Dear international students,

On behalf of International Student and Scholar Services (ISSS), welcome to the University of Minnesota! The UMN is a wonderful university and a great community for students studying outside of their home countries. We look forward to meeting and supporting you as you start this academic year.

As you go through school, we invite you to contact ISSS whenever you would like assistance. Our advisers and counselors specialize in working with international students, and they can answer your questions about visa regulations or cultural differences in the U.S. We also have staff who organize events and student programs that will help you meet other students, gain valuable leadership experience, and learn about new cultures.

If you have any questions, please review the information at isss.umn.edu/new or contact us (email isssnew@umn.edu, call 612-626-7100, or come to the Welcome Center in 190 Humphrey).

We are excited that you are at the University of Minnesota!

Barbara Kappler, Ph.D.
Assistant Dean
International Student and Scholar Services
A unit of the UMN Global Programs and Strategy Alliance
ABOUT ISSS

Office Hours
Monday-Thursday: 8:00 a.m.-12:00 p.m. and 1:00-4:15 p.m.
Friday: 10:30 a.m.-12:00 p.m. and 1:00-4:15 p.m.

International students and scholars can meet with ISSS advisers by appointment or during Walk-In Hours.
Make an appointment by calling 612-626-7100. We do not make same-day appointments.
ISSS may close due to special events, visit z.umn.edu/issshours for updates.

Directions to ISSS
The ISSS office is in the Humphrey School of Public Affairs on the West Bank of the Twin Cities campus.
The Welcome Center is in 190 Humphrey, located in the first-floor hallway connecting the Humphrey School to Heller Hall.

MyISSS
MyISSS (myisss.umn.edu) is an online portal international students use to submit certain requests to ISSS online.
As a new student, you have likely already used MyISSS to submit your Document Check form. During your academic program you will use MyISSS to submit many ISSS requests, such as Reduced Course Load (RCL), travel signature, and OPT.

ISSS Staff
To review a list of the ISSS staff, go to: isss.umn.edu/office/staff.html

ISSS Services

Academic Counseling and Support
• Time management and study skills
• Classroom participation, research expectations, and group work
• U.S. education, testing, and teaching styles
• Student Conduct Code and academic integrity

Career Support
• Job search process in the U.S.
• Resume critiques
• Job interviews
• Work authorization and how to address your visa status with potential employers

International Student Funding
• Limited need-based funding to international students experiencing financial challenges

Personal Counseling
• Family crisis at home
• Adjustment to U.S. culture
• Victim of crime
• Problems with landlords or roommates
• Identity questions

Visa Advising
• ISSS advisers help international students and scholars understand the immigration regulations and how to stay in status.
• ISSS advisers are UMN staff, not immigration officers — our role is to help you.

ISSS Programs

Cross-Cultural Discussion Groups
• Small groups that discuss cross-cultural experiences and perspectives

Cross-Cultural Leadership Retreat
• An opportunity to learn skills that are needed to be more effective in international environments

Culture Corps
• International student-initiated projects that bring cultural perspectives into the classrooms

International Buddy Program
• New undergraduate and non-degree students are paired with returning students to provide mentorship and help with their transition to the UMN

International Student Ambassadors
• Current international students share insights with prospective students

MATCH Program
• UMN students share their experiences with students while home on school breaks

Small World Coffee Hour
• Social events where students learn about new cultures by enjoying their food, drinks, and activities. isss.umn.edu/programs
UPDATE YOUR MAILING ADDRESS, PHONE NUMBER, AND DATA SUPPRESSION SETTINGS

To comply with immigration regulations, you MUST inform the University of your phone number and new address within 10 days of arriving in Minnesota. ISSS will then report that information to the SEVIS immigration system. ISSS cannot activate your F-1/J-1 SEVIS record until you have entered your current mailing address.

We also recommend that you suppress your contact information from the UMN’s online directory. See page 7 for instructions about how to do this and page 14 for an explanation of why.

UPDATE YOUR MAILING ADDRESS

1. To enter your address, log into my.umn.edu. Go to the “My Info” section (a), click “Edit” by “Address” (b).
   
   ![Click Here]

   a. Click “My Info”

2. Click “Add a New Address.”
   
   ![Click Here]
3. Enter your local Minnesota address as shown below. Do not include anything in the Address 1 field other than your street address.
   • If you are living in a temporary residence, you should enter that address now and update it again within 10 days of moving.
   • You cannot use a foreign address, P.O. box, office, or department address. You must enter the street address where you are living.
   • If this information is not added and you receive an Address Warning, review the suggestions given and modify the information as necessary.

