Fox Valley Technical College

Global Education and Services Department

F-1 International Student Orientation Manual
Welcome

We would like to welcome you to Fox Valley Technical College in Appleton, Wisconsin. We offer various associate degree programs with a broad spectrum of career options. Our college is proud of the high caliber of students that we attract and of their success upon graduation. Our faculty and staff are eager to help throughout your educational experience. Global Education and Services Department assists international students and works closely with all FVTC departments to provide educational programs and services promoting global knowledge of people, cultures and countries.

The information contained in this booklet is not all inclusive; rather, it contains information we hope will be especially useful to you as a foreign national in areas such as immigration, banking, and practical tips on living in the U.S.

Enjoy your stay at Fox Valley Technical College. If you have any questions or concerns, please feel free to contact the Office of Global Education and Services or e-mail me at martinm@fvtc.edu

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IMPORTANT DOCUMENTS FOR FOREIGN NATIONALS

Passport  Your passport must always remain valid while you are in the United States. If it is close to expiring, you should contact your country’s embassy or consulate in the U.S. to apply for a renewal; likewise if you lose your passport. (Look at www.embassy.org to find your embassy.)

Visa  A document pasted into your passport at the U.S. Embassy or consulate when you were granted your visa. The expiration date on the visa does not matter as long as you have entered the U.S. prior to that date. A visa is simply a document which lets you enter the U.S. If your visa has expired, however, and you need to travel abroad, you will need to obtain a new visa while you are abroad in order to be able to return to the U.S. An F visa cannot be renewed within the U.S. Canadian citizens do not need a visa.

I-94  Your I-94 is a little white piece of cardboard which was stamped and stapled into your passport when you came through the immigration inspection at the airport or at the border. This little card is very important: the stamp on it will tell you which immigration status you hold and when that status expires. For all F visa holders, the I-94 should have “D/S” (Duration of Status) written on it instead of an expiration date. In this case, your I-20 end date determines when your status ends.

There is also a number at the top of the form; this is your I-94 Number, or Admission Number, which Immigration uses to keep track of your entry into and departure from the U.S. Therefore, it is very important that you keep the I94 card securely stapled into your passport, because you will need to turn it in when you leave the U.S. in order to prove that you did indeed depart the country. If you lose your I-94, please contact the Global Education and Services Department.

I-20  The DS-2019 is an important immigration document which makes you eligible for F-1 status. Your I-20 must remain valid during your entire stay in the U.S. It is YOUR responsibility to seek an extension before your current I-20 expires (see page 8 for more information).

Your I-20 must be endorsed by the Designated School Official before you leave for a visit abroad, and you must be released in the SEVIS by the Responsible/Alternate Responsible Officer if you want to transfer to a different Exchange Visitor Program in the U.S.

F-2 STATUS

Dependents eligible for F-2 status are: your spouse and any children under the age of 21. Dependents in F-2 status may not apply to the Department of Homeland Security for permission to work.

Will your F-2 dependent child turn 21 years old while you are still in the United States as an F-1 Student? If so, your child must apply to change to a new immigration status BEFORE his/her 21st birthday.

Please contact the Global Education and Services Department for assistance.
IMMIGRATION REGULATIONS

The United States government has a long and fruitful history of hosting international students and scholars at institutions of higher learning. However, immigration regulations affecting non-immigrants are very strict, and in some cases carry harsh penalties. These regulations could create problems for visitors to the United States who do not possess the proper documents, who have not maintained their status correctly, or whose status has been allowed to expire.

The following summary of U.S. immigration regulations is provided to give you basic information about your non-immigrant visa status. If you have any questions about your visa status, please contact the Global Education and Services Department during regular office hours. Note: Friends, faculty advisors, and others may be well intentioned in their advising on immigration information, but it is very important that you get current information on matters so crucial to your legal status in the U.S. For accurate information, please come to the Global Education and Services Department.

Visa versus Visa Status Explained

The visa in your passport allows you to enter the U.S. and be inspected by an Immigration Officer. That Immigration Officer then may grant you a visa status. The visa status is noted on your I-94 card, for example “F-1” or “J-1.” Your visa has an expiration date, and so does your visa status, but they are most often not the same date, which confuses a lot of people. The expiration date on your visa does not matter if you are in the U.S. When you are in the U.S., only the expiration date of your visa status, as noted on your I-94 card, matters. If you are in the U.S. in F-1 status, your I-94 card does not have an expiration date; instead, it says “D/S” which means “Duration of Status.” This means you may stay in the U.S. until the expiration date of the document underlying your visa status, in this case the I-20. If you leave the U.S. and your visa has expired, you will need to apply for a new visa while you are abroad to be able to re-enter the U.S.

Maintaining Your Status

Your eligibility for opportunities such as employment, transfer from one university to another, and change of status depends upon maintaining lawful status. When you apply for your visa, a consular officer asks you to read and sign the statement on Form I-20. Your signature on this document signifies your agreement to abide by the conditions of F-1 status while in the United States. To maintain your status, you must:

✓ Have a valid, current I-20 If any of the information reported on your Form I-20 changes, you should contact the Global Education and Services Department to see if a new document is required.

- F-1s AND VALID Form I-20s: Your stay is determined by the end date in section # 5 of your I-20. If you need and are eligible for an extension of stay, contact the Global Education and Services Department;

- Maintain a passport that is valid. If you need assistance in extending your passport, the Global Education and Services Department can give you the address and phone number of your nearest consulate (or check www.embassy.org);

- Have appropriate authorization for any work that you do;

- Maintain the required level of health insurance coverage;
• Take a minimum course load of 12 credits per semester. Continue to make what is considered normal progress toward your degree/goal. If a reduced course load is needed it MUST be requested and approved by the DSO (Designated School Official).

✓ Make sure that the Immigration Service has your current residential address in the U.S. (not a department or P.O. Box address) at all times by NOTIFYING THE GLOBAL EDUCATION AND SERVICES DEPARTMENT of your address each time you move, within 10 days after moving.

There are severe penalties for failure to maintain status, which make it very important to be careful to maintain your J-1 status while you are in the United States. Since the penalties are so strict (you could be deported and/or face a three- or ten-year ban on entry into the United States), you must stay in close contact with the Global Education and Services Department, so that you don’t run into any problems.

Extension of Status

If your I-20 form will expire before you will complete your program of study, please contact the Global Education and Services Department at least 60 days prior to your form expiring. An extension must be completed before your I-20 expires.

Duration of Status (Length of Your Stay)

You may remain legally in the U.S. as long as you are maintaining your status and engaged in a valid study program. You must have a valid I-20 at all times. When you have completed your program, you have 30 days to get your affairs in order and perhaps travel in the U.S. before leaving or changing to another status.

Travel Outside the U.S. and Returning to FVTC

You should obtain a travel endorsement from the Global Education and Services Department before you travel. If you will need to apply for a new visa while abroad, you should be sure to bring with you a letter from the Designate School official, as well as proof of continued attendance and updated financial information.

Returning to a different institution

You must obtain an I-20 from the new institution before you travel. When you reenter the U.S., you should use the new I-20. If you enter on your old form, you could face serious immigration problems. F-1s must obtain transfer authorization from the old institution to remain in status.

For travel to Canada, Mexico and certain islands near the U.S. for less than 30 days, you are eligible to reenter the U.S. without having a valid J-1 visa, provided you have a valid I-94, valid passport and valid I-20 endorsed for travel. In this situation, KEEP your I-94 with you. Do NOT hand it over to the airline or immigration officer, but explain that you will be gone for less than 30 days.

Transfer to a different institution

Notify Global Education and Services department of your intent to transfer. Fill out all necessary
transfer forms and paperwork with the new and existing school and obtain an I-20 from the new institution to complete the transfer process.

Violation of Immigration Regulations

If you do not comply with all of the rules described above, you may lose your status and not be eligible for the normal benefits of F-1 status. Resolution of your violation will depend on your specific situation. Contact the Global Education and Services Department for an appointment with the Designated School Official, who will discuss your options with you.

Unlawful Presence and Overstay

This is a very serious violation of your immigration status that could have dire consequences for your future stay in the U.S.

If you stay beyond your authorized stay (or fail to maintain your status) for 1-179 days, your visa becomes invalid. If you travel outside the U.S. after overstaying or failing to maintain status, you will need a new I-20 to obtain a new visa at the U.S. Consulate or Embassy in your HOME country in order to re-enter the U.S. From then on, you will always need to get any visas in your home country.

If you stay beyond your authorized period of stay (or fail to maintain your status) for 180-364 days, your visa becomes invalid, and you will be barred from reentering the U.S. for 3 years if you leave.

If you stay beyond your authorized period of stay (or fail to maintain your status) for more than 364 days, your visa becomes invalid, and you will be barred from reentering the U.S. for 10 years if you leave.

These bars on reentry are valid even if you should become eligible for a green card, so it is extremely important not to violate your immigration status.

It is important that you contact the Global Education and Services Department if you think you may have overstayed your authorized period of stay or failed to maintain your status.

