

Office for International Students and Scholars Fall 2010 Orientation



1 E. Jackson Blvd.
DePaul Center, Suite 9300
Chicago, IL 60604
<http://oiss.depaul.edu>
Tel: 312.362.8376
Fax: 312.362.8018

Schedule of the Days Events

- Welcome Activity
- Rules to Maintaining F-1 Status
- Being an International Student at DePaul
- Student Safety
- Lunch
- Academic Overview
- Employment



Contact Information

*When calling from a DePaul campus phone,
only dial the last five digits of the phone number.*

Office for International Students and Scholars	312.362.8376	DPC 9300
International Admission Office	312.362.6542	DPC 9300
English Language Academy	312.362.6455	Lewis 1704
CDM Graduate Admission	312.362.8714	243 S. Wabash
College of Commerce	312.362.6783	DPC 8500
KGSB	312.362.8810	DPC 7900
College of Law	312.362.8552	Lewis 931
College of LA&S	773.325.7315	2352 N. Clifton
School of Education	773.325.7740	SAC 3rd fl.
School for New Learning	312.362.8001	Lewis 200
Theatre School	773.325.7917	2135 N. Kenmore
Campus Security - Lincoln Park	773.325.7777	Centennial 304
Campus Security - Loop	312.362.8400	Lewis 103
Career Center - Lincoln Park	773.325.7431	SAC 192
Career Center - Loop	312.362.8437	DPC 9th fl.
DePaul Central - Lincoln Park	312.362.6628	SAC101
DePaul Central - Loop	312.362.6628	DPC 9th fl.
ID Services - Lincoln Park	773.325.7466	SC 109
ID Services - Loop	312.362.5959	DPC 9th fl.
Library - Lincoln Park	773.325.7862	2350 N. Kenmore
Library - Loop	312.362.8433	DPC 10th fl.
Payroll	312.362.8540	CNA, 19th fl.
Student Legal Services	773.325.4959	990 W. Fullerton
University Ombudsperson	312.362.8707	55 E. Jackson
Writing Center - Lincoln Park	773.325.4272	McGaw 250
Writing Center - Loop	312.362.6726	Lewis 1620

SAC = 2320 N. Kenmore

DPC = DePaul Center, 1 E. Jackson

McGaw = McGaw Hall, 802 W. Belden

Lewis = Lewis Building, 25 E. Jackson

SC = Student Center, 2250 N. Sheffield

Centennial = 2345 N. Sheffield

Table of Contents

Academic Calendar	4
Rules for Maintaining F-1 Status	6
Changing Your Address	8
FERPA	10
Academic Information	12
Travel Outside the U.S.	13
Health Insurance	14
Student Health Service	15
Employment Options	16
Social Security	17
Housing	17
Household Utilities	18
Cell Phones	19
Bank Accounts	19
Post Offices	20
Identification	20
Crime and Safety	20
Public Transportation	21
Driver's License	21
Filing Income Tax.....	22
Libraries	22
Counseling Services	22
LGBTQA	22
Commuter Programs and Services	22
Cultural Organizations	23
Activities and Events	24
Campus Maps	27
Contact Information	29

