



International Student Handbook



Prepared by
International Programs & Services Office
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Please Note

This document is intended for new international students planning to attend Fresno Pacific University.

While most of the information is current, some items such as immigration issues and contact names/addresses may change. Please contact International Programs and Services Office (IPSO) at ipso@fresno.edu if you have more questions.

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I. APPLYING FOR A VISA

F-Visa Basics

An F1 visa is issued to international students who are attending an academic program or English Language Program at a US college or university. F-1 students must maintain the minimum course load for full-time student status. They can remain in the US up to 60 days beyond the length of time it takes to complete their academic program. In addition, an F1 student can remain for 12 months after securing a degree to work under the Optional Practical Training (OPT) program. F1 students are expected to complete their studies by the expiration date on their I-20 form (Certificate of Eligibility for Nonimmigrant Student Status) which is provided by the US College or university that the student has been accepted to and will attend.

In order to qualify, applicants need to satisfy several strict criteria:

1. Must have a foreign residence and must intend to return there upon completion of studies;
2. Can only study at the academic institution through which the visa was granted;
3. Must have sufficient financial support;
4. Must have strong ties to home country (e.g. job offer letter upon completion of studies, assets, bank accounts, and family).
5. It may be possible to convert this visa to a temporary work visa upon completion of applicant's studies. Spouses and minor children obtain F-2 visa status and are not authorized to work in the U.S.

HOW to apply for a visa

Now that you have your acceptance letter and I-20, you need to apply for an F-1 (student) visa at the nearest U.S. Consulate.

Follow the steps below in THIS order:

IMMEDIATELY:

1. Apply for a passport, if you don't have one.
2. Pay the I-901 SEVIS fee at www.fmjfee.com. The fee is \$200. Be sure to print a receipt and take it with you to your visa interview.
3. Apply for an F-1 visa by either:
 - a. Contacting a local agent/service who is able to apply on your behalf
OR
 - b. Going to <http://www.usembassy.gov/> and selecting the embassy you will be using to apply for your visa.



WEBSITES OF U.S. EMBASSIES, CONSULATES, AND DIPLOMATIC MISSIONS

AFRICA

- Africa Regional Services - Paris
- Angola: Luanda | Português
- Benin: Cotonou
- Botswana: Gaborone
- Burkina Faso: Ouagadougou | Français
- Burundi: Bujumbura
- Cameroon: Yaoundé
- Central African Republic: Bangui
- Chad: N'Djamena | Français
- Democratic Republic of the Congo: Kinshasa | Français
- Republic of the Congo: Brazzaville
- Côte d'Ivoire: Abidjan | Français
- Republic of Djibouti: Djibouti
- Equatorial Guinea: Malabo | Español
- Eritrea: Asmara
- Ethiopia: Addis Ababa
- Gabon: Libreville
- Ghana: Accra
- Guinea: Conakry | Français
- Kenya: Nairobi
- Lesotho: Maseru
- Liberia: Monrovia
- Madagascar: Antananarivo
- Malawi: Lilongwe
- Mali: Bamako
- Mauritania: Nouakchott | Français | اردو
- Mauritius: Port Louis
- Mauritius: VPP Seychelles
- Mozambique: Maputo | Portuguese
- Namibia: Windhoek
- Niger: Niamey
- Nigeria: Abuja
- Rwanda: Kigali
- Senegal: Dakar | Français
- São Tomé and Príncipe: Praia
- Somalia: VPP Somalia
- South Africa: Pretoria
- Sudan: Khartoum
- Swaziland: Mbabane
- Tanzania: Dar es Salaam
- Tanzania: VPP Zanzibar
- The Gambia: Banjul
- Togo: Lomé | Français
- Uganda: Kampala
- VPP Northern Uganda
- Zambia: Lusaka
- Zimbabwe: Harare

THE AMERICAS

- Argentina: Buenos Aires | Español
- Canada: Vancouver
- Mexico: Hermosillo | Español

- c. After selecting your embassy follow the “Visas” tab to the non-immigrant visas page, “How to Apply”. Below is a sample page, but they may vary and look different. Carefully read and follow the links that guide you through the visa process.
- Remember: You are applying for F-1 Visa! Follow all the instructions of the website.

You are in: Visas > Nonimmigrant Visas > How to Apply

Visas

HOW TO APPLY

Certain applicants who have previously received a U.S. visa may qualify for the simplified application procedure (Drop Box). Those who have never had a U.S. visa or do not qualify for the Drop Box should schedule an appointment through the Call Center : 044-207-7071 (if calling from the United States, please call 1-888-826-2340). To make an appointment, callers need to provide the Call Center operator with the full name, date of birth, the international passport number, and contact telephone number of the applicant.

NOTE: There is separate application procedure for groups and orphan groups .

NOTE: There is separate application procedure for the Members of Diplomatic Missions and Government officials .

NOTE: To request an expedited business or student visa appointment please visit our [expedited business appointment page](#) .

NOTE: For medical/humanitarian or death emergency visa appointment,

HOW TO APPLY

- Waiting Times for Kyiv
- Call Center
- Drop Box Procedure
- Members of Diplomatic Missions and Government officials
- Expedited Appointment Requests
- Medical / Death Emergency
- Group Applications
- Orphan Group Applications
- Traveling with Children

APPLICATION REQUIREMENTS

- Application Download
- Passport Requirements

4. Make an appointment for a visa interview and notify our office (ipso@fresno.edu) of the appointment date. Note: most of the embassies/consulates require you to make the appointment online.
5. Reserve (don't buy!) an airline ticket for the arrival date noted in your acceptance letter.
- a. Reserve a flight all the way to Fresno.

INTERVIEW DAY:

1. Attend your visa interview. CHECK YOUR EMBASSY WEB SITE FOR REQUIRED DOCUMENTS. BRING ALL **ORIGINAL** DOCUMENTS WITH YOU (SEVIS FEE RECEIPT, I-20, FINANCIAL DOCUMENTS, BANK STATEMENT, ADDITIONAL DOCUMENTS LISTED ON EMBASSY WEB SITE, ETC.) IF YOU DO NOT HAVE THE CORRECT DOCUMENTATION, YOUR VISA WILL NOT BE APPROVED.

If approved, confirm/buy an airline ticket to Fresno.

2. E-mail us (ipso@fresno.edu) with the result (approval OR denial).
 - a. If approved, include your detailed flight information in the e-mail
 - b. If denied, give the reasons why (if known)

BEFORE YOU LEAVE FOR THE U.S.:

Go to http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm and http://cbp.gov/xp/cgov/travel/id_visa/study_exchange/ for information on what to expect when you first arrive in the U.S.

SEVIS Requirements

SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa) and exchange visitors (J visa), and their dependents. The data stored includes information on student enrollment status, travel in and out of the United States, address changes, changes in program of study, and other miscellaneous details. SEVIS enables schools and exchange visitor program sponsors to transmit electronic information (Forms I-20) and event notifications, via the Internet, to the DHS and Department of State throughout a student or exchange visitor's stay in the United States. SEVIS also maintains information regarding the certification of educational institutions. This system is a critical, evolving tool for ensuring the security of our country, its citizens, and foreign students.

SEVIS Fees

I-901 SEVIS fee: www.fmjfee.com. The fee is \$200. Be sure to print a receipt and take it with you to your visa interview.

SEVIS I-901 Fee Payment by Western Union Quick Pay Instructions

U.S. Immigration and Customs Enforcement (ICE) provides alternative methods for payment of the Student and Exchange Visitor Information System (SEVIS) fee. This fee must be paid by students and exchange visitors prior to their visa interview.

Nonimmigrant students and exchange visitors in more than 130 countries are able to pay the SEVIS I-901 fee using the Western Union Quick Pay™ service located in their communities. This initiative allows Western Union to collect the SEVIS I-901 fee in local currency. Western Union transmits both the payment and the Form I-901 data to ICE.

There are five steps that you should follow:

Step One: If you choose this payment option, do not file the Form I-901 online.

Step Two: Print out a copy of these instructions, a copy of the Western Union form example and a copy of either your Form I-20 or Form DS-2019. Take a copy of each of these three documents with you when you visit your local Western Union Agent location.

Step Three: Go to a local Western Union Agent location and pay the SEVIS I-901 fee in the local currency.

Step Four: Review the Western Union form to make sure that the Western Union agent uses *your* name, *your* SEVIS ID number and *your* date of birth (not the information that appears on the Western Union form example).

To find the nearest Western Union Agent location go to <http://www.payment-solutions.com/agent.asp> and select a country, or call the telephone number of the Western Union Commercial Services Network Agent in your country as listed in your phone book.

Step Five: After three business days, check on <https://www.fmifee.com/> to view your payment status. Once you see confirmation of payment on the <https://www.fmifee.com/> Web site, print out the confirmation page. The confirmation page serves as proof of payment of the SEVIS I-901 fee and can be used for a visa interview at a U. S. consulate and for admission at a U. S. port of entry.

Remember: It takes two or three business days to process your SEVIS I-901 fee payment.

Interview at the Consulate/Embassy

1. Attend your visa interview.
 - a. Take with you the ORIGINAL documents
 - b. If approved, confirm/buy an airline ticket to Fresno
2. E-mail FPU with the result (approval OR denial).
 - a. If approved, include your detailed flight information in the e-mail
 - b. If denied, give the reasons why (if known)

II. IMMIGRATION

Important Terms

Commonly used abbreviations:

DHS: Department of Homeland Security

USCIS: United States Citizenship & Immigration Services (a branch of DHS)

USICE: United States Immigration and Customs Enforcement (a branch of DHS)

CBP: Customs & Border Protection (a branch of DHS)

SEVIS: Student and Exchange Visitor Information System

IPSO: International Programs and Services Office at FPU

DSO: Designated School Official (ex: Arnie and Carol)

Forms & Documents

Passport

It is your responsibility to make sure that:

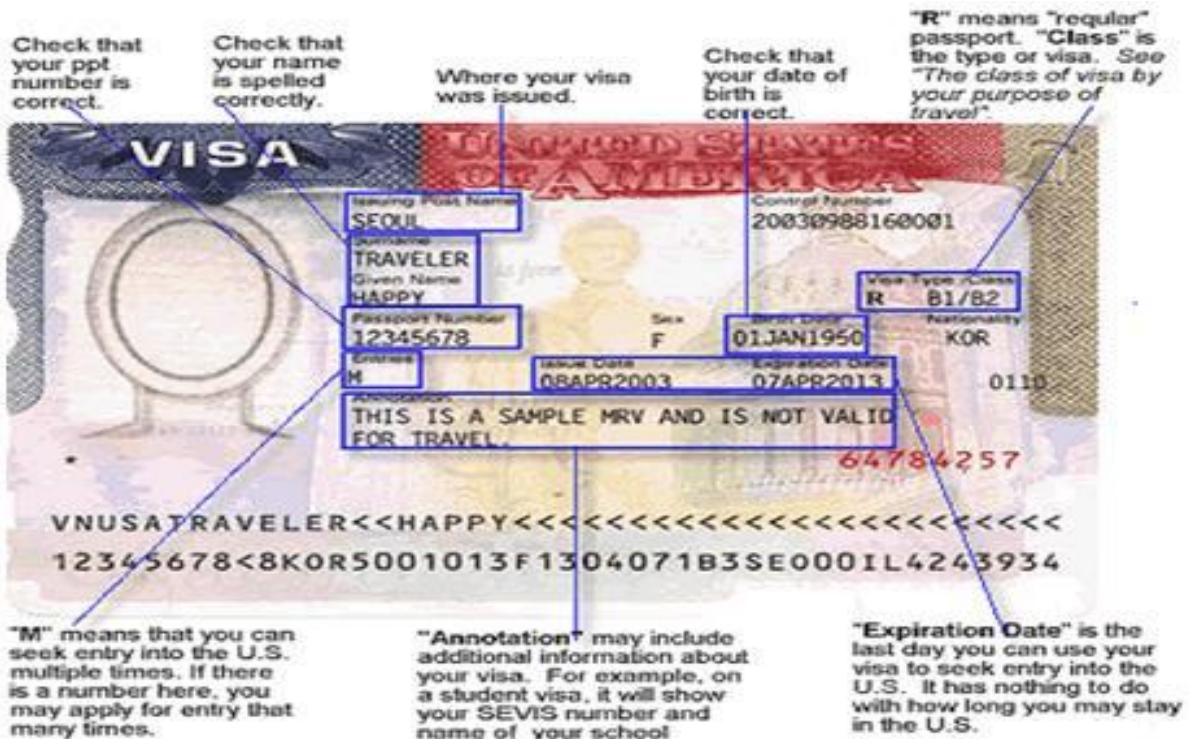
1. Your passport (and the passports of any dependents) is valid for at least another six months.
2. Your passport is kept in a safe place.

3. You have your passport on you when you travel within 50 km from the Mexican or Canadian border.

U.S. Visa

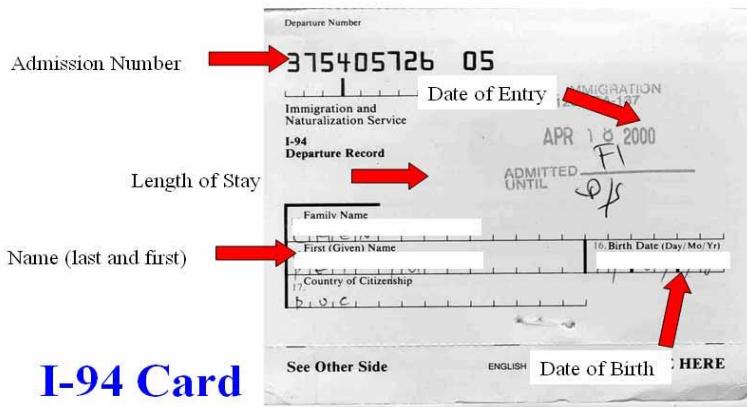
In order to gain entry into this country, you will need to apply for an American visa outside the U.S. It allows you to enter the U.S. during the time of the validity of the visa. The expiration date indicated on the visa means that you must enter the U.S. prior to this date. However, pay attention to how many entries you have on the visa: one entry, two entries, or multiple entries. You are allowed to remain in the U.S. (even if the visa stamp has expired) as long as you remain in legal status and your other immigration documents are valid. If your I-94 has "D/S" (Duration of Status) written on it you will be allowed to stay in the U.S. in full-time student status until you complete your studies (as stated on your I-20).

NOTE: Your I-20 keeps you in status, NOT the visa.



I-94

This is the white arrival/departure card that you fill out as you enter the U.S. This card records your entry date into this country and indicates the visa you have and when you must leave the U.S. If the I-94 is marked with a "D/S" when you pass through U.S. Customs, this means "Duration of Status" and you may remain in the U.S. until you complete your studies (as stated on your I-20). The I-94 will be stapled in your passport. *Do not lose or misplace your I-94 as it is needed during your stay at FPU and in the U.S.* The U.S. Immigration Services charges a substantial fee to replace it.