The Global Education and Services Department is here to assist you in maintaining legal status. If you think you may have a problem, please do not hesitate to come and see the Designated School Official to discuss the situation. The earlier we know about your situation, the better we can try to help you resolve it.
HEALTH INSURANCE REQUIREMENT

The requirement

As an F-1 International Student in the United States, under a rule effective September 1, 1994, you must carry health insurance, including medical evacuation and repatriation, for yourself and your dependents for the full duration of your program. Government regulations stipulate that if you willfully fail to maintain health insurance for yourself and your dependents, you will be considered out of status and the DSO (Designated School Official) must terminate your program, and report the termination in the SEVIS System (Student and Exchange Visitor Information System), a real time communication program via internet with the Department of Homeland Security.

The reason for the requirement—and the need for health insurance

It is dangerous to be in the United States without adequate health insurance. Although in many countries the government bears the expense of health care for its citizens, and sometimes even for visitors, individuals and families in the United States are responsible for these costs themselves. Since a single day of hospitalization and medical treatment can cost thousands of dollars, many hospitals and doctors refuse to treat uninsured patients except in life threatening emergencies. Most Americans rely on insurance, and you should do the same. Insurance gives you access to better and more timely health care, and provides the only protection against the enormous costs of health care in this country.

How medical insurance works

When you purchase health coverage, the money you pay (your premium) is combined with the premiums of others to form a pool of money. That money is then used to pay the medical bills of those participants who need health care. Your coverage remains valid only as long as you continue to pay your insurance premiums. Once you purchase insurance, the company will provide you with an insurance identification card for use as proof of your coverage when you are seeking health care from a hospital or doctor. The company will also provide written instructions for reporting and documenting medical expenses (filing a claim). The company will evaluate any claim that you file, and make the appropriate payment for coverage under your particular policy. In some cases the company pays the hospital or doctors directly; in others the company reimburses you after you have paid the bills.

Choosing an insurance policy

At FVTC, you will be required to select and purchase your own insurance coverage. The Global Education and Services Department has brochures available for the necessary insurance policy offered through FVTC. This plan meets all of the requirements set forth by DOS. Otherwise, in choosing an insurance policy, you should consider many factors, not simply the minimum stipulated by DHS:

- The reliability of the company. Does it treat people fairly? Does it pay claims promptly? Does it have staff to answer your questions and resolve your problems?

- Deductible amounts. Most insurance policies require you to cover part of your health expenses yourself (your part is called the deductible), before the company pays anything. Under some policies the deductible is annual, and you pay only once each year if you use the insurance. Under others, you pay the deductible each time you have an illness or injury. The F regulations limit the deductible to $500 per accident or illness, but
many policies offer a lower, more advantageous one. In choosing insurance, you should think carefully about how much you can afford to pay out of your own pocket each time you are sick or injured, and weigh the deductible against the premium before you decide.

- Co-insurance. Usually, even after you have paid the deductible, an insurance policy pays only a percentage of your medical expenses. The policy might pay 80%, for example, and the remaining 20%, which you would have to pay, is called the co-insurance. Thus, if you were injured and incurred $3,000 in medical expenses, a policy with a $400 deductible and 20% co-insurance would cover $2,080 (80% of $2,600). The F regulations require the insurance company to pay at least 75% of covered medical expenses.

- Specific limits. Some policies state specific dollar limits on what they will pay for particular services. Other policies pay “usual” or “reasonable and customary” charges, which means they pay what is usually charged in the local area. Be very careful in evaluating policies with specific dollar limits; for serious illnesses, the limit might be far too low and you might have large medical bills not covered by your insurance.

- Lifetime/per-occurrence maximums. Many insurance policies limit the amount they will pay for any single individual’s medical bills or for any specific illness or injury. Exchange Visitors must have insurance with a maximum no lower than $50,000 for each specific illness or injury, which may be enough for most conditions. Major illnesses, however, can cost several times that amount.

- Benefit period. Some insurance policies limit the amount of time they will go on paying for each illness or injury. In that case, after the benefit period for a condition has expired, you must pay the full cost of continuing treatment of the illness, even if you are still insured by the company. A policy with a long benefit period provides the best coverage.

- Exclusions. Most insurance policies exclude coverage for certain conditions. Read the list of exclusions carefully so that you understand exactly what is not covered by the policy.

**Required insurance specifications**

In addition to the deductible, co-insurance, and exclusions described in bold type in the preceding section, DHS has established the following requirements for the type and amounts of coverage you must carry if you hold F-1 or F-2 status:

- The policy must provide “medical benefits of at least $50,000 for each accident or illness,” according to the text of the regulations. Since insurance companies cover no more than the policy-holder’s expenses (minus a deductible and, under co-insurance, a percentage), and never provide a minimum amount for each accident or illness, the quoted text should be worded differently. Presumably it was intended to mean that an acceptable policy cannot set a maximum lower than $50,000 in benefits for each accident or illness.

- If you should die in the United States, the policy must provide at least $7,500 in benefits to send your remains to your home country for burial.

- If, because of a serious illness or injury, you must be sent home on the advice of a doctor, the policy must pay up to $10,000 for the expenses of your travel.

- The policy may establish a waiting period before it covers pre-existing conditions (health problems you had before you bought the insurance), as long as the waiting period is reasonable by current standards in the insurance industry.
The policy must be backed by the full faith and credit of your home country government or the company providing the insurance must meet minimum rating requirements (an A. M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-i" or above, a Standard & Poor’s Claims-paying Ability rating of "A-" or above, or a Weiss Research, Inc. rating of B+ or above).

(Source: NAFSA: National Association of International Educators)
F-1 WORK OPTIONS

On-Campus Employment

Students with an I-20 authorizing them to attend Fox Valley Technical College are eligible to work on campus. Students transferring to FVTC must have their transfer completed before being eligible to work on the campus. On campus work at FVTC is very limited. Please note that International Students are NOT eligible for "work study" positions. "Work Study" is a program through US Federal Financial aid, for which F-1 students are ineligible.

Off-Campus Employment – Types of Authorization:

1. Unforeseen Financial Change/Economic Hardship
2. Curricular Practical Training (CPT)
3. Optional Practical Training (OPT)

Off Campus Employment Based on Unforeseen Financial Change/Economic Hardship

Off-campus work permission is authorized by USCIS and is based on a student's unforeseen change in financial circumstances, his/her ability to demonstrate economic hardship, and his/her ability to document that s/he was unable to obtain on-campus employment or that such employment is insufficient.

- Authorization covers a period of one year or less, depending on the student's completion date of his/her program.
- Authorization allows a student to work up to 20 hours per week on or off the campus and full-time during the semester breaks and the summer vacation period.
- Employment under this type of authorization does not need to be related to a student's field of study.
- An extension of off-campus work permission is possible if the student is still pursuing the same program of study at the same school and can document that the financial situation still exists.

Eligibility

- Student must have been in legal F-1 status at the FVTC for at least one academic year.
- Most recent I-20 prepared must have been processed at least nine months prior to application.
- Student must be able to document the unforeseen change in financial circumstances.
- Student must be able to document economic hardship.
- Student must be able to document his/her inability to obtain on-campus employment and/or salary of on-campus employment is insufficient.
- Student must have a valid passport.

Application

Make an appointment with DSO/Adviser, who will provide the application materials as well as discuss documentation required to accompany the application.

- The DSO/Adviser must process a recommendation on the application before it can be mailed to USCIS.
- It may take USCIS 3-4 months to process an application.
- The application fee is $340 and is not refundable if the application is denied.
- A completed application consists of the items below and must be submitted to the DSO/Adviser during a scheduled appointment.

**Authorization**

- If USCIS approves the application, an Employment Authorization Document (EAD) will be issued that reflects the dates of the employment authorization.
- A student cannot begin employment until s/he is in possession of the EAD.
- Off-campus work permission becomes void if a student completes all degree requirements, begins a new degree program, or transfers to another school.

**Curricular Practical Training**

Curricular Practical Training (CPT) is work authorization that allows a student to work in a job related to his/her field.

**There are three categories of CPT:**

- Internship (paid) Required by program
- Co-op Program
- Elective Internship/Employment

**General Eligibility Requirements**

- Student must have been enrolled full-time for at least one full academic year and be maintaining legal F-1 status
- Student must possess valid I-20.
- Student must possess valid passport.
- See additional eligibility requirements under each category of CPT.

**General Information**

- A student may not begin employment until s/he has the CPT authorization in hand.
- CPT authorization must be based on the academic program reflected on student’s current I-20.
- The DSO authorizes CPT; authorization is noted on new I-20 issued.
- Authorization for CPT is employer specific and reflects a start and end date.
- CPT authorization cannot be voided if a student terminates employment.
- CPT can be used on a pre-completion basis only.
- USCIS regulations state that a student is not able to deliberately prolong his/her date of completion to take advantage of CPT.
- CPT authorization cannot exceed the period of one year per application.
- CPT authorization may be part-time or full-time depending on eligibility requirements.
- Non-degree seeking students are not eligible to apply for CPT.
- Students who have received one year or more of full-time CPT are not eligible to apply for Optional Practical Training and/or a Program Extension.
- Students who have been granted a Program Extension are not eligible to pursue full-time CPT.
**CPT - Internship (paid) required by program**

- Internship must be required for the completion of the degree program.
- Authorization may be part-time or full-time depending on the internship requirement.
- Students are required to document the program’s internship requirement.

**Eligibility**

- Student must have been enrolled as a full-time student for at least one full academic year and be in legal F-1 status.
- Student is able to document the internship requirement of the program.
- Student possesses a valid I-20 and passport.

