

# University of San Francisco



## International Student Orientation Workbook

Spring 2023

ISSS International Student and Scholar Services

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## WELCOME FROM THE ISSS DIRECTOR

Dear New International Students,

Welcome to the University of San Francisco! International Student and Scholar Services (ISSS) is excited to be one of the first departments to welcome you to your new community.

USF is proud to have a diverse international student body with students from over 100 different countries! International education and cultural exchange is a leading force behind creating a more peaceful and just world. You bring the world to USF and your contributions to the classroom are invaluable. As a community, we are made better by the diversity in culture, experience, and expertise of our members, and by our ability to exchange our ideas and perspectives.

As you join the USF community and begin this journey of building bridges between professions, research and lifestyles, I encourage you to take advantage of every opportunity during your degree at USF. International Student Orientation (ISO) is an important way to start your education and make the most out of your time here. During orientation, we will provide crucial information about:

- Immigration requirements
- Academic Success as an International Student
- Cultural Adjustment
- Campus activities, departments and resources
- Living in San Francisco

The ISSS office hopes you enjoy the program we put together for you. We not only want you to learn how to be successful in the classroom, but also personally. Remember to take good care of yourself and utilize the many resources USF has to support you while you are here.

If you have any questions throughout, please don't hesitate to contact an ISSS staff member or one of our ISO Guides. Also, be sure to take a few minutes to look through this ISO Workbook carefully, as it's full of very useful information for your first few weeks here at USF.

Again, we are very excited to meet you and welcome you to campus!

Warm regards,



Marcella Pitcher DeProto  
ISSS Senior Director

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

### Contact Information

Location: University Center (UC), 5th Floor

Business Hours: Monday to Friday 9:00 AM to 5:00 PM

Phone: (415) 422-2654

Email: [iss@usfca.edu](mailto:iss@usfca.edu)

Website and Chat: <https://myusf.usfca.edu/iss>



### Advising Appointments

For complex immigration issues, students can meet with an advisor for an individual meeting. The link to make an appointment is [iss.checkappointments.com](https://iss.checkappointments.com) and can also be found on our website.

### Meet the ISSS Staff!



**Marcella Pitcher DeProto**, Senior Director of the International Student and Scholar Services office at the University of San Francisco, has been working in International Education since 2003 and has been at USF since 2007. Marcella holds a Master's degree in International Education and a Bachelor's degree in Politics. She has previously worked with the Institute for International Education in Vietnam and San Francisco, and the National Democratic Institute in Nepal. Marcella has traveled extensively throughout Europe, Asia and Central America. She loves working with international students because it allows her to stay connected to the world's cultures while living in the Bay Area.



**Cynthia Lai**, Associate Director of ISSS, has been in the international education field since 2010. She is originally from Taiwan and received her master's degree in Integrated Marketing Communication in the U.S. Cynthia loves to work with International students, see them grow and learn during their study here. She has traveled to more than fifteen countries and enjoyed exploring different cultures. She likes to read during her leisure time, and her favorite food is Taiwanese night market food.



**Tina Ricafrente**, is the SEVIS Administrator and an International Student Advisor at ISSS. She has worked in international education since 2008, and holds a Master's degree in International Education and a Bachelor's degree in Psychology. While she is a Bay Area native, Tina has also lived in Southern California, Virginia and Japan. She has also participated in short-term study abroad programs in Europe and South Korea. She enjoys learning about different cultures, especially through food, music, travel and language.

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

### Meet the ISSS Staff (continued)



**Christy Li**, is an International Student Advisor with ISSS and staff advisor for the International Student Association. Originally from Hong Kong, she was an international student at USF. Christy holds a master's degree in International and Multicultural Education and bachelor's degree in Dance and Psychology. She is delighted to be supporting international students during their time at USF.



**Michelle Sun**, is a new International Student Advisor at ISSS. Michelle earned a Bachelor's degree in Environmental Studies with a minor in Educational Studies at UC Santa Barbara and a master's degree in International and Multicultural Education from the University of San Francisco. She lived in mainland China for 15 years and had more than 10 years of living experience in the Bay Area. In daily life, Michelle enjoys cooking, gardening and traveling. She's very enthusiastic to serve international students and help them get better experience for their school life.



**Louise Li**, is the new Program Assistant at ISSS. She graduated from USF in May 2022 with a Bachelor's degree in Marketing with a Minor in Computer Science. She was born and raised on the island of Saipan, Northern Mariana Islands, a U.S. Territory. Despite being a domestic student, she understands what it's like to be far away from home and how difficult it is to integrate into a new culture and environment. She is excited to support international students as they transition into a new stage of their life at USF!

### ISSS Student Assistants

Angelica Gloria, MS International Development Economics

Saachi Priyam, BA Business Analytics and Marketing

Annie Silva, BS Chemistry

***We look forward to getting to know you during your studies at USF!***

## USF CAMPUS RESOURCES

Get to know the offices that will be helpful to you now and throughout your studies at USF.

### Center for Academic and Student Achievement (CASA)

University Center, 3rd Floor

Call: (415) 422-5050

HHours: Monday to Friday, 9am – 5pm

Email: [casa@usfca.edu](mailto:casa@usfca.edu)

Website: <https://myusf.usfca.edu/casa>

#### Services Offered to International Students

- One-on-one meetings to assist international students' transition to USF
- Academic and personal support to assist international students' success
- Connect students to campus resources
- Class registration assistance
- Process academic forms

#### Important Points

- Your CASA coach can help explain U.S. classroom expectations, academic policies, and different resources USF offers.
- Talk to your CASA coach about major/minor exploration, any challenges you're facing, or just let them know how things are going!
- We have coaches who are able to speak various languages including: Mandarin Chinese, Cantonese, Japanese, and Spanish.
- Use the Student Hub (<https://myusf.force.com/studenthub>) to make an appointment with your coach and use other features to manage your life as a student.
- Follow us on Instagram ([usfca\\_casa](https://www.instagram.com/usfca_casa)) to get reminders for important dates and inspiring messages.

### Student Leadership and Engagement

University Center, 4th Floor

Call: (415) 422-7256

Email: [sle@usfca.edu](mailto:sle@usfca.edu)

#### Important Points & Services Offered to International Students

- Helps students get involved with student organizations including Senate, Greek Life, Culturally Focused Clubs, Performing Arts, Academic/Honorary/Professional Associations, and more!
- Provides leadership programs and opportunities including Magis Emerging Leadership Program, Student Leadership Conference, and Student Leadership Awards.
- Promote engagement in student events and campus life.
- Provide support for 100+ registered student organizations on campus, USF offers 20+ cultural/multicultural/international organizations./
- \* See a full list at <https://myusf.usfca.edu/sle/student-orgs>
- Check your email for The Phoenix, your weekly guide to student events, and follow @usfsle on Instagram.

## **USF CAMPUS RESOURCES**

### **Counseling and Psychological Services (CAPS)**

Lone Mountain, Room 339

Call: (415) 422-6352 or (415) 422-6351

Hours: Monday to Friday, 8:30am - 5pm

All Hours Call Line: (855) 531-0761

Website: <https://myusf.usfca.edu/caps>

#### **Important Points & Services Offered to International Students**

- Teletherapy services are provided for Individual and group counseling via Phone or Video
- Individual counseling to support your adjustment as an international student
  - \* Counselors who can speak Mandarin Chinese, Spanish and Hindi
- Virtual Single Session Therapy—specific issue that can be resolved in one session and is offered by appointment
- Couples counseling for enrolled students
- Groups & Workshops on a variety of mental health topics

### **Health Promotion Services (HPS)**

University Center, 5th Floor

Call: (415) 422-5797

Hours: Monday to Friday, 8:30am - 5pm; Front

Desk Hours: Monday-Friday: 9 am to 4 pm

Email: [hps@usfca.edu](mailto:hps@usfca.edu)

Website: <https://myusf.usfca.edu/hps>

#### **Frequently Asked Questions**

##### **Why do I need health insurance?**

The University of San Francisco requires all international students registered for at least 1 unit to have health insurance coverage to protect students against unexpected high medical costs and to provide access to quality care.

##### **When does my health insurance coverage begin?**

Fall Semester: Coverage starts on August 1st and ends December 31st. Spring Semester: Coverage starts January 1st and ends July 31st.

##### **Where can I get my health insurance card?**

Students can print out their health insurance card online by visiting:

[myusf.usfca.edu/hps/insurance/student-plan](https://myusf.usfca.edu/hps/insurance/student-plan).