SEVIS I-20

After applying to FPU and being admitted to this university, this form will be sent to you. Once you receive your SEVIS I-20 from the university, you may go to a nearby U.S. Embassy or Consulate and apply for an F-1 student visa by submitting the I-20 as well as evidence of financial support and other documents required.

The SEVIS I-20 consists of three pages. On the first page you will see your SEVIS I-20 number, which is different than your immigration admission/I-94 number.

Once you arrive in the United States you will need to present your I-20 to the U.S. immigration officer. **Please do not throw away or lose your I-20.** You will need it throughout your stay at FPU and in the United States. You will not be allowed into the country without your I-20. **If you plan to leave the U.S. for vacation or any other reasons, you have to stop by IPSO at least 10 days prior to your trip, bringing with you your passport and I-20.** You cannot leave the country without your I-20 being signed by an IPSO staff member. *SEE samples of the SEVIS I-20 below.*

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname): First (given) Name: Country of birth: Country of citizenship:	Middle Name: Date of birth(mo/day/year): Admission number:
--	--

For Immigration Official User

SEVIS
Student's Copy
N000001234



2. School (School district) name:

UNIVERSITY OF PENNSYLVANIA UNIVERSITY OF PENNSYLVANIA
School Official to be notified of student's arrival in U.S. (Name and Title): Alan Johnson International Admissions Advisor
School address (include zip code): 3701 Chestnut Street SUITE 10F Philadelphia, PA 19104-2199
School code (including 3-digit suffix, if any) and approval date: PR1234F00183000 approved on 01/17/2003

Date Visa Issued:

Reinstated, extension granted to:

3. This certificate is issued to the student named above for:
initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
DOCTORATE

5. The student named above has been accepted for a full course of study at this school, majoring in **Business Administration and Management**. The student is expected to report to the school no later than **03/03/2004** and complete studies not later than **08/06/2004**. The normal length of study is **72** months.

6. English proficiency:
This school requires English.
The students has the following English proficiency:

7. This school certifies the student:

- a. Has sufficient funds to support him/herself for a period of **12** months to be:

Tuition and fees \$ 6,744.00	9. Remarks:
Living expenses \$ 12,500.00	
Expenses of dependents (0) \$ 0.00	
Other (specify): summer expenses \$ 1,800.00	
Total \$ 20,044.00	

8. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after my review and examination in the United States by me or other officials of the school of the student's application, transcript, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be allowed to pursue a full course of study as defined by 8 CFR 214.2(b)(1); I am a designated official of the above named school and am authorized to sign this form. Signature of designated school official: **Alan Johnson** Position: **International Admissions Advisor** Signature Specialist: **01/17/2003 Philadelphia, PA**

Name of School Official: **Signature of Designated School Official** Date: **01/17/2003** Place issued (city and state): **Philadelphia, PA**

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States lawfully and abide by the terms of my stay. I also certify that I am seeking a full course of study at the school named on page 1 of this form. I also authorize the appropriate officer of the INS to use my photograph and biographical data as needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student: **SAMPLE** Date: **01/17/2003**
Name of parent or guardian: **SAMPLE** Signature of parent or guardian: **SAMPLE** Address (city): **SAMPLE** (State or Province): **SAMPLE** (Country): **SAMPLE** (Date): **01/17/2003**

For Official Use Only
Microfilm Index Number

Form I-20:

U.S. Department of Justice

Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student

Status - For Academic and Language Students (OMB NO. 1115-0051)

Page 1

Please read Instructions on Page 2

This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):
COLLEGE

First (given) Name: Joseph	Middle Name: James
Country of birth: CANADA	Date of birth(mo/day/year): 01/01/1970
Country of citizenship: CANADA	Admission number:

For Immigration Official User

SEVIS
Student's Copy
N000001234



Visa issuing post	Date Visa Issued
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tated, extension granted to:	
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2. School (School district) name:

University of Nebraska University of Nebraska at Omaha

School Official to be notified of student's arrival in U.S. (Name and Title):

Michelle Quizon International Admissions Advisor

School address (include zip code):
6001 Dodge Street
Omaha, NE 68182-0227

School code (including 3-digit suffix, if any) and approval date:
OMA214F00183000 approved on **01/17/2003**

3. This certificate is issued to the student named above for:
initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
BACHELOR'S

School Code (I-20) (F/M nonimmigrant only)
OMA 214F 00183000

Maintenance of F-1 Status

International students are responsible for maintaining their F-1 visa status. Here's how you can be sure to remain in the country legally:

1. Make sure your passport is valid.
2. Attend the school. You are authorized to attend as indicated on your I-20 (that's FPU), **full-time** during fall and spring semesters.
3. Make satisfactory progress toward completion of educational objective.
4. Complete your program of study by the date listed on your I-20.
5. Notify IPSO if you intend to change your major, or desire to transfer to a different institution. You may NOT transfer during a semester.
6. Do not work off campus without proper authorization from the US Citizenship and Immigration Services (USCIS) and IPSO.
7. If you work on campus, do not exceed working 20 hours while school is in session.
8. Report all change of addresses to IPSO within 10 days of change.

How do I stay in status?

- take a full course of study (see "Full time vs. part time" below)
- don't work off-campus without permission from IPSO or USCIS
- keep your I-20 current
- continue to study uninterrupted (see "Vacations" below)

What happens if I become out of status?

1. Your reason for being out of status will be reported in SEVIS
2. You must apply for reinstatement as soon as the problem is corrected
 - Apply while staying in the U.S.
 - \$300 application fee, verify funding, provide transcripts, letter of explanation
 - Apply by leaving the U.S. and re-entering
 - Should only be used if filing in the U.S. may be detrimental.

If the application is denied, students may be given a certain number of days to leave the U.S. and/or not be allowed to return to the U.S. for 3 to 10 years, depending on the circumstance. Getting out of status (whether you are reinstated or not) could jeopardize chances for receiving an H-1B or Greencard in the future.

Grace periods

- Students are given 60 days to stay in the U.S. only after they are completely finished with their program or OPT.
- Students can get permission to withdraw from courses early and are allowed a 15 day grace period. If the student does not obtain permission, they receive no grace period and must leave the U.S. immediately!

Information Reporting

The information below must be up-to-date and accurate in SEVIS. Students are responsible for reporting this information to IPSO. Most of the information is automatically obtained when students apply and/or register, EXCEPT for address changes.

- Name on passport
- Address where you live
- Date and country of birth
- Country of citizenship
- Dates that you start and finish classes each semester/session
- Your major or field of study
- Whether or not you are full-time
- Authorizations and dates of practical training
- Termination date and reason

*It is important that you tell IPSO the address **where you live**, NOT your mailing address

- IPSO has 21 days to report any changes to the above information.
- If the USICE asks for information about a student, we must report that information within 3 working days. If they request copies of documents, we have 10 days to provide copies of those documents.
- Breaking any of the above laws make students eligible for possible deportation or arrest. The law that USICE is most concerned about is full-time enrollment. **Failure to enroll when students are required to will be cause for arrest and/or a fine.**

What happens if these Documents Expire?

- SEVIS I-20
 1. Change academic levels (ex. Undergraduate to Grad)
 2. Transfer to another school
 3. Apply for an extension 30 days **before** the I-20 expires
 4. Apply for OPT after graduation, if eligible
 5. Change to another status (ex. F-1 to H-1b work visa)
 6. Leave the U.S. within 60 days after expiration
- F-1 Visa
 - It's okay if your visa expires while you are here; its purpose has been served
 - If you leave the continent (does not include Mexico or Canada), **you must get a new visa to return to the U.S.**
 - Visas are not renewed, they are replaced.
- Passport
 - Your passport must remain valid while in the U.S. Most passports can be renewed at your country's embassy within the U.S.
- I-94
 - All F-1 students' I-94 should read "D/S" which means "Duration of Status." The duration of status is the time the student arrives until the date the I-20 expires.
 - If your I-94 has a date, tell IPSO immediately!

If You are Leaving the U.S. and Want to Return:

ONE WEEK BEFORE you plan to leave, go to IPSO and request a travel endorsement.

1. Contact your mentor and have your classes approved (Register for classes)
2. Clear your student holds if any (student accounts, library, immunization, etc.)
3. Bring a proof of your registration to IPSO
4. Update IPSO Office on any contact info changes
5. Have your I-20 signed by DSO (Arnie Prieb or Carol Rains-Heisdorf)
6. Put your name on the travel list (by the international office)

If your visa (OR passport) is expired at the time you are leaving the United States, please remember to apply for a new one while you are back in your country!

Social Security

A Social Security number (SSN) is intended to accurately record your earnings in this country. International students in F-1 status have permission to work on campus only. You can request a letter (indicating that you are a student at FPU) to be written by IPSO after you find a job on campus. Request your supervisor-to-be to provide you with a job offer letter that describe the job, the employment start date, the number of hours you will be working, and the supervisor's name and telephone number. The letter must be signed by the supervisor and dated.

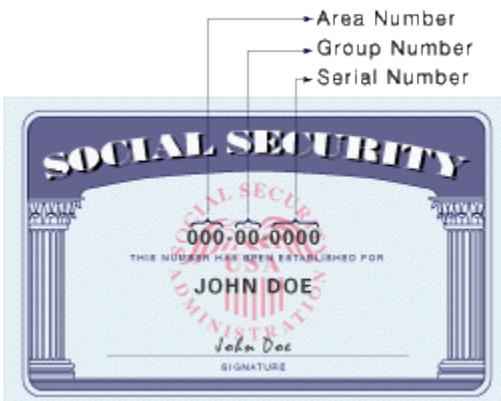
Applying for a Social Security Card

Once you have proof of an on-campus job offer, stop by IPSO to have the Social Security letter written. Next, go to the Social Security office:

SOCIAL SECURITY
5060 E CLINTON WAY
FRESNO, CA 93727
Local Number: 1-866-366-4918

MONDAY ~ FRIDAY: 09:00 AM ~ 04:00 PM
Except Federal Holidays

Take the job offer letter, letter from IPSO, your passport, I-94, and your SEVIS I-20 with you. Complete the Social Security application form (downloadable as a PDF), which asks for a mailing address. *Below is a sample of the social security card which you will receive in the mail once you have applied and have been approved. NEVER carry the card with you. Simply memorize your SSC number!*



III. TRAVEL ARRANGEMENTS

How to Have a Safe Trip

Quick tips to make your travel easier and safer:

- **Register so the State Department can better assist you in an emergency:** Register your travel plans with the State Department through a free online service at <https://travelregistration.state.gov>. This will help us contact you if there is a family emergency in the U.S., or if there is a crisis where you are traveling. In accordance with the Privacy Act, information on your welfare and whereabouts will not be released to others without your express authorization.
- **Sign passport, and fill in the emergency information:** Make sure you have a signed, valid passport, and a visa, if required, and fill in the emergency information page of your passport.
- **Leave copies of itinerary and passport data page:** Leave copies of your itinerary, passport data page and visas with family or friends, so you can be contacted in case of an emergency.
- **Check your overseas medical insurance coverage:** Ask your medical insurance company if your policy applies overseas, and if it covers emergency expenses such as medical evacuation. If it does not, consider supplemental insurance.
- **Familiarize yourself with local conditions and laws:** While in a foreign country, you are subject to its laws. The State Department web site at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html has useful safety and other information about the countries you will visit.
- **Take precautions to avoid being a target of crime:** To avoid being a target of crime, do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money. Also, do not leave unattended luggage in public areas and do not accept packages from strangers.

What You Cannot Bring with You: U.S. Customs Restrictions

Some items may not be brought into the U.S., or may only be brought in under certain restrictions. For information on U.S. customs regulations and procedures, see the Customs and Border Protection (CBP) booklet “Know Before You Go,” available at <http://www.cbp.gov/xp/cgov/travel/vacation/kbyg>. For further information, see http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited_restricted.xml on the same website.

As You Arrive to the Port of Entry

Proceed to the terminal area for arriving passengers. Have the following documents available for presentation: your passport; SEVIS Form (I-20); Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059). The Form I-94 should reflect the address where you will reside, not the address of the school or program.

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the CBP Officer that you will be a student.** Be prepared to include the name and address of the school program where you will enroll/participate.

Once your inspection is successfully completed, the inspecting officer will:

- Stamp your SEVIS Form for duration of status (“D/S”) for F visa holders
- Stamp your SEVIS Form for 30 days beyond program end date for M visa holders
- Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport

FOLLOWING ADMISSION INTO THE UNITED STATES

Students should report to their school within 30 days of the date that appears on the SEVIS I-20 form to register for courses or to validate their intended participation. Failure to do so may result in serious consequences.

SECONDARY INSPECTION REQUIREMENTS

If the CBP officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the CBP Officer needs to verify information with your school or program, we strongly recommend that you have the **name and telephone number of the foreign student advisor at your school** (International Programs & Services Office, 1717 S. Chestnut Ave. #2003, Fresno, CA 93702; phone number: 559-453-2069 or 559-453-2128.) In the event you arrive during non-business hours (evening, weekends, holidays), you should also have an emergency or non-business hour phone number available for this official (we have included this information in the admission packet you received; the orange page “Emergency numbers”).

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a “Notice to Student or Exchange Visitor” Form (I-515A), which authorizes temporary admission into the United States. Work with your school to submit the proper documentation without delay.

US-VISIT

All nonimmigrant visitors holding visas -- regardless of race, national origin, or religion -- participate in the US-VISIT program, a comprehensive registration system tracking entries to and exits from the United States. For more

information:www.dhs.gov/xnews/releases/press_release_0305.shtm

NATIONAL SECURITY ENTRY-EXIT REGISTRATION SYSTEM (NSEERS)

Some individuals may be asked to provide additional information under the National Security Entry-Exit Registration System (NSEERS). A packet of information will be available at the port of entry explaining the registration procedure. For more

information:www.dhs.gov/xnews/releases/press_release_0305.shtm

What to Pack

ALWAYS HAND-CARRY YOUR DOCUMENTS

Do not check the following documents in your baggage. If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States

- Your passport, valid for at least six months beyond the date of your expected stay;
- SEVIS Form I-20

In addition, it is strongly recommended that you also hand carry the following documentation:

- Evidence of financial resources;
- Evidence of student status, such as recent tuition receipts and transcripts;
- Paper receipt for the SEVIS fee, Form I-797

- Name and contact information for your “Designated School Official”, including a 24-hour emergency contact number at the school.

Note: The following list contains suggestions of what you might need to pack. It is for your discretion to decide what you will need.