**Application**

Make an appointment with the Designate School Official

**CPT - Co-op Program**

- Available to students selected to participate in a bona-fide co-op program through their college or department.
- Employment authorization may be part-time or full-time depending on the co-op agreement.
- Student will need to provide evidence of college/department co-op approval.

**Eligibility**

- Student must have been enrolled as a full-time student for at least one full academic year and be in legal F-1 status.
- Student possesses a valid I-20 and passport.

**CPT - Elective Internship/Employment**

- Available to students who want to gain practical work experience related to their field of study.
- Must be based on the student receiving course credit to participate in the employment. Some established curriculums have courses that would meet this requirement or a student can arrange a Directed Study or Independent Study course. It is important that the course requires the employment with a specified begin and end date.
- Student must receive an Incomplete in the course until the period of CPT has been satisfied.

**Eligibility**

- Student must have been enrolled as a full-time student for at least one full academic year and be in legal F-1 status.
- Student has arranged to enroll for a course that requires employment related to field of study.
- Student possesses a valid I-20 and passport.
Other Information

Extension of CPT

- Available if student has not completed program requirements.
- Extension of one month or less is possible based on current authorization by submitting to a DSO/Adviser the Form I-20 and the letter/document described below:
- Required internship: Letter from college/department verifying need to extend internship to complete program requirement. Letter must state the revised end date.
- Co-Op: Revised co-op agreement or letter from co-op program sponsor that reflects co-op extension requirement. Agreement or letter must state the revised end date.
- Elective Internship/Employment: Letter from course instructor stating the requirement of the course has been extended. Letter should state the revised end date.
- Extensions of more than one month of CPT require a new application and, for elective CPT, a new course registration.

Employer Change under CPT

- Submit to DSO/Adviser Form I-20 and letter from course instructor stating the requirement of the course has changed in terms of employer. Instructor’s letter must state the name of the new employer, address, and the effective date.
- CPT authorization for new employer must be in hand before a student can begin new employment.

Full-time CPT Authorization

- Work hours that total more than 20 hrs/week require full-time CPT authorization.
- CPT authorization cannot exceed a total of 40 hrs/week during the academic year. Note: On-campus employment, including assistantships, counts towards the total hours of work. Summer vacation CPT authorization can exceed 40 hr/week.
- Students with full-time CPT authorization during the academic year are required, under USCIS regulations, to maintain full-time progress on their degree program. Employment cannot delay the completion of a degree program.
- Full-time CPT authorizations that total 12 months or more will cause a student to become ineligible for Optional Practical Training and/or a Program Extension.
- Students with full-time CPT authorization must request a reduced Course Load for each semester they are enrolled less than full-time. The reason on the Reduced Course Load cannot be “participating in a required internship” when the employment is elective.

Who Is Eligible for Full-time CPT Authorization

- Students meeting the general eligibility requirements are able to participate in full-time CPT during the summer vacation.
- Students who have completed all course requirements for their degree and are working on their Plan B, etc. and meet the general eligibility requirements.
- Students who have been granted a Program Extension are not eligible for full-time CPT.

Part-time CPT Authorization

- Twenty hours/week or less requires part-time CPT authorization.
- On-campus employment count toward the total hours of work.
- Part-time CPT authorization can be requested during the academic year or summer.
Who is Eligible for Part-time CPT Authorization

- Any F-1 student who meets the general eligibility criteria may apply for part-time CPT authorization.
- Part-time CPT authorization can be requested during the academic year as well as summer.

Optional Practical Training (OPT)

Optional Practical Training (OPT) is permission for off-campus employment granted by the U.S. Citizenship and Immigration Service (USCIS). OPT enables students to gain work experience in their field of study. 12 months of OPT is available per degree level, as long as the subsequent degree is at a higher educational level. OPT may be used before or after completion of a program. A job offer is not required. The FVTC DSO/Adviser must recommend OPT for a student. USCIS then provides final approval and issues an Employment Authorization Document (EAD). Individuals must have an EAD before they can begin OPT employment. OPT authorization granted by USCIS cannot be changed, voided, or canceled.

Eligibility Requirements:

- Completed one full academic year of full-time study
- Valid F-1 status
- Good academic standing
- Employment must be in the student's major field of study

OPT Categories:

1. Pre-completion
   a. Academic Year
      During fall and/or spring semesters and student has not completed required course work. On and off campus work combined may not exceed a total of 20 hours per week.
   b. Vacation Period
      Authorization may be part-time or full-time.

2. Post-completion

The date of completion is the final day of your last semester of required coursework, as indicated on the college’s academic calendar.

When to Apply:

- Pre-completion Applications: 4 months before your requested employment starting date.
- Post-completion Applications: 4 months before your expected date of completion. OPT applications must be received by USCIS before the expected date of completion in block #5 I 20 form. You may not apply for OPT after completing degree requirements.

Be aware of the following OPT rules:
- During OPT you are still in F-1 status at FVTC.
- If you have applied for post completion OPT, you must make your best effort to complete all degree requirements by the completion date on your new I-20.
- Enrollment in a new degree program during OPT will void any remaining time on your EAD. This time cannot be re-captured at a later date.
- You must continue to update your Current Mailing address.
- Notify DSO/Adviser if you decide to permanently depart the US during your OPT.
- Notify DSO/Adviser if you change your visa status during your OPT.
- FVTC Global Education and Services is required to have a copy of your EAD. Upon receipt of the EAD, fax a copy of it to ISSS at 612-626-7361.

**Travel during Post-completion OPT**

Under normal circumstances, a student who has (1) an EAD for post-completion OPT or receipt notice and (2) a job or job offer should not experience difficulty reentering the US. If either of these two conditions is missing, then the student is assuming risk. For more information please read the section regarding Travel on F-1 Status.

All off-campus work requires work authorization. This includes:

- Required, paid internships off the campus
- Summer off-campus employment
Filing Requirements

WHO
Every nonresident, F, J, M, and Q visa holder in the U.S. who earned U.S. income must file an annual tax return and statement to substantiate nonresident status with the Internal Revenue Service (IRS).

Those who did not earn U.S. income must still file Form 8843 with the IRS to confirm their non-resident status in the U.S.

WHAT
Nonresident F, J, M, and Q visa holders must file tax returns on Form 1040NR, ‘U.S. Nonresident Alien Income Tax Return,’ or Form 1040NR-EZ, ‘U.S. Income Tax Return for Certain Nonresident Aliens with No Dependents.’ They must also attach Form 8843 to prove that they are nonresidents of the U.S. for tax purposes.

WHEN
If you are a nonresident alien who earned wages subject to withholding, you must mail your return on or before April 15. Remember that statements and tax returns for the current year cannot be filed before January 1 of the following year. If you are just filing Form 8843 because you had no U.S. income, your deadline is June 15.

WHERE
All nonresident alien tax returns and statements are mailed to: Internal Revenue Service Center, Philadelphia, PA 19255.

Before mailing your return to the IRS, you should make and keep a photocopy of your completed tax forms and any documentation submitted with them. In addition to maintaining good tax records, you will probably need a copy of any previous tax returns to complete your current return. If the IRS should question your return, you cannot respond properly without an exact copy of the documents you submitted. As the IRS charges money to send you a photocopy of your return, it is much less expensive to make your own copy.

Finally, nonimmigrants applying to the Immigration Service for permanent residence may be required to produce copies of returns filed for the last three years. Nonresident aliens should gather all applicable items from the following list in order to prepare their annual income tax return:

Obtain from the local library, the internet (www.irs.ustreas.gov/prod/cover.html), or the IRS:
- Form 1040NR or Form 1040NR-EZ and instructions
- Form 8843, ‘Statement for Exempt Individuals’

You should receive in the mail by January 31 every year:
- From your employer: Form W-2 (summarizing your paychecks)
- From your financial institution(s): Form(s) 1099 (summarizing your investment earnings for the year)
- From your grantor or employer, if applicable: Form 1042-S (a report of any scholarship or
income eligible for tax treaty benefits paid to you)

Find in your records:

• A copy of the previous federal and state income tax returns you have filed.


**NOTE:** The Global Education and Services Department CANNOT help you with income tax questions or forms. However, we have tax information available on our website: [www.fvtc.edu/global](http://www.fvtc.edu/global).
TRAVEL OUTSIDE THE UNITED STATES

If you are traveling outside the US, you will need the following documents in order to re-enter. Check each item for more detailed information.

- Valid Passport
- Valid F-1 Entry Visa
- Valid I-20 document
- Valid re-entry signature on page 3 of I-20
- Documentary evidence of funding
- Evidence of full-time enrollment (transcripts, print out of registration)
- EAD card and/or other information (for F-1s on post-completion OPT only)

Valid Passport

If your passport is expired or close to expiring, you should renew it before you travel. Contact your home country’s embassy in the US. Consult www.embassyworld.com to find embassy information.

Valid F-1 Entry Visa

If your F-1 entry visa has expired; or if you do not have an F-1 entry visa, you must apply for a new visa at a US consulate abroad before you return. It is not possible to renew your visa from within the United States.

To obtain a new F-1 Entry Visa:

Contact the US Consulate and inquire about their visa application procedures. Due to new interview requirements and screening procedures, you may need to schedule an appointment and your visa may take longer to process than in the past. Visit the US State Department website for links to US Consulates around the world. If possible, schedule an appointment before you depart the US.

Ensure that you have proper documents. Present to the US consulate: valid passport, valid SEVIS I-20 with travel signature, evidence of funding, and an unofficial transcript.

