The Inspector will stamp your I-20 and I-94 and return both to you. You should receive a D/S (Duration of Status).
8. Report to the International Center on the lower level of Alumni Hall when you arrive at Springfield College.
9. The International Center will keep a copy of your documents. You are expected to keep all original documents safe.

Maintaining F-1 Visa Status

1. Report to the International Center within 30 days of your arrival
2. Enroll as a full-time student: 12 credits for undergraduate study, 9 credits for graduate study
3. Notify the International Center if you change your address
4. Keep all your documents current
 - a. Apply for extensions at least 30 days before the completion date on the I-20
 - b. If you plan to change to another college or university, contact the International Center about the change so that we can transfer your SEVIS record
5. Work only on campus; ask for authorization for any opportunities off campus
6. Contact the International Center if you leave the U.S. or change visa status

7. Have your I-20 signed before you travel outside the U.S.

Transfer Students

If you are transferring into Springfield College from another college or university or transferring from Springfield College to another college or university contact your International Advisor for instructions on transferring the I-20

Canadian Students

Canadian citizens may receive their visa at the port of entry. You should have the following documents with you when you enter the U.S.:

1. A valid passport
2. A SEVIS I-20
3. Evidence of financial support
4. Evidence that you plan to return to Canada at the completion of your studies

Optional Practical Training

What is Optional Practical Training (OPT)?

The OPT permits students to obtain paid, full-time, professional work related to their field of study for a maximum of 12 months after completion of the degree. You can only start working on the “start date” on the Employment Authorization (EAD) Card. You do not need a job to receive authorization. Optional Practical Training is available to students following each level of education.

Eligibility:

1. Registered student in F1 status
2. Must have been registered at Springfield College full time for at least one academic year.
3. Must complete all requirements for the degree
4. Employment must be related to your field of study

Applying for OPT:

1. Begin the application procedure before graduation and no more than 120 before completion. Begin the process early. It can take 6-8 weeks to receive your EAD card.
2. Bring the following documents to the International Center for review:
 - a. Completed and signed Form I-765, downloadable at <http://uscis.gov>
 - b. Current I-20 and copies of all previously issued I-20s
 - c. Two copies of your I-94 card, front and back
 - d. Two copies of identification page in passport, and renewal page
 - e. Two copies of any previous EAD’s you have received (if any)

- f. Two copies of visa page in passport (Canadian students are exempt from this requirement)
 - g. Two “green card” style photographs (full frontal color photographs). Be sure to write your name and I-94 number on the back of each photo lightly in pencil.
3. The International Center will issue you a new I-20 and will return all the above documents
4. Mail the original form I-765, copy of I-94 both sides, copies of any previous EAD documents, copy of identification page in passport and renewal page, copy of visa page in passport (non-Canadian) and the two photographs along with a **money order for \$175 made out to “US Citizenship and Immigration Services”** to:

US Department of Homeland Security
Bureau of Citizenship and Immigration Services
Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479

Note: Be sure to mail the above documents by certified mail with return receipt.

Very Important:

1. The Vermont Service Center will issue the EAD. You cannot begin employment until you receive this card.
2. Once you begin work, you must report any change of address to the International Center.
3. Make a copy of your EAD card and send or fax it along with your Employer/Company name and address to the International Center (fax#: 413 749-3019)

Employment

Employment in F1 Status:

1. Students in F1 Status may only obtain on-campus work. Students may work on campus for no more than 20 hours per week while school is in session and 40 hours per week during school breaks.
2. Students must have a social security number in order to work.
 - a. First you must show proof that you have employment. The Financial Aid Office has a list of job opportunities on campus. You may also inquire in the Computer Center, the Mailroom, the Library, and with Facilities and Campus Services.
 - b. The International Center will give you a letter to take to the Social Security Office.
 - c. Take the letter from the International Center, hiring form, your passport, original I-20, visa and I-94 to the Social Security Office at 1550 Main Street, Springfield. You will fill out an application at the SS office. You may download the form at <http://www.ssa.gov/online/ss-5.html>
3. To start work at Springfield College, you will need an “Authorization to Hire” form that is available in the Financial Aid Office, or from the supervisor where you plan to work.
4. You will be required to record your work hours on a form provided by your supervisor.
5. Paychecks are issued every two weeks. They may be picked up at the Business Office window on Friday between 10:00a.m. and 2:00p.m..

Tax Information

Students with F-1 or J-1 visas who arrived in the United States before January 1, 2006 are required to file a Tax Return even if you have earned no income.

Tax forms and instructions are available in the International Center or in Babson Library.