Essentials

- Address list and list of important contacts or numbers
- Backpack, suitcase, sports bag (something to pack everything in)
- Paper or Notebook
- Passport (check validity!)
- SEVIS I-20
- Pencils, Pens
- Tickets and itinerary (airline, train, bus etc.)
- Visa

Finances

- Cash in the local currency of your arrival destination
- Credit card (Visa or Mastercard are most widely accepted)
- Money belt (You can't be too safe in some places)

Clothes

- | | |
|---|--|
| <ul style="list-style-type: none"> • Dresses • Jacket • Jeans • Jumper, sweater or fleece • Long sleeve shirt • Pants or trousers • Pajamas/Sleepwear • Sandals | <ul style="list-style-type: none"> • Shoes • Shorts • Skirts • Sneakers • Socks • Swimming gear • T-shirts • Underwear (Bra (sports and regular) |
|---|--|

Clothes Accessories

- Hat
- Belt
- Cotton handkerchief or tissues
- Sunglasses

Toiletries

- | | |
|--|---|
| <ul style="list-style-type: none"> • Anti-bacterial cream • Comb or brush • Contact lens equipment or glasses • Deodorant • Earplugs • Hair products (gel, spray etc.) • Lip balm • Moisturizer (face and body) • Nail file | <ul style="list-style-type: none"> • Razors • Shampoo and conditioner • Shaving cream • Sleeping pills • Soap • Sunscreen and after sun cream • Tampons and pads • Toothbrush, toothpaste |
|--|---|

Other Items

- Books
- Bottled water
- Camera, film and batteries ~ Spare flash cards or memory for digital
- Carbohydrate snacks
- Chewing gum or mints ~ Especially if you are flying chewing something will help your ears
- Diary or organizer
- Gifts are always appreciated while travelling
- International driving license ~ If driving overseas, have your driving license translated
- International Student Identification Card ~ For discounts worldwide
- iPod, MP3 player, Discman etc. ~ Including music and batteries
- Laptop ~ Especially for the business travelers
- Photocopies of important documents in case they are stolen
- Phrase books or dictionaries
- Towels, beach and otherwise ~ the quick drying versions are very handy!
- Travel alarm clock
- Watch

What Items Do You want To Carry On Board?

- Travel Pillow
- Deodorant (SMALL size)
- Contact lens solution (if needed)
- Shampoo/liquid soap and toothpaste (SMALL sizes)
- Lip balm or lotion/ moisturizer (nice after eight hours on a plane)

See more information on Carry-on Baggage Tips:

http://www.faa.gov/passengers/prepare_fly/baggage/

The following website will let you check the specific regulations of your airline:

<http://www.ifly.com/carry-on>

Other excellent resources to help you prepare for moving to the USA:

- **International Students Inc.** (ISI) has an excellent Web site with lots of information to help you prepare for moving to the USA. Download their free booklet called **“How to Survive in the US”** from www.internationalstudents.org/resources.htm Also visit www.internationalstudents.org/otherresources.htm
- **The US Department of State** has some excellent resources for international students at <http://educationusa.state.gov> Especially good are their PDF booklets called **“If you want to study in the USA”**.
- **Undergraduate** students can download an English or Spanish copy at <http://educationusa.state.gov/undergrad/pubs.htm>
- **Graduate** students can download their version in Chinese or Spanish from <http://educationusa.state.gov/graduate/pubs.htm>
- **Other useful resources for learning about American culture include** www.inform.umd.edu/ies/resguide/society.html
- www.leaderu.com/isr
- http://www.isep.org/Family/helping_before.asp
- www.internationalstudent.com
- <http://issso.uh.edu/annualconference/>

What to Bring & What Not to Bring [On-campus housing]



Note: Many of these you can buy in the USA upon your arrival, so you don't have to worry about luggage overweight. ☺

What You **Should NOT** Bring:

- EXTENSION CORDS
- TOASTERS
- HOT PLATES
- CANDLES

What you **Should** Bring:

- Sheets and towels
- Toiletries
- Clothes
- Power strips (must be plugged directly into the wall. No major appliance may be plugged into a power strip)
- Laundry bag/basket
- Toilet paper and some cleaning products will be provided in freshman living areas, however, it is suggested that students bring their own all-purpose cleaners/dusting supplies.

What you **Can** Bring:

- One microwave oven
- One refrigerator (3.0 cubic feet maximum)
- One television (an antenna is necessary ~ there's no cable on campus!) per room.
- One coffeemaker with an automatic shut-off.
- You may bring a bicycle and store it in a bike locker. Contact Student Exec to learn more about bike lockers. Bikes are not allowed in the living areas.
 - Small pins to hang posters, etc. Nails, tape, hooks, or other items that may permanently damage the walls are not allowed.
- **COMPUTERS** ~ Each student may bring a computer. In order to be allowed onto the FPU network you will need to register your computer with our Information Systems department and pick up and install antivirus software that is provided free of charge to every student. There are only two Ethernet connections per room. Most houses will be equipped with wireless internet.

See the following website http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm for information on what to expect when you first arrive in the U.S.

Getting to FPU

After receiving your I-20 or DS-2019 from FPU, you can apply for your visa from the American Consulate closest to you in your home country. After this—at least one month before you plan to leave for the US—you should purchase your airplane ticket. Remember to buy your ticket all the way to Fresno! If you land in Los Angeles or San Francisco, we cannot pick you up! Once you have the arrival information, please fill out the “Arrival Information” (yellow form that you received along with your admission documents—*see the sample below*) and email or fax it to us. This way we will put you on our calendar and pick you up if needed. We would like to make your transition experience as smooth as possible!

ARRIVAL INFORMATION FORM

Name: _____
Address: _____

Telephone number: _____
Fax number: _____
E-mail address: _____

I will arrive in Fresno on:

Date: _____

Name of Airline: _____

Flight number: _____

Time of arrival: _____

City and country of first departure:

Please circle one:

I need someone to pick me up at the airport: Yes No

I will be arriving from: Los Angeles San Francisco Fresno

I will live on campus: Yes No

I will live with a host family: Yes No

I will live with a family member: Yes No

I will live off-campus with a friend: Yes No

Getting to Fresno from San Francisco: Take BART & Amtrak

BART <http://www.bart.gov/>

Cost (Approximate) \$5.35

Contact 1-415-989-2278

Depart San Francisco Int'l Airport
Board Pittsburg / Baypoint train (yellow)
Arrive Embarcadero
Duration 32 min

AMTRAK <http://www.amtrak.com/servlet/ContentServer?pagename=Amtrak/HomePage>

Cost (Approximate) \$41

Contact 1-800-872-7245

Depart Ferry Building ~ San Francisco, CA
Board Bus
Arrive Emeryville, CA
Duration 30 min

Depart Emeryville, CA
Board San Joaquin train
Arrive Fresno, CA

Duration 3 hrs 50 min

Getting to Fresno from Los Angeles: Take FLY AWAY & Amtrak

FLY AWAY http://www.lawa.org/welcome_LAX.aspx?id=292

Cost (Approximate) \$4

Contact 1~310~646~5252

Depart Los Angeles Int'l Airport

Board Bus

Arrive Union Station, Los Angeles, CA

Duration 40-50 min

Note: *Taxi from LAX- Union Station is approx. \$50; call 1~877~733~3305*

AMTRAK

Cost (Approximate) \$30

Contact 1~800~872~7245

Depart Union Station, Los Angeles, CA

Board Bus

Arrive Bakersfield, CA

Duration 2 hrs 15 min

Depart Bakersfield, CA

Board San Joaquin train

Arrive Fresno, CA

Duration 2 hrs

Traveling in the USA

If you are planning to visit friends or family further away or would like to explore the USA during your summer or winter break, you can, of course, fly. But you can also take the train or bus. This will not only save you money; you will also get to see more of the countryside.

Amtrak provides service to all major cities, and Greyhound is the major bus carrier. These two services can even take you into Canada. If you're adventurous, look into their explorer tickets. These allow you to travel anywhere in North America at one flat rate. For shorter trips, purchasing a \$20 Student Advantage discount card will get you a 15 percent discount on the fare.

Buying a Car/ Car Insurance

Many international students who live on or near the FPU campus get around without a car. Others choose to purchase a car in order to get around town. But owning a car can be expensive. At around \$2.90-3.15 per gallon, gas prices in California are higher than in most other states. So are the annual California vehicle taxes. If you cannot afford to buy a car, be sure to live on campus or look for accommodations close to campus or close to a bus route.

If you've never bought a car before, we strongly suggest that you seek the input of a trusted friend or family member when making this purchase. Although you could buy a car for as little as a thousand dollars or less, vehicles in this price range often end up costing you a lot of money in repairs.

Buying Car Insurance

If you own a car, you *must have* car insurance. That's the law. Being an international student, however, you will be considered a new driver, unless you have had a US driver's license for more than three years. Call a number of insurance agencies and compare their prices! You'll also need to be familiar with the following terms:

Liability: This relates to how much your insurance will pay another person if you are at fault in an accident (that is, if *you* hit *them*.) It covers damage to their vehicle as well as treatment for any injuries. The numbers a company will quote you will be something like 100/300, meaning in case of an accident, your insurance company will pay a maximum of \$100,000 for car damage or injury per person for people injured in the other car with a maximum of \$300,000 for three people. If there were more people in the other vehicle, the \$300,000 will be split among them.

Collision: This category covers damage to *your* vehicle if you are at fault in an accident. This covers running your car into another car, a tree etc.

Deductible: Collision comes with a deductible which you specify. If you have a deductible of \$500, for example, you pay the first \$500 towards repairs of your vehicle in case of an accident. The higher your deductible, the cheaper your insurance rates will be. The insurance broker will use the phrase "500 collision" or "collision at 500" when determining your deductible.

Comprehensive: This category covers events *other than* accidents. This includes theft of your vehicle, theft of your car stereo etc., or incidents such as if you were to hit an animal, if a tree falls on your car, if your windshield is shattered by a rock etc. As with collision, this category also comes with a deductible.

Below are few Car Insurance Companies (but keep looking for one that suits your interests):

Geico: <http://www.geico.com/>

StateFarm: http://www.statefarm.com/discountdoublecheck/?WT.mc_id=GCA093662

Farmers:

http://www.farmers.com/landing/insurance_savings.html?SourceID=GOOC001L002&WT.srch=1

Allstate: <http://www.allstate.com/auto-insurance/auto-insurance-discounts.aspx>

AAA: <http://insurance.aaa.com/auto.htm>

Progressive: <http://www.progressive.com/>

Learn more about what car insurances cover:

http://campuslife.suite101.com/article.cfm/insurance_for_college_students

Driving in USA

When you first arrive, you may use your international driver's license. However, after a month in the US this document is no longer valid. You will need a local driver's license. Feel free to visit the DMV Web site (www.dmv.ca.gov) to schedule an appointment for your driving test. You will need to take your passport, I-20 and have a Social Security number to apply.

Public Transportation

Taking the Bus

Though not as advanced as the public transportation system in other parts of the country or around the world, FAX (Fresno Area Express) offers routes to most areas of the local community.

Learn more by visiting their website: <http://www.fresno.gov/DiscoverFresno/PublicTransportation/default.htm>

Base Cash Fare.....\$1.25

Convenience Pass.....\$48.00 per month (Good for Unlimited Riding)

FIND THE CORRECT BUS ROUTE

Visit the FAX web site <http://www.fresno.gov/DiscoverFresno/PublicTransportation/default.htm> and select the Google Maps icon

Home | Contact Us | FAQ | (559) 621-CITY (2489) | Search Site

CITY OF FRESNO

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Airports Demographics Downtown Maps & Parking Entertainment & Events Parks, After School, Recreation & Community Services Public Transportation (FAX) Fleet Management City-Wide Directory Film Location Support

Route Schedules & Maps Fares & Passes Fleet Management About FAX Accessibility

Contact Us

Ken Hamm, Director
2223 G Street
Fresno, CA 93706
(559) 621-RIDE (7433)
E-Mail Us Department Home

Plans, Reports & Notices FAX Frequently Asked Questions

FAX FRESNO AREA EXPRESS

Welcome Aboard Fresno Area Express!

WE ARE FRESNO'S FAST & EFFICIENT TRANSIT SYSTEM... Offering 17 fixed-route bus lines and Handy-Ride Paratransit Service, all designed to help you get wherever you want to go! We take pride in serving the greater Fresno Metropolitan Area with a modern clean and green fleet of over 100 buses. Fresno Area Express is operated by the City of Fresno as a public service to all the citizens and visitors of Fresno.

Google Transit Plan a Trip With FAX!

You Must Abide to Ride!

Type in the FPU address (1717 S. Chestnut Avenue), your destination address, leave or arrival time, and click “get directions”.

Google maps

Transit

Plan a trip using public transportation

Use Google Maps to

- Get step-by-step transit directions [on your mobile phone](#)
- Find transit stops in your area
- View station information and schedules

Join the [transit partner program](#)

Get transit directions

1717 S. Chestnut Avenue

Destination address

Leave 5/23/11 4:58pm

Get directions

Recent highlights: [Washington](#)

View text only version

POWERED BY Google

Map data ©2011 Europa Technologies, INEGI - [Terms of Use](#)

CATCHING THE BUS

Please remember that buses will only stop at designated stops. Designated stops have FAX bus stop signs that show which route is served at the stop. If you are seated at a shelter, or on a bus bench, please stand up to let the driver know that you wish to board. If you are standing at a bus stop wave to the driver as the bus approaches.

WHEELCHAIR ACCESSIBILITY

All FAX buses have wheelchair lifts for easy access by passengers who either use wheelchairs, or have difficulty climbing stairs.

PAYING YOUR FARE

Cash, tokens, passes and transfers can be used on all buses. If you use cash you have the exact fare because drivers do not carry change. Please have your fare ready when the bus arrives. The farebox does accept dollar bills.

LEAVING THE BUS

Be alert for your destination. To signal the operator to stop pull the cord above the windows. Wait until the bus comes to a complete stop before leaving your seat. Please remember that buses will stop only at designated bus stops. Leave through the rear doors if possible to allow new passengers to board. Pull the cord a minimum of one block prior to your desired bus stop.

TRANSFERS

Transfers are free, and allow you to use different buses in order to complete your one-way trip. Bus transfers can be made only where routes intersect, and are not valid for layovers or return trips. Transfers are valid for one hour past the time cut on the transfer.

For more information on how to use the Fresno Area Express Public Transportation please visit the website:<http://www.fresno.gov/DiscoverFresno/PublicTransportation/UsingFresnoAreaExpress/default.htm>

IV. MONEY

US Money

What's a buck?

The dollar is also called a *buck*, a *single* or a *one*, depending on the region.

All US **paper money** is the same size and color. Common denominations are \$1, \$5, \$10, \$20, \$50 and \$100.

American **coins** come in two colors and six sizes:
penny = 1 cent

nickel = 5 cents
dime = 10 cents
quarter = 25 cents
half-dollar = 50 cents
dollar coin



The **penny** is a US coin worth one cent. One hundred pennies make a dollar. One cent can be written 1¢ or \$0.01.