Be Aware of Security Clearance Checks!! You may be subject to a security clearance check when you apply for a visa. These checks can significantly delay visa processing time.

Visa Denials

It is rare for returning students to be denied a new entry visa, however, there are no guarantees, and there is always some risk of a visa denial. This risk increases under the following situations:

1. You are applying for a visa in a country other than your home country. (Third Country National Visa Applications) You have the right to apply for a visa in any country, but it’s safest to apply in your home country if possible. If you must apply in a third country, be prepared to present additional evidence that document your need to get a visa in that country.

2. You are pursuing OPT. Students on OPT are eligible for an F-1 visa, but your risk of denial is increased, especially if you don’t have a job. If you must apply for a visa during your OPT period, be prepared to present evidence of employment (a letter from your employer is best) to the consulate.
3. You have close family members (spouse, parents, siblings) who are citizens or permanent residents of the U.S. If you have close family members in the U.S., a consular official may question your ties to your home country.

Valid I-20 Document

Your I-20 is valid if it has not expired and if the following information is correct:

- Biographical information such as your name, birth date, country of citizenship, etc.
- Degree level and major field of study
- Financial information (should represent your estimated expenses and funding within 20%)

If any of the above information is incorrect or has changed, you must request a new I-20 from ISSS before you depart the US. Plan ahead!

Valid Re-Entry Signature

For re-entry to the US, your I-20 must a have a valid re-entry (or "travel") signature on page 3. Your re-entry signature is valid if:

- You are not pursuing post-completion OPT and the signature is less than 12 months old
- You are pursuing post-completion OPT and the signature is less than 6 months old

If your signature is no longer valid, you must request a new signature before you travel.

Documentary Evidence of Funding

You should be able to provide documents that verify the funding information as it’s described on your I-20. Examples of funding documents are:

- Bank statement (if your I-20 indicates Personal Funds)

Evidence of Full-Time Enrollment

You must be able to provide evidence that you have enrolled full-time during the entirety of your career as an F-1 student. An unofficial transcript from the college is the best way to verify enrollment. You can download a transcript from MY FVTC.

EAD card and/or other information

F-1 travel during Post-Completion OPT only

Under normal circumstances, a student who has (1) an EAD for post-completion OPT or I-765 receipt notice and (2) a job or job offer should not experience difficulty reentering the United States. If either of these two conditions is missing, then the student is assuming risk.

The following two questions should help clarify further queries you might be have regarding travel during post-completion OPT.

1. Can I reenter the U.S. if my request for OPT is pending?
Yes, you may reenter to search for or begin your employment. When you go through U.S. immigration, be prepared to show the immigration inspector your I-765 receipt notice (Form I-797), as proof of eligibility for reentry. Additionally, if you have been offered a job, carry a copy of the job offer letter.

Note: If you depart the U.S. without a job offer before the EAD was issued, but attempt to reenter the U.S. after the EAD was issued, you might experience difficulty reentering the U.S. if you cannot document that you have a job offer.

2. **Can I reenter the U.S. if I left while on OPT?**

   If your OPT has been approved and you depart before you have a job or job offer, or no longer have a job, you might experience difficulty reentering the U.S. because you would be unable to document that you are currently working or have a job offer. If you have a job or job offer, you may travel and reenter to resume work at the job.
HOW TO DEAL WITH CULTURE SHOCK

Culture shock is caused by the stress of being in a new culture. It is a normal part of adjusting to new foods, customs, language, people and activities, a person with culture shock may experience some of these symptoms: irritability, headaches or stomach aches, overly concerned with health, easily tired, loneliness, hopelessness, distrust of hosts, withdrawal from people and activities, painful homesickness, lowered work performance. Although culture shock is uncomfortable, it is a normal part of the adjustment process and you need not be ashamed of it. There are a number of ways to deal with culture shock:

1. Be aware of the symptoms. Once you realize you are experiencing culture shock, you can then take steps to deal with it.

2. What are the situations which confuse or irritate you the most in the new country?
   i. Are you misunderstanding the host people’s treatment of you? Where can you find more information about this aspect of the culture? Behavior which seems rude to you may not be intended as rude. Polite customs are different for each culture. When situations seem senseless, remember the hosts may be following social rules unknown to you. Ask questions about social customs.
   ii. If you are still bothered by a situation, find ways to minimize the irritation. Is the situation necessary? If not, you may be able to avoid or minimize involvement. Example: If women’s swimwear offends you, then spend shorter periods of time at the pool. Or remind yourself that swimming apparel does not reflect moral looseness as it might in your home culture.

3. What do you miss the most which was enjoyable in your home country? Look for ways to meet these desires or replace these with something new. For example, if you miss your favorite Japanese pickles, go to a U.S./Japanese grocery store or ask a relative to mail some to you.

4. Develop friendships with both Americans and people from your own country. At times the friendships with culturally different people will seem very taxing. That is why it is important to have people from your own country or area to spend time with also. This helps you re-energize for interacting cross-culturally. However, isolation in either group alone causes more adjustment problems.

5. Talk to people from your country about your stresses and ask how they have dealt with the same situation.

6. Take a course or read a book on cross-cultural communication. Ask hosts questions like, “As I understand it, you are saying that.... Is that correct?”

7. Continue improving your language proficiency (watch TV, listen to the radio, and read books in English).

8. Have a sense of humor. Allow yourself to see the humor in misunderstandings or embarrassments. Laughter heals.

9. Exercise and a nutritional diet also help to reduce stress.

10. Remember that some culture shock is a normal part of adjusting to a new country.
However, the more severe symptoms mean the adjustment process is blocked and you need help to move into a more comfortable stage.

11. Find a place where you feel comfortable and spend time there.

12. Have certain times during the week or day when you don’t think about your research or problems, just have fun.

13. When problems seem to be building up, mentally step back from them. Divide your problems up, understand each one, and work on them one at a time.

14. If headaches and stomach aches become a constant problem, realize that they may be a sign of emotional problems, not just physical problems. If medical doctors and medication do not work, it might be time to see a counselor.

15. It is important to maintain regular life patterns, for example eating meals at regular times and sleeping and exercising regularly.

16. When you begin to feel depressed, ask yourself: “What did I expect? Why? Was my expectation reasonable?”
   i. Learn the culture and customs of the country you are in and respect them.
   ii. Disregard your old assumptions and expectations. Be open to learning new things. Explore new ways of living and compare these to your own. Become more aware of both your values and attitudes and those of your host country.
   iii. Don’t be afraid to take risks.

17. Adjusting to a new culture requires a good amount of re-examination of your own values and outlook. Try to do that as you live in the new culture.
PRACTICAL INFORMATION FOR NEWCOMERS

Social Security Card

F-1 International Students are not eligible for a Social Security Number until they have been authorized to work in the United States. If you have received and EAD (Employment Authorization Document) From DHS, or have been offered a paid position on campus, you should apply for your Social Security number (SSN) at the Social Security Administration, 607 West Northland Avenue. The office is open 9 a.m. to 4 p.m., Monday to Friday. The documents you need to bring with you are either your EAD or a written job offer from the campus office for which you will be working. This letter should include a description of the duties you will carry out and proposed work schedule. Also bring your passport and I-20 document.

Banking & Finances

We recommend that you use the banking services available in the Fox Cities area, rather than relying on services in your home country. Banks offer many different services. Standard services include savings and checking accounts, in addition to Automated Teller Machine (ATM) access. In addition, most banks offer wiring and electronic transfer of funds and various other services. Community First Credit Union – a bank- has an office at Fox Valley Technical College in Appleton.

You should bring your passport, I-20, and a letter from the DSO with you when you go to open your bank account; the bank representative will need to see proof of your identity. When you first set up a bank account, you will have to sign a statement called a W-8. The W-8 certifies that you are a non-citizen and are not subject to the withholding of income taxes on interest on your account(s). You will also be asked for a local address.

We strongly suggest that you use a checking account for a variety of reasons:
- The bank provides safety against loss or theft of funds.
- It is convenient to make transfers to deposits for any purchases, to satisfy debts, or to make withdrawals by writing checks/using a check card.
- A canceled check serves as your receipt of payment.
- You will receive periodic statements of balance.
- You can make withdrawals by mail.

It is important to keep a record of all payments and deposits you have made to your bank accounts. You should always keep your checkbook balanced and in agreement with the monthly statement you receive. If the bank’s records disagree with your records, inform the bank immediately, and they will work with you to locate the error.

Some recommendations regarding your money:
- Keep most of your money in the bank.
- Do not carry large amounts of money with you; there is always the risk of losing it or it being stolen.
- Carry your identification card(s) with you at all times; banks require ID before cashing checks and so do most stores.
- Be cautious when using Automatic Teller Machines (ATMs). Use well-lit ATM locations or
ATMs inside stores and other businesses.
- Also at ATMs, keep alert when other people are around. Protect your personal ATM code number from being seen as you enter it.

Medical Care

**Emergencies:** Area hospitals (Appleton Medical Center, St. Elizabeth Hospital, Theda Clark Medical Center) have 24-hour Emergency Departments that are available for serious or life-threatening illnesses and accidents. In an emergency, dial 9-1-1 to request an ambulance (this number also is used for police or fire emergencies). On FVTC campus, dial 5691 from any campus phone for the FVTC security staff in an emergency; they will call an ambulance. For minor emergencies (sprained ankle, flu, laryngitis, etc.), some hospitals operate Medical clinics separate from the hospitals. Global Education and Services department will give you a list of such clinics.