If you have received no income subject to taxation, you may complete Form 8843. Taxable income includes salary from on-campus work and U.S. based scholarships that exceed the cost of tuition, fees, books and course supplies. You do not need a social security number to complete this form. The filing deadline for this form is June 15, 2007.

If you have received taxable income (for example, from on-campus employment), you will receive a W-2 form from the Business Office by January 31, 2007. You will need to complete a tax return even if you are exempt from paying taxes.

You will need the following information to complete your tax return:

- Passport
- Form I-94
- Form I-20 or Form DS-2019
- W-2 Form
- 1040 NR or 1040NR-EZ
- Social Security Number

The deadline for filing your tax return for 2006 is April 15, 2007

Driver's License

Registry of Motor Vehicles
Liberty Street
Springfield, MA

<http://www.massrmv.com>

To obtain a Massachusetts driver's license, you must take both a written test and a road test, even if you have a license from your home country.

In Massachusetts you may drive for one year on your home country license if it is on the list of countries found in Appendix C of the Driver's Manual.

You will be asked for your passport w/ visa, I-20, I-94, proof of address (phone bill or letter from the College addressed to you), social security card. If you do not have a social security card, please come to the International Center and we will give you a letter explaining why you do not have a SS#.

Written Test/ Permit Fee \$30.

This fee is to process your application and for the test. You can download the Driver's Manual at <http://www.mass.gov/rmv/dmanual/index.htm>

The written test is a short computer based test of road rules and traffic safety. You may request the test in other languages. When you pass the test, you will receive a permit to drive with a licensed operator over 21 years of age. You may practice driving with a licensed friend or family member or you may take lessons from a driving school.

Road Test Fee \$20.

This fee is to process your application and for the road test. You must schedule a road test at the RMV.

If you take driving lessons, your instructor will go with you for the test. If you schedule the test by yourself, you should have another driver with you. Be sure the car in which you plan to take the test has both front and rear license plates, all lights and signals in working order and a valid inspection sticker. If the car does not meet these standards, you will not be allowed to take the test.

The license will be mailed to you.

Survival Tips In U.S.

Personal Space

Every culture has a comfortable distance for people to stand when talking to each other. For Americans, it is usually around 1/2 meter. If you stand closer than that to another person they may feel that you are invading their personal space and they may move back.

Punctuality

It is customary to make advance appointments for visit to professional business offices or for meeting with S.C. faculty. Be on time for all appointments. Call if you know that you will be late or will miss your appointment. Apologize and explain the delay or cancellation and ask if the appointment can be rescheduled. You may be charged a fee for missed professional appointments (doctors, dentists, etc...). Public events such as lectures and concerts generally begin on time. Social events are more relaxed and you can arrive to social events up 30 minutes late. When in doubt, confirm with the host.

Business Etiquette

Business people, like college administrators, work on busy schedule and their time is valuable. American business people have a high respect for confidentiality. Please do not enter any office that is not yours unless invited in, especially when no one is present. When two other people are having meeting in an office please respect their privacy and wait to be assisted. Do not enter or stand in any office in which a private conversation is taking place. Expect that when you require assistance that those people who have an appointment for that time will be helped first and then others by the order in which they arrived.

Greetings

The standard American greeting of “Hi, how are you?” or “How’s it going?” or “How are things?” is confusing because the question is not one really of concern but is just a way of saying “Hi”. The person asking the question does not wait for a reply and it may seem rude. It is polite to simply respond by saying “fine!” or “Hi, how are you?” Here is an example: Student A: “What’s up?” Student B: “Not much.”

Conversation

Most Americans engage in “small talk” usually about the weather or sports. As people get to know each other better they discuss jobs and families etc. It is considered impolite to discuss people’s salaries and painful personal matters (such as divorce). It is also offensive to joke about racial, religious, ethnic, gender and sexual orientation issues. You should be careful when talking about these issues.

Telephone

Using the telephone in the U.S. can be difficult the first few times. Remember that you must dial 0-1-1 for all international calls. One helpful feature of our telephone system is that you can dial 4-1-1 to get directory information. Please be aware that dialing 411 means you will pay a \$0.75 charge for the service. Many of our students purchase calling cards to use when calling long distance or to international locations. These are available at most food stores or convenience stores. Americans are normally very polite on the phone and you should try to match their etiquette. Always say “Hello!” when answering the phone and “Good Bye!” when hanging up. If you would like a person to hold for while you do something let them know that you are putting the phone down. When calling another person always announce yourself (“Hi, this is Kenny, may I speak with Anna, please?). Make sure that you speak loudly enough so that the person on the other line can hear you clearly.

Here is an example to call international center:

If you are on campus just dial #3215.

If you are locally dial #748-3215.

If you are in state but long distance 1-area code (413 is for Springfield area) 748-3215.