The **nickel** is a US coin worth five cents. Twenty nickels make a dollar. One nickel can be written 5¢ or \$0.05.



The **dime** is a US coin worth ten cents. Ten dimes make a dollar. One dime can be written 10¢ or \$0.10



The **quarter** (also called a quarter dollar) is a US coin worth twenty five cents. Four quarters make a dollar. One quarter can be written 25¢ or \$0.25.

Opening a Bank Account

It is not safe to carry large amounts of cash with you. When first coming to the U.S., it is safest to bring your money in the form of traveler's checks. Make it a priority upon your arrival to open an account with a bank or temporarily with the university financial aid office.

The bank we most often suggest students open an account with is Wells Fargo Bank. Wells Fargo does not require a Social Security number to open an account. They will accept your passport and your FPU student ID as sufficient identification when you open your account. Their address is:

SUNNYSIDE PLAZA

5642 E KINGS CANYON BLVD,
FRESNO, CA 93727
Tel: 559-453-1259

To see a map please follow the link:

<https://www.wellsfargo.com/locator/atm/search?txtAddr=&txtCity=fresno&selState=CA&txtZip1=93702&chkWF=WFB&chkBr=BRANCH&rdoDisplay=both&txtZip2=&submit=Search>

When opening your account, the bank will provide you with information on how money can be wired to your account from overseas. They will also issue you temporary checks. Within a couple of days of opening your account, you will receive your own checkbooks as well as an ATM/Debit card. Always bring enough cash with you so that you can buy basic necessities. If you have a spouse or other dependents, you may wish to open a "joint account" so multiple family members can use the same account. If you would like assistance opening an account, stop by the IPSO office.

Wiring Money

It is possible to wire money to your FPU account prior to coming to the US. Any amount in excess of your school bills will be refunded to you. A refund takes up to two weeks, so be sure to carry other money with you for initial expenses other than tuition. Follow the instructions in the section called Paying Your School Bills (pg.33.)

Once you have opened a U.S. bank account, your parents can deposit money into this account from overseas by wire transfer. When opening your account, be sure to ask the bank official to give you the necessary information your parents would need in order to make such a transfer.

Using an ATM

Automated Teller Machines or ATMs in short, allow you to make cash withdrawals, deposits, and transfers between accounts. You can also view your account balance. This is free at your own bank and its branches, but when you use another bank's ATM, both your bank and the other bank could charge you a bank fee of between \$1.50 and \$2.50. You will need an ATM card or a debit card to use the ATM machine.

There is a limit on how much money you can withdraw from an ATM at one time or on one day. Check with your bank what the limit is.

Using a Debit Card

A debit card—also called a check card—is connected to your checking account and is used almost like a regular credit card (such as MasterCard or VISA), except that the charges made are deducted from your checking account upon purchase. You do not get a separate bill at the end of the month as with a credit card. Be sure to keep track of your spending, though. If you spend more money than is in your account, you do not only risk ruining your credit record, but the bank also charges you with a fee of around \$25 every time you overdraw your account.

Online Banking

Most banks have extensive online banking services, from paying bills (at a cost) to transferring funds between accounts to paying credit card bills. Visit Wells Fargo bank's Web site (listed below) to learn more about their services: <https://www.wellsfargo.com/wfonline/>

How to Write a Check

There are many ways to pay for things, including cash, checks, and credit cards. When you pay for something using a check, you are giving the person a piece of paper that states that they can bring the piece of paper back to a bank and get the money you owe them.

To write a check, you first need to open a checking account with a bank, savings and loan, or credit union. After you deposit some money into your checking account, the bank sells you blank checks. You can then use these checks to pay other people using the money you deposited in your checking account.

When you want to buy something, you fill out a check and give it to the person you want to pay. You can only write checks for amounts of money that you have in your checking account (you usually also have to keep a small reserve amount in your account). For example, if you have \$100.00 in your checking account, you can only write checks that add up to \$100.00. If you write checks that add up to more than that, the bank will not honor the check, that is, nothing will be paid to the person. Plus, you will be charged a fee by the bank. This is called bouncing a check.

Your Name Your Address City, State Zip Code	Check number (pre-printed on check)
143	Date
Pay to the Order of <u>company who gets the money</u>	The name of the person or Amount of check \$ (in numbers)
Amount of the check (in words)	
Student's Bank Seattle, WA	Bank name (pre-printed on check)
For <u>A comment on what the check is for</u>	Your signature
030249587: 36592 143	

Many things are pre-printed on a check, including your name and address, the check number, the bank's name and bank code numbers. The person writing the check writes the date, the name of the person or company who will get the money, the amount of the check (written both in numbers and in words), an optional comment on what the check is for and the person's signature.

Sample Check:

Sue Cole 123 Main St. Seattle, WA 98116	143
Jan. 3 2008	
Pay to the Order of <u>Seattle Gas Company</u>	\$ <u>340.22</u>
Three hundred forty and <u>22</u> / <u>100</u>	Dollars
Fake Bank Seattle, WA For <u>Gas account #12345</u>	<u>Sue Cole</u>
<u>030249587: 38592 143</u>	

This sample check was written by Sue Cole on January 3, 2008, for \$340.22 to "Seattle Gas Company."

Balancing Your Checkbook:

Check Register					
Check number	Date	Transaction Description	Payment Amount	Deposit Amount	ACCOUNT BALANCE
142	1-2-08	Phone Co.	41.05		-41.05 565.88
143	1-3-08	Gas Co.	340.22		-340.22 225.66
	1-4-08	Deposit		100.00	+100.00 325.66
	1-4-08	New checks	20.00		-20.00 305.66
144	1-5-08	ABC Store	41.05		-41.05 264.61

The amount of a check
Running account balance
The amount of a check
Running account balance
Amount of deposit
Running account balance
Charge for checks
Running account balance
The amount of a check
The amount remaining in your account

When you write a check, you have to make sure that you have enough money in your checking account. To do that, you balance your checkbook every time you write a check. All this means is that you keep track of your account balance (how much money is in your checking account), and every time you write a check, you subtract that amount from the total. You also need to keep track of deposits (money you add to the account), interest you earn from the bank, and bank fees.

Most checkbooks come with a register, a small booklet that lets you keep track of the checks you have written, the amounts of money you deposit or withdraw from your checking account, and your account balance. Each time you write a check, you should also write an entry in your checkbook register, noting everything about the check, including the check number, the date, who the check

was written to, and the amount of the check. After you do this, you can calculate how much money you have left in your account (this is called your account balance).

Check Safety:

When you write a check, you have to use some safety measures to insure that someone, somewhere doesn't change what you have written on the check for their own advantage. If someone changes the amount on your check, you will lose money.

One simple measure is to write your checks in pen (never use a pencil or erasable pen, which can easily be erased by others.)

When you write the numerical amount of the check, always write the numbers as far to the left as you can. This is so that others cannot add an extra digit to the left, changing a small amount to a larger one. For example, you may write a check for \$10.00, but if you leave a space between the dollar sign and the amount, that check could be easily changed to \$710.00 or more.

Also, if you ever lose blank checks, call your bank immediately and let them know. They can perhaps stop these lost checks from being honored.

Budgeting Your Expenses

A budget is a written account of all income and expenses for a person, a family, an organization, or a government. People use budgets to figure out how much money they take in and plan how much they can spend and save. A budget gives you a big picture of your income and necessary expenses, and lets you know how much you can afford to spend and how much you should save.

It is a good idea to write down your budget so that you have an idea of how much you are making, how much you are spending, and most importantly, how much you are saving for the future. Students need to realize at an early age that they should spend less than they make, and that saving money for their future is very important.

Adult Budget:

This sample budget records an adult monthly income and outgo.

Monthly Income	
Income (after taxes)	\$2000.00
Interest from Savings	\$200.00
Total Income	\$2200.00
Monthly Outgo	
Savings Deposit	\$200.00
Donations	\$100.00
Rent	\$800.00
Electricity/Gas	\$100.00
Water/Sewer	\$50.00
Insurance	\$100.00

Student Budget:

This sample budget records a student's monthly income and outgo.

Monthly Income	
Allowance	\$20.00
Job (mowing the lawn)	\$10.00
Job (babysitting)	\$10.00
Birthday gift	\$15.00
Total Income	\$55.00
Monthly Outgo	
Savings Account Deposit	\$15.00
Donation to Charity	\$5.00
Movie	\$5.00
Candy	\$3.00
Video game	\$27.00
Total Outgo	\$55.00

Transportation	\$150.00
Phone	\$50.00
Food	\$400.00
Clothing	\$50.00
Entertainment	\$100.00
Other	\$100.00
Total Outgo	\$2200.00

Long-term and Short-term Savings: There are different types of savings: short term and long term.

Short-term savings are savings used to buy items in the near future (for example, saving money for a few weeks to buy an expensive video game).

Long-term savings are savings used to buy things that will be needed in the future (for example, saving money for years to go to college).

How Much Should You Save?

How Much Can You Spend?:

In order to know how much you can afford to spend and how much you should save, you need to have a big picture of your finances. A budget gives you that big picture.

For adults, many expenses are necessary (including shelter, food, water, and electricity), but some are discretionary (not necessary expenses, including entertainment, eating out, and hobbies). For students, most expenses are discretionary.

Different people save different amounts of money. The amount saved depends on many things, including emergency expenses and future monetary needs that you anticipate. Some financial advisors suggest that adults save 10% of their income; some suggest that you save more. For students, one suggested amount is allocating about one-third of income toward long-term savings (deposited in a savings account), one-third of income for short-term savings, and one-third of income for spending now.

One way to encourage savings is to show how savings accumulate and compound over the years. For example, if a student saves \$20 each month and puts it in a savings account earning 5% annually (compounded daily), the student will have \$266.12 after one year, \$1386.15 after 5 years and \$3140.29 after 10 years.

Typical Expenses

Tuition: International students have to pay the complete amount each time you register for classes.

Books: Used textbooks can often be purchased for less than the price of new books. If time allows, also look into purchasing text books online, which can be cheaper than buying them from the local bookstore. You can purchase books at <http://www.half.ebay.com/> or www.amazon.com.

Rent: Living off campus is cheaper than living on campus. Consider sharing an apartment with other students or renting a room from a family. Keep in mind that you will most likely be required to pay a one-time deposit for an apartment as well as one-time set-up fees for gas, water and electricity.

Meals (also called board): To limit expenses on meals, consider packing lunch. Share cooking and shopping expenses with roommates, and buy groceries at large supermarkets rather than convenience stores.

Health Insurance: FPU requires all international students to purchase health insurance through the university or provide proof that you are covered by a similar plan from your country.

Transportation: Owning a vehicle can be expensive. Gas prices in California are high, as are annual vehicle registration. Local transportation in the area is affordable, but not as expensive as in many international cities. Compare gas prices. There can be as much as 20 cents per gallon price difference!

Clothing: Buying clothing can be expensive.

Personal Expenses: From toiletries to birthday gifts, these can easily amount to more than you expected. Try to be careful!

Recreation: Movies, Eating out, etc

Travel: Planning on going away for Thanksgiving or Christmas? Plan and buy tickets ahead of time. Last-minute tickets can be costly.

Communications (phone calls & Internet): Make use of e-mail for communication rather than making long-distance phone calls. When you do make long-distance calls, use phone cards. Compare prices on phone cards—some of the best deals can be found online. Consider: www.PhoneCards.com, www.Talk011.com, www.Zaptel.com <http://www.longdistanceworld.com/calling-cards/> or you can try www.skype.com/.

Paying Your School Bills

- Complete payment for each semester is required at registration.
- Be prepared to pay or make payment arrangements for your tuition and fees at the time of your registration.**
- If you have on-campus housing, also be prepared to pay for your housing and board at the time of registration.
- If you bring money to the U.S. in a check or money order and deposit it in a bank, it may take up to three weeks for the check to be processed and become available for your use.

**(As a reminder for those students that are registered for the fall and spring semesters, if your fall semester balance is not paid in full by the last Friday of the semester or you have not made appropriate payment arrangements with your Student Account Manager by that date, you will be de-registered from your spring courses. Once your balance has been paid in full, you are welcome to re-register for courses, but will be subject to course availability and applicable processing fees (ie: late registration fee).

Therefore, we strongly recommend you choose one of the following options to insure that you will have money available at the time of registration:

1. Send a check or money order ahead of time to the university.
2. Wire your funds electronically to the university.
3. Upon arrival, deposit your money at the university's Student Financial Services office before going to the bank, or before depositing the money into a new bank account, ask if the funds can be released earlier.
4. Have a credit card available to pay your bills.

Option 1: If you decide to send money ahead of time to the university so that it will be available for you during the registration period, please send a check or money order made payable to FPU. We will deposit the funds into your school account. (Please note that this will not be an interest-bearing account.) Request to have any amount in excess of your school bills to be refunded to you at the beginning of the school year. A refund takes up to 2 weeks, so be sure to carry other money with you for initial expenses other than tuition. If you send money ahead of time and are not able to come to study, we will refund your money. Any amount that may have been charged by the bank to process your check or money order will be deducted from your refund check.

Option 2: If you decide to wire funds, ask your bank to wire the funds to:

Bank of the West
2035 Fresno Street
Fresno, CA 93721

To credit: Fresno Pacific University
1717 S. Chestnut Ave.
Fresno, CA 93702

Account #: 739004935
Routing #: 121100782
Funds wired from: (name of person sending money)
Purpose of funds: (student name and ID#)

For you to receive your money at the university, it is **VERY IMPORTANT** that all the above information is supplied correctly.

Option 3: If you decide to bring your money to the Student Financial Services office upon arrival, your check or money order can be processed within three to four working days and be available on

your school account to pay your school fees. Money not used to pay your fees may be refunded at your request. A money refund takes up to 2 weeks so be sure to carry other money with you for initial expenses other than tuition.

Option 4: Using your own credit card to pay your school bills is no problem. If your parents wish you to use *their* credit card for your tuition payment, they will be asked to send a fax to the university to authorize payment.

Additional Fees and School Costs

Besides tuition, there are additional fees* to be paid while attending university. These include:

Health Insurance- \$820 per year

Student Body Fee- \$129

If you are in a music, art or science program, additional fees may be charged to cover extra expenses, such as choir outfits, recitals, laboratory costs, research fees, etc. Each class that has an extra fee should be explained in the class schedule and/or catalog. Prices are subject to change.