##### **What should I do if I have my own health insurance plan and do not want to enroll in the USF-student health insurance?**

Please visit the HPS Health Insurance page at [www.usfca.edu/hps](https://www.usfca.edu/hps) to view the criteria for waiving the health insurance requirement, instructions on how to submit a waiver, and the review waiver deadlines.

## USF CAMPUS RESOURCES

### Frequently Asked Questions (continued)

**IMPORTANT NOTE:** International students ***should not buy*** an insurance plan in their home country or travel insurance because it will not meet USF and U.S. federal requirements.

Please note that enrolling in MediCover will NOT be acceptable when applying for an insurance waiver for this upcoming school year. The University cannot adequately support our student enrolling in these programs, which has become even more important when considering the current COVID-19 pandemic.

**If I'm sick where do I go for care?** All students can be seen by a doctor at one of our health clinic locations:

**St. Mary's Office:**

2250 Hayes Street, 3rd floor  
(415) 750-5995

**Oracle Park Care Center**

24 Willie Mays Plaza  
(415) 947-3096

**Bush Street Office**

1199 Bush Street,  
Suite 400 (Internal Medicine),  
Suite 620 (OB/GYN)  
(415) 857-9902

### What immunization records do I need to submit?

Please visit <https://myusf.usfca.edu/hps/immunization> to view required immunization records, immunization deadlines, and instructions on how to submit your records. Failure to submit the immunization records by the deadlines will result in a \$100-dollar late fee and registration hold.

### University Ministry

Toler Hall, Lower Level 122

Phone: (415) 422-4463

Email: [um@usfca.edu](mailto:um@usfca.edu)

Website: <https://myusf.usfca.edu/university-ministry>

### Services Offered to International Students

- All UM programs are available to international students, such as retreats, Arrupe Justice Immersion trips, Interfaith events, volunteering in San Francisco, and weekly Sunday student mass (Sundays at 7pm at St. Ignatius Church)
- Visit the University Ministry Facebook page: [www.facebook.com/USFUniversityMinistry](https://www.facebook.com/USFUniversityMinistry)

### University Ministry Mission Statement

*University Ministry (UM) supports the spiritual, religious and pastoral needs of the University of San Francisco (USF) community. At University Ministry, we support and encourage USF students, faculty, staff and alumni of all religions, beliefs and identities, to connect their faith, spirituality and values with social justice and solidarity with the poor, and with care for the earth, our common home, in order to realize the fullness of our humanity, and lead lives of meaning and purpose. This is at the core of the Jesuit Catholic mission at USF and Ignatian spirituality, a spirituality for everyday life. We invite you to consider how God is present in our world and active in our lives. At UM, we provide pathways to deeper prayer, good decisions guided by keen discernment, and an active life of service to others.*

## USF CAMPUS RESOURCES

### Student Disability Services (SDS)

Gleeson Library, Lower Level 20

Phone: (415) 422-2613

Hours: Monday to Friday, 8:30am - 5pm

Email: [sds@usfca.edu](mailto:sds@usfca.edu)

Website: <https://myusf.usfca.edu/sds>

#### How to register with SDS

- **Apply Online:** Request services by visiting our website at [www.usfca.edu/sds](http://www.usfca.edu/sds) and completing our online application.
- **Intake/Eligibility Appointment:** Once your application is processed & qualifying documentation has been submitted, you will meet with your assigned specialist to discuss your eligibility for appropriate accommodations and academic adjustments
- **Accommodations:** Once reasonable accommodations have been determined, you will receive an eligibility letter. Students are responsible for requesting their accommodations each semester and notifying appropriate university personnel. Most accommodations can be arranged within 10 business days.

### Information Technology Services (ITS)

Phone: (415) 422-6668

Email: [itshelp@usfca.edu](mailto:itshelp@usfca.edu)

Website: [myusf.usfca.edu/its](http://myusf.usfca.edu/its)

Student Quick Start Guide: <https://myusf.usfca.edu/its/student-quick-start-guide>

#### Services Offered to International Students:

- Computer Troubleshooting
- Google Apps Suite, including Google email (DonsApps Mail)
- MyUSF Account/Canvas Account Access
- USF Wireless and USF Visitors for guests
- Computer Labs

## USF CAMPUS RESOURCES

### One Card Office

University Center, 5th Floor

Hours: Monday to Friday, 9am - 4pm

Phone: 415-422-7663

Office Email: [onecard@usfca.edu](mailto:onecard@usfca.edu)

Website: <https://www.usfca.edu/one-card>

### Services Offered to International Students

The USF One Card Program works to provide a positive experience on campus by centralizing several key University services and providing a convenient means with which USF community members may access them. These services include building access, entitlement verification, and on-campus debit accounts.

- **Building Access:** The USF One Card is used to gain access to various University buildings and facilities. Access is typically issued with the ability to swipe into areas on campus, including, but not limited to: exterior doors of administrative buildings, Gleeson Library, Dorraine Zief Law Library, Koret Health, and Recreation Center, and computer labs. In addition, students living in University residence halls are given access to their buildings and room.
- **Entitlement Verification:** Entitlement verification indicates USF community members are entitled to certain USF services and privileges. The One Card Program maintains this process, which is put to use each time you successfully swipe or use your personal One Card.
- **Debit Accounts:** The University offers two debit accounts, both of which are linked to the One Card. The Flexi Meal Plan(s) and Don Dollars. Each has unique features and is designed for specific purposes serving to assist your purchasing needs whether you live on or off-campus.

### The Cultural Centers:

#### The Intercultural Center and the Gender & Sexuality Center

Room 411-413

Hours: Monday to Thursday, 11am - 6pm; Friday, 11am - 5pm

Email: [culturalcenters@usfca.edu](mailto:culturalcenters@usfca.edu)

Website: <https://myusf.usfca.edu/cultural-centers>

### Important Points & Services Offered to International Students

- The primary goal of the Cultural Centers' programming is to bring students together to increase their understanding, and to embrace their roles, as members of a diverse community on the local and global levels.
- Programs are primarily planned by students for students, and welcome input on program ideas.
  - \* Programs that provide education and awareness ABOUT issues, experiences, and histories of marginalized communities.
- The Cultural Centers are great space to study, meet new friends, and learn more about different cultures.

## USF CAMPUS RESOURCES

### Student Enrollment and Financial Services

Lone Mountain Main, Second Floor

#### Office of the Registrar

Email: [registrar@usfca.edu](mailto:registrar@usfca.edu) Phone: (415) 422-7260

#### Student Accounts

Email: [StudentAccounts@usfca.edu](mailto:StudentAccounts@usfca.edu) Phone: (415) 422-2571

#### Student Employment

Email: [StuEmp@usfca.edu](mailto:StuEmp@usfca.edu) Phone: (415) 422-6770

### Services Offered to International Students

The **Office of the Registrar** processes the following:

- Enrollment Verification Request
- Change of Academic Program
- Registration Add/Drop Form
- Change of Personal Data Form
- Leave of Absence Form
- Petition to Withdraw

### Student Accounts

- Questions about tuition payments and tuition payment deadlines.
- For a list of available methods of payment, visit [myusfca.edu/billing-tuition/methods-of-payment](http://myusfca.edu/billing-tuition/methods-of-payment)
- Flywire (PeerTransfer) is the recommended form of international payment.
- Students with a U.S. checking or savings accounts may enroll in the payment plan.

### Student Employment

- Getting an on-campus job
- Submitting employment forms when hired on-campus
- Obtaining an on-campus work clearance form (bring your passport and I-94).
- Transcript Requests

## USF CAMPUS RESOURCES

### Career Services Centers

#### Career Services Center (Main Campus)

University Center, 5th Floor

(415) 422-6216

Hours: Monday to Friday, 9am - 4pm

Email: [careerservices@usfca.edu](mailto:careerservices@usfca.edu)

Website: <https://myusf.usfca.edu/career-services>

**Note:** The Career Services Center does not serve Graduate School of Management or School of Law students. These students are encouraged to reach out to their specific departments, identified below.