This is also how to dial anywhere in the U.S.

Informality/formality

People who have just met often call each other by their first names. Do not, however, call your teachers by their first names unless they give you permission first. People usually dress very casually, especially in universities. The business world generally still dresses more formally.

Smoking

No smoking rules apply to all public spaces in the state of Massachusetts. That includes restaurants, office buildings, public transportation and school buildings. Different states have different laws. If you are a guest in someone’s home, it is also considered rude to smoke without asking permission. No one can purchase cigarettes under 18 years of age. Purchasers will be asked to show ID to prove their age.

Alcohol

No one can purchase or consume alcohol a public place unless they are over 21 years of age. If you go into a bar, you will be “carded” which means that you will be asked to show an ID to prove that you are of age.

Food

If you are being invited to someone's house, you may be asked if you have any dietary restrictions (such as can't eat pork, allergic to something, fasting). You are expected to be honest in your response. If you are uncertain about foods that you are eating in a restaurant, be sure to ask your waiter/waitress to check with the Chef about potentially harmful ingredients.

Restaurant

There is an unspoken but understood protocol of tipping the waiter/waitress for service. In moderate restaurants, 15% of the total bill and fancier restaurants 20% of the bill is designated for a tip.

Banking

Banks are usually open from Monday through Friday 9am to 3pm. Some banks stay open later on Thursdays or Friday. Most banks are closed on weekends. Always bring your travel documents with you when you go to open an account (Passport, visa, etc...)

Shopping

Prices in the United States are usually set and are never argued or bargained on. Some stores offer discounts on special holidays (such as Independence Day, Thanksgiving, Christmas etc...). When shopping for clothes and shoes remember that sizes in the U.S. are different from those in other countries. Either know your size conversion or just try the items on. In Massachusetts there is no tax on food items and clothing. All other purchases are subject to 5% sales tax. The posted price does not include tax. Each state has a different tax rate. It is 6% in Connecticut, and there is no tax in New Hampshire (a good place to buy big ticket items like technology).

Medical care

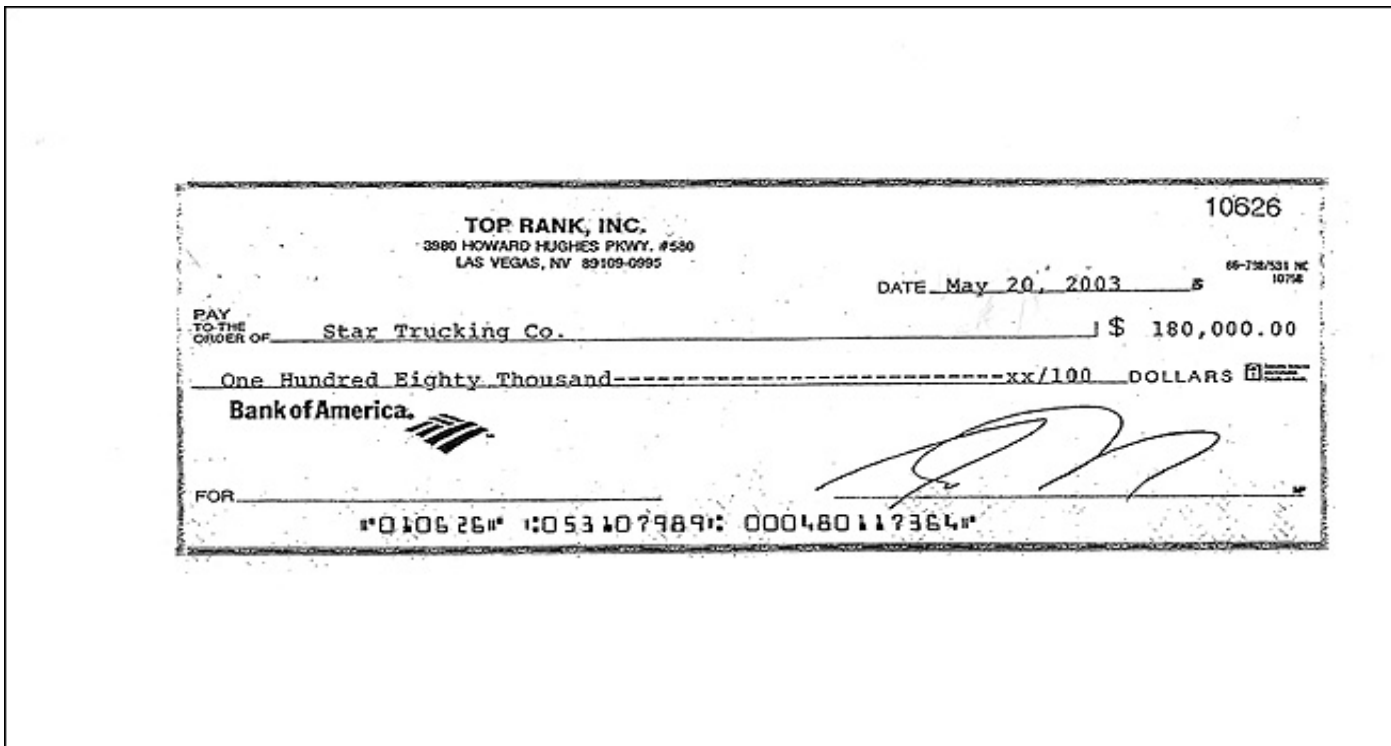
Medical care is very expensive in the United States. It is also mandatory for all students to have medical coverage. If you did not arrive with medical coverage, you can purchase medical insurance through the health center. When you need to see a doctor, you must call first to make an appointment. It is highly unusual to be seen immediately. If you explain that you are in pain (such as tooth ache or a fever), they will try to fit you in as soon as possible. Springfield College insurance does not include dental coverage. If you need to see a dentist, either the Health Center or the International Center will make a recommendation for a dentist for you. You will be expected to pay when you receive the services.