Scholarships & Loans

List of scholarships compiled by the Georgia Board of Regents

<http://www.uga.edu/gaie/scholarships.doc> Int'l. Student Organization - List of Scholarships and Grants for Int'l. Students

https://www.isoa.org/list_scholarships.aspx

Graduate Level Fellowships

American Association of University Women

http://www.aauw.org/fga/fellowships_grants/international.cfm Grant ~ Margaret McNamara

Memorial Fund <http://som.georgetown.edu/scholarship/mcnamara.html> Golden Key International Honor Society <http://www.goldenkey.org/GKweb/ScholarshipsandAwards/>

Scholarship Search Engines

The Open Society Institute – Grant, Scholarship & Fellowship Search Engine

<http://www.soros.org/grants/research/> Scholarship Search Engine

<http://scholarships.fatomei.com/> The Scholarship Page <http://www.scholarship-page.com/search.shtml>

Employment

Paid Employment

On-campus

- F-1 students may **only work on campus without special permission from DHS** unless they apply for a work permit (see options below)
- 20 hrs during school, 40 hrs. during vacations

Off-campus

- **Curricular Practical Training (CPT)**
 - for UG and GR only
 - authorized by FPU, not USCIS
 - work that is required or optional for a class or program
 - part time for undergrads, up to full-time for grads

For the following, **students must apply** for an Employment Authorization Document (EAD) from USCIS:

- Optional Practical Training (OPT)
 - for UG and GR only
 - one year of practical training after students complete each degree
 - must be in the field of student's major
 - students must apply for OPT BEFORE finishing their program. No exceptions!!!
 - if students do more than 11 months of full-time CPT, students are not eligible for OPT
- Severe Economic Hardship (SEH)
 - For all program levels
 - Designed for students who find themselves in financial trouble by **no fault of their own** (ex. lost a sponsor, home country economic crash, etc.) When applying for SEH, students must include documentation of the reason for their hardship.

*EADs are only good for one year

*If students transfer to another school or change their level, the EAD is canceled.

*EAD applications cost \$340 and can take up to 4 months to process, so **PLAN AHEAD!!**

OPT

Questions you must answer "yes" to before applying:

Have I been in school for at least nine consecutive months?

Have I been in lawful status?

(If you did CPT) Have I done less than 12 months of CPT?

Am I still in my program? /working on my thesis? OR did I graduate less than 60 days ago?

Before completing the application, keep in mind:

- You may apply for 12 months of OPT after each degree program (not ESL). For example, you may do OPT for one year after your Bachelor degree, then another year after your Master's degree and then another year after your PhD.
- If you apply for specific dates then decide you don't or can't work during those dates, the time is wasted. You cannot change your mind.
- You do not have to have a job in order to apply, but if your EAD says you are working, they believe you are working whether you are or not.
- You must apply for OPT BEFORE you graduate. It can take up to 4 months to receive your Employment Authorization Document (EAD) so apply early!!!
- It is strongly recommended that you not leave the country while your application is in process. If you must leave, please talk to IPSO.
- You may leave the U.S. during OPT, but if your EAD has been issued, you must have proof that you are returning to the U.S. to start or continue employment. You will also need your signed I-20, valid visa and valid passport.
- Your I-20 will be expired during OPT and that's okay. The date on your EAD will be your new expiration date. You need to keep the I-20, though.

- You may only apply for part-time OPT (20 hours per week) if you will still be enrolled. Work hours are limited to part-time accept during vacations during which there is no limit on hours. If you have graduated, you must apply for full-time OPT (40 hours per week).
- Make an appointment with Arnie to assist you in the application process. There is more to it than just filling in the application.

Application must include:

- I-765 (application form). You may complete the I-765 on-line or on paper.
- Copy of the front and back of your I-94, passport info pages and visa.
- Copy of the front and back of any previous EADs (if any).
- Copy of the front and back of your current I-20 and any previous I-20s you received in the past. Arnie will give you a new I-20 with the requested OPT dates on page 3.
- For paper applications, two passport style photographs with your name and I-94 number written on the back. For on-line applications, see below.
- \$340.00 fee

Paper application: personal check payable to “USCIS.” **DO NOT SEND A MONEY ORDER** because there is no way to track whether it has been cashed.

On-line application: credit card number and card expiration date

Notes for on-line application:

If you apply on-line, you must make an appointment with a CIS Support Center to take your picture and submit a digital signature. The nearest Support Center is on Kings Canyon, just behind El Pollo Loco.

If you have any further questions, PLEASE ask. These applications can be a nightmare. Arnie Prieb can be reached by e-mail apprieb@fresno.edu, by phone 453-2128, or in Student Life, SCC 134.

OPT LAWS

Taken from the Code of Federal Regulations section 8 CFR 214.2(f)(10)(ii) & (11)(ii)

(10) Practical training. Practical training is available to F-1 students who have been lawfully enrolled on a full-time basis in a Service-approved college, university, conservatory, or seminary for at least nine consecutive months. Students in English language training programs are ineligible for practical training. An eligible F-1 student may request employment authorization for practical training in a position which is directly related to his or her major area of study. There are two types of practical training available:

(ii) Optional practical training--(A) General. An F-1 student may apply to the Service for authorization for temporary employment for practical training directly related to the student's major area of study. Temporary employment for practical training may be authorized:

(1) During the student's annual vacation and at other times when school is not in session if the student is currently enrolled and eligible, and intends, to register for the next term or session;

(2) While school is in session, provided that practical training does not exceed twenty hours a week while school is in session;

(3) After completion of all course requirements for the degree (excluding thesis or equivalent), if the student is in a bachelor's master's, or doctoral degree program; or

(4) **After completion of the course of study.** A student must complete all practical training within a 14 month period following the completion of study.

(11) Employment authorization. The total periods of authorization for optional practical training under paragraph (f)(10) of this section shall not exceed a maximum of twelve months. Part-time practical training, 20 hours per week or less, shall be deducted from the available practical training at one-half the full-time rate. As required by the regulations at 8 CFR part 274a, an F-1 student seeking practical training (excluding curricular practical training) under paragraph (f)(10) of this section may not accept employment until he or she has been issued an Employment Authorization Document (EAD) by the Service.

An F-1 student must apply to the INS for the EAD by filing the Form 1-765.

ii) An F-1 student who has an unexpired EAD issued for post-completion practical training and who is otherwise admissible may return to the United States to resume employment after a period of temporary absence. The EAD must be used in combination with an I-20 ID endorsed for reentry by the DSO within the last six months.

CPT

Checklist for Curricular Practical Training Application

What is CPT?

Curricular practical training is paid employment either required or recommended for a course or academic program.

Can international students work off campus?

Under normal circumstances, no, but applying for CPT gives them authorization to do so.

How do I apply for CPT?

First, get a letter from your Mentor, Advisor or Program Director addressed to the DSO. The letter should include the following information:

1. explanation or title of the work that the student will be doing
2. if the work is for units or a requirement for the program, please state so. If not, explain how the work will be beneficial for the student and why the Advisor recommends it.
3. the name and address (including zip code) of the company for which the student will work
4. the EXACT dates of employment
5. whether the hours per week will be more or less than 20 hours

*Note: undergraduate students may only work 20 hours or less while school is in session. Hours have no limit during vacation periods. Graduate students may work over 20 hours anytime.

Once the DSO receives the letter, the information will be put into the SEVIS system and a new I-20 which will include the work authorization will be issued.

How long can I do CPT?

You may participate in CPT as long as your Advisor or program director permits. However, if you do more than 11 months of full-time CPT, you become ineligible for OPT (the one year work permit after you graduate).

How much does it cost to apply for CPT?

Nothing. It is free.

How long does the authorization take to process?

Once the DSO receives the letter, it takes only 5 minutes.

If you have any further questions, please contact Arnie Priebe at 453-2128 or apprieb@fresno.edu.

Taxes

Federal Tax on Income

Whether or not you are earning an income in the US, you will be required to file a tax return each year. If you earn an income while in the US, you will be required to file a tax return each year. You can go online to www.irs.gov to find important information pertaining to international students and filing a tax return.

Sales Tax

Whenever you buy something, sales tax is added before you pay. The percentage varies from state to state.

V. ALL ABOUT FPU

FPU background & Statement of Faith

Please refer to our website: http://www.fresno.edu/about/fpu_idea.asp

Academics

You are coming to America to study. You will want to succeed at studying, or the US government can revoke your visa and ask you to leave. During International Orientation you will be told how to choose classes and register for the classes you have picked. It is absolutely **imperative that you attend these sessions** or else you will not know what is expected of you.

Full time vs. part time study: Undergraduates and graduates

- Full-time study for undergraduates is 12+ units per semester
- Full-time for Grads is 18+ units per calendar year, or 1 unit while doing a thesis

Grads and undergrads may drop down to $\frac{1}{2}$ the units, but must get permission from IPSO.
Legitimate reasons are:

1. Initial academic difficulty due to low English skills
 2. Medical conditions (0 units, if necessary)
 - must provide a doctor's recommendation
 - can be used up to a total of 12 months
 3. The final semester does not require full-time units to complete the degree
- Except for medical reasons, students may only be authorized to drop below full time for one semester during each program.
 - Keep in mind that dropping below full-time WILL affect scholarships.

On-line courses: 3 units of on-line or distance education courses can be counted toward full-time enrollment.

Courses at another school: With permission, students may take $\frac{1}{4}$ of their units at a different college or university. This is called "Concurrent Enrollment" and must be authorized by the Registrar's office and IPSO.

Vacations & Breaks

- Official vacations are: mid-term break (2 days), Thanksgiving Break (2 days), Christmas Break (4 weeks), Spring break (one week), summer break (May-August)
- LCS students must continue enrolling in every session until they:
 - go home

- change educational level
- transfer to another school
- or have been enrolled for 4 consecutive sessions

Mentors

Once the student declares a major, a mentor will be assigned. Academic mentors serve as role models for students engaged in the learning process. An academic mentor will provide a positive example in attitude, serve as a counselor and confidant to the student, and ensure the student takes advantage of all resources that are available to help with the learning process. The mentor will help the student choose appropriate classes throughout the year. Also, once students select the courses they would like to enroll an email is to be sent to a mentor who then approves the classes for registration. The mentor is there to help students not deviate from the courses they need to take in order to complete the desire degree.

Campus Cruiser: First time users

Campus Cruiser is a unique Web-based campus community groupware designed specifically for educational institutions. On *Campus Cruiser*, an entire community of students, faculty, administrators, alumni, and parents can collaborate and interact with one another, while sharing and authoring community contents that make up everyone's campus life.

To Login:

1. Using a Web browser (e.g. Internet Explorer or Firefox) go to <http://my.fpu.edu>
2. Enter your assigned Login Id and initial password in the appropriate boxes then click "Log In"
3. The first time you login to Campus Cruiser you will be prompted to accept the terms of usage screen. Please read and click "Accept".
4. You are required to change your password upon initial login as well. Enter in your initial password and new password in the appropriate boxes. Click Save to finish.
5. The Password hint screen will appear. Please enter your new password, a password hint, password hint answer and an alternate email address in the appropriate boxes. This information is needed in the event you need help remembering your password. Click Save to continue.

You are now logged into Campus Cruiser! For further help in Campus Cruiser click on the Campus tab near the FPU logo, and then the First Time User option in the left-side menu.

Login

Terms of Usage

Change Password

Password Hint



The first screenshot shows the 'CampusCruiser Terms of Usage' page, where users must accept terms to log in. It includes a privacy statement, a 'Accept' button, and a 'Decline' button.

The second screenshot shows the 'Change Password' page, where users can enter their current password and two new ones to update their account.

The third screenshot shows the 'Password Hint' configuration page under the MyCruiser tab, allowing users to set up a password hint question and answer.

To Retrieve an Email:

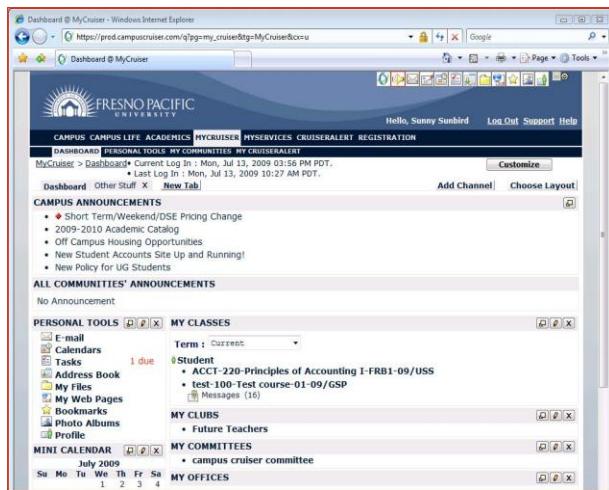
1. Access the email application by clicking on the envelope icon in the quickbar at the top of the page or click the Email link in the Personal Tools section of the MyCruiser tab.
2. Any messages sent to your address will be stored in the Inbox. To read an email, click on the desired message in the Subject column. The message displays in a new window. You can reply, forward, move or delete the message. When done reading, click the Inbox link on the folders tab on the left side of your screen to return to the Inbox listing. Unread messages are in bold type.

To Send an Email:

1. Access the email application as before, then click the Compose link on the left-side menu under the tools tab.
2. Enter the email address you want to send the message to in the To: box.
3. Enter the Subject in the Subject box.
4. Type in the message in the Message box.
5. Click Send to send the message.

MyCruiser screen:

Your MyCruiser screen will appear the second time you login or when you click on the MyCruiser button in the top right portion of the Campus Cruiser screen. You can customize certain features of this screen by clicking Customize in the top right portion of the MyCruiser screen. Click on Help to get assistance in how to customize these settings.



How to get Help:

1. On every screen you can click the Help button in the top right portion.
2. On the Campus Tab click on First-Time User and click on Campus Cruiser Tutorials.
3. You can always call the FPU Helpdesk at 559-453-3410 during business hours.

Registering for Classes

At orientation you will meet with your academic advisor (mentor) to pick classes. You will be given a checklist of all that has to be done on campus before you can register for classes. Learn more about registration at <http://www.fresno.edu/registrar/>

Adding or Dropping Classes

You cannot add or drop classes without someone at IPSO signing your form to show that you can make the changes and still be in status and/or on track. Consult the FPU Academic calendar for the last day to add or drop classes. Money paid for classes being dropped can be applied to future classes, or you can request a refund.

Withdrawing from Classes

As with adding and dropping classes, you cannot withdraw from a class without someone at IPSO signing your form to show that you can make the changes and still be in status. Consult the FPU Academic calendar for the last day to withdraw from a class. Withdrawing *after* the cut-off date will result in a class being listed as INCOMPLETE on your academic records. You are also not eligible for a tuition refund if you withdraw after the deadline.

Transferring to FPU

In order to transfer to FPU the student will have to request his/her SEVIS record to be sent to IPSO office once admitted.

Transferring from FPU

Notify IPSO office in advance about the decision to transfer. IPSO office will then transfer your record to the school where you are transferring.

Grading System

Grades are given on a 4.0 scale. All international undergraduate students *must* maintain a GPA (grade point average) of at least 2.0 while graduate students must maintain a GPA of 3.0.

Plagiarism

FPU students are expected to do their own, independent work, and to refrain from plagiarizing the work of others. When drawing from various resources for research purposes students must provide citations and bibliographic information. (If you do not know how to correctly cite sources, stop by the Academic Support Center for help.)