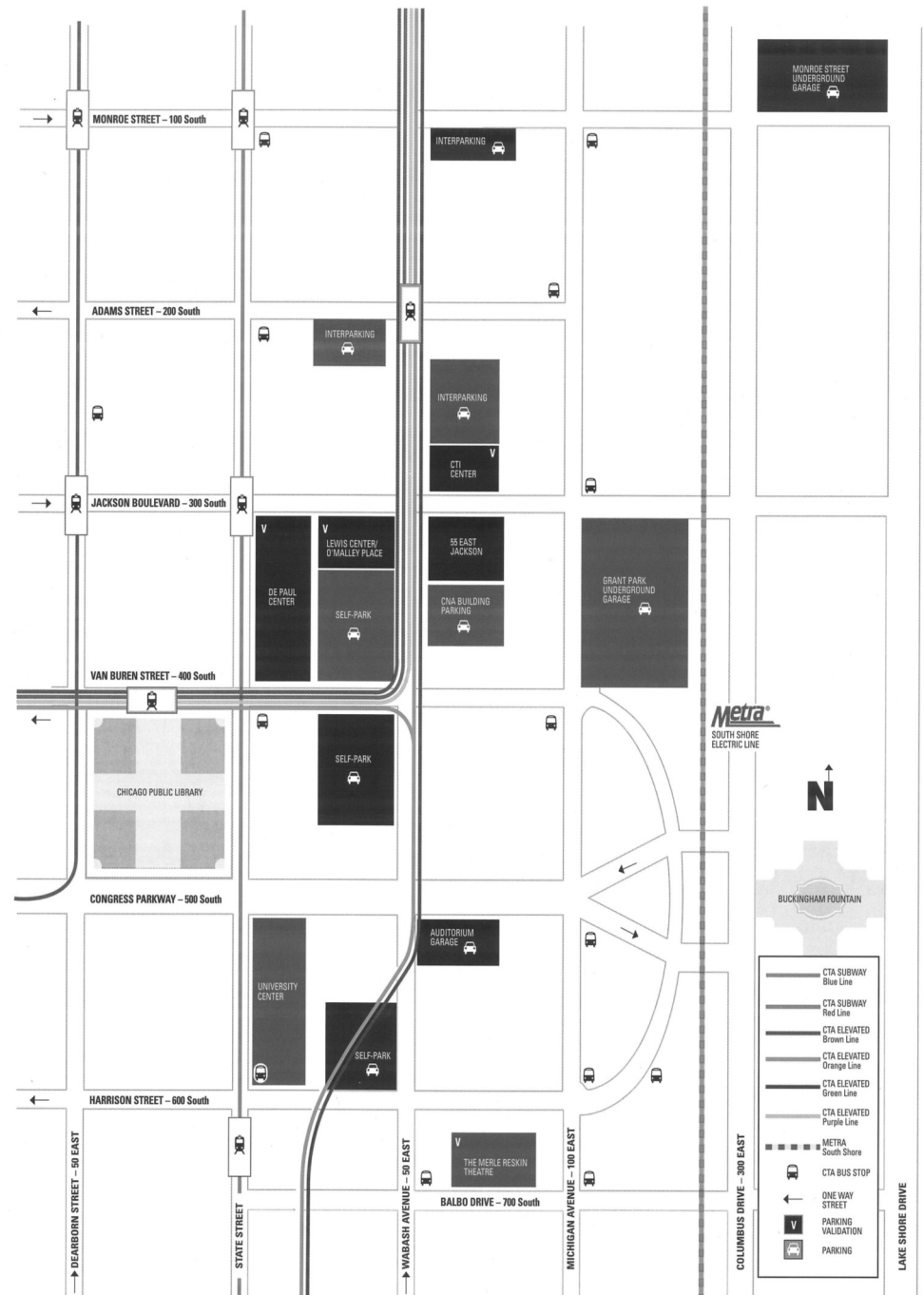
Academic Calendar

For the complete academic calendars for the 09-10 and 10-11 years, please visit: <http://oaa.depaul.edu/what/calendar.jsp>

AUTUMN QUARTER 2010

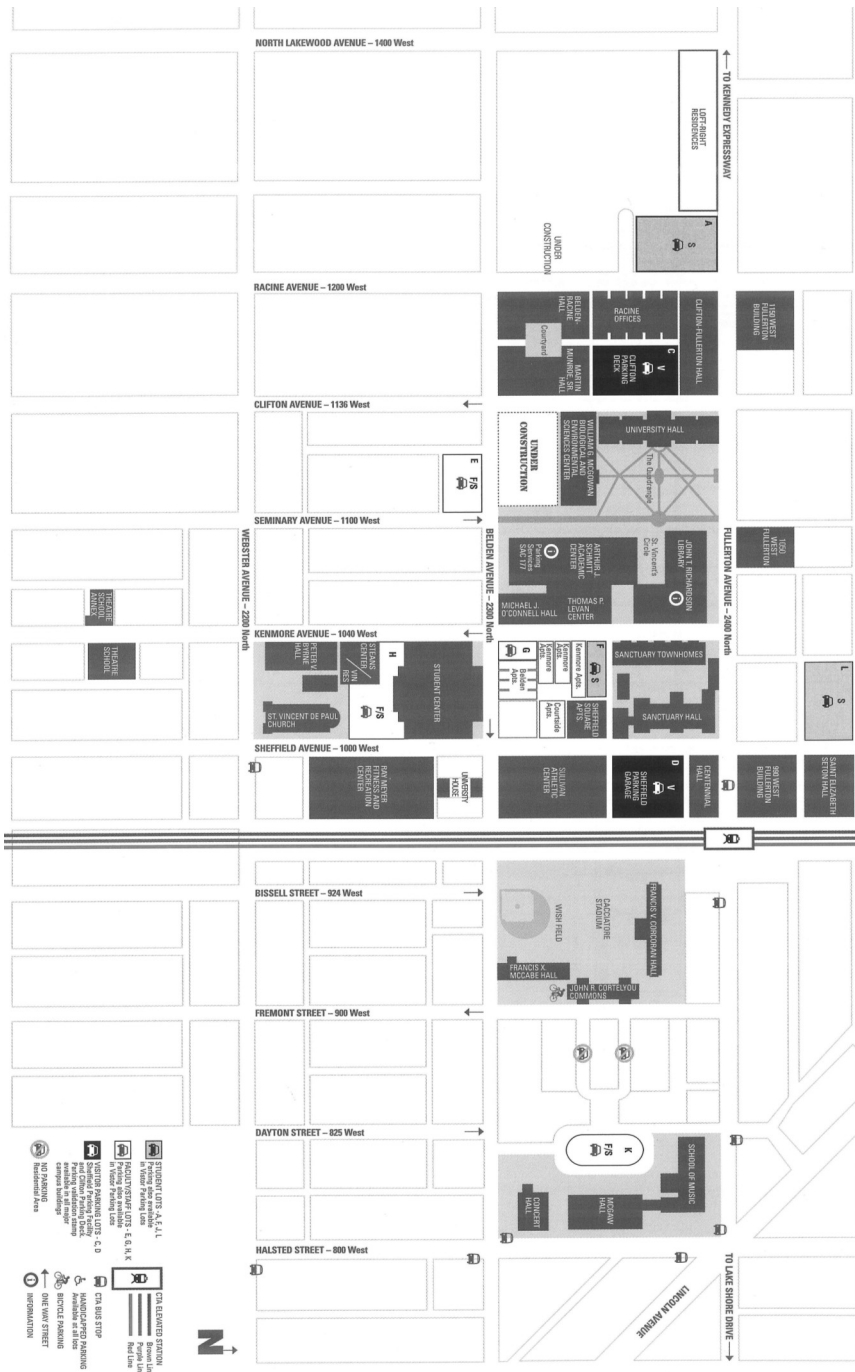
August 30	Begin Immersion Week of Discover Chicago Program
September 2	Annual Academic Convocation
September 3	TUITION DUE: AUTUMN QUARTER
<i>September 6</i>	<i>Labor Day - University officially closed</i>
September 7	New Student Service Day
September 8	BEGIN AQ2010 ALL CLASSES
September 14	Last day to add classes to AQ2010 schedule
September 21	Last day to drop classes with no penalty
	Last day to select pass/fail option
September 22	Grades of "W" assigned for AQ2010 classes dropped on or after this day
September 28	Last day to select auditor status
October 6	Begin optional mid-term exam week
October 12	End optional mid-term exam week
October 26	Last day to withdraw from AQ2010 classes
November 16	End AQ2010 Day & Evening Classes
November 17	Begin AQ2010 Day & Evening Final Exams
November 22	TUITION DUE: DECEMBER INTERSESSION
November 23	End AQ2010 Day & Evening Final Exams
END OF AUTUMN QUARTER 2010	

Loop Campus Map



Lincoln Park Campus Map

WINTER QUARTER 2011



- January 3 **Begin WQ2011 Day & Evening Classes**
- January 9 Last day to add classes to WQ2011 schedule
- January 16 Last day to drop classes with no penalty
Last day to select pass/fail option
- January 17 Grades of “W” assigned for classes dropped on or after this day
- January 23 Last day to select auditor status
- January 31 Begin optional mid-term exam week
DEADLINE: Application for June 2011 Commencement
- February 4 End optional mid-term exam week
- February 18 Last day to withdraw from WQ2011 classes