**Non-emergency Care:** Many student insurance plans require that you seek treatment at College Health Services first. That office can then refer you to a physician if further treatment is needed. Physicians see patients on an appointment basis. You must call the physician’s office to schedule an appointment for an office visit. On your first visit to the office, the receptionist will have you fill out an information form and copy your insurance card, so it’s a good idea to arrive a little early. You may have to pay part or all of the charges before you leave the office; although some physicians will file a claim for the visit with your insurance company and then send you a bill after the insurer has paid its part. Be prepared to pay for the visit, though.

Contact Susan Beyer (735-4810) in the Global Education and Services Department for recommendations on how to locate a doctor.

Campus Safety

Campus Security is located in room E162. Direct non-emergency calls to the Security Office at 5691. Call the emergency number, 4777 from any campus phone, if you need to report a fire or a crime in progress or to request an ambulance.

Students should have an FVTC Identification Card. IDs are issued Monday – Thursday, 8:00 a.m. – 6:00 p.m., and Friday 8:00 a.m. – 4:00 p.m. in the Student Life Center office (E137). The Global Education and Services Department will assist you in obtaining your student ID card.

Owning a Car

If you own a car in Wisconsin, you MUST have automobile insurance. If you do not have insurance, and you are involved in an accident, it could cost you thousands of dollars. Find insurance companies in the phone book; be sure to tell the agent you are an international student and confirm that you are eligible for coverage. There have been incidents in the past where people thought they were insured and only found out after an accident that their insurance company would not pay any claims because they were internationals.
For driver’s license information, see [http://www.dot.wisconsin.gov/drivers/](http://www.dot.wisconsin.gov/drivers/).

**AMERICAN WAYS**

Although many customs are the same around the world, these are some observations made about American culture and attitudes by newcomers to the U.S.:

**BUSINESS SITUATIONS**

- Business people often address each other by first names.
- American women are prominent in the work force and have the same rights as men.
- Americans are impersonal about business; family and friendships tend not to influence business decisions.
- The business environment is openly competitive. Be assertive.
- It is important to put aside reserve; be direct and specific.
- The corporation operating within the USA must adjust to local ways.
- American employees expect contact with management and plenty of information exchange.
- Bosses are often women; secretaries may be male.
- Americans do not shake hands at the start of each work day. Generally, Americans shake hands only at first introductions.

**SOCIAL SITUATIONS**

- Americans expect a “hello” on arrival and a “good-bye” on leaving.
- Americans prefer to be called before you visit them.
- If bringing an uninvited friend to dinner, you need to notify the hostess first to make sure it’s OK.
- Seek out the hostess to say good-bye.
- Unescorted dating is accepted.
- “Dutch treat” means that each person will pay his or her own bill at a restaurant; this method of payment is usually agreed upon beforehand.
- It is acceptable for a woman to ask a man out.
- It is considered impolite to point at a person.
- When invited to an American’s home for dinner, you may not be offered food until the main meal.
- A “thank you” note or a phone call is expected after a dinner invitation.
- Interrupting is considered rude.
- American women seldom like to reveal their age or weight. Do not ask them.
- Questions that refer to money (such as salary) make Americans uncomfortable.
- Punctuality is important; don’t arrive either early or late.
- Begin eating when the hostess begins.
- Americans do not consider these questions offensive: What is your job? How many children do you have? What church do you attend?

**SHOPPING**

- Most stores are open seven days a week with shorter hours on Sunday.
- It is OK to return merchandise you find unacceptable. Bring your receipt.
- To save time, call stores on the phone to check prices and the availability of the merchandise or check online.
LAWS

- Drive on the right-hand side of the road.
- Speed limit is 65 mph on highways or as posted.
- Legal drinking age is 21.
- You are required to wear seat belts.

GENERAL

- Americans are very conscious of hygiene—bathing daily and using deodorant.
- Dress is generally casual.
- Americans are free to worship any religion.
- Americans are free to express opinions.
- Americans look you in the eyes.
- Americans volunteer without pay.
- Men help with housework.
- Good policy: admit when you don’t understand or are having difficulty. Ask for help.
- Working hard is valued.
- In the USA, personal responsibility is valued. People expect you to take care of yourself.
- Initiative, action and ambition are respected traits.

MEALS

- Breakfast—early morning. May be light to heavy. Can include cereals, breads, eggs, bacon, ham, fruit juice, coffee.
- Lunch—mid-day. Usually a light meal. Often a sandwich.
- Dinner—evening. The heaviest meal of the day includes meats, potatoes or rice, vegetables, sweet dessert.
- When eating at a restaurant, you may need to make a reservation—call the restaurant to find out.
- It is customary to tip—leave the waiter/waitress 15-20% of the total bill in cash on the table or add to your credit card slip.

TELEPHONE

- Americans usually just say “hello” when they answer the phone.
- Be aware that people will try to sell you things over the phone—best policy is to hang up immediately, no need to be polite in this situation!
- There are two Appleton phone books:

  The White pages (residential listings with a business section and blue government listings in the middle. This book has international calling codes listed toward the front).

  The Yellow pages (business listings by subject as well as alphabetically).
PRACTICAL HINTS FOR LIVING IN WISCONSIN

BANKING & MONEY

Overseas money orders and bank drafts can sometimes take several days to clear. Make sure such a deposit has been credited to your account before you write a check for this money. To write checks in stores, you need a Wisconsin ID card or driver's license. You may obtain a Wisconsin ID at any Driver's License Office (265 West Northland Avenue in the Northland Mall).

A checking account is necessary in order for you to be able to pay your bills; sending a check through the mail is the usual way to pay bills in the U.S.

Credit cards are good for building up a credit record. Beware: credit cards can also be your doom. You should always try to pay off the entire bill each month. If you don't, you will start paying an incredible interest rate, some of which reach over 20%. Also beware of paying for phone orders by giving your credit card number over the phone unless YOU called to place an order. NEVER give out your credit card number to someone who calls you on the phone. Sometimes people will take your number and charge things to your account. If this happens, call your credit card company immediately.

A lease is what you sign when you rent an apartment or a house. It is a binding contract and is very hard to cancel. If you sign a 1-year lease, you are responsible for paying the rent for one year. Always be sure to read the entire lease before signing your name. If you are not comfortable with or don't understand the wording of the contract, have someone else read the contract with you. You should always read and understand any contract before you sign. You will also have to pay a deposit that will be returned when the lease runs out.

Tips (gratuities) are a fact of life in the U.S. Most waiters and waitresses are paid low wages because they are expected to make tips. 15-20% of the bill is a standard tip. You can tip more if the service was excellent or less if it was not. Tips are not expected in fast food and carry-out restaurants. Tips are either left on the table or added to the total by you on the credit card receipt. Also tip: delivery people, e.g. for items such as pizza (10-20%), hair stylists (20%), cab drivers (10-20%), sky caps at airport ($1 per bag).

Sales tax in Wisconsin is presently 5.5% of your purchase. Anything you buy will have sales tax added when you make the purchase. For instance, if you buy something priced $1.00, you actually pay $1.06 at the cash register.

“Dutch Treat,” or “Going Dutch,” means that each person pays for him-or herself when going out to dinner, movies, clubs, etc. with friends. It is wise to be prepared to pay for your own meal whenever you go out.

Coupons can be used to get price reductions on certain goods. For example, you might have a coupon which gives a $0.50 discount on a 275 gram box of Frosted Flakes cereal. Coupons can be obtained in various places, including the local Sunday newspaper, The Post-Crescent. Often
area grocery stores such as Copps, Pick ‘n Save, or Festival give offer in-store coupons and sales.

**Receipts**  A receipt is the little slip of paper given to you whenever you pay for something. Whenever you buy clothes, books, or other expensive items or whenever you pay any fees or bills, always keep your receipt. If you want to return items for a refund, you must have the receipt.

**TELEPHONES**

Telephones are an important part of everyday life in the U.S. Becoming comfortable with the phone and phone books can save you a lot of hassle, time and money.

**Charges**

Calls from pay phones must be paid on the spot. In an apartment or house, a monthly bill is sent. You are billed a moderate fee for having a phone, plus any special services such as call waiting, plus long distance calls (all calls outside the Appleton area).

You have to select a long distance carrier such as AT&T, Sprint or MCI to be able to call long distance. There is no charge for local calls. For more information, call AT & T at 920-993-7891.

**Calling**

Telephone numbers in the U.S. have ten digits, for example: (920) 735-5600. The first three digits are the area code; in this case 920—the area code for Northeastern Wisconsin. Local calls in the Appleton area do not require an area code; therefore they will only have seven digits.

**Public phones** usually cost $0.35 for a local call. Public phones can be found in many stores and on street corners. Pick up the receiver, deposit your coins, wait for the dial tone, and then dial the seven-digit number.

**Calling cards** allow you to charge calls to an account, like a credit card. The charges will then be added to your monthly phone bill. Follow the instructions on the calling card.

To place a **long distance** call:

1. **Dialing Direct**—to dial direct: dial “1” (or “011” for international calls), country code (if needed), area code and phone number. If you get a wrong number, dial “0” and explain the situation to the operator. She should then deduct the charges for the wrong number from your phone bill.