### Important Points & Services Offered to International Students

- Career Counseling
- Job & internship search, including Handshake and Internship Exchange
- Resume and Cover Letter
- LinkedIn profile
- Interview coaching, including mock interviews
- Networking best practices
- Career Workshops
- Career Fairs and Employer Recruitment Events
- On-Campus Interviewing

#### **School of Law Career Services (Main Campus)**

Kendrick Hall, 335&336

Call: (415) 422-6757

Email: [lawcareer@usfca.edu](mailto:lawcareer@usfca.edu)

Website: <https://www.usfca.edu/law/career>

#### **School of Management Graduate Career Services (Downtown Campus)**

101 Howard Street, Room 512

Call: (415) 422-5033

Email: [SOMCareers@usfca.edu](mailto:SOMCareers@usfca.edu)

Website: <https://myusf.usfca.edu/management/graduate-career-services>

#### **School of Law Career Services**

- Individual career counseling
- Resume, cover letter, and social media review
- Connecting you with alumni and other potential employers
- Online jobs database
- On-campus recruiting
- Career skills workshops
- Mock interview program

#### **School of Management Graduate Career Services**

- Individual Career Planning and Search Advising
- Information and resources to learn about work in the US abroad
- Career workshops and events
- Basic information about CPT and OPT process
- Be proactive in your career planning throughout your program at USF—don't wait until the end!

## USF CAMPUS RESOURCES

### Student Housing and Residential Education (SHaRE)

Phone: (415) 422-6824

Hours: Monday to Friday, 9 am - 4 pm

Email for On-Campus Housing: [SHaRE@usfca.edu](mailto:SHaRE@usfca.edu)

Email for Off-Campus Living: [usfcaoffcampus@usfca.edu](mailto:usfcaoffcampus@usfca.edu)

Website: <https://myusf.usfca.edu/housingng>

#### Important Points & Services Offered to International Students

- **On Campus housing**

\*Incoming, first-year, full-time, undergraduate students are guaranteed on-campus housing for their first three (3) semesters at the university. After your first year, you'll need to reapply for housing for the following two semesters, and your housing will be guaranteed for those two semesters.

\* Your housing is guaranteed for the spring 2023 semester as long as you:

1. Submit an enrollment deposit by September 1, 2022
2. Submit a completed housing application by November 1, 2022
3. If you miss the deadlines, you'll be placed on a waitlist and assigned a space based on housing availability. In spring 2023, you will apply for housing for the 2023-2024 academic year (if you'd like to make use of our housing guarantee).ng

\* Continuing students are not guaranteed housing but are welcome to apply. Continuing students who are still on the waitlist by July are strongly encouraged to look into off-campus housing in the event that they do not receive an on-campus booking.

- **Off-campus housing**

\* Visit the Off-Campus Living (OCL) website at [myusf.usfca.edu/off-campus-housing](https://myusf.usfca.edu/off-campus-housing), where students may find many resources that will help with the housing search and living off campus. Students are encouraged to also visit the USF housing rental website, available at [offcampushousing.usfca.edu](https://offcampushousing.usfca.edu). For more information, please email OCL at [usfcaoffcampus@usfca.edu](mailto:usfcaoffcampus@usfca.edu) or call (415)-422-3432.

## USF CAMPUS RESOURCES

### Office of Student Conduct, Rights and Responsibilities (OSCRR)

University Center, 5th Floor

Website: <https://myusf.usfca.edu/student-conduct>

Call: 415-422-4099

Email : [studentconduct@usfca.edu](mailto:studentconduct@usfca.edu)

#### Important Points & Services Offered to International Students

- Student Code of Conduct information and university policy clarification
- Personal and social development through student conduct process when policies may be violated
- Students must read the Fogcutter Student Handbook for important University Policies (<https://myusf.usfca.edu/fogcutter/student-conduct>)
- Please note, NO smoking in any campus building or anywhere on campus (except for the 2 designated smoke areas), NO alcohol if you are under the age of 21, NO drug use, and NO marijuana or marijuana paraphernalia (supplies) may be used, possessed, or stored on campus

### Department of Public Safety

**Administrative Office: University Center, 5th Floor**

Hours: Monday to Thursday: 8:30am - 5pm; Friday: 8:30am - 4:30pm

Call: 415-422-4222 | Office Email: [parking@usfca.edu](mailto:parking@usfca.edu)

**Patrol and Dispatch Services:** Email: [dispatcher@usfca.edu](mailto:dispatcher@usfca.edu)

: Phone: 415-422-4201 (24/7) | Emergency: 415)-422-2911

**Website:** <https://www.usfca.edu/public-safety>

#### Services Offered to International Students:

The goal of the Department of Public Safety is to provide a safe learning environment by working collaboratively with our campus community. This is accomplished by providing continuous campus patrol, campus shuttles, safety escorts, crime prevention programs, and parking services. Our department maintains a 24-hour communication center and uniformed public safety officers to respond to all reports of accidents, crimes, suspicious persons, hazards, and other emergencies.

#### Parking On Campus:

USF has very limited parking and, as such, is unable to provide ample parking spaces for the majority of the USF community. Therefore, all students who live in any University housing facility are prohibited from bringing vehicles to campus and are ineligible to receive semester or annual parking permits.

During the fall and spring semesters, full time and 3-day part time permits are awarded through a lottery system to students living outside of a 3 mile radius from campus. During the summer, however, students may purchase any type of parking permit.

#### ADA Shuttle and Night Safety Program:

The Department of Student Leadership and Engagement and the Department of Public Safety co-sponsor the USF Shuttle and the Night Safety Program. Its primary purpose is to provide reasonable transportation to classes, on campus locations, and off campus residences within the boundaries of the service.

**ADA Hours:** Monday - Friday, 7am - 6pm

Students, faculty, and staff on the shuttle priority list may contact Public Safety dispatch at (415) 422-4201 for assistance when the ADA shuttle is not in operation and during academic breaks, including summer and intersession

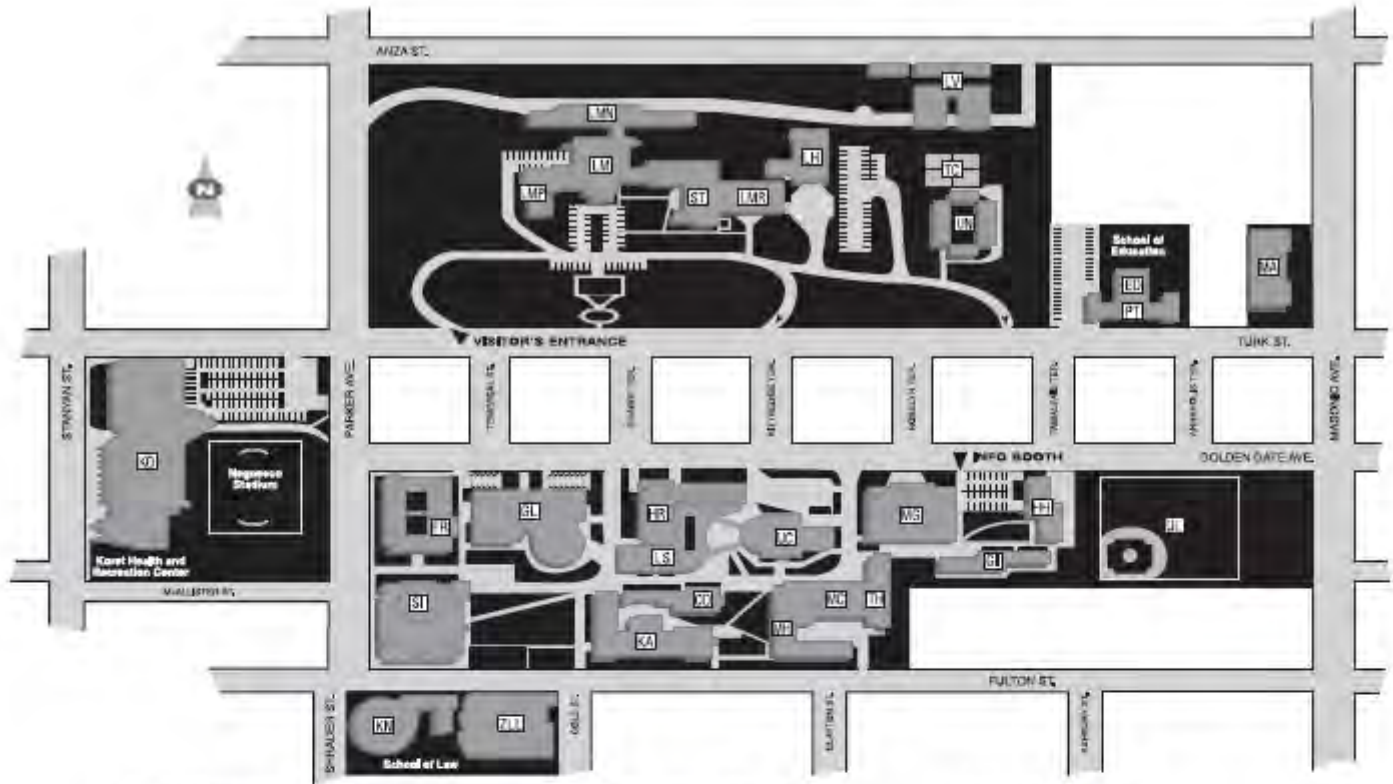
**Night Safety Shuttle Hours:**

Sunday through Wednesday: 6 pm to 1 am (Last call for shuttle pick up or drop off is at 12:30am).