Students may not use an editor for any work turned in under their own name unless approved in advance in writing by the instructor, and only to the extent approved. Students who engage in academic dishonesty will automatically receive an F in the course and may be in jeopardy of expulsion from the university.

Need Help Writing Papers?

There is one office on campus that can specifically help you academically. The **Academic Support Center** is a free source of feedback. Stop by their office or call and enquire about our one-on-one tutoring for research papers. See the section below “Academic Support Center” to learn about the services offered.

TOEFL

For admission as an undergraduate student at Fresno Pacific University, international students must take the TOEFL exam. FPU offers the institutional paper-based test (PBT). The institutional PBT is offered at Fresno Pacific University five times a year: in August, December, January, April and June. Students have the option of taking the iBT (internet-based test) at any official TOEFL testing institution. Information can be found online at www.ets.org.

TOEFL Minimum Score Requirements:

	Overall Exam	Writing Section	Listening Section	Reading Section
Paper-Based Test (PBT)	500	50	50	50
Internet-Based Test (iBT)	61	13	15	15

Graduate Programs

Students need good English skills in order to be successful in graduate studies. Students whose native language is not English and who do not have a TOEFL score, or do not meet the minimum score requirements listed below, will be required to improve their English language proficiency in the Intensive English Language Program (IELP)

TOEFL Minimum Score Requirements:

	Paper-Based Test (PBT)	Internet-Based Test (iBT)
Overall exam	550	79-80

Classroom behavior

Professors usually allow eating and drinking in the classroom as long as it is not distracting. Most professors are informal and might even ask you to call them by their first name. The classroom is a place for exchanging ideas, opinions, and personal experiences to understand each other, issues, and/or topics of discussions. Textbooks are tools to help you form and develop your own ideas, not to be taken as final words. Be there to learn, be open minded, be challenged. As international students you will be able to bring completely different ways of thinking or views of life experiences to the classes. Listen carefully to others.

Tips for Academic Adjustment & Success

- Professors prefer it if students discuss ideas rather than just sit and listen. The manner in which you express your viewpoint is important, however. Show respect by acknowledging the professor or classmates' point of view and then offer your opinion. Say, "In my opinion..." or "I think..." or "I feel..." or "I believe..."
- If you do not understand, ask. If you are not yet used to ask questions in class, make an appointment with your professor.
- At the start of each semester you will be handed a syllabus for each course. This is an outline of the course objectives, due dates for assignments and more. Keep the syllabus for the duration of the course and refer to it if you are not sure about assignment requirements. Pay close attention when the professor discusses the syllabus as he will often explain during this time how grades will be determined.
- Do not try to write down everything in class. Practice taking notes. If you need help learning how to take notes, check out the following website:
<http://www.dartmouth.edu/~acsheets/success/notes.html>.
- Get familiar with the terms listed in the academic glossary at the end of this booklet.

Academic Support Center

The **ASC** (Academic Support Center) offers the following services:

Tutoring

One-on-one tutoring is available to students for writing assignments across all disciplines, as well as for help with general education subjects. Sessions are 30-50 minutes long, and are available by appointment and through the drop-in service. Call 559-453-5585 for an appointment.

Writing

Our writing tutors will work with students as many times as needed in all stages of the writing process. Beyond helping students write better papers, our goal is to help them become better writers. Consequently, our approach is to involve students in the process of developing, organizing and clarifying their papers. To this end, we will provide help with grammatical and spelling issues, but we do not provide proofreading services.

Writing tutors are available during all open hours.

General Education Subjects

Our subject tutors emphasize collaborative methods of learning to help students more effectively process and comprehend class lectures, activities and homework assignments. It is our goal to provide tutoring for all regularly scheduled, general education subjects, such as math, economics and history. If we are not providing a tutor for a particular subject, students are encouraged to inquire about the possibility of receiving such support. Please take note, however, that tutoring is provided in response to the general needs of the student population.

Academic study hall

Many students like studying at our center because we are not as quiet as the library and not as loud as Charlotte's cafe and our coffee is free. Also, as a bonus, tutors will generally be available to students should problems with homework arise.

Hours

Monday ~ Friday:	8 a.m. ~ 4 p.m.
Friday:	8 a.m. ~ 12 p.m.
Tuesday and Thursday:	7 p.m. ~ 9 p.m.

Academic coaching

Academic coaching provides students with a one-on-one, ongoing relationship through which guidance, accountability, feedback and encouragement are offered to help achieve higher levels of academic performance.

As students and academic coaches meet throughout the semester, students learn to identify their academic strengths and weaknesses and what learning styles and methods best enable them to succeed. Academic coaches often address skills such as time management, effective notetaking, test-taking strategies, active reading and managing the writing process.

Exam proctoring

To be used at the discretion of each professor, we provide a space and supervision for individual students to take exams who are not able to take them during the regularly scheduled time. Limited space and time make it advisable to request an appointment in advance.

Location & Contact Information

Academic Support Center
Fresno Pacific University
1717 South Chestnut Avenue
Fresno, CA 93702

Phone number: 559-453-5585
Email: academic.support@fresno.edu

Disability services

Fresno Pacific University is committed to providing the best education possible to all students. To this end, the Academic Support Center works with students under the Americans with Disabilities Act (1990) to ensure that students with unique needs have equal access to all educational experiences. Physical accommodations in classroom and lab space, modifications of classroom presentation, and modifications in testing and course requirements are all ways to provide access to students with disabilities.

For more information, please visit: <http://studentlife.fresno.edu/academic-support-center/disability-services>

Campus Policies

It is important for each student to develop a living and learning style that is consistent with the Christian beliefs of the FPU community. These standards help to create an environment that is respectful of individual rights and freedoms; one where all are free to pursue academic excellence; and one that brings glory to God.

Failure to comply with the standards of conduct will result in judicial action. Each student is expected to assume responsibility for his/her actions at all times and to cooperate fully with the adjudication of a conduct violation.

It is the university's intention to resolve violations of established policies and student standards of conduct in a redemptive way that maintains respect for the individual.

Student Standards of Conduct

Because the safety and well being of the community may be at risk, students who break the law, either on or off campus, will be subject to investigation and judicial action.

- Students who engage in unmarried sexual conduct will be subject to judicial action. These include unmarried sexual relations or activities, homosexual acts or behavior, and overnight stays with persons of the opposite sex.
- Students who possess, distribute, and/or use alcohol, narcotics, or other intoxicants on university premises or at university-sponsored activities will be subject to judicial action. Students present on campus while under the influence of illicit drugs or alcohol are subject to judicial action even if their consumption was off campus.
- In the interest of common health concerns, the campus provides a tobacco-free environment. Use of any form of tobacco on university premises is strictly prohibited.
- All gambling in the living areas or on university property is strictly prohibited.
- Slander and profane language, physical or violent verbal abuse of any person in the living areas or on university property or at functions sponsored by the university will not be tolerated and will result in judicial action.
- Harassment or intimidation of a community member, including a roommate, or the threat of physical or emotional harm will not be tolerated.
- Lewd, indecent, or obscene conduct in the living areas or on university property will not be tolerated and will result in judicial action. This includes possession or display of pornographic material in any form on university-owned or leased premises, including on computers.
- Theft, damage, or vandalism of university, public or private property will result in judicial action.

- Unauthorized entry and misuse of university facilities or property, including the unauthorized use of computers, telephones, or other university equipment will result in judicial action.
- Possession of any type of firearm—including BB or pellet guns, paint guns, any facsimile of a gun or any counterfeit firearm, switchblades, bows and arrows, explosive devices, martial arts weapons, fireworks and/or other weapons considered illegal or dangerous—on university property will result in judicial action.
- The illegal use or possession of, or tampering with safety equipment such as fire alarms, smoke detectors etc. on university premises is illegal and will result in judicial action.
- Software piracy is a theft and FPU does not condone or tolerate the unauthorized copying of licensed computer software. The unauthorized duplication or other piracy of software is a violation of federal law, and may expose the individual and the university to legal processes.

Campus Safety

The Department of Campus Safety is located by the Facilities Department (close to the soccer field and the track.) They protect students' safety on campus, and respond to emergency medical needs. The staff can assist students with any problems they might encounter on campus, such as thefts, accidents or threats. In case of injury or sickness, contact Campus Safety at **559-453-2298**. They will notify the proper emergency agency for assistance.

Contact person: Sean Bradbury

Email: sean.bradbury@fresno.edu

Career Center

The Career Services Center (CSC) offers many services to help students in personal assessment and career development. Some information and assessments are available online, while others are administered through our office. Working through the entire process with a career counselor is the best option and ensures you will be fully informed about the career choices you make.

We have divided the process into four steps:

1. Self-Assessment ~ discover your interests, personality style, values and skills
2. Career Exploration ~ gather information on potential careers and/or graduate school
3. Career Experience ~ intern in your chosen field
4. Job Search ~ develop a resume, practice interviewing and find an opening

Our four year career plan will also guide you through each year of college, outlining necessary and important things to do each year.

Contact person: Alicia Andrade

Phone number: 559-453-2220

Steinert Campus Center, Room 126

For more information, please refer to: www.fresno.edu/careerservices/

College Hour Program

College Hour is a great opportunity and privilege the FPU community has to gather together. Through worship, fine arts presentations, lectures, discussions and debates, we explore how to

integrate faith, life and learning. College Hour meets each Wednesday and Friday, with additional opportunities throughout the semester.

College Hour Policy

Each semester all full-time, traditional undergraduate students are required to attend a minimum of 14 College Hours and will automatically be registered for a half unit of College Hour. Successful completion of requirements will result in a grade of "CR," plus 1/2 unit earned. Failure to comply will result in a grade of "NC," with no units accrued. No petitions will be accepted regarding College Hour requirements. *Remember, it is a great option to gain more units.*

Learn more about College hour at: <http://studentlife.fresno.edu/spiritual-life/college-hour>

Computer/Internet Services

I. The following services are provided for students:

- a. Campus Cruiser login & password assistance if needed. This is the main communication website used by faculty and students. It is used for registration, class information, assignments, emailing student or faculty and more.
- b. Moodle login and password assistance if needed. This is the main website used by faculty and students for online courses.
- c. A website called highed.atomiclearning.com (login and password information provided) to facilitate students training on various types of software including on-line course programs
- d. Network access via Ethernet in the Dorms or via Wireless at most locations on campus
- e. Troubleshooting & assistance connecting to FPU Wireless
- f. Instructions on downloading a free Anti-Virus program,
- g. Instructions on how to do updates and/or uninstall or install programs on their computers
- h. Limited Troubleshooting of any problem with recommendations (the University only has staffing and insurance coverage for performing work on University owned equipment – our department is not allowed to work on any personally owned equipment for any staff, faculty or students.)

II. Computer Lab Information:

- a. The Main Lab is in Kriegbaum Hall Basement (KBH 019) and has extended hours
- b. The Library has several lab areas available and Aims Hall has 2 classes that may be used by Math and Science students when there are no classes in them.

III. Computer Recommendations:

- a. Any type, either a Mac or PC (desktop or laptop) but we do recommend a minimum of 2GB of ram (memory). This is our minimum recommendation for a 3 - 4 year student to support the new Operating Systems etc. Think - More is better.
- b. Also we recommend that you purchase the extended warranty with Next Business Day on-site service if that option is available

IV. Software Information:

Microsoft Office is the main software used for word processing, spreadsheets and power points on campus. For educational pricing go to www.JourneyEd.com/SELECT for your software needs.

V. Backup Recommendation:

Students should either have 2 flash drives for backup (also to use to bring papers to the lab for printing) – these can fail. Or they should have a subscription to an online backup service like (Mozy).

Library

Hiebert Library is the central resource for the support of teaching and research at Fresno Pacific University. Ask someone to help you locate research on databases and books and other resources. A library can be confusing so asking for help just makes sense.

Search for books, periodicals, audio-visual materials and archival materials:

<http://www.fresno.edu/library/>

Hours of Operation: Academic Year

Monday~Thursday	8:00 a.m to 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	closed

Summer

Monday~Thursday	9:00 a.m to 6:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday-Sunday	closed

Associate Director: Anne Guenther

Phone number: 559-453-2090

559-453-2121

Counseling Center

On-Site Counseling program offers personal counseling for those struggling with:

- Relationship issues
- Adjustment problems
- Grief and sadness
- Worry and procrastination
- Unhealthy life decisions

At On-Site, master's level clinicians provide confidential, professional individual counseling services to help with short-term stressors or longer term counseling goals.

WHERE: 4812 E. Butler Ave. (S.E. corner of Chestnut and Butler)

WHEN: By appointment, day or early evening

COST: \$5.00 Co-pay per session

PHONE: Call (559) 452-1796 for referral line

You can also pick up information and paperwork at the reception desk Monday through Thursday from 8:00-9:30 AM or 2:00- 3:00 PM

For more information please refer to the link below:

<http://studentlife.fresno.edu/resources/counseling>

Health Center

Fresno Pacific University's Health Center recognizes wellness as the best possible, God-given state of being. Wellness is more than lack of disease. It is balanced life wholeness. Wellness is achieved through nurturing the physical, spiritual, social and mental areas of our lives. Health Services supports all areas, but primarily addresses disease prevention and health promotion. The campus nurse, Robbie Simpson, RN, is the primary care provider at FPU and provides:

- Illness/injury evaluation
- Screening of medical concerns
- Health and wellness information
- Health provider referrals
- Insurance information
- Medical resources for students and staff

The Health Center carries a variety of over-the-counter medications that are available for relieving aches and pains. For recommended usage of over-the-counter medicines (OTCs), we recommend WebMD.

Community clinic and physician referrals are available if needed.

There are many online resources for illness and injury: for example, the Mayo Clinic (<http://www.mayoclinic.com/>) offers tips for first aid, and the McKinley Health Center offers a large menu of medical concerns.

Health Center services are available at no charge to students, staff and faculty. TB skin tests, tetanus, MMR vaccines are given at-cost, as are flu shots, when available. Appointments can be made, but are not necessary. First-aid kits are located in strategic areas throughout the campus and in on-campus housing. The emergency medical techs are available through Campus Safety, 453-2298, for emergency illness or injury.

Immunization requirements for registration:

- Completed polio series
- Completed DPT series
- Meningitis vaccine highly recommended for students living on campus
- International students must have a TB skin test as well as above immunizations
- Current Tetanus (within last 10 years)
- MMR ~ 2 doses

Immunization Clinics:

- Flu clinic dates to be announced each fall
- Meningitis vaccine available through your own medical provider

Please refer to the website below for all the mentioned downloads:
<http://studentlife.fresno.edu/resources/health-services>

Health Office

Contact person: Robbie Simpson, R.N.
Phone number: 559-453-2097
Email: Robbie.simpson@fresno.edu

Health Insurance

All students are required to carry health insurance. Shop the web for individual student health policies. For those students who do not have coverage, a health plan is available for purchase through the university. A copy of FPU's default policy is available for download (See the link below.) Click on 'find my school's plan' (upper left side of page), that will bring up 'view brochures' page, select Fresno Pacific University, select 'policy brochure.' You may also call 1-800-883-2951 for customer service and should refer to Fresno Pacific University, Student Health Plan.