- March 11 TUITION DUE: SPRING QUARTER 2011**

- End WQ2011 Day & Evening Classes

- March 12 Final Exam for Saturday WQ2011 Classes
- March 14 Begin WQ2011 Day & Evening Final Exams
- March 18 End WQ2011 Day & Evening Final Exams

END WINTER QUARTER 2011

- March 19 **Begin Spring Break**

- March 22 “IN” grades issued Spring and Summer 2010 lapse to “F”
“R” grades (UGRD) issued Winter 2010 lapse to “F”

- Friday March 25, 2011 End Spring Break**

Rules for Maintaining F-1 Status

Important Information For All F-1 Status International Students

1) MAINTAIN CURRENT LEGAL NAME AND CONTACT INFORMATION.

Under U.S. Citizenship and Immigration Service (USCIS) regulations, this requirement is extremely important. By law, if you change your address or your legal name (i.e. in case of marriage), you must notify the University of the change **immediately, preferably in advance**. Always maintain current home, mailing, and permanent addresses, phone number(s), and email address(es) through Campus Connection by following the instructions on page 9 of this booklet.

2) MAINTAIN VALID DOCUMENTS AT ALL TIMES.

NEVER allow your documents to expire while in the U.S. You must always be in possession of a valid passport, I-20 form, and I-94 form. Complete any necessary extensions of your documents **well in advance of document expiration**.

3) MAINTAIN A FULL TIME CREDIT LOAD DURING THE ACADEMIC YEAR.

For undergraduates, this means 12 credits each Fall, Winter, and Spring quarter. For graduate students at DePaul, this means 8 credits each Fall, Winter, and Spring quarter. Under the new USCIS regulations, there are extremely few circumstances in which a student in F-1 visa status is allowed to reduce his/her credit load below these minimums.

The OISS has very limited legal authority to grant an exception to the full-time credit requirement. Any such exception must be obtained in writing from the OISS **in advance** of enrolling for a reduced credit load. Examples of exceptional circumstances that may qualify you for a reduced course load are serious illness, depression that is being treated by a licensed clinical psychologist, or academic difficulties. An exception based on academic reasons is allowable only once during a student's entire academic degree. During your final quarter before graduation, you are eligible for an approval from the OISS for a reduced course load, but again, this must be obtained **in advance** of enrolling for a reduced course load.

Chicagoween

October 1-31

Halloween is more than a day in Chicago; it's an entire season. The city, its parks, buildings and streets are decorated and filled with an array of activities. There are pumpkin patches, haunted houses and scary theatre, along with many other fun events. <http://www.chicagoween.us>

WHERE: Daily Plaza and Other Locations: 50 W. Washington

WHEN: See Website for details

Magnificent Mile Light Festival and Parade

November 20

The Magnificent Mile Lights Festival officially kicks off the Christmas season in Chicago, with numerous fun family activities and the highlight, the Mickey Mouse parade illuminating over one million lights along Michigan Avenue. <http://www.themagnificentmile.com>

WHERE: Michigan Ave between Oak Street and the Chicago River

WHEN: 11 am-7 pm. Parade starts at 5:30 pm

McDonald's Thanksgiving Day Parade

November 25

This is the biggest holiday parade in Chicago. It includes marching bands, giant inflatable helium balloons, decorative floats, and Santa Claus. <http://www.chicagofestivals.org>

WHERE: State Street from Congress to Randolph

WHEN: 8 am -11 am

Chicago Humanities Festival

November 2-14

The Chicago Humanities Festival is a foundation which organizes an annual series of lectures, concerts, and films in Chicago. This year the topic is "The Body" and there will be discussions on a variety of subjects with economists, philosophers, neuroscientists, poets, historians, and more. <http://www.chicagohumanities.org/>

WHERE: Across Chicago

WHEN: See website for details

Chicago Events

32nd Annual Chicago Jazz Festival September 2-5

Known for its artistic creativity, the Chicago Jazz Festival promotes awareness and appreciation for all form of jazz through quality live musical performances. The festival's mission is to showcase Chicago's vast jazz talent alongside national and international artists to encourage and educated a jazz audience of all ages. Admission is Free. <http://www.chicagojazzfestival.us>

WHERE: Chicago Cultural Center, Millennium Park and Grant Park:
Jackson Blvd. & Columbus Dr.
WHEN: See website for specific time and location for each day

Viva! Chicago Latin Music Festival September 17 & 18

This vibrant Latin music festival showcases local, national and international talent in the various Latin music genres that include salsa, reggaeton, mariachi, norteña, Spanish pop y más. Many artists are Grammy award winners and nominees. Admission is Free. <http://vivachicago.us>

WHERE: Millennium Park: N. Michigan Ave. & E. Randolph St
WHEN: 11 am-9 pm

Chicago Country Music Festival October 8 & 9

Dust off that cowboy hat and join 100,000 of your closest country friends for two days of music on three stages, along with a dance tent and a Kids Corral. Admission is Free. <http://www.chicagocountrymusicfestival.us>

WHERE: Millennium Park: N. Michigan Ave. & E. Randolph
WHEN: 12 noon- 9 pm

Chicago International Film Festival October 7-21

It is the oldest competitive international film festival in the country comprising of two weeks of film spanning the globe from Argentina to the UK. <http://www.chicagofilmfest.com>

WHERE: See Website for details
WHEN: See Website for details

4) **DO NOT WORK WITHOUT LEGAL AUTHORIZATION IN ADVANCE.**
You must obtain specific employment information and permission from the OISS to accept ANY employment off campus **whether it is paid or unpaid**, even if it is for purposes of fulfilling an internship requirement. Permission must be obtained in advance. Your total combined number of hours of employment on and off campus must never exceed 20 hours per week while school is in session. (For example, if you work 5 hours a week at one job, you would only be eligible to apply to work an additional 15 hours at another job, for a TOTAL of 20 per week maximum).