Thursday through Saturday, 6 pm to 3 am (Last call for shuttle pick or drop off is at 2:30am).

**USF IDs are required at all times.**

# CAMPUS MAP



## Main Campus

CO	Cowell Hall
LS	John Lo Schiavo, S.J. Center for Science and Innovation
FR	Fromm Hall
GI	Gillson Hall
GL	Gleeson Library
HH	Hayes-Healy Hall
HR	Harney Science Center
KA	Kalmanovitz Hall
MC	McLaren Conference Center
MG	War Memorial Gymnasium at the Sobrato Center
MH	Malloy Hall
TH	Toler Hall
SI	Saint Ignatius Church
UL	Ulrich Field & Benedetti Diamond
UC	University Center

## Lone Mountain Campus

LH	Loyola House
LM	Main Bldg/Classrooms/Study Hall
LMN	Lone Mountain North
LMP	Pacific Wing
LMR	Rossi Wing/Administration
LV	Loyola Village
ST	Studio Theater
TC	Tennis Courts
UN	Underhill Building
	ROTC/Upward Bound

## School of Law

KN	Kendrick Hall
ZLL	Doraine Zief Law Library

## Koret Health & Recreation Center

KO	Koret Center
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## School of Education

ED	School of Education
PT	USF Presentation Theater

## 281 Masonic

MA	281 Masonic
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## Office Locations

### Admission Office

Lone Mountain Main

### Alumni Office

Lone Mountain Rossi Wing, 112

**Arts and Sciences, College of**  
Harney, 240

### Athletics

Memorial Gym, Lower Level

### Bookstore

University Center, Lower Level

### Career Services Center

University Center, 5th Floor

### Counseling Center

Gillson, Ground Floor

### Center for Academic and Student Achievement (CASA)

University Center, 3rd Floor

### Education, School of

Turk at Tamalpais, 107

### Financial Aid

Lone Mountain Main

### Intercultural Center

University Center, 4th Floor

### Information Technology Services

Lone Mountain North, 2nd Floor

### International Student and Scholar Services

University Center, 5th Floor

### Koret Health and Recreation Center

Corner of Parker and Stanyan

### Law Library, Doraine Zief

Corner of Fulton and Cole

### Law, School of

Corner of Fulton and Shrader

### Loyola House/Jesuit Community

Lone Mountain, 2600 Turk Street

### Management, School of

Malloy Hall, 244

### One Card

University Center, 5th floor

### One Stop Enrollment and Financial Services

Lone Mountain Main, 250

### Nursing and Health Professions, School of

Cowell, 1st Floor

### Public Safety

University Center, 5th Floor

### Registrar's Office

Lone Mountain Main, 250

### Residence Life

University Center, 5th Floor

### Student Leadership and Engagement

University Center, 4th Floor

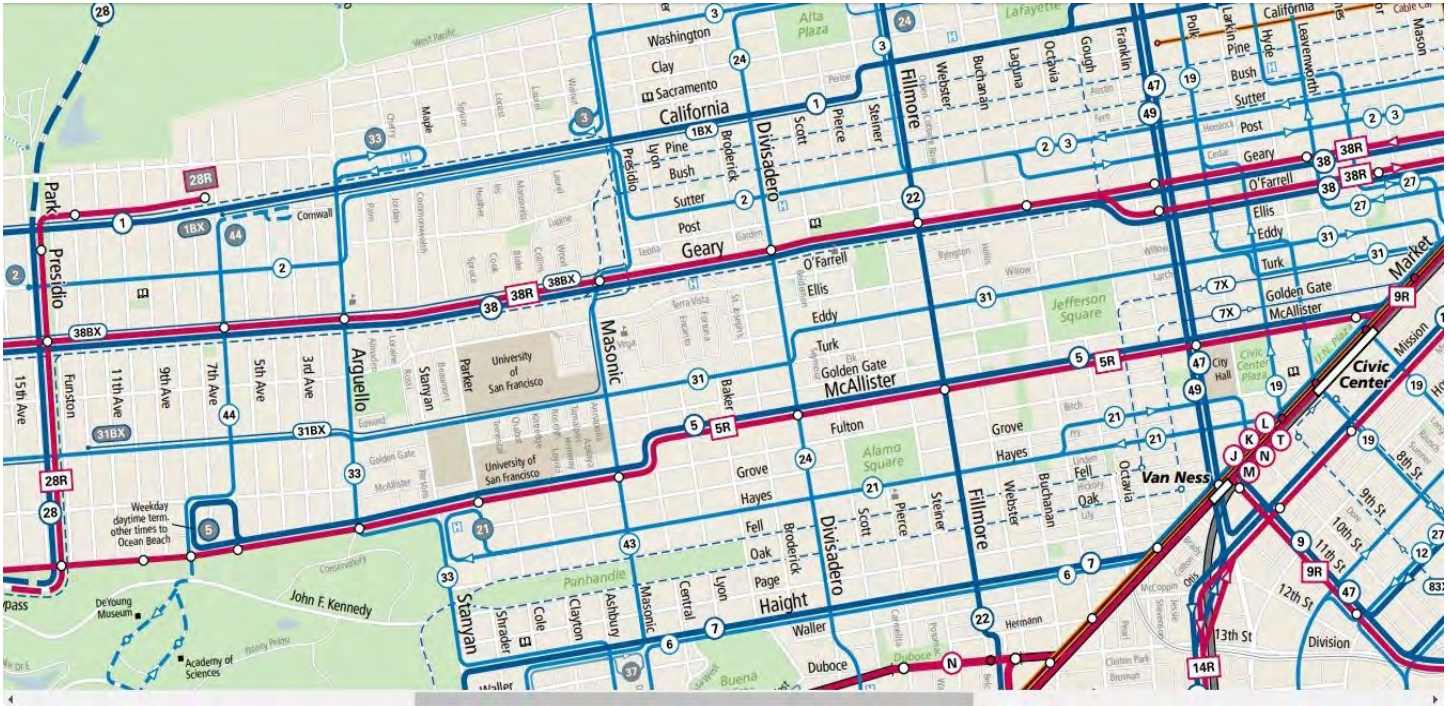
### Student Disability Services

Gleeson Lower Level, 20

## APPENDIX

### Transportation: Getting Around the San Francisco Bay Area

**Bay Area Public Transportation:** San Francisco is a small city (approximately 7 miles x 7 miles), making it easily accessible by public transportation. The main modes of public transportation are Muni (for Municipal) and BART (Bay Area Rapid Transit). Muni includes both buses, cable cars and trains within San Francisco. Caltrain connects San Francisco with San Jose via the Peninsula. For more information on Caltrain, visit: <https://www.caltrain.com>.



#### Buses near USF:

- 5 Fulton** – Richmond to Downtown
- 5R Fulton**– Richmond to Downtown (Fewer Stops)
- 31 Balboa** – Richmond to Downtown
- 33 Ashbury/18th Street** – Richmond to SF General Hospital
- 38 Geary** – Richmond to Downtown
- 38R Geary** – Richmond to Downtown (Fewer Stops)
- 43 Masonic** – Presidio Heights to Excelsior

**BART** is typically a commuter train that can be used to go to the San Francisco airport and to different parts of the greater Bay Area (see map on right).

Please visit these online resources for more information about the San Francisco public transportation system. You can also use Google maps directions application to find the best route to your destination, by choice of public transit, car and walking.

#### Safety at Night:

USF Department of Public Safety provides shuttle escort services. Call **(415) 422-4201** for assistance at night.