**To place calls from an FVTC phone**

Calling on campus: dial the last 4 digits of the campus phone number.
Calling off campus: dial “9” + the 7-digit phone number.

**PHONE BOOKS**

Learning how to competently use the phone book can save time, headaches, and money. The three main phone books are the Yellow Pages, White Pages and FVTC Campus Directory.
Yellow Pages

1. The first few pages have some general information, including instructions for calling long
distance and directory assistance (where you can call to find a number that is not listed in
the phone book).

2. An alphabetical list of Appleton area businesses.

3. The first few pages have a section on directory assistance, long distance and
international calls, a list of all the area codes and time zones in the U.S., the local calling
area, international country codes, long distance rates and other material.

4. Community interest pages including coupons and zip code map.

5. An alphabetical list of (a) City, (b) County, (c) State and (d) U.S. Government offices (the
Blue Pages).

6. A list of Appleton businesses by subject, such as Restaurant, Insurance, etc. At the end
of the main sections, there is a "locality guide" which lists, for instance, restaurants by
their location in the city.

7. An index of Appleton area products and services. For example, if you need a vacuum
cleaner, look up vacuums in the index and you will find the page number for vacuum
dealers.

White Pages

1. An alphabetical list of Appleton area businesses.

2. A list of government offices similar to the one in the Yellow Pages.

3. An alphabetical list of Appleton area residences.

Campus Directory

1. FVTC Faculty & Staff listing. If you don’t know where to go, call first. It will save time.
2. FVTC Offices and Departments
3. FVTC On-campus Services

UTILITIES

Some apartments include heat and water in the price of the rent. In this case, you would only
have to pay the electric bill. You would call WE Energies Customer Service line at 1-800-242-
9137, or go to http://www.we-energies.com/, to set up your electric bill. You will receive one
monthly bill covering usage of electricity. You will receive further information and details about
your living arrangements from the Global Education and Services Department upon arrival.

PUBLIC TRANSPORTATION

Valley Transit offers public bus transportation throughout Appleton. Students can purchase bus
passes and get copies of the bus schedules in the Student Life Center on campus.
BIKE RULES

When riding a bicycle, you must obey the same rules of the road as a car. For an explanation of Wisconsin’s road rules, the Driver’s License Handbook can be obtained from one of the Wisconsin Driver Testing Centers. A few points to remember while bicycling:

1. You should always wear a helmet.
2. Cars do not have to let you pass them on the right before they make a right turn.
3. Riding on the sidewalk is illegal.
4. Always use hand signals:
5. Always chain and lock your bike or it WILL get stolen.

THINGS TO DO

There are many cultural events and opportunities for entertainment in and around Appleton. Students will receive detailed information about various cultural and entertainment activities and venues upon arrival. There is also entertainment information available in the Post-Crescent (www.postcrescent.com).

Reservations
If you are going to a nice restaurant on Friday or Saturday night, you will probably want to make a reservation at the restaurant for a specific time so that when you arrive you will not have to wait in line. If you don’t have a reservation, you may have to wait a long time for a table (call the restaurant to see if they suggest making a reservation).

“Doggie bags” (take-out boxes) are used, even at “nice” restaurants, when you want to take the rest of your food home with you. This is perfectly acceptable and normal in the U.S. You can’t use a “doggie bag” at a buffet.

Buffet restaurants let you pay a set price and then you get to eat as much as you want. Don’t share when you go to a buffet.

Ethnic Foods
Look in the Yellow Pages under “Grocers” and also “Bakers.” Appleton has several stores which specialize in Asian, Hispanic, and Middle Eastern foods, as well as “European” breads. Likewise, many ethnic restaurants are listed in the Yellow Pages under “Restaurants.”

Cars
The Saturday and Sunday editions of The Post-Crescent have car sections in the classified ads.

GENERAL TIPS

You should always carry some form of I.D. (your FVTC I.D. is best on campus) and phone
number, and address. You will often be asked to present this information. Do not carry your passport.

**Speaking English** is the only way to get better at it. English is one of the hardest languages, but the more comfortable you are with it, the more confident you will become communicating. Don’t be afraid to ask for help because you’re not comfortable with your English. If you have a bad experience when attempting to communicate in English, don’t give up! The more you talk, the better you will get. Also, watch TV to practice listening comprehension.

**Slang** will take a while to learn. Americans use slang frequently in everyday life. The only way to learn slang is to ask people the meaning of the expression. You will often find that Americans cannot define slang terms easily.

**Time zones** are listed in the White Pages phone book. Be aware of the time differences when calling other parts of the country, especially the East and West coasts.

**Tornado Siren**
When a tornado warning has been issued by the Weather Service, a siren will sound. This indicates you should take cover immediately because a tornado has been seen in the area.

**Insurance**
You must have insurance if you own a car. It is also wise to purchase renter’s insurance which will protect you against loss of or damage to your belongings because of theft, fire, or other disasters.

When traveling by car to another state, look for **visitor information centers**. These centers are usually located on the interstate (highway) about 5 – 10 miles past the state line.

**Department stores** such as Sears, Wal-Mart, Target, and K-Mart carry lots of different merchandise from clothing to furniture to food at very reasonable prices. Fox Valley Mall with many different stores is located near campus in Appleton.

**Movies** Appleton several movie theaters which show new movies, one of which shows foreign and alternative movies. More information is available in the Global Education and Services Department.

**Global Education and Services Department** will provide you with a listing of stores, restaurants and places of interest in the Fox cities.
LIVING IN THE U.S.

Living in a community with people from all over the world can be a positive, indifferent, or negative experience, depending on how you want to approach it. We would like to help make your relationships here pleasant and educational rather than tense and unproductive.

BUILDING UNDERSTANDING

The essential first step to successful intercultural communication is to concentrate on understanding rather than judging the other person. If both parties do this, then any cause for mutual anxiety is eliminated. Both parties are free to know each other rather than worrying about their personal insecurities in dealing with people whose cultures differ from their own.

How do we seek this understanding? Usually, of course, it is by communicating or talking with the other person. When the other person is talking, you are trying to figure out what he/she means by the words he or she chooses and the accompanying behavior. This process is more complex when the other person is different from you. Words will not mean the same things to both of you, since differences in your cultural backgrounds mean that particular words and ideas don’t have the same significance for both of you.

Another topic about which cultures teach different assumptions is the concept of the individual. U.S. citizens are taught to admire the “rugged individualist,” the strong, self-reliant person who “does his own thing” and relates to other people in an informal, egalitarian way. People from many other cultures consider U.S. citizens to be “too individualistic.” They think that Americans tend to be selfish, self-centered, disrespectful of authority and inadequately concerned about the feelings of others. Generally, people who hold this opinion have been raised in cultures where it is expected that the feelings and needs of others must be considered when making any decision.

There are many other important differences in assumptions and values that distinguish various cultures. They are too numerous and complicated to discuss here.

NONVERBAL COMMUNICATION

Nonverbal communication habits differ from culture to culture, giving rise to distraction if not misunderstanding when representatives of different cultures interact. Non-verbal communication influences many things such as the use of space, or how far from another person you stand when you talk; the use of time, or what constitutes “promptness” and how important it is; and the use of gestures, or how much the hands and arms accompany conversation.

If you are a Latin American, for example, you might decide that North Americans are “cold” because they tend to move away from you when you talk with them, or because they do not touch you when you talk. In fact, they have learned to stand further away from conversational partners than you have, and they have not learned to touch others
as a sign of casual friendship.

COMMUNICATION SKILLS AND GUIDELINES

Here are some skills you can practice and guidelines you can follow when talking with someone from another culture:

- Pay attention. Try to clear your mind of its various preoccupations so you can concentrate on what you and your friend are saying.

- Listen carefully. Set your assumptions and values aside and try to hear not just what other people are saying, but what they mean by what they say. You may find that this requires you to ask a lot of questions.

- Be complete and explicit. Be ready to explain your point in more than one way, and even to explain why you are trying to make a particular point in the first place. Ask for verification. After you have spoken, try to get confirmation that you have been understood.

- Ask your friend to restate what you have said by saying something like this: "I want to be sure I made myself clear, so would you tell me what you understood me to say?" It does not usually work to ask your friend "Do you understand?" Most people will say "yes" to that question, whether they understand or not.

- Do not ask questions that you would not or could not answer yourself. For example, if you could not describe your countrymen's attitude towards women's liberation, do not ask your friend what his countrymen think about it. Following this guideline will help you avoid asking embarrassing or silly questions.

- Don't be afraid to ask someone for clarification. When you are, or think you may be, having trouble communicating, talk about the trouble you are having. By using phrases such as "I do not understand that point," or "I am not sure how that relates to what you said before," or "I do not think I made myself clear," or "let me explain why I am telling you this," you can focus your attention on the process of communication – rather than on the topic you were discussing – and try to clear up and confusion.

RELATIONSHIPS WITH A LANGUAGE BARRIER

It sometimes happens that people communicating across cultures will have a language barrier. That is, the foreign person's English proficiency is limited, as is the U.S. person's proficiency in the foreign person's language. This naturally inhibits their ability to converse with and understand each other.

Nearly all newly arrived internationals from a non-English speaking country experience some difficulty with local American English during the initial part of their stay. After a few weeks of exposure to the local English vocabulary, internationals "tune in" and are able to speak and understand much more easily.