Please refer to the link below in order to get acquainted with the health insurance offered by FPU:
<https://www.uhcsr.com/selfservicesupport/students/collegestudents.aspx>

You can also bring your own health insurance or check other companies in the US. Below are few examples used in the past by international students:

HTH Worldwide: <http://www.hthstudents.com/>

Harbor Group: <http://hginsurance.com/>

Student Life

Your experience at FPU is directly related to how you involve yourself in activities and programs. Throughout the year, the International Center hosts large on-campus events to highlight the many diverse cultures at FPU. In addition, various activities are held to expose international students to U.S. culture. Below are just some examples of activities. Keep your eyes and ears open for events on campus. There are many! You can also pick up the calendar of events in Student Life department. Ask your RA (Resident Assistant) for more information.

- Movie on the Green
- Water Wars on the Green
- Bunko party
- Ice skating @ Gateway
- Mock Rock
- Shopping cart races
- Elliot concert
- Fall Formal
- T'was the Night Before Finals

Dean: Randy Worden

Phone number: 559-453-2246

Email: randy.worden@fresno.edu

Hours: 8-5

Location: SCC Student Life Division

Learn about Student Life services by following the link: <http://studentlife.fresno.edu/>

See the calendar of events online: <http://studentlife.fresno.edu/things-do/activities-calendar>

Housing

Life on FPU's campus is exciting—filling your college years with fun, enthusiasm, life-long friends and a "home" away from home. The welcoming atmosphere, sense of belonging and variety of activities and opportunities enrich students' spiritual, intellectual, emotional and physical lives. And it's not just about fun and games either. Research has shown that students who live on campus enjoy greater academic success and are more likely to achieve in other areas such as leadership. Residence directors (RDs) and student resident assistants (RAs) work to create a healthy and supportive environment through encouraging Christ-centered relationships, offering student-focused programs and providing accountability through redemptive discipline.

Students under 21 are required to live on campus because we value the on-campus living experience. Click on the link below to download the Housing Policy and see the full policy and exceptions.

<http://studentlife.fresno.edu/living-campus>

Housing Options: <http://studentlife.fresno.edu/living-campus/housing-options>

Info for New Students: <http://studentlife.fresno.edu/living-campus/information-new-students>

What to Bring: <http://studentlife.fresno.edu/living-campus/what-bring>

Vocabulary

You might notice the following abbreviations in housing advertisements:

AC/H Air-conditioning and Heat

BR Bedroom

BA Bathroom

Util. Utilities: gas, electricity and water

Dep. Deposit, usually one month's rent or less. If you leave the apartment the way you found it, you should be refunded this money.

Laundry Cards & Laundry Tips

You will receive a laundry card in your housing packet at the time of your check in. Your Resident Assistant will give you more information on where you can do your laundry. Initially the card will have enough credit to use the washing machine and the dryer machine once. Afterwards you will have to load your card with money. The loading machine can be found by the cafeteria next to the lockers.

Tips for Doing Laundry

1. **Sort your load:** It's very important that you sort your laundry before doing a load. Wash light colors together, separate from dark colors or you'll soon find that your white T-shirts could come out in shades of blue or pink...
2. **Detergents:** There are a lot of different detergents you can get. Some come in powder form, some in liquid. You usually need one cup of detergent per load, but read the directions on the bottle/box to be sure you don't use too much or too little.
3. **Temperature and Other Settings:** Most machines gives you an option to you can pick between "whites", "colors" and "bright colors". The "whites only" setting makes the water very hot and wears out the material, so you might not want to use this setting. Using hot water could also shrink your clothing, so it's best to choose colder temperature settings.

4. **Tumble Dryers:** Not all fabrics can be tumble dried. Some fabrics shrink, so you need to check the tags on your clothing. If you remove clothes promptly from the dryer and hang or fold it nicely, it eliminates a lot of wrinkles.

Student ID Cards

Both undergraduate and graduate students must get a free FPU Student Identification (ID) card. These photo ID cards serve multiple purposes:

1. It serves as proof that you are an FPU student.
2. It gives you access to university libraries and services.
3. Undergraduate students who live on campus can also purchase meal plans. You will need your student ID to scan at the FPU cafeteria.

Upon your registration and check in, you will be photographed and receive the ID card. Every semester you need to check in at the Registrar and receive a new sticker on it indicating the semester (For example: FA'10, SP'11,...)

Meal Plans

If you are an undergraduate or LCS student living on or off campus, you are able to purchase a meal plan. This means that you may eat a certain number of meals at the FPU cafeteria or any of the on-campus dining facilities. If you live in the dormitories and are a freshman, you are required to purchase a meal plan of at least 10 meals per week. Meal plans are also available in smaller blocks. These are payable per semester. The costs vary depending on the number of meals you have in your plan.

Mail Room

The mail room accepts USPS, FedEx and UPS deliveries.

Contact: Chris Lassen
Phone: (559) 453-5544

Receiving Mail

All FPU students are eligible for a free on campus mail box. We strongly recommend that you stop by the post office during your first week on campus to sign up for a mail box and use this address for all correspondence. That way, if you move you do not have to remember to change your address with the bank, your car insurance company etc. When you sign up, you will be given a **unit number** (a box number).

Letters and packets can then be sent to your new address, which will be:

Your name
1717 S. Chestnut ave. #(Box number)
Fresno, CA 93702

Sending Mail

When you want to send letters or packages home, you can mail them from the student post office as well. When addressing an outgoing letter, use the following format.

On the top left corner write your address:

Your name

1717 S. Chestnut ave. #(Box number)
Fresno, CA 93702

On the bottom right corner write the address to whom you are sending mail:

Name of the person

Their address, in English

Their country, in English

Gym/Workout room

The workout room is located in the Special Events Center. Many students however, get memberships at the closest gym GB3 located on Clovis/Kings Canyon. To learn more information about GB3 services please refer to the link below:

<http://www.gb3clubs.com/>

VI. LIVING IN THE USA

Adjusting to Life in USA

Students join us from countries where English is widely spoken and where the sights, smells and values might be similar to what you are used to. But despite these similarities even students from Europe often find that they experience some challenges in adjusting to “the American way” of doing things.

And then there are American students who have grown up overseas and though you aren’t “officially” international students, you deal with some of the same issues as those students with international passports.

Whatever category you fit into, we realize that you may experience some initial feelings of anxiety.

Tips for Adjusting to Life in America

1. Get to Know People

Get to know other international students during orientation, but don’t rush trying to make best friends. Forming lasting friendships and relationships takes time.

The staff from the International Office is here to serve you. Spend time getting to know them. You won’t regret it!

2. Get to Know the Area

Take time to get to know the campus and the community. This is home for the next couple of years. Take time on weekends to explore the great surroundings.

3. Get to Know the Culture

You can learn a lot from simply watching what the locals do! Pay attention to how American students greet each other. How do they interact in the classroom? On campus?

Try journaling about your observations. And talk to a friend about what you’ve noticed.

4. Get Involved

Find out from your RA (Resident Assistant) or from Student Life department how you can get involved on-campus.

5. Get Organized

Once you have registered for classes, visit the FPU bookstore and purchase your textbooks. Now that you have your class schedule, plan how you will spend your days. Plan study time as well as time for relaxation and exercise.

Once classes start, stay on top of your work. Plan ahead to get assignments done—don’t leave everything till the last moment.

6. Keep Track of Your Money

Money disappears quickly. Keeping track of expenses could keep you from spending money on unnecessary purchases. If you need help with creating a personal budget, talk to someone in the International Office.

7. Keep in Touch

Don't forget to call your family and close friends regularly (or e-mail them) and tell them about your life at FPU. It's OK to admit that you miss them! Send photos or keep a "web log" (blog) so they can picture you in your new environment.

8. Keep Your Perspective

The first week or two of school is not typical of college life. Things might seem a little crazy. You might have to find a place to live, get settled in, meet new friends, get immunizations and more! If you're feeling lost and confused, don't give up. Come and talk to the staff in the International Office. Or make an appointment to talk to a professional counselor at the Counseling Center.

9. Be True to Yourself

Don't compromise your standards or personal beliefs just to fit in or to impress new friends. People who encourage you to do things that don't feel right are probably not worth becoming friends with.

10. Don't Judge

It's important not to label things as "good" or "bad" compared to your own culture. Things are often simply *different*. Be sure to read about the DIE concept.

Experiencing another Culture

DIE. It's that simple. DIE is an acronym that stands for Describe, Interpret and Evaluate. (Althen, 1998. pp 153-155) Instinctively we skip straight to 'Evaluate' when we encounter difference, without bothering to see if there might be a different interpretation of our experience. By following the DIE sequence, devised by Gary Althen, we are more likely to 'make sense' of new, cross-cultural, situations.

Describe: Talk about what you *actually saw*, that is, the facts. For example, if you notice a classmate putting his feet on the desk, your description would simply be that the classmate put his feet on the desk. You may think that it's terribly rude and the behavior may make you feel angry toward Americans for being disrespectful, but in this phase of talking about American culture, you cannot yet jump to any conclusions. Just describe what you saw.

Interpret: Talk about what you *think about what you saw*. You may think that your classmate is disrespectful of others by putting his feet on the desk. Your interpretations will be based on your own assumptions and values, which are based on your cultural background. For example, in many Asian countries showing someone the soles of your feet is considered one of the rudest things you could do. It is utterly disrespectful.

Evaluate: Talk about how you *feel about what you saw*. You may feel that Americans are rude, disrespectful, even appalling. You may feel uncomfortable around them. What American students may see as perfectly normal behavior, an Asian student may consider appalling. Which evaluation is correct? Is the American student at fault? Or are you wrong for evaluating the event the way you did? Neither is right or wrong. It is simply a matter of point of view.

Culture Shock, dealing with

Culture shock occurs when a person enters a new culture or environment where much of what was familiar is now different (i.e.: food, language, customs, expectations, etc.). The person can no longer rely on the familiar. They often feel incompetent in dealing with everyday normal functions such as make a phone call. They start to question their abilities and intelligence. This often causes depression, frustration and discontent. Culture shock will vary in intensity from person to person.

There are four general stages of culture shock:

1. “**Honeymoon**” – everything is wonderful; very eager to be in the new culture
2. “**Crash**” – feelings of disorientation start; dissatisfied and resistant to the new culture; it may become difficult to cope with day to day functions
3. “**Adaptation**” – start to adapt to the new culture; begin to feel more comfortable; gain cultural understanding to help deal with new culture
4. “**Adjustment**” – feel comfortable in their “home” culture as well as the new culture

Is it that simple?

Though the above model makes it seem like adjusting to life in America is a simple four-step process, culture shock may take you through a series of ups and downs.

Each student adjusts to life abroad in his own way. And while you may have already adjusted well academically, you may still encounter challenges adjusting socially. Being aware of the many levels of adjustment helps you to understand yourself during this time of transition.

Role Shock

You may also find yourself experiencing a different kind of culture shock: role shock. In your home culture you may have various roles to play, as a son or daughter, even an uncle or aunt. If you had a job in your home country, you had a particular role to play in your workplace.

When first coming to FPU you may find it hard to adjust to the fact that, initially, the only role you'll most likely play is that of student. Once you've made friends and nestled into your new community you may find yourself in new roles. Don't try and force your old roles onto your new circumstances.

Tips for Dealing with Culture Shock:

1. Don't be too hard on yourself.
2. Make friends with an American who can help you by explaining the American way of thinking and doing.
3. Remember that you are adjusting to life in various levels at in each level at a different pace.
4. Laugh at yourself when you make mistakes.
5. If you have a very hard time coping with the adjustment, come and talk to the staff at the International Office or make an appointment with someone at the Counseling Center.

Cross-Cultural Relationships

1. What seems to be logical, sensible, important and reasonable to a person in the culture may seem stupid, irrational, and unimportant to an outsider.
2. Feelings of apprehension, loneliness, and lack of confidence are common when visiting another culture.
3. When people talk about other cultures, they tend to describe the differences and not the similarities.
4. Differences between cultures are generally seen as threatening and described in negative terms.
5. Personal observations and reports of other cultures should be regarded with a great deal of skepticism.
6. One should make up one's own mind about another culture and not rely on the reports and experiences of others.
7. It requires experiences as well as study to understand the many subtleties of another culture.
8. Understanding another culture is continuous and not a discrete process.
9. Stereotyping is probably inevitable in the absence of frequent contact or study.

10. The feelings which people have for their own language are not often evident until they encounter another language.
11. People often feel that their own language is far superior to other languages.
12. It is probably necessary to know the language of a foreign culture to understand the culture in depth.

Clothing

The California lifestyle is very relaxed, and it shows in the way people dress. Many of your professors will teach wearing blue jeans or even shorts during summer time. Only a few men on campus actually wear neckties.

Food

Eating Out

Dining out is sometimes more expensive than internationals students are accustomed to. If you are trying to stick to your budget, you will want to eat at home. If your budget allows you to dine out, there are plenty of restaurants around FPU.

- Ichi Ban (Asian)
- Vallarta (Mexican)
- Izzi's (Armenian)
- Subway (American; sandwiches)
- Little Cesars (Pizza \$5)
- Pollo Loco
- Taco Bell
- KFC

Grocery stores close by:

- FoodsCo
- FoodMax
- WinCo

Holidays

There are many holidays in the United States. Although banks and offices may be closed on certain public holidays does not mean that you do not have class on those days. If you're not sure if you have class, consult the FPU Web site for the online calendars.

Following is a shortlist of American holidays and customs surrounding those holidays.

December 31/January 1: New Year's Eve/New Year's Day

New Year's Eve is usually a special night of festivities. Many people attend parties. At midnight, it is customary to kiss or embrace friends. New Year's Day is often spent with family or friends.

Third Monday in January: Martin Luther King Junior's Birthday

Martin Luther King was a civil rights leader who is remembered for his dedication and work toward civil rights during the 1960's.

February 14: Valentine's Day

It is customary on this day to send friends and "special friends" valentine cards, candy, or flowers.

Second Monday in February: President's Day

This day has been set aside to commemorate the birthdays of two important U.S. presidents: George Washington, who was the first president of the United States, and Abraham Lincoln, who was the 16th president and very popular for his leadership during the Civil War.

March 17: St. Patrick's Day

Named for the patron saint of Ireland, this day is often celebrated with parades and parties. Many people wear green clothing and put up decorations—even if they're not of Irish decent! If you do not wear green on this day, classmates may pinch you.

Springtime (date varies): Easter Sunday

This is a Christian holiday, celebrating the resurrection of Jesus Christ. It is customary for people to decorate Easter eggs.