Boundaries are: California, Divisadero, Fell, 6th Ave (see map above).



## APPENDIX

### Shopping and Eating Near USF and Beyond

#### Dining and Entertainment Near USF:

USF is located in a section of the city often referred to as “NOPA,” (for North of the Panhandle). Although many of the immediate streets around campus are residential, you do not have to go far for some great eateries.

- ⇒ **Clement & Geary** streets: explore this area for a great variety of cheap Asian fare and Asian markets too.
- ⇒ **The Haight**: walk down Haight St. for exposure to San Francisco’s history as a “hippy” destination and try some affordable food ranging from Middle Eastern, to Italian, to Thai.
- ⇒ **Divisadero**: make the trek to Divisadero St. for a change of scenery and food options, such as Ethiopian, Japanese, and American fusion.

Search for restaurants and restaurant reviews on Yelp: [www.yelp.com](http://www.yelp.com). Or stay in and get food delivered from hundreds of San Francisco restaurants at [Grubhub/DoorDash/UberEats](#).

#### Shopping and Resources in the SF Bay Area:

**Target** @ Geary & Masonic St. Walking distance from USF Main Campus. This discount superstore has everything from housing items to clothing and footwear.

**Stonestown Galleria** on 19th Ave in San Francisco: This shopping mall has a wide range of stores and a great place to buff up your winter wardrobe that you thought you wouldn’t need in San Francisco.

**Union Square** in downtown San Francisco: Located in San Francisco’s financial district, Union Square to Market St. is the premier San Francisco shopping area. Come with energy and comfy shoes, you may walk miles.

**Craigslist** on the Internet: Craigslist is a one stop site for apartments, housing, and used items ranging from furniture to cars. Definitely recommended, but **use caution** when purchasing items through individual sellers. There are many fraudulent listings on this site. Never pay for something in advance or meet someone alone. Go to: [sfbay.craigslist.org](http://sfbay.craigslist.org).

#### Grocery Shopping Near USF:

**Lucky** @ Fulton & Masonic: a large grocery store with groceries as well as hygiene and basic household items. One block from main campus.

**Trader Joe’s** @ Masonic & Geary: a medium sized store with affordable specialty items and gourmet natural foods.

**Safeway** @ 7th Ave & Cabrillo: a large grocery store comparable to Lucky. Close to Pedro Arrupe!

#### **Arguello Market**

@ Arguello and McAllister: a specialty store with limited groceries, but more prepared food choices for quick meals. Delicious sandwiches!

## APPENDIX

### Banking in the United States:

To open a bank account, you will need to bring your I-20 or DS-2019, passport, I-94 card/Admission Record, and cash to deposit. To obtain your Admission Record you can visit the Customs and Border Protection website for <https://i94.cdp.dhs.gov/>. Request to open a student checking account. You DO NOT need a Social Security Number to open a bank account. If the bank representative tells you that you need one, politely let them know that you know that you do not need one to open account. If they still want one, ask to speak with someone else at the bank. USF does not endorse any particular bank and there are many to choose from. Important things to consider are banking fees, bank locations, Automatic Teller Machine (ATM) locations, and wire transfer options with your bank in your home country. Listed below are just a few local banks near USF.

**BANK OF AMERICA**

[Make an appointment online](#)

**ADDRESS**

3701 Balboa St, San Francisco, CA 94121

**PHONE**

(415) 622-9528

**HOURS**

M - F: 10 AM - 4 PM, Sat - Sun: Closed

**OTHER**

Two ATMs located on USF

**CHASE**

[Make an appointment online](#)

**ADDRESS**

3301 Geary Blvd, San Francisco, CA 94118

**PHONE**

(415) 668-6075

**HOURS**

M - F: 9 AM – 5 PM, Sat: 9 AM – 2 PM, Sun: Closed

**CITIBANK**

[Make an appointment online](#)

**ADDRESS**

4455 Geary Blvd, San Francisco, CA 94118

**PHONE**

(415) 649-6969

**HOURS**

M - F: 10 AM – 4 PM, Sat: 10 AM – 1 PM, Sun: Closed

**PROVIDENT CREDIT UNION**

[Make an appointment online](#)

**ADDRESS**

450 Golden Gate Ave #2-0558, San Francisco, CA 94102

**PHONE**

(415) 864-1519

**HOURS**

M - F: 8 AM – 4 PM, Sat - Sun: Closed

## APPENDIX

### Cell Phones and Services:

**HOW:** Most cell phone companies will ask for a deposit, credit card or a Social Security Number. The ISSS vendor letter (<http://myusf.usfca.edu/issc/students/f-1/verification-letters>) can help explain your student status and financial ability.

**WHAT:** Choose a cell phone, a provider, and a service plan. There are lots of options which can be compared online. Some students like to bring their own phones and get a SIM card to put in it. Other students like to choose a no-contract or pay-as-you-go plan for less commitment, and others have started “family plans” with friends to get a better price.

**WHY NOT:** With modern technology there are many ways to communicate across national boundaries and oceans. Consider using Skype, FaceTime, WhatsApp and other video and messaging services to talk with friends and family back home. Pre-paid phone cards for long-distance/international calls can also be a smart way to get in touch with relatives who don’t use the internet.

**WHERE:** Cell phone companies have many small stores throughout San Francisco where you can buy a phone and set-up a plan. ISSS also has complimentary SIM cards for use on any unlocked phone.

<b>AT&amp;T</b>	<u><a href="#">Make an appointment online</a></u>
<b>ADDRESS</b>	3555 Geary Blvd, San Francisco, CA 94118
<b>PHONE</b>	(415) 750-4700
<b>HOURS</b>	M - Sun: 10 AM - 6 PM
<b>CRICKET WIRELESS</b>	<u><a href="#">Call to make an appointment</a></u>
<b>ADDRESS</b>	2487 Mission St. San Francisco, CA 94110
<b>PHONE</b>	415) 805-8595
<b>HOURS</b>	M - Sat: 10 AM – 8 PM, Sun: 11 AM – 6 PM
<b>T-MOBILE</b>	<u><a href="#">Make an appointment online</a></u>
<b>ADDRESS</b>	1210 9th Ave, San Francisco, CA 94122
<b>PHONE</b>	(415) 682-9953
<b>HOURS</b>	M - Sun: 11 AM - 6 PM

## APPENDIX

### Student Enrollment Services

**Student Enrollment Services** is an important campus office for all students and offers a wide range of services. This office is where you will pay tuition and other fees, register for classes, submit official updates to your student status (such as major changes), and a place to get proof of your student status and enrollment history. The office is in Lone Mountain main but most services can be requested and completed online at: <https://myusf.usfca.edu/student-enrollment-services>.

**Transcripts:** Through Student Records in the Office of the Registrar's, order your official transcripts online through the third party provider, the National Student Clearinghouse (see link below). Transcripts are a record of the classes you have taken at USF and the grades you have received. Transcripts are often needed when applying for a new visa. After submitting your request through the Publisher's Clearinghouse, transcripts are usually processed within 3 business days, but students should make their requests at least 2 weeks in advance. Additional delays may apply around peak months. Be sure to plan ahead and order early. Paper transcripts and electronic exchange will cost \$12 per transcript plus mailing fees. Electronic PDF transcripts will cost \$22 per transcript. <https://myusf.usfca.edu/student-records/transcripts>.

Students can access an unofficial copy of their transcripts at any time through their student tab in MyUSF. Unofficial transcripts can be useful for travel but are not recommended for visa applications.

**Release of Student Information:** The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, protects the privacy of students by limiting third party access to student education records. This means that third parties, including parents and other family members, will not be able to receive information or act on your behalf unless you officially authorize them to do so. If you would like to allow someone else access to your student information or be able to make tuition payment for you, you can complete the "Student Consent to Release Information" form, and submit it to Student Enrollment Services. For this form, and more information about FERPA, please visit One Stop's web page on student privacy: <https://myusf.usfca.edu/registration/student-consent-release-info>.

## APPENDIX

### Social Security and Tax IDs

#### Getting a Social Security Number (SSN):

What is an SSN? An SSN is an identification number primarily used for income & tax purposes. Having a Social Security card and an SSN **does not authorize an individual to work** in the United States, nor do you need an SSN to begin working.

How do F-1 and J-1 visa holders get an SSN? Only international students who have on-campus employment or authorized off-campus employment may apply for an SSN.