It does take an extended length of time to develop complete proficiency in a second
language, and occasional misunderstandings will probably still occur. Try not to let these misunderstandings keep you from trying to establish relationships with people from another culture.

Try to challenge yourself by making the most of your contact and using the language of your host country environment. Having friends here from your home country speak English and use the language is the best way to learn. Avoid falling into the common problem of speaking and congregating predominantly with fellow country-persons who are here. Practicing the language and experiencing the culture is the best way to learn and become more proficient.
AMERICAN CULTURE

FAMILY LIFE IN OTHER CULTURES

You are now living in a community composed of families from around the world. This is an excellent opportunity to observe habits and customs that may be completely new to you. You may find the roles, behaviors and even dress of men and women are quite different from what you are used to. The care and behavior of children varies widely from culture to culture. Many families practice religious customs that may be unknown to you. Different cultures start and end their day at different hours. Their voices may seem much louder or softer than you are used to. Eating habits and choices of food may be unfamiliar.

Amidst the endless variety of possible lifestyles, remember the family is a universal institution no matter what form it takes. Each family unit around the world meets its basic needs in different ways. Using information in this section, you can become better at interacting with a family that may have values and customs that are very new to you.

AMERICAN CHARACTERISTICS, MANNERS, AND CUSTOMS

It would be impossible to describe all the customs and traditions of the United States in this handbook. However, there are a few major social customs of which you might like to be aware. Social customs are constantly changing in our society; they are especially diverse in a college setting where there are many people representing a variety of ethnic, religious, socio-economic, age, occupational and other types of groups.

We do not expect you to change your own customs or identity!

However, we do hope that acknowledge of our culture will help you to understand it better and make your stay in our country more enjoyable.

In the following material, and generally in this country, the term "Americans" refers to the people living in the U.S. We are not the only Americans. In other contexts "Americans" may mean any of the inhabitants of North or South America.

Individualism

Americans value independence. They generally believe that the ideal person is autonomous and self-reliant. This may mean that they prefer to spend less time with their friends than in other cultures. They often dislike being dependent on other people, or having others depend on them. Other cultures may view this diversity as "selfishness" or as a "healthy freedom" from the constraints of ties to family, clan or social class.

Informality

Americans tolerate a considerable degree of informality in dress, relationships between
people and methods of communication. In some cultures this may seem like a "lack of respect." In others it reflects concern for social ritual, confidence and comfort in a friendship or relationship, or a healthy lack of concern for social ritual.

Making Friends
You may find that Americans smile easily and are not hesitant to talk about personal matters. This is not an automatic commitment to friendship. In this mobile society where Americans are taught to be self-reliant, friendships are often transitory and established to meet personal needs within a particular amount of time.

Many Americans have casual relationships that are loosely termed as "friends at work" or "friends at school" and so on. Only a few very close friendships are formed. Friendships are usually the result of repeated interactions between individuals who share similar views and a variety of experiences together.

Casual friendships are especially common among college-age students who are trying to establish personal autonomy and are coming into contact with a variety of people representing different values and life-styles.

This is not meant to discourage international students or scholars from attempting to establish friendships with Americans. Most Americans readily accept new people into their social groups. One of the best ways to meet Americans is to go to concerts, sporting events and church activities, or to join a special interest group on campus.

Time Consciousness

"Doing" is very important to Americans and "wasting time" is viewed negatively and discouraged. For business and most meetings involving a group of people, a date or dinner invitation, punctuality is very important. For many other social events, such as large informal parties, time is more flexible.

Many Americans organize their activities according to a schedule. As a result, they always seem to be running around, hurrying to get to their next "appointment." This fast pace of life may be overwhelming for people from other cultures.

Do not feel obligated to maintain the same type of social schedule. However, you will likely be expected to maintain an "American" work or study schedule with reasonable promptness.

Materialism

"Success" in American society may often be marked by the amount of money or the quantity of material goods a person is able to accumulate. Hard work, cleverness, and persistence are valued by some as a means to accumulate material things. Some cultures view this as a "lack of appreciation for spiritual or human things in life." Others may see this outlook as the way to sustain a comparatively high standard of living.

Personal Hygiene
Most Americans are extremely conscious of cleanliness. In general, Americans will spend a great deal of their income on personal care items to keep themselves clean and smelling good.

In order to be considered an accepted friend or member of any age group, similar good personal hygiene is generally expected, appreciated and of value.
GUIDELINES FOR PRACTICAL SITUATIONS

This section provides more specific information about the behavior that Americans usually expect in certain situations.

MEETING AMERICANS

When two people are first introduced there is a ritual greeting. The dialogue is: "How do you do?" "Fine thank you, how are you?" "Fine thanks." After the first meeting, a more formal "Good morning" or "Good afternoon," or a less formal "Hello" or "Hi" followed by, "How are you?" is customary. The answer is usually "Fine," whether or not you are fine.

Men usually shake hands with each other the first time they meet. Men usually do not shake hands with women unless the woman extends her hand first. Women usually do not shake hands with one another.

Americans frequently use first names. This is true even when people first meet. Address people of your own approximate age and status by first name. If the other person is clearly older than you, you should say Mr., Mrs., or Ms. (for both unmarried and married women), and the last name. Unless a faculty member or someone else with a title tells you to use his or her first name, address that person using his or her title and last name. We do not use any titles with first names in this country.

The use of "nicknames" is common among Americans. A nickname is not a person's real name, but rather a name used in place of (either to endear or to simplify) the person's real name. Americans may use a shortened version of your name or use an American name that is similar to yours, if they find your name difficult to pronounce. In doing so, they are giving you a nickname. Being called by a nickname usually indicates that you are viewed with respect and even affection.

Americans are usually quite verbal when they are with one another. Unless they are very close friends, "being quiet" is usually noticed. Long silences are often uncomfortable to Americans. For this reason, Americans may "make small talk" or discuss "trivia." This type of conversation often takes place before any serious conversation.

When Americans talk to one another, they usually establish eye contact and keep a distance of about two feet. It is extremely uncomfortable for most Americans to talk with someone who stands "too close" to them, and you will find them backing away from such a situation. Physical contact, other than shaking hands, connotes sexual attraction or aggressiveness to some Americans.

Visiting Americans

You may receive a verbal or written invitation from an American to visit his or her home. You should always answer a written invitation, especially if it says "R.S.V.P." (Incidentally, "R.S.V.P." means "repondez s'il-vous-plaît, which is French for "respond please"). Do not say that you will attend unless you plan to do so. It is acceptable to ask your host about appropriate clothing.
It is polite to arrive on time for special dinners and parties. If you will be late, call your host as soon as possible to explain.

When you visit an American, especially for dinner, you will be asked what you would like to drink. You do not need to drink an alcoholic beverage. If you have any dietary restrictions you should tell the host at the time you accept the invitation. It is not necessary to bring a gift, unless it is a special occasion—a birthday, or an important holiday such as Christmas. However, you may always politely ask your host if there is anything you can bring. It is also nice to give a small gift if you are invited as a house guest for an extended visit. When you are invited to someone's home, you should ask if there is anything you can do to help in preparing the meal or cleaning up afterwards.

Most Americans consider it polite for guests to leave one or two hours after dinner unless a special party has been planned or you are asked to stay longer. It is a good idea to write a thank-you note afterwards to express how much you enjoyed the evening. You may also call your host a few days later to express appreciation.

"Potluck" dinners are very common. "Potluck" usually means that each guest or family brings part of the meal. The person organizing the dinner will tell you which part of the meal you are expected to bring. It is fine to bring a typical dish of your country.

**GIFTS**

As a rule, gifts are given only to relatives and close friends. It is acceptable to give a gift to a host or hostess or to someone with whom you have a more casual relationship, but it is not required or even very common to do so. Gifts are not usually given to people in official positions; such a gift may be misinterpreted as a way to gain favor or special treatment. It is acceptable to give teachers a gift of appreciation, but it is better to do so after you have completed the course.

Americans usually give gifts to family and friends at Christmas, birthdays, weddings, graduations, and upon the birth of a child. Gifts are also sometimes given to someone who has moved into a new house or is moving away. Gifts are not expected to be very expensive. More expensive gifts are acceptable between people who are close to one another. It is best to give something which the recipient needs, wants or would enjoy. It is best to open gifts in the presence of the giver, if possible. A verbal expression of thanks is appropriate. If the gift is opened in the absence of the giver, a thank-you note specifically mentioning the gift should be sent. This is an important custom for most Americans, signifying that you truly like the gift and appreciate the thoughtfulness of the giver.

**CONTRIBUTIONS AND CHARITIES**

On occasion, someone may ask you to contribute money for a co-worker because they have had a personal tragedy, a new family addition, or some other special reason. In these situations, it is considered nice to contribute a dollar or two. However, if you do not know the co-worker or do not feel close to them, it is not impolite or rude to refuse a contribution to the fund.
More than once, you may be asked to contribute money to a charity. Most Americans contribute to causes that are similar to their own values and/or interests. All donations, no matter how small, are appreciated by the people that benefit from them. However, do not feel obligated to contribute money every time you are asked. There are literally thousands of charities in America, and some of them may not be legitimate. It may be a good idea to talk to a friend or co-worker, or call the Better Business Bureau for information on a particular charity before giving money to it. This way, you can be sure your contribution will be doing the intended good.