5) **FOLLOW THE PROPER USCIS PROCEDURE TO TRANSFER SCHOOLS.**

If you plan to transfer to another school, it is very important to talk to an advisor in the OISS as soon as you have decided to do so. The OISS will explain the steps you must take to complete this legal notification to the USCIS to inform them that you are transferring schools. This procedure requires, among other things, that you complete an I-20 transfer notification through the International Student Office at the new school; this must be done no later than 15 days after the program start date indicated on the I-20 form you obtain from the new school.

This information is only a general overview of your legal responsibilities as a non-immigrant F-1 student in the U.S. **MAINTENANCE OF YOUR LAWFUL NON-IMMIGRANT STATUS IS YOUR RESPONSIBILITY ALONE, AND YOU FACE EXTREME CONSEQUENCES, INCLUDING POSSIBLE ARREST, DETAINMENT, AND DEPORTATION, FOR FAILURE TO COMPLY WITH THE RULES LISTED ABOVE.**

If you have questions, please call 312.362.8376 or stop by the OISS to make an appointment to speak with an advisor. Consult with the OISS if you have any uncertainty as to these legal obligations and restrictions.

Changing Your Address

All students in F-1 and J-1 visa status and their dependents (F-2 and J-2 visa status) must IMMEDIATELY report any change of address to the government online by following the directions on page 9. According to U.S. Immigration, the address provided by the student must be his/her actual physical residence. If a student cannot receive mail at his/her physical address, s/he must also provide a mailing address.

1. Home Address (REQUIRED)

This is the address where you live in the U.S. You must enter the current address for the actual physical location where you reside (i.e., sleep) in the United States. Your "Home Address" cannot be a Post Office Box or other location where you do not actually reside.

2. Mailing Address (REQUIRED)

This is the primary address to which correspondence will be sent. It is the address where you can receive mail directly. The mailing address may or may not be the same as your "Home Address." If you cannot receive mail at your "Home Address," "Mailing Address" is the address where mail will be sent to you.

3. Permanent Address (REQUIRED)

This is the address of your established place of foreign residency (i.e., the place where you live in your home country). If you have F-1 or J-1 visa status, you are required by law to maintain current contact information through DePaul University for you and your dependents (F-2 or J-2 visa status).

Please make any changes to your address through Campus Connection. To do so, please read the following page carefully. If you experience any problems trying to access Campus Connection or trying to add, change, or update your addresses, please call the Help Desk at 312.362.8765.

NOTE: To update your dependent's address, please contact the Office for International Students and Scholars.

Campus Activities

The Office of Student Life participates in or hosts several events on campus including Welcome Weekend, Blue Demon Days, Involvement Fairs, Alcohol Awareness Week, Count Down to Graduation, and Chicago Ticket Sales. For more information and a complete calendar of campus events, please visit <http://studentaffairs.depaul.edu/slife>.

Additional campus events are sponsored every quarter by the DePaul Activities Board, "DAB," a student-run organization that selects programs and events for DePaul students to enjoy. Throughout the school year, members of DAB coordinate a wide variety of events, ranging from annual traditions, such as Homecoming and FEST (spring outdoor concert and festival), to speakers, music, movies, comedy shows, hypnotists, and much more. Most events are free of charge for DePaul students. For a complete calendar of DAB events, please visit <http://dab.depaul.edu>.

Chicago Activities and Events

There are a lot of fun and interesting things happening in the city all year-round, and the following pages include some examples of upcoming events. At the OISS, we encourage you to keep active and experience all that this culture-rich city has to offer! Visit these websites to find out about great restaurants, theatre performances, and events:

- <http://chicagoreader.com>
- <http://chicago.metromix.com>
- <http://wttw.com>
- <http://movingtochicago.org>

The following Chicago museums offer special free days throughout the year:

Adley Planetarium	Museum of Science and Industry
Chicago Historical Society	Swedish American Museum
Children's Museum of Immigration	The Art Institute of Chicago
International Museum of Surgical Science	The Shedd Aquarium
Museum of Contemporary Art	The Field Museum

Please visit museum websites for more information on special free days.

Cultural Organizations

There are a growing number of international and cultural organizations available to students of DePaul University. Below is a brief list of just a few of these organizations. Please visit Demon Direct at <http://demondirect.depaul.edu> and login with your Campus Connection username and password for a complete directory and accompanying details.

Please contact the Office of Student Life (<http://studentaffairs.depaul.edu/slif>) on the 11th floor of the DePaul Center (Loop Campus) should you have questions about other student organizations at DePaul or how to start a new group.

Amnesty International
<http://aiusa.org>
aweger@students.depaul.edu

Asian Cultural Exchange
<http://ACEDPU.com>
dpu.ace@gmail.com

BAILE (Bailando Al Imagen de Latinoamerica con Energia)
<http://www.depaul.edu/~baile>
baile5678@yahoo.com

Black Student Union
president.bsu.dpu@gmail.com

DISO (DePaul International Student Organization)
<http://condor.depaul.edu/~diso>
contactdiso@gmail.com

Hillel
<http://www.hillelsaroundchicago.org>
hillel@depaul.edu

Indian Student Association
<http://clinton.cd.depaul.edu/isa>
depaulisa@yahoo.com

Inner-City Muslim Action Network
<http://studentaffairs.depaul.edu/ministry/dcsa/iman.html>
feras_pally_stein@yahoo.com

Japanese Media Appreciation Club
<http://condor.depaul.edu/~jmaclub>
dpujmac@gmail.com

Korean Student Organization
depaulkso@gmail.com

Model United Nations
<http://depaul-siamun.org>
depaul.siamun@gmail.com

Pakistani Student Association
<http://freewebs.com/depaulpsa>
depaulpsa@gmail.com

Polish Student Alliance
<http://condor.depaul.edu/~dpsa>
klitewka@students.depaul.edu

South Asian Student Association
<http://dpusasa.com>
dpusasa.dms@gmail.com

Spectrum (LGBTQA social group)
<http://spectrumdepaul.com>
spectrum-depaul@gmail.com