Most students obtain an SSN by first getting an on-campus job. Once you have found employment on-campus, you should apply for an SSN number within 10 business days of your employment start date. Bring your Social Security card to the Student Employment office within 45 business days to update your employment record.

For detailed information about applying for a Social Security Number, please visit the ISSS Applying for a Social Security web page.

Do I need an SSN to rent an apartment or apply for a cell phone plan? No, you do not need an SSN to rent an apartment or sign a contract for a cell phone. Instead, please access and download the "Vendor letter" from the ISSS website. This letter, along with your I-20/DS-2019, explains that you are an international student and that you have met the financial requirements set by the U.S. Department of State to live and study in the United States. You can access the vendor letter on the ISSS Verification Letters webpage.

#### Other Tax ID Numbers:

Students who don't have an on-campus job and are not authorized for off-campus employment, but who still need a tax ID number to report non-wage based income (*like a scholarship*), can apply for an Individual Tax ID Number (ITIN).

If you have a USF scholarship for room and board or living stipend, or scholarship from another United States based organization, you may need to apply for an ITIN.

Most students on a scholarship will have to pay taxes and will not be able to get this money refunded to them, until they have an ITIN.

To learn about the ITIN application, please attend one of the ISSS Tax Workshops (<https://myusf.usfca.edu/iss/students/workshops>).

If you have further questions about the ITIN process, please contact ISSS to make an appointment with an advisor.

Please note that ISSS will assist you as best we can, but we are not tax accountants. If you would like more assistance with your taxes you should contact a professional tax accountant.

Learn more on Thursday, January 19, 2023 during the "Working & Driving in the U.S." presentation:

3:00 - 4:00 PM, UC 4th Floor Lounge

## APPENDIX

### On-Campus Employment: Checklist for International Students

*International USF students who wish to work on campus must complete a three-part process in order to obtain employment and receive payments (earnings) in accordance with University and federal requirements. The steps listed below must be completed by all first-time employees. For additional information, please refer to the Office of Student Employment website.*

#### **I. Obtain a student employment position at USF**

1. Look for and apply for on-campus employment. Refer to the Online Job Listings page for a list of available job opportunities. When you are offered and have accepted a job, go to step 2.
2. After you accept an on-campus job, you will receive an email from USFWorks with instructions to complete the required onboarding tasks, including USCIS Form I-9, Employment Eligibility Verification. Once you have completed section 1 of the I-9, bring your original (hard copy) supporting documents (your unexpired passport, most recent I-94, and current U.S. Visa) to the Student Employment Office, Lone Mountain, 2nd Floor. This step must be completed before you begin working.
3. An automatic confirmation, or “Work Clearance” email will be sent to you and your manager once your I-9 and onboarding are complete. This email verifies your employment eligibility and provides information about navigating Workday and employment policies such as timesheets, pay dates, sick leave, break and mealtimes.

#### **II. Obtain a Social Security Number**

1. Obtain a USF Employment Confirmation Letter. Your supervisor will need to print this form in color, complete it, and sign it by hand. If you are employed by another on-campus employer that is not a USF department e.g., Barnes and Noble, your supervisor will need to add their own letterhead before printing, completing and signing the form.
2. Submit your Employment Confirmation letter to the ISSS office front desk on the 5th floor of the University Center for endorsement. If you are unable to bring the letter to our office, you will need to mail your hand-signed Student Employment Confirmation Letter to our office. Please put the physical address you would like us to send it back to. This process may take up to 2-3 weeks, so it's important to plan ahead and communicate with the Student Employment office if you need an extension. If you have any questions, you can email us at [iss@usfca.edu](mailto:iss@usfca.edu).
3. Once you have received the Employment Confirmation Letter endorsed by ISSS, you may apply for a Social Security Card according to the instructions provided by ISSS, within 10 business days of your employment start date. Be sure to ask for a printed receipt to confirm your SSN application and provide the receipt to the Student Employment Office ([stuemp@usfca.edu](mailto:stuemp@usfca.edu)).
4. After your Social Security Card arrives, bring your Social Security card to the Student Employment Office in-person (Lone Mountain 203), within 45 business days of your employment start date.
5. Complete a Change of Personal Data webform with the University Registrar to update your student record.

#### **III. Complete Sprintax Calculus (Optional, but Highly Recommended)\***

1. After successfully submitting I-9 documentation to the Student Employment Office, you will receive an email with login information for USF's nonresident tax compliance software program, Sprintax Calculus ([noreply@sprintax.com](mailto:noreply@sprintax.com)).

## Continued

### On-Campus Employment: Checklist for International Students

2. Enter your information in Sprintax Calculus by following the instructions provided in the email. If you have any further questions, you can email Quyen Tu, Senior Tax Accountant, at [gtu@usfca.edu](mailto:gtu@usfca.edu).
3. Print, review, date and sign the Tax Summary Report and all supporting forms and statements generated by Sprintax.
4. Upload the signed Tax Summary Report and all attachments to the Sprintax system, or submit these documents to the USF Tax Compliance office, as instructed on the Tax Summary report. A tax treaty is not guaranteed. You will be alerted of your eligibility if a tax treaty is available.

\* Please note this is separate from your annual tax filing that is due in April.

## APPENDIX

### Safety and Scams

*The safety of all students attending University of San Francisco is our top priority. International students and visitors can be targets of crimes because they are less familiar with the area and what suspicious activity looks like. In San Francisco and the Bay Area, the most common incidents result in the loss of property but not physical harm. The most common incidents are crimes of opportunity such as robbery and car break-ins. These incidents are random and, with some knowledge and awareness, the risk can often be avoided.*

#### **Personal Safety:**

Public Safety suggests keeping phones and valuables out of sight, and avoiding wearing headphones when walking around. Being aware and vigilant allows you to pick up on subtle signals that warn you to be cautious and be able to react quickly. Stay safe and trust your instincts! For more information on crime prevention and tips for staying safe, visit the Public Safety Office's website: <https://www.usfca.edu/public-safety/crime-prevention>.

#### **Fraud and Scams:**

A scam is when a person or persons try to get you to give money or information under false pretenses (a lie). It can also be called fraud.

The most common scams include someone claiming to be from a U.S. law enforcement agency (police, FBI, Department of Homeland Security, etc), the IRS (U.S. tax department), a company offering the student a job or person offering an apartment or housing or even someone on social media who you do not know (including WeChat, Facebook, Linked-in, etc).

Important points to help you recognize a scam:

- The U.S. government will never call you to demand immediate payment. You always have the opportunity to speak with ISSS or an immigration attorney before paying a fee.
- The Department of Homeland Security will communicate any concerns with students either with a written letter or through the ISSS office at USF.
- The police do not have the authority to deport anyone. Deportation is a lengthy legal process that involves the U.S. justice system and a ruling by an immigration judge.
- Employers should never ask you to pay money or use your own money as part of the interview or hiring process.

If you ever have any questions or concerns about communication you receive, get the caller's name and contact, and call ISSS immediately.

#### **Emergency Response:**

Make sure the International Student and Scholar Services office has your emergency contact information. Also update your contact information in MyUSF so you can receive messages from the USF Emergency Response system.

In the event of an emergency, please follow the below guidelines:

- Be aware of emergency exits.
- Keep calm and do not run or panic.
- Evacuation is not always the safest course of action. If directed to evacuate, take your belongings that you can carry easily and proceed safely to the nearest evacuation route.
- Find a safe place to wait. Faculty and staff will need to be able to account for your whereabouts.

For more information visit USF Public Safety's Disaster Preparedness webpage: <https://www.usfca.edu/public-safety/disaster-preparedness>.

## APPENDIX

### WHAT IS A MUNI PASS AND WHY WOULD I WANT ONE?

#### MUNI PASS INFORMATION

##### Spring 2023

MUNI (San Francisco Municipal Railway) operates San Francisco's buses and subways. If you own an eligible Mobile Device, you can use the MuniMobile App for your transportation needs around the city. The MuniMobile App allows you to manage your USF Muni Pass quickly and conveniently. If you will not have a car, or if you expect to use the bus on a daily basis (or at least a couple times per week), then the MUNI Pass can save you money and is very convenient to use. Without a pass or MuniMobile, each bus ride is \$3.00 and exact change is needed each time. Most students have found the MUNI Pass to be very useful and cost effective. To learn more about planning your commute via MUNI, please visit: <https://www.sfmta.com/muni-transit>.