**DATING AMERICANS**

In the United States, relationships between young unmarried people are informal and involve a broad range of activities and values. Some unmarried couples live together, some maintain one relationship and some date many different people without commitment to one person. This may be confusing for a non-American. An invitation to a dinner, movie, dance, concert, etc. does not imply an emotional attachment, but it does mean that someone's company is enjoyed. Usually "a date" means meeting someone to "do something" which may be planned in advance or agreed upon spontaneously.

In the United States, men still tend to initiate invitations for dates, although many women feel equally comfortable asking or calling someone for a date. In this country, when someone is "asked out"--asked to go on a date--he or she may politely decline. If he or she declines three or four requests for a date with someone, that person probably does not wish to "go out." It is usually not polite to demand a reason or explanation for a refusal. However, the person being asked "out" may offer one.

Many students do not have much money and may "go dutch," that is, they will share the cost of the entertainment. In a more formal situation, the man is still expected to pay for the transportation and entertainment. However, it is always acceptable to offer to help share the cost.

"Breaking a date" is considered serious for most Americans. If you must break a date, but still wish to meet that person, it is okay to propose a change in plans. It is polite to inform the other person as soon as possible, prior to the planned date or event.

The amount of physical contact between men and women in the United States depends on the affection that two people feel for one another. Americans’ opinions differ on this issue according to their personal values and upbringing. A casual hug or holding hands with someone of the opposite sex should not necessarily be interpreted as an invitation to greater intimacy. Misunderstandings may result when members of the opposite sex are from different cultures.

It is hoped individuals will be patient and respect the feelings and social customs of others. Americans value and respect talking honestly and openly about their feelings, whereas people from other cultures might feel uncomfortable doing so. It is also acceptable to say that one does not feel completely comfortable discussing such matters.
HOLIDAYS AND CELEBRATIONS

HOLIDAYS IN THE UNITED STATES

Americans love holidays. Many Americans use the time to spend time with family and friends. Big parties or picnics are commonplace during these events. Stores abound with decorations and theme items that Americans purchase to "get into the spirit" of the holiday.

The celebration of some holidays takes place on the Monday nearest the date of the event which the holiday commemorates. Many businesses, schools and government offices close to observe legal holidays.

There are six major national legal holidays in the United States: New Year's Day, Independence Day, Thanksgiving, Christmas, Labor Day, and Memorial Day. Not all holidays or "special days" are observed by all Americans. Many are not legal holidays. Some are holidays only for members of certain religions or certain groups of people.

The following is a list of some of the major U.S. holidays:

**New Year's Eve and New Year's Day** (December 31/January 1). On New Year's Eve, many people attend parties and celebrate. At midnight it is customary to make loud noises and embrace or kiss friends. On New Year's Day, there are special parades and football games on television.

**Martin Luther King Day** (January 20 or nearest Monday). Martin Luther King was a great U.S. civil rights leader. He worked for nonviolent solutions to civil rights issues.

**Abraham Lincoln's Birthday** (February 12 or nearest Monday). Abraham Lincoln was the 16th president of the United States. He was president during the U.S. Civil War. He is remembered for having issued the Emancipation Proclamation which declared slaves to be free. He is also credited with keeping the United States unified.

**St. Valentine's Day** (February 14). A day for lovers to exchange cards and/or gifts. Children in primary school usually exchange valentine cards with their classmates. Hearts, flowers and cupids are traditionally used to decorate.

**George Washington's Birthday** (February 22 or nearest Monday). George Washington was the first president of the United States.

**Ash Wednesday** (date varies, 40 days before Easter Sunday). Ash Wednesday marks the beginning of the 40-day period of penitence and fasting in Christian denominations. On this day, some Christians attend a church service where a small smudge of ointment and ash is placed on their foreheads to symbolize man's ultimate return to dust.

**St. Patrick's Day** (March 17). This is a day dedicated to the patron saint of Ireland. Although in Ireland, this is a very serious celebration, in America, it is a more relaxed and casual celebration. Many people wear something green on this day, exchange cards
and decorate with the green shamrock symbols. Several bars and restaurants will have special celebrations and serve green-colored beer.

**Passover** (dates vary in March or April). Jewish holiday celebrated in commemoration of the Hebrews' liberation from slavery in Egypt.

**Palm Sunday** (the Sunday before Easter) and **Easter Sunday** (date varies, first Sunday after first full moon after vernal equinox). Christians celebrate the resurrection of Jesus Christ. It is also a celebration of the revival of Spring. Children usually hunt for colored hard-boiled eggs and candies which are hidden by a mythical "Easter Bunny" or "Easter Rabbit."

**Mother's Day** (the second Sunday in May). This day honors mothers and grandmothers, step-mothers, and special women who have had special influences on the guidance of our lives. Gifts, cards and/or special attention are given to these women on this day.

**Memorial Day** (May 30 or nearest Monday). Memorial Day was created to honor members of the U.S. armed forces who died during the nation's wars. Many people use this holiday to remember lost loved ones, whether they died during a war or not. Many people decorate the graves of deceased relatives with flowers, U.S. flags, or wreaths. Afterwards, there are picnics and barbecue parties with family and friends. Memorial Day signals the "unofficial" beginning of the summer season.

**Father's Day** (the third Sunday in June). This day honors fathers and grandfathers, step-fathers, and special men who have had special influences on the guidance of our lives. Father's Day is celebrated in much the same way as Mother's Day.

**Independence Day or the Fourth of July** (July 4). Although the Declaration of Independence wasn't actually signed on the 4th of July, this day is set aside as the day to celebrate the United States declaration of independence from Great Britain. Many communities have their own parades and spectacular fireworks displays. Decorations are done in the colors of our flag: red, white and blue. Many Americans have picnics with family and friends.

**Labor Day** (the first Monday of September). Labor Day recognizes the workers of America. It signifies the importance of labor and labor organizations to our country. It also signals the end of summer.

**Rosh Hashanah, the Jewish New Year, and Yom Kippur, the Jewish Day of Atonement** (dates vary in September or October). These are the High Holy Days in the Jewish religion.

**Columbus Day** (October 12 or nearest Monday). Commemorates the landing of the Italian explorer Christopher Columbus on the shores of North America. This is also a legal holiday.

**Halloween** (October 31). Halloween is a children's holiday, originally "All Saint's Eve." It was believed that the dead returned that night to roam the earth as ghosts. In the United
States, young children wear costumes and masks on the night of October 31, and people carve faces on pumpkins called "jack-o-lanterns." Black and orange are the colors used for decorations; witches, black cats and ghosts are symbols of this day. Children knock on their neighbors' doors calling out "Trick or Treat." People are expected to give out pieces of candy or fruit. There may be parties at primary schools for young children to celebrate this day.

It is important for young children to be accompanied by parents when trick or treating. It is a good idea to make sure that children are careful about traffic on this night.

A word of caution about Halloween: Although it has not been a major problem in Appleton, on occasion people have attempted to ruin this holiday by giving children unsafe things to eat.

Children should be told never to eat their treats until they get home and the treats have been approved by their parents. All candy should be inspected carefully for any signs of tampering (loose wrapping, holes, strange smells, etc.)

If you are unsure of the safety of an item, discard it immediately. Any type of homemade treat should be discarded as well, unless you know the item came from someone you trust.

Veterans Day (November 11). A legal holiday for federal employees commemorating the end of hostilities in World Wars I and II. This day honors veterans of armed services in the United States.

Election Day (first Tuesday in November). Americans vote for their governing officials on this day. Depending upon the year, elections may be municipal, county, state and/or national.

Thanksgiving (4th Thursday in November). Americans traditionally enjoy a big meal on this day with family and friends. Thanksgiving Day commemorates the first successful harvest of the Pilgrims in the Massachusetts Bay Colony in 1621. The Indians and Pilgrims feasted together and gave thanks to God for a good harvest. Thanksgiving dinner usually includes turkey, pumpkin pie, and other foods that the Pilgrims ate on the first Thanksgiving.

Hanukkah (late November or early December). An eight-day Jewish holiday marking the rededication of the Temple.
Christmas (December 25). This day began as a Christian celebration of the birth of Jesus Christ. It is now a widely celebrated day of feasting and gift-giving. Even before Thanksgiving people begin to buy gifts and decorate both home and public places in preparation for Christmas.

Young children believe that "Santa Claus," a mythical white-bearded man in a red suit, visits the homes of children on the night of December 24 and leaves gifts for them while they sleep. The celebration of Christmas varies greatly in the U.S. according to ethnic and religious backgrounds. Nonetheless, most people decorate a Christmas tree with colored lights and ornaments, open gifts with their family on Christmas Eve or Christmas
Day and prepare special meals.

The entire "Holiday Season" extends from before Thanksgiving Day to New Year's Day. During this time, businesses and individuals give many parties. Friends reunite to celebrate the season or send Christmas cards to each other. This is generally a very good time to remember those who are very special to us.

YOUR OWN HOLIDAYS

Your own national holidays are very important while you are in the United States. If you would like to observe a special holiday and wish to stay home and miss classes, you must notify your instructors in advance. Many Americans are curious about their international friends and would like to learn about your holidays and even participate in them.

BIRTHDAYS

In the United States, most Americans celebrate their birthdays. Children and even adults usually have birthday parties where friends help celebrate the occasion. A cake is served with candles to represent each year of the person's life. Most adults, being more sensitive about their age, have only a few candles on their cakes. Family and friends often give cards and small gifts to the person celebrating a birthday.

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