Medical insurance claims follow one of several procedures depending upon the health center. In all cases, show the receptionist your medical insurance identification card or claim form and keep copies of any related medical receipts.

1. Before leaving the doctor's office, have the physician complete his/her section of the form; this will help process the insurance claim.
2. If the doctor is unable to complete your insurance form at that time, you may sign the form to authorize the claim and leave the form with the receptionist who will then forward the claim to the medical records office.
3. For private doctor, fill out and sign the patient's section of the insurance claim form; the doctor's office completes the claim form and bills the insurance company directly.
4. Some doctors require that the patient pay for the medical services him/herself and then wait for the insurance company to reimburse him/her. In that case, have the doctor fill out his/her portion of the insurance form and return it to you. Obtain a receipt with your bill to the insurance company along with the claim form.

How to write a check

Here is a check sample from Bank of America below:



Wire Transfer

A wire transfer is an electronic payment service for transferring funds by wire (for example, through the Federal Reserve Wire Network or Clearing House Interbank Payment System). It costs USD 15 outgoing and USD 10 Incoming for domestic wire. For International wire cost outgoing USD 15 for US currency or USD International, USD 15 foreign currency or foreign exchange, and USD 10 for incoming.

For more details visit <http://bankofamerica.com> or call 1800.432.1000

Wire transfer information for Springfield College:

BANK OF AMERICA
ACCOUNT NAME: SPRINGFIELD COLLEGE
ACCOUNT#: 942925-1778
ABA#: 026009593
RE: (your name and SC ID#)

Conversions of Fahrenheit and Centigrade Temperatures

Fahrenheit	Centigrade
212	100 (water boils)
122	50
104	40
98.6	37 (Normal body temperature)
86	30
68	20
50	10
41	5
32	0 (water freezes)
23	-5
14	-10
5	-15
0	-17.8
-4	-20
-13	-25

Holidays in the U.S.

Labor Day:	first Monday in September; bank, postal, school holiday
Yom Kippur	Date varies in Sept or Oct; religious holiday (Jewish)
Roshoshana	Date varies in Sept or Oct; religious holiday (Jewish)
Columbus Day	2 nd Monday of Oct; bank, postal and school holiday
Halloween	Oct 31; not a legal holiday but widely celebrated
Election Day	1 st Tuesday in Nov; not a legal holiday
Veteran's Day	Nov 11; bank, postal, school holiday, except SC
Thanksgiving	3 rd Thursday of November; schools closed Wed-Fri
Christmas	Dec 25 th ; religious holiday (Christian) school holiday through New Years
New Year's Day	Jan 1
Martin Luther King Day	Jan 15; most schools closed
President's Day	3 rd Monday in February; banks, postal, and most schools
Valentine's Day	Feb 14; not a legal holiday, but widely celebrated
Passover	Date varies; religious holiday (Jewish)
Easter	Date varies; religious holiday (Christian)
Memorial Day	Last Monday of May; bank, postal; school holiday
Independence Day	July 4; bank, postal holiday (schools in summer vacation)

Abbreviations/Acronyms

Apt	Apartment	ISO	International Student Organization
ASAP	as soon as possible	Prof.	professor
Ave.	avenue	Rd.	road
Bldg.	building	Rm.	Room
DOB	date of birth	SS# or SSN	Social Security Number
e.g.	for example	St.	street
FYI	for your information	w/	with
i.e.	meaning; that is; in other words	#	number; pound sign
		&	and
MA	Massachusetts		