April 1: April Fools Day

This day has no real meaning other than provide people to play jokes on each other.

Second Sunday in May: Mother's Day

Americans honor mothers on this day with greeting cards, flowers, and gifts.

Last Monday in May: Memorial Day

Memorial Day was established to pay tribute to all members of U.S. Military who died in the service of their country.

Third Sunday in June: Father's Day

Fathers are honored on this day with greeting cards and gifts.

July 4: Independence Day

On this day in 1776, the Declaration of Independence was signed. Many people and businesses fly the American flag, on this day, which is celebrated with parades and fireworks.

First Monday in September: Labor Day

Labor Day was established to recognize people who work, and the importance of labor in our society. It is also seen as the end of summer.

October 31: Halloween

There are a number of theories on the origin of Halloween. People often celebrate this holiday by wearing costumes and carving faces into pumpkins. Children dress up in costumes and go trick-or-treating.

November 11: Veteran's Day

This holiday honors American veterans of foreign wars.

Fourth Thursday in November: Thanksgiving Day

One of the most popular holidays of the year, most students head home for the four-day Thanksgiving weekend to spend the time with family. It is a time to be thankful to God for all the good things in life. The holiday is based on a celebration that took place in 1621, where Pilgrims and Indians gave thanks for a good harvest. Thanksgiving dinner usually includes turkey, cranberry sauce and pumpkin pie.

December 24/December 25: Christmas Eve/Christmas Day

Christians celebrate the birth of Jesus Christ on this day. People often decorate their houses and exchange gifts with family and friends.

Time Zones and Daylight Savings Time

California is in the Pacific Time Zone (GMT minus 8 hours). The state observes daylight saving time (DST). At 2 a.m. on the first Sunday in April, everyone moves their clocks an hour ahead, essentially giving them one hour more of daylight during spring and summer. On the last Sunday of October clocks are moved back from 3:00 a.m. to 2:00 a.m. to end DST.

Religion

About 95 percent of Americans profess some religious belief. About 33 percent of Americans are Christians. Next is Islam with 22 percent, followed by 15 percent Hindu.

FPU is a Christian university. That means that we believe that Jesus Christ is the Son of God. For a detailed explanation of what we believe, refer to our Statement of Faith. Students at FPU are not required to be Christian, but are asked to respect our Christian beliefs by adhering to the students' Code of Conduct.

Telephone Services

Cellular Phone Services

Unless you have lived in the United States before and had various accounts, you probably do not have a credit history. That means you will not be able to apply for a cell phone service like most Americans. Some phone companies are willing to open an account for you, but will charge a deposit which you will be able to get back after a year.

In order to apply for a cell phone account, you will also need a social security number (SSN), which is usually only issued if you have an on-campus job. If you would like to apply for an SSN, ask for help at IPSO.

Directory Assistance

In order to find a phone number you don't know, dial 411. You will be charged for the call. Or call 1-800-555-1212 to find numbers outside of this area. You can also look up numbers online at www.WhitePages.com.

Telephone Numbers

All U.S. phone numbers have seven digits (numbers) plus a three-digit area code which comes before the number. The Fresno area code is 559.

Phone Cards

You can either purchase a phone card from a store or online.

1. If you buy a "real" card—that is, if you buy an actual card in a store—the card will show the 1-800 (toll free) number you can call from a pay phone. If you buy a virtual card—that is, you get a number and a PIN (personal identification number) from a Web site but never actually get a phone card to keep—the company will e-mail you the access number as well as your PIN.
2. After you've dialed the toll free number, follow the prompts to choose a language.
3. Next, you'll be asked to type in your PIN (usually about 8-10 digits).
4. After this, you will be prompted to dial your destination number. You usually have to dial 011 first (to indicate you're dialing a number OUTSIDE of the US), then the country code (for example, 886 for Taiwan) and then the phone number. Remember to drop the 0 before your destination area code.

VII. INTERNATIONAL CLUB

About the Club

The International Club of Fresno Pacific is a student club funded by the Student Body of Fresno Pacific and student fundraising. The club is open to all students who are interested in learning about different cultures, religions and languages by getting to know students from different countries.

The club is also designed to allow international students the opportunity to experience American culture through travel, events and activities.

Students' favorite events include:

International Student Retreat Fresno Pacific University owns a three-story cabin near Shaver Lake, just one hour east of Fresno. During the mid-term break each October, the International Club spends the weekend at this cabin. Students enjoy nature, mountain fresh air, campfire and the company of friends.

Parade of Nations To celebrate the Thanksgiving holiday, the university invites international students to carry their country's flag during our annual all-school Thanksgiving lunch.

International Food Festival Each year during "Culture of Peace" week, the international students are invited to cook and share traditional foods from their country.

Discussion Nights Twice each semester, the International Club gets together to discuss/share/debate about a controversial topic.

Spring Break Trip Each year during spring break (early March), the International Club spends three days, two nights in a city of interest. Destinations have included Las Vegas, San Diego, San Francisco and the California Gold Country.

Local Activities Three or four times a semester, the International Club will sponsor a local activity. This includes bowling, mini-golfing, going out for coffee, seeing a movie together or a casual game night.

Events

Every year international students share their diversity with the rest of the university in various celebrations:

- **Parade of Nations** - On Thanksgiving Day, international students carry their country's flag on campus when going to the all school lunch. There each country is announced and diversity is celebrated with the entire university.
- **Light up the World** - This is a culture sharing event organized by international students every semester. One will hear unique stories of international students while being immersed into different cultures through décor, music, poetry, dance and much more. Desserts from all over the world are served during the event.
- **Intercultural Day** - On this day, international students cook and serve food from their country. Everybody on campus is invited to enjoy the flavors of each country represented.

On our FPU International Programs & Services FACEBOOK page you will learn about the upcoming events/trips, etc. If you have an idea of a place you would like to visit, come to the International office and let us know.

Connect on Facebook

Most of the students in our college have a Facebook account. Facebook is a social networking website launched in February 2004 that is operated and privately owned by Facebook, Inc. *More about Facebook:* <http://en.wikipedia.org/wiki/Facebook>

When you have an account, visit our FPU International Programs & Services page and become our friend!

<http://www.facebook.com/pages/Fresno-CA/FPU-International-Programs-Services/131228350232701?ref=search>

VIII. GLOSSARY

General Words

ASAP: As Soon As Possible

@: at (For example *The meeting is @ 10= The meeting is at 10*)

DMV: Department of Motor Vehicles. This is where you may obtain your driver's license and/or California identification card. You will need to obtain a California driver's license if you plan to drive during your stay at FPU.

Figure out: to decide or understand about something

First name: given name

Fluent: somebody who speaks the language well.

LA: Los Angeles

Last name: family name

MK: Missionary kid

Print: to write in readable block letters

Restroom: bathroom; toilets; water closet; WC

RSVP: The term RSVP comes from the French expression "répondez s'il vous plaît", meaning "please respond". If RSVP is written on an invitation it means the invited guest must tell the host **whether or not they plan to attend the party**. It does not mean to respond only if you're coming, and it does not mean respond only if you're *not* coming (the expression "regrets only" is reserved for that instance). It means the host needs a definite head count for the planned event, and needs it by the date specified on the invitation.

TCK: Third-culture kid; someone who grew up in a culture different from their home culture. This includes missionary kids, military kids or children of businesspeople working overseas.

US Citizenship and Immigration Services (USCIS), formerly known as Immigration & Naturalization Service (INS): the government office that examines visas and passports and admits foreigners to the country

Valid: officially accepted

Violation: breaking of a law or rule

W/: With

W/t: Without

Academic Terms

Academic Advisor (Mentor)-Most colleges assign students an advisor to help them with problems relating to specific classes, changing majors, or curriculum requirements.

Accredited- to be officially recognized as meeting specific standards

Alumnus, Alumni, Alumna, Alumnae-These Latin words refer to graduates of a college or university.

Analyze-Break into separate parts and examine, discuss or interpret each part thoroughly.

Associate Degree-Awarded after completing a program of study at a two-year college.

Audit-The process by which a student can register for a course(s) for a no-grade, no-credit basis.

Students should indicate that they will audit a course at the time of registration.

Bachelor's Degree-Awarded after four years of study at a college or university. Also referred to as an undergraduate degree.

Campus-A college or university's buildings and grounds.

Compare- Examine two or more ideas/things and identify similarities and differences. The emphasis is usually on similarities.

Contrast- Examine two or more things. Identify the differences and discuss those differences.

College/University/School-These terms are often used interchangeably, as in "Where do you go to school?" or "Where do you go to college?" Differences among the terms do exist, however. Colleges primarily award bachelor's degrees and concentrate on providing a general, or liberal arts, education. Universities tend to be larger and award advanced degrees (master's and doctoral degrees) along with bachelor's degrees. In addition, portions of a university are also referred to as colleges, as in the College of Arts and Sciences.

Course Number-The 3-digit number identifying each Course within a discipline. 15 ENGL 101. In this example, 101 is the course within the Department of English.

Criticize-Make judgments about the good or bad points in something. This usually implies the use of the process of analysis—breaking something into parts.

Culture Shock-Confusion or anxiety caused by sudden exposure to a new culture.

Concurrent majors-Two or more majors completed simultaneously; unofficially referred to as "double majors." Double counting of some course requirements is possible, but the process of determining concurrent requirements can be complex. Students must work closely with advisers and deans' offices to determine specific requirements.

Define- Give the meaning of a word within the boundaries of the subject or course being taught. Typically, this requires a short answer.

Describe- Give a detailed account of something. It is important to list qualities of the item as well as list characteristics. Description usually entails the use of analysis.

Discuss- This involves writing as much as possible about the subject. Comparisons and contrasts may be a part of this as well as arguing the pros and cons (positives and negatives).

Dormitory-Residence halls (called dorms, for short) that students live in on campus. Each room generally accommodates two students. Bathrooms can either be private or shared among a number of students. Students living in dorms eat their meals at a central location on campus or in on-campus restaurants. Some dormitories are single sex, which means all male or all female residents live in them.

Drop-The process of decreasing an academic course load during the beginning of each quarter (deadlines are shortened during summer terms). Courses dropped during this time will not be recorded on the academic record.

Electives-Courses in which a student may enroll that do not fulfill specific requirements, but may count toward the total number of credit hours needed. Students may choose electives depending upon his or her interests and needs. When choosing electives, students should consult their advisor.

Enumerate- Make a numbered list of ideas, points, events etc.

Explain- This is similar to *discuss* in that it is important to make an idea clear. It is important to show logically how a concept is developed, giving reasons for the statements made.

Extracurricular-This term describes activities that take place outside the classroom, including athletic, social, and cultural events (sometimes referred to as cocurricular).

Evaluate-Give your opinion or an expert's opinion on the value of something. Evidence must always be given for the statements made.

Faculty-The teaching staff of a college or university. The term does not refer to a department within the university, as it does in some countries.

Final Exam-The test at the end of the term. Most courses also have midterm exams in the middle of the semester or quarter.

Financial Aid-Money supplied by a source other than the family to help pay for education costs.

Financial aid may be "need-based" or awarded based on the financial need you possess. It can also be "merit-based" or awarded for special talents or achievements you've made.

FPU-Fresno Pacific University

Freshman-The first year of undergraduate study.

Full-time-As an international student you are required by the U.S. Immigration to be enrolled as a full-time student. Full-time for undergraduate students is 12 units each semester; for graduate students it is 9 units per 15-week semester or per two 9-week semesters.

Grade Point Average (GPA)-A student's average for the semester or quarter. Letter grades (A, B, C, D, and F) are converted to points (A=4, B=3, C=2, D=1) and averaged to determine the GPA.

High Honors-Students who have shown exceptional distinction in the field of concentration may be awarded the degree with Honors or High Honors. A student enrolled in the University Honors Program is eligible to receive the degree with College Honors or High College Honors.

Holds on Student Records-Holds are actions taken by University offices to restrict a student's registration ability or prevent the student from receiving a transcript or diploma. Holds are usually placed for academic, financial, or conduct reasons.

I-20 Immigration Form-The certificate of eligibility for the F-1 student visa. You will need this form to obtain your visa and to enter the United States.

Illustrate- Explain what is being asked of you by using concrete examples. Comparisons or contrasts are sometimes used to illustrate.

Internships-Practical work or training experience that allows students to apply what they have learned in class. Generally, you'll participate in an internship when you are not taking classes—perhaps during the summer.

Interpret-Give an explanation of something.

Junior-The third year of undergraduate study.

Justify-Discuss good and bad points and conclude that it is good.

Major-Chosen area of academic specialization.

Master's Degree-An advanced degree awarded by a university following completion of studies beyond a bachelor's degree.

Minor-A secondary area of academic specialization.

Outline-Describe the main ideas or events in a well-organized manner. Make a well-organized list.

Police officers-Members of an organized police force who are sworn into that post to serve and protect all citizens. Police officers carry guns; security guards do not.

Pre-Requisite-A course or courses a student must complete before being allowed to register for a more advanced course in the same or related area.

Professor-A teacher at a university or college.

Prove-Support with facts.

Registrar-The University office that has responsibility for student academic records and related processes, including registration, academic transcripts, grade reporting, degree audit, graduation, re-enrollment, withdrawal, and more.

Relate-Show the connections between two or more given ideas or events.

Semester/Quarter/Term-Most colleges and universities divide the school year into two semesters (fall and spring), while others have three slightly shorter quarters (fall, winter, and spring). "Term" is the general word for either a semester or a quarter, as in "fall term."

Senior-The fourth year of undergraduate study.

Social Security Number-A nine-digit identification number, assigned by the U.S. government, that citizens provide to employers for tax purposes.

Sophomore-The second year of undergraduate study.

State- Explain precisely.

Summarize- Give a condensed account, usually including the main points.

Syllabus-An outline of topics to be covered in a course for the duration of the semester or quarter.

Teaching Assistant-A graduate student who handles classroom instruction duties for the professor.

Test of English as a Foreign Language (TOEFL)-A standardized test required by most schools. The test measures a student's proficiency in the English language.

Trace- Discuss in logical or chronological sequence the progress of a subject or event.

Transcript-Official record of a student's academic courses and grades received.

Tuition-The cost of attending classes at a college or university. Tuition does not include room and board or other living expenses.

Units: In order to graduate you must have a certain amount of "units" (credits) which are based upon the number of hours of study. Each class is awarded a number of units, usually 3.

Undergraduates must have at least 124 units to graduate. Required units for graduate students will vary depending on the specific major.

Visa-Official designation on a passport that the holder is authorized to travel or live abroad.

Withdrawal-The procedure that allows students to terminate their enrollment at the University during a semester in progress. The deadline for this action is the last day of classes. The student's transcript displays a "W" symbol for each course. Withdrawal has broad implications for progress towards a degree, access to certain majors, financial aid, international student visas, health insurance, and on-campus residency.

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