Undergraduate students who pay the Transportation Fee as part of their tuition are eligible to receive one Muni pass per fall and spring semester. Simply set up your MuniMobile App with your USF Muni Pass for unlimited rides around the city.

The SFMTA COVID-19 page has the latest service and citation information.

La página SFMTA COVID-19 tiene la información más reciente sobre los servicios de tránsito y las citaciones. 瀏覽SFMTA COVID-19網頁,了解最新客運及罰單信息

Ang pahina ng SFMTA COVID-19 ay may pinakabagong impormasyon sa serbisyo at pagbanggit.

Undergraduate students who pay the Transportation Fee as part of their tuition are eligible for a Fall & Spring semester Muni pass. You are eligible to set up your Muni Mobile App on the first day of each semester. Simply set up your Muni Mobile App with your USF Muni Pass for unlimited rides around the city. As a friendly reminder, Muni passes are only available during the Fall and Spring semesters.

For students who do not have an eligible Mobile device, please visit the One Card office located in the University Center on the 5th floor for further support.

In Spring 2023, MUNI passes will be valid on Monday, January 23. See more set up instructions: <https://myusf.usfca.edu/public-safety-transportation/transportation/munimobile>.

## APPENDIX

### Intimate Relationships

A healthy functional intimate relationship is based on **equality** and **respect**, *NOT* power and control. Think about how you treat-and want to be treated by someone you care about. Compare the characteristics of a **healthy relationship** with those of an **unhealthy/dysfunctional relationship**.

#### Healthy Relationship Characteristics

**Honesty & Responsibility:** Not making excuses for actions in the relationship, admitting when you are wrong, keeping your word.

**Open Communication:** Being able to express your feelings or opinions, knowing its okay to disagree, saying what you mean and meaning what you say.

**Intimacy:** Respecting your partner's boundaries, respecting each other's privacy, not pressuring your partner and being faithful.

**Physical Affection:** Holding hands, hugging, kissing, sitting or standing with your arm on your partner's shoulder, respecting each other's right to say no, asking before acting.

**Trust and Support:** Being supportive, wanting the best for your partner, knowing your partner likes you, offering encouragement when necessary, being okay with your partner having different friends.

#### Unhealthy/Dysfunctional Relationship Characteristics

(Characterized by use of coercive power and control of significant other in order to have your way.)

**Using intimidation:** Making one afraid by using looks, actions, gestures, smashing things, destroying property, name calling, making one think they are the one to blame for the situation.

**Using Coercion & Threats:** Making and/or carrying out threats to do something to hurt their partner, using looks, actions, expressions, or loud voices. Leaving a partner in a dangerous place or threatening to commit suicide.

**Using Jealousy, Possessiveness, & Isolation:** Controlling what one does, and who they are able to talk to. Controls who one is able to be friends with and where one is able to go.

**Using Sexual Abuse:** Unwanted or uncomfortable touching, continued sexual advances after being told "no", forced sex, "playful" use of force during sex.

#### Relationship Problems?

If you are in an unhealthy relationship, experiencing abuse, or have been sexually assaulted; contact Jessica Varga, the Title IX Coordinator in the Dean of Students Office at 415-422-4563.

To seek confidential counseling make an appointment with the Counseling Center at 415-422-6352.

To file a report: <https://usfca.callistocampus.org/>.

## Glossary of Terms

**Alien:** A term used by the Internal Revenue Service to denote an individual who is not a U.S. citizen.

**Admission Record/Arrival Record/I-94 number:** Arrival record of nonimmigrant aliens entering and departing the United States which is maintained in the U.S. Customs and Border Protection's (CBP's) Nonimmigrant Information System (NIIS). Individuals can access their arrival record or U.S. travel history at: [i94.cbp.dhs.gov](https://i94.cbp.dhs.gov)

**Department of Homeland Security (DHS):** A department in the U.S. federal government responsible for ensuring the safety and **security** of the United States from terrorist attacks and other disasters. DHS enacts five homeland security missions: prevent terrorism and enhance security, secure and manage U.S. borders, enforce and administer immigration laws, safeguard and secure cyberspace, ensure resilience to disasters.

**Designated School Official (DSO):** A Designated School Official (DSO) is the person on campus who gathers and reports information on international students to the Student and Exchange Visitor Information System (SEVIS) and assists international students in the visa and employment authorization process. Your DSO's name will be listed on your I-20.

**Exempt Individual:** A person not subject to the Substantial Presence Test, which determines whether an individual files as a resident or nonresident. Many students incorrectly construe the term to mean that they are not required to file a tax return and/or pay taxes.

**F-1 Visa Holder:** An F-1 student is a nonimmigrant who is pursuing a "full course of study" to achieve a specific educational or professional objective, at an academic institution in the United States that has been designated by the Department of Homeland Security (DHS) to offer courses of study to such students, and has been enrolled in SEVIS (the Student and Exchange Visitor Information System). Once the educational or professional objectives have been attained, the F-1 student is expected by the U.S. government to return to his or her residence abroad.

**Form I-20:** A form or certificate of eligibility given to an admitted F-1 student certifying that a student has adequate English language proficiency and adequate financial resources, and is academically qualified to attend the school to which he or she has been accepted. A form I-20 is also needed to apply for an F-1 visa.

**Form DS-2019:** A form or certificate of eligibility given to an admitted J-1 student certifying that a student has adequate English language proficiency and adequate financial resources, and is academically qualified to attend the school to which he or she has been accepted. A form DS-2019 is also needed to apply for a J-1 visa.

**I-94 number:** Arrival record of nonimmigrant aliens entering and departing the United States which is maintained in the U.S. Customs and Border Protection's (CBP's) Nonimmigrant Information System (NIIS). Individuals can access their arrival record or U.S. travel history at: [i94.cbp.dhs.gov](https://i94.cbp.dhs.gov)

**Immigration and Customs Enforcement (ICE):** U.S. Immigration and Customs Enforcement (ICE), the largest investigative agency in the Department of Homeland Security, is responsible for enforcing the nation's immigration and customs laws. ICE has more than 20,000 employees working in 400 offices in the U.S. and around the world.

## Glossary of Terms

**Internal Revenue Service:** Also known as the IRS, this is the federal agency responsible for collecting federal income taxes and enforcing tax reporting and collection laws. It is an agency of the U.S. Treasury Department.

**International Student Advisor:** The person at a university who is in charge of providing information and guidance to foreign students in areas of government regulation, visas, academic regulations, social customs, language, financial or housing problems, travel plans, insurance, and legal matters.

**Jesuits:** A Roman Catholic order of priests founded by St. Ignatius Loyola, St. Francis Xavier, and others in 1534, to do missionary work. Despite periodic persecution, the order has retained an important influence in Catholic thought and education. Also known as, “The Society of Jesus”. The society is engaged in evangelization and apostolic ministry in 112 nations on six continents. Jesuits work in education (founding schools, colleges, universities and seminaries), intellectual research, and cultural pursuits. Jesuits also give retreats, minister in hospitals and parishes and promote social justice and ecumenical dialogue.

**J-1 Visa Holder:** A non-immigrant exchange visitor participating in a program that promotes cultural exchange within the U.S. All applicants must meet eligibility criteria and be sponsored either by a private sector or government program. Different categories exist within the J-1 program, each defining the purpose or type of exchange. While most J-1 categories are explicitly named in the federal regulations governing the J-1 program, others have been inferred from the regulatory language. Many persons in the United States on J-1 visa are subject to the two-year home residency requirement found in Section 212(e) of the Immigration and Nationality Act. This regulation states that before a person on a J-1 visa with the two-year home residency requirement can change to nonimmigrant status (H-1B or L1, for example), or adjust to U.S. permanent resident status, the J-1 person must either return to the country of last residence for two years or obtain a waiver of the two-year home residency requirement.

**Plagiarism:** Plagiarism is defined as “literary theft” and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, websites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one’s own segments or the total of another person’s work. (Taken from USF’s Academic Dishonesty Code)

**Nonimmigrant:** An individual with a permanent residence abroad and in the United States temporarily, as in the case of a foreign student.

**Nonresident:** An individual in the United States temporarily (usually less than six years). Although required to file an annual federal income-tax return, nonresident aliens pay tax only on income from U.S. sources.

**Resident:** An individual who is a U.S. citizen, a U.S. permanent resident, or a nonimmigrant who has been in the United States sufficiently long to be considered a resident. Residency is determined by the Substantial Presence Test.