STRONG (For women of color)
strong.depaul@gmail.com

Turkish Intercultural Club
ftakmak1@students.depaul.edu

Tutti Insieme Italian Club
depaulitalianclub@gmail.com

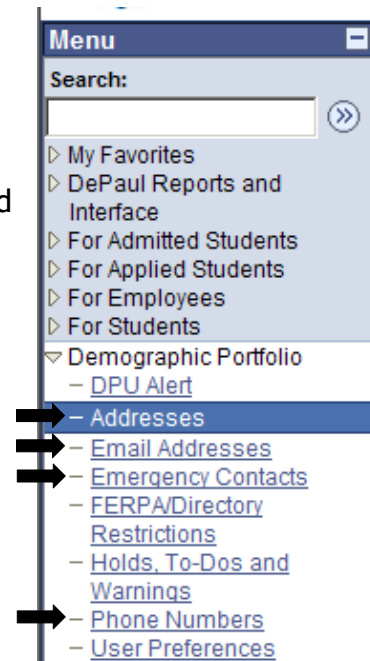
United Muslims Moving Ahead
<http://condor.depaul.edu/~umma>
ahlamsaid@gmail.com

INSTRUCTIONS TO UPDATE YOUR ADDRESS

- 1) Login to <https://campusconnect.depaul.edu> using your Campus Connection ID and password.
- 2) Click on “Demographic Portfolio” in the Menu box on the left-hand side. Then click on “Addresses”. You will be directed to a page showing any addresses DePaul University has for you.
- 3) Check your addresses. If HOME, MAIL, and PERMANENT addresses are correct and complete, STOP HERE. If you need instructions for printing, contact the OISS.
- 4) If you need to correct an existing address, click on the appropriate “edit” link. If you do not have information recorded for a required address type, click “ADD NEW ADDRESS”.
- 5) You will be directed to a page where you can correct or enter a missing address. Once the changes are made, make sure they are complete including the correct country and postal code, and select “OK”. On the next screen, check the address type and click “SAVE”. Click “OK” to return to the address list.
- 6) Log out of Campus Connection.

Please also update your **e-mail address(es), emergency contact, and phone number(s)**. If you enter more than one phone number or e-mail address, please check one as “preferred”.

Your professors and various academic departments and offices at DePaul University need your current contact information to send you important announcements regarding your studies at DePaul University.



FERPA: Family Educational Rights and Privacy Act

What you Need to Know:

1. Your primary rights under FERPA include:

- The right to inspect and review education records
- The right to seek to amend education records
- The right to have some control over the disclosure of information from education records

2. Definition of Education Record:

A record that contains information directly related to a student and that is maintained by an educational agency or institution or by a party acting for such agency or institution. Some examples of education records include, but are not limited to, transcripts, personal information (name, address, telephone, e-mail), and dates of attendance.

3. Admissions Records and Applications:

If an individual merely applies to DePaul but never enrolls, these are not considered educational records. Therefore, the individual would not have a right under FERPA to inspect those records, and DePaul would not be obligated to obtain his/her written consent prior to disclosure. However, once an individual enrolls and is in attendance at DePaul, admissions records and applications become education records and subject to all of the requirements under FERPA.

4. Directory Information and When It Can Be Released:

Directory information is information that is not generally considered harmful or an invasion of privacy if disclosed. It may be given to an inquirer, either in person, by mail, or by telephone, and may be otherwise public unless the student has restricted the disclosure of her/his directory information by following the instructions on the next page.

Directory information includes, but is not limited to:

- Name, addresses, telephone numbers, e-mail addresses
- Date and place of birth
- Participation in officially recognized activities and sports
- Field of study
- Height and weight of athletes
- Enrollment status (full or part-time; undergraduate or graduate)
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended

Filing U.S. Income Tax

You are required to file U.S. income tax forms, even if you had no U.S. income during the tax year. The annual filing deadline is April 15th of each year. The OISS provides the necessary government tax forms, which are typically sent to the OISS in March of each year. Unfortunately the OISS staff cannot provide assistance to you in filing these forms; U.S. tax laws prohibit unqualified persons from providing tax advice to others.

Libraries

On the Lincoln Park campus, the library is located at 2350 N. Kenmore Ave. On the Loop campus, it is located on the 10th floor of the DePaul Center. Visit <http://www.lib.depaul.edu> to find out more information on library resources and services.

Counseling Services

DePaul University Counseling Services offers affordable counseling to DePaul students on both the Lincoln Park and Loop campuses. Walk-in, individual, couples, and group counseling is available. Call 773.325.7779 (Lincoln Park), 312.362.6923 (Loop), or visit <http://studentaffairs.depaul.edu/ucs> for more information.

LGBTQA

The Office of Lesbian, Gay, Bisexual, Transgender, Questioning and Allies (LGBTQA) Student Services promotes visibility, support, resources, education, acceptance, and awareness around LGBTQ issues and concerns. The Office is located on the Lincoln Park campus in room 307 of the Student Center at 2250 N. Sheffield Avenue. Visit <http://studentaffairs.depaul.edu/lgbtqa/index.html> or call 773.325.7294 for more details.

Commuter Programs and Services

Commuter Programs and Services offers information and events for students living off-campus. Sign up to be a member of the Commuter Advisory Board to meet fellow commuter students, get invited to special events, and receive bi-monthly emails about commuter events, new services, and updates on the latest commuter issues. Contact commuter@depaul.edu or visit <http://commuter.depaul.edu> for more information.

Public Transportation

Public transportation in Chicago is administered by the CTA (Chicago Transit Authority). The CTA includes buses, subway trains, and elevated trains (the “L”). You can pick up a CTA map at train stations. For more information on CTA call 312.836.7000 or visit <http://transitchicago.com>. Visit <http://rtachicago.com> to use a trip planner to help you find your way around the city.

Fares

- **Cash:** \$2.25 per ride on bus and rail; exact fare only; no change returned. No transfers issued when paying with cash.
- **Transit Card** (can be purchased at all train stations): \$2.00 on buses; \$2.25 at train stations; transfer for 25 cents. Transfers allow two additional rides within two hours after the first boarding.
- **Chicago Card and Chicago Card Plus:** \$2.00 on buses and trains; transfer for 25 cents. Transfers allow two additional rides within two hours after the first boarding. Visit <http://chicago-card.com> for details.
- **CTA U-Pass:** As a student, you may be eligible for a discounted pass. Visit <http://studentaffairs.depaul.edu/slife/cps> for details.