## Glossary of Terms

**Resident Assistant (RA):** A person who assists the residence hall director in campus dormitories and is usually the first point of contact for students with problems or queries regarding dorm life. RAs are usually students at the college who receive free accommodation and other benefits in return for their services.

**Responsible Officer (RO):** A Responsible Officer is the exchange program staff person who gathers and reports information on exchange visitors (for example: JEEPs) who gathers and reports information on exchange visitors to the Student and Exchange Visitor Information System (SEVIS) and assists in the visa process. The RO's name is listed on the DS-2019.

**SEVIS:** Student and Exchange Visitor Info System—An Internet-based system that allows USF and U.S. immigration agencies to exchange data on the status of F-1 and J-1 international students. Information is transmitted electronically through the student's duration of status. U.S. Embassies and Ports of Entry have access to the information to process visa applications and requests for entry to the U.S.

**Social Security:** A term used to describe an agency, a card, and two types of tax.

**Social Security Number (SSN):** A number issued to people by the U.S. government for payroll deductions for old age, survivors, and disability insurance. Anyone who works regularly must obtain a SSN. Many institutions use this number as an identification number.

**Syllabus:** An outline of topics and assignments covered in an academic course.

**Tax Treaty:** An agreement between the United States and another country to determine how the country's nationals will be taxed when temporarily in the United States. A treaty can confer certain tax benefits.

**Teaching Assistant (TA):** A graduate student who acts as an instructor for an undergraduate course in his other field, in return for some form of financial aid from the university.

**Test of English as a Foreign Language (TOEFL):** An English language proficiency examination of applicants whose native language is not English.

**Transcripts:** A certified copy of student's education record.

**Transfer:** The process of moving from one university to another to complete a degree.

**USCIS: United States Citizenship and Immigration Services:** the government agency that oversees lawful immigration to the United States. Processes applications for work authorization benefits, such as Optional Practical Training (OPT).

**Visa stamp:** The consular visa stamp represents permission to travel to the US. It indicates the date until which a student may enter or re-enter the US. It does not indicate how long the student may remain in the US. That amount of time will be specified on your form I-94 and on your form I-20 or DS-2019. Visas may be obtained only outside the U.S. at an American Embassy or Consulate.

## Acronyms & Terms Commonly Used at ISSS

A&S	USF College of Arts and Sciences
AEM	Academic English for Multilingual Students (formerly known as English as a Second Language)
AFA	Accelerated (one-year) Financial Analysis master's degree program at USF
AOS	Adjustment of Status (change from U.S. nonimmigrant to U.S. lawful permanent resident [a.k.a. "green card"] status)
APS	Asia Pacific Studies major at USF
ARO	Alternate Responsible Officer
ASUSF	Associated Students of the University of San Francisco
B-1	Aliens who come to the U.S. temporarily for business/temporary visa status for foreign business visitors
B-2	Aliens who come to the U.S. temporarily for pleasure/temporary visa status for foreign tourists
BAIS	Bachelor's degree program in International Studies
CAB	ASUSF Campus Activities Board
CAPS	USF Counseling and Psychological Services
CASA	USF Center for Academic and Student Achievement
CBP	Customs and Border Patrol (a bureau of DHS); agents at U.S. ports of entry
CFCC	Culturally Focused Clubs Council
CGE	Center for Global Education: Consists of International Student & Scholar Services and Study Abroad Offices at USF
COS	Change of (nonimmigrant) Status
CPT	Curricular Practical Training
CSC	USF Career Services Center
CSSA	Chinese Student and Scholar Association
DHS	U.S. Department of Homeland Security
DOS	U.S. Department of State
DOS (USF)	USF Dean of Students
DPS	USF Department of Public Safety
DSO	Designated School Official
DS-2019 Form	Certificate of Eligibility for Exchange Visitor (J-1) Status; the immigration form used to apply for a J-1 visa; the form is issued by an RO or ARO at SEVP-approved school through SEVIS
EAD	Employment Authorization Document
EV	Exchange Visitor; someone who is in the U.S. in J-1 nonimmigrant status
F-1 students	Students who are pursuing a "full course of study" to achieve a specific educational or professional objective, at an academic institutions

## Acronyms & Terms Commonly Used at ISSS

F-1 visa	A U.S. entry permit issued by the U.S. Department of State at a U.S. consulate or embassy overseas to someone who seeks admission to the U.S. as an F-1 student.
F-2 visa	Visa type for the spouse or child dependent of an F-1 visa holder; F-2 spouses may not enroll in a full course of study
GSC	USF Gender and Sexuality Center (part of the Cultural Center on UC 4 <sup>th</sup> floor)
HPS	USF Health Promotion Services office
I-20	Certificate of Eligibility for Nonimmigrant (F-1) Student Status; the immigration form used to apply for an F-1 visa; the form is issued by a DSO or PDSO at a SEVP-approved school through SEVIS
I-765	USCIS form used to apply for employment authorization
IC	USF Intercultural Center (Part of the Cultural Center on UC 4 <sup>th</sup> floor)
ICE	Immigration and Customs Enforcement; a bureau of DHS; oversees SEVIS
IDEC	International and Development Economics major at USF
ITIN	Individual Taxpayer Identification Number; F-1 students who are not eligible to apply for an SSN because they do not have evidence of U.S. work authorization will have to apply for an ITIN in order to comply with their federal income tax filing requirements
H-1B visa	Temporary employment visa for certain “specialty” occupations
HPS	USF Health Promotion Services
IEW	International Education Week
INP	International Network Program (ISSS program)
I-515 form	Immigration form issued to a student, at the discretion of a CBP officer at a U.S. port of entry (POE), if the student appears to be eligible for admission as an F-1 or J-1 nonimmigrant but is lacking a required entry document, e.g. a valid Form I-20/DS-2019 form or a valid travel endorsement signature on the Form I-20/DS-2019 form; the I-515 form grants the student or EV temporary (30-day) admission to the U.S., during which time the student or EV must submit the required entry documentation to the SEVP office.
I-901 fee (SEVIS fee)	Payment of \$350 due by all F-1 and \$220 due by J-1 applications to cover operational cost of SEVIS
I-94 card	Departure Record; small, white-colored card issued by the CBP to nonimmigrants at a U.S. port of entry
ISA	International Student Association (advised by ISSS)
ISSS	International Student and Scholar Services
ISO	International Student Orientation (ISSS program)
ISO (club)	Indian Student Organization
J-1 visa	A U.S. entry permit issued by the U.S. Department of State at a U.S. consulate or embassy overseas to someone who seeks admission to the U.S. as a J-1 exchange visitor (the EV can be a student [non-degree or degree], short-term scholar, student intern, professor, researcher, etc)

## Acronyms & Terms Commonly Used at ISSS

JEEP	Jesuit Educational Exchange Program; allows non-matriculated students to study at USF for 1-2 semesters as visiting students through exchange agreements with partner institutions around the world
LOA	Leave of Absence
“LoMo”	USF Lone Mountain campus
LLM	Master of Laws program; open to foreign practitioners with law degrees
MAIS	Master’s degree program in International Studies
MGEM	Joint Masters of Global Entrepreneurship and Management program in the School of Management; one-year, tri-degree program offered by USF and our two partner universities: Fu Jen Catholic University in Taipei, Taiwan and IQS in Barcelona, Spain; students in the program study for one trimester at each campus
MSFA	Professional (two-year) Financial Analysis master’s degree program at USF
NAFSA	Association of International Educators (used to be known as the National Association of Foreign Student Advisors); one of the principal professional associations in the field of international education
One Card	USF ID card; also, the office where USF ID cards are issued
OPT	Optional Practical Training
OSCR	USF Office of Student Conduct, Rights and Responsibilities
PDSO	Primary Designated School Official
POE	A U.S. Port of Entry
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVIS ID or SEVIS Number	The letter N and a 10-digit number on the I-20/DS-2019 to identify international students and exchange visitors
SEVP	Student and Exchange Visitor Program
SHaRE	USF Office of Student Housing and Residential Education
SLE	USF Student Leadership and Engagement office
SOE	USF School of Education
SOM	USF School of Management
SSN	Social Security Number; international students can apply for an SSN if they have U.S. work authorization
Student Life	USF Division of Student Life
UC	University Center building
USCIS	U.S. Citizenship and Immigration Services (formerly known as Immigration and Naturalization Services [INS]); a bureau of the DHS