Metra provides express train service to the suburbs. You can purchase tickets online at <http://metrarail.com>, at stations when a ticket agent is on duty, or on the train when one is not.

Driver’s License

Provided you have a valid driver’s license from your home country, you are eligible to drive in Illinois. If you have purchased an international driver’s license or permit, make sure you also carry a valid driver’s license from your home country at all times. While an international driver’s permit/license can be helpful to law enforcement officers, it merely provides an English translation of your license and does not, itself, grant you the right to drive in the U.S. Though you are permitted to use your home country’s license to drive in the U.S., most auto insurance companies will require that you obtain a valid Illinois license within 30 days of receiving insurance coverage. For information on obtaining an Illinois driver’s license, or Temporary Visitor Driver’s License (if you are not eligible for a social security number), visit <http://www.cyberdriveillinois.com/departments/drivers>.

5. Restricting the Disclosure of Directory Information:

1. Login to Campus Connection at <http://campusconnect.depaul.edu>
2. Click on “Demographic Portfolio” on the left-hand side
3. Click on “FERPA/Directory restrictions”
4. Click on “Edit FERPA/Directory restrictions”
5. Check the “Restrict” box next to each entry that you would like to not be released
6. After choosing what you would like to restrict, click “Save” and then “OK”

6. Who the School can disclose education records without student consent:

- School employees who have a “legitimate educational interest” (i.e., a need to know)
- Other schools to which a student intends to enroll, upon condition that the student be notified of the disclosure unless the student initiated the disclosure
- The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for aid, the amount of aid, the conditions for aid, or enforce the terms and conditions of the aid
- Authorized representatives of the Attorney General, the Comptroller General, the Secretary of Education, State educational authorities
- In connection with an emergency, but only to those appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others
- To comply with a judicial order or lawfully issued subpoena
- The U.S. Attorney General or his or her designee have the authority to request a student’s educational records when the records are relevant to an authorized investigation or prosecution of an act of domestic or international terrorism

8. How FERPA differs for international students:

SEVIS reporting requirements override restrictions of the disclosure of directory information. Even if you choose to restrict the disclosure of your directory information, we are still required to report the following information on F-1 and J-1 non-immigrant students including, but not limited to:

- Name
- Date and place of birth
- Country of citizenship
- Current U.S. address
- Current academic status
- Date of commencement of studies
- Degree program and field of study
- The beginning and ending dates of certification for any practical training
- Number of credits completed each term

Academic Information

Your academic advisor can help you with questions related to degree requirements and other academic issues. Visit <http://campusconnect.depaul.edu> to find out who your advisor is and how they can help you. For program requirements and courses offered, please refer to the online course catalogs at <http://sr.depaul.edu/catalog/catalog.shtml>.

DePaul Academic Integrity Policy

Please visit <http://academicintegrity.depaul.edu> to read the university's policy. This policy applies to all courses and programs in which academic credit is offered. If a student violates the Academic Integrity Policy, disciplinary action will be taken. Violations of the academic integrity policy include cheating, plagiarism, fabrication of research data, alteration of academic records, and academic misconduct. **Plagiarism** involves the presentation of the work of another as one's own. This includes copying or paraphrasing all or part of a written or verbal source without proper acknowledgement. For a complete explanation of plagiarism and other violations, please visit the "Resources - For Students" section of the website listed above.

Student Handbook

This publication has been designed to give you basic information about all of DePaul's colleges, schools, and departments, and to help answer questions about university policies. It is available on the Student Affairs website, <http://studentaffairs.depaul.edu>.

Writing Center

For assistance with writing assignments and essays or to work on basic skills such as grammar, mechanics, summarizing, and paraphrasing, visit <http://condor.depaul.edu/~writing>.

Credit By Exam Program

DePaul University recognizes the achievements of students as represented by their successful completion of exams through the College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB). For more information please visit <http://sr.depaul.edu/>.

Post Offices

Loop Campus:

211 S. Clark (corner of Clark & Adams); Tel: 312.427.4268
Monday - Friday, 7:00am - 6:00pm

Lincoln Park Campus:

2405 N. Sheffield; Tel: 773.929.7041
Monday - Friday, 8:00am - 7:00pm; Saturday, 8:00am - 3:00pm

Identification

The Illinois Identification Card is an optional card that you may find useful for proof of identity. You can apply for this card at any Department of Motor Vehicle Office, provided you have a Social Security Number. Call 312.793.1010 for more information.

Crime and Safety

Please be aware of your surroundings at all times and never leave personal property unprotected. Crime is an issue in Chicago, and your bag or coat may be stolen if left unattended. Whenever possible, do not walk or take public transportation alone at night. If you must, try to sit in a train car with a conductor. On the Lincoln Park Campus, an escort service is provided from 6:00pm to 6:00am for persons walking from one campus building/parking lot to another campus building/parking lot. In case of emergency, contact Lincoln Park Public Safety at 773.325.7777, Loop Public Safety at 312.362.8400, or the Chicago Police by dialing 911. Save both Lincoln Park and Loop Public Safety numbers in your cell phone contacts list in case of emergency.

DPU ALERT

Please sign up for "DPU ALERT," an emergency voice, text, and e-mail communication system that will immediately inform you of an emergency on campus. Log on to Campus Connection and click Demographic Portfolio to register.

Identity theft occurs when someone uses your personal identification to wrongfully obtain credit, loans, or services in your name. To prevent identity theft, always shred bank statements and bills before throwing them away. When using ATMs and credit cards, watch that no one is looking over your shoulder or using a cell phone to record your credit card number. Also, never post personal information like your phone number on internet sites such as Facebook. Be sure to exercise caution if you decide to meet someone from the internet. Meet in a public place and tell someone you know where you will be.

Cell Phones

Some of the major cell phone providers are listed below. Their websites describe the different plans available and provide store locators. Most providers require a deposit of \$150-\$500 if you don't have a social security number; however, some students have reported that T-Mobile usually does not require this deposit to sign up.

Sprint

<http://www.sprint.com>

AT&T

<http://www.wireless.att.com>

T-Mobile

<http://www.t-mobile.com>

Verizon

<http://www.verizonwireless.com>

Bank Accounts

In order to open a bank account, you will be required to provide various documents to prove your identity and current home address. You must be prepared to show the following documents:

- Original Valid Passport
- DePaul Student ID
- Letter from the Office for International Students and Scholars verifying your student status and current address
- Original Social Security Card (if you have one). If you do not have one, you will still be able to open a checking account but not a savings account.

There are many banks in Chicago. Before you make a decision, talk to a bank representative about the costs of maintaining each type of account. Once you have determined which bank best meets your needs, take your money and the above documents to the bank of your choice.

Citibank

100 S. Michigan Ave.

312.419.9005

www.citibank.com

Chase

550 S. Dearborn Ave

312.431.1321

www.chase.com

Charter One

2 S. State St.

312.345.0600

www.charteronebank.com

Bank of America

201 S. State St.

312.922.9600

www.bankofamerica.com

Travel Outside the U.S.

According to U.S. immigration law, a non-immigrant visa student may be readmitted to the U.S. after an absence of five months or less, provided that s/he has maintained lawful full-time F-1 or J-1 status during his/her stay in the U.S.

In order to re-enter the U.S. after traveling abroad, an international student must present the following documents to the U.S. immigration inspector upon arriving at a U.S. airport or other Port of Entry:

- An **unexpired / valid passport**, valid for at least six months after your date of re-entry. You can re-enter any time before the expiration date on your passport if your country has an agreement with the U.S.
- An **unexpired / valid F-1 or J-1 visa stamp** in the passport. If you do not have a valid F-1 or J-1 visa stamp, you must obtain one from a U.S. Consulate Office in your home country.
- A **recent signature** by the Designated School Official (DSO) on the I-20 or by the Responsible Officer / Alternate Responsible Officer (RO / ARO) on the DS-2019 document. Please note that your I-20 or DS-2019 form must be signed by the appropriate Office for International Students and Scholars staff member EVERY time you plan to travel. Please complete the OISS document request form. Your document will be ready for pick-up one business day from the date of your request.
- I-901 **SEVIS Fee Payment Receipt**

In addition, we strongly recommend that you have the following documents ready in the event that you are required to present additional information regarding your studies / status in the U.S.:

- **Proof of adequate financial support.** Returning as well as first time students may be required to provide financial documentation in order to enter the U.S.
- A **letter verifying lawful F-1 or J-1 student status.** Please complete the OISS document request form. Letters will be ready for pick-up or mailed to you 3 business days from the date of your request.
- A **DePaul Student ID card**
- An **official transcript**; this is a historical record of your course work and grades, and may be obtained from The Office of Student Records (DePaul Central), or online through Campus Connection. For more information, visit the website at <http://sr.depaul.edu>.

Health Insurance

For students in F-1 status: You are not required by DePaul to have health insurance, but we strongly encourage you to have health insurance coverage. The U.S. has no national system of free health care, so health care costs can be very expensive. Please visit <http://studentaffairs.depaul.edu/hinsurance.html> for information on major medical insurance.

For students in J-1 status: It is mandatory for you and your dependents to have health insurance that meets certain requirements. If you need information regarding health insurance, please come to the OISS. If you already have health insurance, please bring your policy or insurance card to the OISS.

THINGS TO CONSIDER BEFORE PURCHASING INSURANCE

Premium: Monthly or yearly fee for the insurance policy

Deductible: The amount you pay before the policy will pay

Co-insurance: The ratio of splitting the medical costs between the insurance company and you, after the deductible

Exclusions: Conditions and situations not included in the policy

Medical evacuation: Transferring you to the nearest hospital or your home country in case of emergency

Repatriation: Transporting remains to your family or home country in case of death

There are many different insurance companies to choose from, so please take the time to investigate various insurance policies. Find out which doctors and hospitals are affiliated with the company you are considering and be sure to read the benefits and exclusions carefully before committing to one plan.

Aetna Life Insurance Company offers health insurance for current DePaul students. For details, visit www.aetnastudenthealth.com or call the Chickering Claims Administrators Inc.'s Customer Service Department at 1.800.878.1938 and reference DePaul's policy number: 711116. **COMPASS** and **ISO Med** are inexpensive health insurance plans specifically for international students studying in the United States. Visit <http://isoa.org> for more details.

Household Utilities

The instructions below are intended to give you general information and do not imply endorsement by the OISS or DePaul University.

Electricity: Commonwealth Edison (ComEd)

Call ComEd Customer Service at 1.800.334.7661. Unfortunately without an SSN, you will not be able to set up your electricity service by phone. You will have to go in person to a "Currency Exchange" business. When you call, the customer service representative will tell you which Currency Exchange locations can provide this service; not all Currency Exchanges provide this service. At the Currency Exchange, you have to tell the clerk that you want to apply for ComEd service. The clerk should give you a form to fill out and return at that time. You will also need to present a 1) Passport and 2) DePaul Student ID. If you do not have a DePaul Student ID yet, you may instead present your apartment rental lease or a credit card with your name on it. After 7 to 10 business days, you can call 1.800.334.7661 to make sure ComEd has put the billing charges in your name, at the address you requested.

Gas (Cooking and Heating): Peoples Gas

Call Peoples Gas Customer Service at 1.866.556.6001 to set up service. Fax over 2 forms of ID to 312.373.4170. Fax the following pages from your passport: 1) copy of biographical/photo page and 2) copy of student visa page. You will also need to fax a copy of your DePaul Student ID (as long as it matches with the passport). 24 hours after you send the fax call Customer Service at 1.866.556.6001 to set up service.

Water

Water will most likely be included in with your monthly rent. When inquiring about any housing, be sure to check if there are special procedures you must follow in order to have access to running water.

Phone and Internet: AT&T

Call AT&T Customer Service at 1.800.870.9582 to set up service. Fax 2 forms of ID to the Credit Department at 1.800.668.6613. Fax the following two pages from your passport: 1) a copy of the biographical/photo page and 2) a copy of the student visa page. You also need to fax a copy of your DePaul Student ID. You can call the phone department at 1.800.870.9582 to make sure the fax was received. 48 hours after they have received your fax they will call you back to set up service.

Cable

Depending on your area of residence, Chicago has several cable television providers to choose from. Popular cable television providers include Comcast Cable (<http://www.comcast.com>) and RCN Chicago (<http://www.rcn.com/chicago/>).

Social Security

If you are an international student in F-1 or J-1 student status and have obtained employment on campus, you may apply for a social security number from the U.S. Social Security Administration (SSA). There is no application fee, but processing times may take as long as 12 weeks. In order to apply for a social security number, you must do the following:

- Complete a Social Security Card application (You may obtain this from the Office for International Students and Scholars, the Social Security Administration office, or download it from <http://www.ssa.gov>).
- Obtain a letter verifying that you have an on-campus position.
- Obtain a letter verifying your F-1 or J-1 student status from the Office for International Student and Scholars.
- Take your original SEVIS I-20 or SEVIS DS-2019 to the Social Security Administration Office.
- Take your I-94 card (white card in passport) to the Social Security Administration Office.
- Take your valid Passport and your DePaul Student ID to the Social Security Administration Office in order to verify your identity.

For Social Security Administration office locations, please check the website, <http://www.ssa.gov>, or call 1.800.772.1213.

Housing in Chicago

When you sign a lease as a tenant in the U.S., a credit history check is almost always required. In order to compensate for the lack of credit history as an international student, landlords might require a double security deposit. It might also be helpful to have a letter from the Office for International Students and Scholars stating that you are indeed a student and have sufficient funds to cover the cost of living while in the U.S.

Visit <http://www.movingtochicago.org> for information on housing prices and statistics in Chicago neighborhoods. To find apartment listings near the Lincoln Park and Loop campuses, visit <http://commuter.depaul.edu> for off-campus housing options. Commuter Programs and Services (CPS) also has an Off-Campus Housing Guide and hosts Housing Fairs at both campuses in April. For information regarding on-campus housing, please visit DePaul's Housing Services at <http://housing.depaul.edu>.

Student Health Service

DePaul offers enrolled students access to a health clinic on the Lincoln Park campus. This is not the same as health insurance. The cost is \$60.00 per quarter or \$81.00 per semester (for law students). The DePaul Student Health Service provides unlimited access to a physician for the evaluation & treatment of minor illnesses and/or injuries throughout the quarter/semester. Students living on-campus are automatically enrolled in the DePaul Student Health Service for the Fall, Winter and Spring quarters. Off-campus students must pay the appropriate fees at DPC 9900 (Loop) or SAC 101 (Lincoln Park).

DePaul University Student Health Center
1150 W. Fullerton, 2nd Floor
Tel: 773.549.7757

Typical services covered:

- Ear infections
- Upper respiratory infections
- Urinary tract infections
- Acute treatment of STDs, excluding medications
- Minor skin conditions
- Minor strains and sprains
- Simple x-rays
- Previously established allergy injections
- Allergic rhinitis (hay fever)
- Telephone medical consultations

Typical services not covered:

- Emergency room services
- Medications
- Ambulance fees
- Services requiring referral to a specialist
- Services outside of regular office hours

Services offered at a discounted fee:

- Routine physical examinations
- HIV testing
- Routine gynecological exams, including pap smears
- Removal of benign lesions or warts

Employment Options

As a non-immigrant student maintaining F-1 status, you are eligible to work **on-campus** for up to 20 hours per week while school is in session. During vacation periods, you may work full time (20+ hours) on-campus if your supervisor offers you more hours. Your eligibility for on-campus employment is in effect **ONLY** as long as you are maintaining lawful F-1 status (refer to pages 6-7). If you violate your status, you make yourself ineligible for on-campus employment, because on-campus employment is a benefit granted only to those students who maintain lawful status. If you were to violate your status and continue working on-campus, you would be engaging in illegal employment, and would potentially risk deportation. You would also jeopardize your eligibility for any future benefits from U.S. Immigration, such as "practical training" (see below), and/or adjustment to another non-immigrant status.

Off-Campus Employment

After you have maintained lawful student status for one academic year or longer, you are also eligible to apply for permission to work off-campus for a limited amount of time. Such employment is called "practical training", and is for the purpose of allowing you to gain practical experience in your major field of study. Thus, such employment is restricted to the major in which you are pursuing a degree in the U.S. For example, a chemistry major would be eligible only to work in the field of chemistry.

There are two types of practical training: **curricular** and **optional**. Curricular practical training (**CPT**) requires that you receive academic credit for the work experience for which you are requesting authorization. In order to be eligible for CPT, there must be an internship course that will count towards your degree requirements. To apply for CPT, pick up a CPT application from the OISS. Once your advisor has signed it, make an appointment for a CPT Processing Session at the OISS.

Optional practical training (**OPT**) does not have an academic credit requirement. Students can only apply for OPT from 90 days before completion of their degree until 60 days following degree completion. The total limit of eligibility for optional practical training is generally 12 months per level of study, though recent changes allow for students with STEM designated degrees on post-completion OPT to apply for a 17-month extension of OPT. The OPT period may be broken into shorter time segments, and may be used before and/or after graduation. Students who complete a Bachelor's degree, use 12 months of OPT, and continue on for a Master's degree, would be eligible to apply for another 12 months of OPT based on completion of one academic year within the higher level program. Unused OPT months cannot be added to the OPT allowance for a future degree. To apply for OPT, pick up an OPT info sheet from the OISS. You can make an appointment for an OPT processing session after submitting all documents to the OISS.

If you have questions about your eligibility as an F-1 student for employment on or off campus, call 312.362.8376 to make an appointment for employment advising with your advisor at the Office for International Students and Scholars.

The Career Center Website

To begin your search for on-campus employment, you must currently be enrolled in class. Students must first fill out an online application profile. This can be done by going to the Career Center website, <http://www.careercenter.depaul.edu>. In the left hand corner you will see the Quick Find Menu - click on "Online Job Listings" then "On-Campus Student Employment" and use your Campus Connection username and password to gain access to the database. You may now start applying for jobs online. The system is updated daily with new jobs!

Once you accept a position, before you start working, all international students must go to the Career Center for hiring paperwork. You must also schedule an appointment to meet with a Payroll representative to determine eligibility. Call 312.362.8540 to set up the appointment.