4. Choose “Home” and “Mail” (a) in the “Address Types,” box, and click Save (b).
   a. Enter Street Address ONLY
   b. Enter Room Number ONLY (do not enter the building name)
   c. Enter City, State, and Zip Code (do not put them in one box)
   d. When Done, Click OK

b. When Done, Click “Save”

a. Check the “Home” and “Mail” Boxes
**ENTER A PHONE NUMBER**

1. You must also enter a phone number into MyU. To update your phone number, go to the “My Info” tab, and click “Edit” next to “Phone.”

2. Click “Add A Phone Number” (a).

3. Select “Home” as the “Phone Type” in the drop-down menu (b), enter your phone number (c), and enter your country code, if this is not a U.S. phone number (d).

4. After you have finished entering your phone number, check the ‘Preferred’ box next to it (e).

5. Click “Save” (f).
SUPPRESS YOUR INFORMATION (OPTIONAL, SEE PAGE 14 FOR AN EXPLANATION)

1. Go to the “My Info” tab and click the pencil icon next to ‘Directory Suppression.”

![Image of My Info tab with 'Directory Suppression' selected]

2. Review the information so you understand the implications of suppressing your information. Then click “Edit FERPA/Directory Restrictions” (a). In the new screen, select your preferred option (b), and click “Save” (not shown).

![Image of Edit FERPA/Directory Restrictions screen with options to select]
The UMN Campuses
The University of Minnesota-Twin Cities campus is divided into the Minneapolis and St. Paul campuses. The campuses are linked by a special bus (the campus connector) that is free to ride. The Mississippi River splits the Minneapolis campus into the East Bank and West Bank.
There are more than 48,000 students at the UMN including 6,400 international students and 1,800 international scholars from 130 world locations.

Getting Involved on Campus
International Student and Scholar Services encourages international students to be an active part of the University of Minnesota community. There are more than 900 student organizations on campus, so you can find a group to join—no matter what you enjoy doing.
Visit gopherlink.umn.edu to see a directory of student groups and a calendar of upcoming events.

Weather in Minnesota
Weather in Minnesota varies throughout the year. During the winter, temperatures of -20 degrees Fahrenheit (-29 degrees Celsius) are not uncommon. Minnesota normally receives several feet of snow each winter. During the summer, however, temperatures can be 90 to 100 degrees Fahrenheit (32 to 38 Celsius).
For more about the climate, see isss.umn.edu/resources/climate.html.

U.S. Government
CBP (Customs and Border Protection): This agency is responsible for immigration inspections at ports of entry (airports). It is part of the Department of Homeland Security.
DHS (Department of Homeland Security): This is the department of the federal government that oversees immigration regulations including policies specific to F-1 and J-1 status.
USCIS (United States Citizenship and Immigration Services): This is the agency within DHS that grants immigration benefits such as employment authorization and change of status.

Visa Types and Documents
F-1 Visa Status: This visa status is for non-immigrants temporarily in the USA to study full-time at an academic or language institute (your status is shown on a visa sticker in your passport). F-1 students have an I-20 that shows their enrollment at a university.
J-1 Visa Status: This visa status is for non-immigrants who visit the USA temporarily to study short-term (your status is shown on a visa sticker in your passport). J-1 students have a DS-2019 that shows their program information.

Other Visa Related Terms
“In Status” and “Out of Status”: According to the Department of State, “Each visa classification has a set of requirements that the visa holder must follow... Those who follow the requirements maintain their status and ensure their ability to remain in the U.S. Those who do not follow the requirements violate their status and are considered ‘out of status.’”

ISSS (International Student and Scholar Services): ISSS is the UMN office where you can find information about how to maintain your visa status and update your I-20/DS-2019.

SEVIS (Student and Exchange Visitor Information System): The immigration database that contains a record of all students with F-1 or J-1 status. By law, ISSS must report to SEVIS regularly and provide specific information about each student and scholar at the UMN.

As a student, it is your responsibility to maintain your immigration status and to inform the University and/or ISSS when there is a change in your situation that is reportable to SEVIS, such as a change in your program, personal, or dependent information.

Unlawful Presence: If you violate your status your F-1/J-1 status, you may become unlawfully present in the U.S. DHS will count your days of “unlawful presence” starting on the day the violation occurred, even if the violation was unintentional. Accumulating 180 days of unlawful presence results in a 3 year ban from the U.S. One year of unlawful presence results in a 10 year ban.

Sponsored Student: You are a sponsored student if:
• Your educational expenses are paid for by a government (U.S. or foreign), international organization, non-profit organization, foundation, employer in your home country, or another third-party organization,
• You are in the U.S. on a J-1 Exchange Visitor Visa, and your DS-2019 form was issued by a sponsored programs agency, or
• The University is expected to send a bill directly to a Third-Party sponsor (not you or your family) who will pay the University directly.
ISSS has designated staff who work with sponsored students. Visit isss.umn.edu/sponsored/new or email isssspon@umn.edu to learn more.
IMMIGRATION DOS AND DO NOTS
WHILE IN F-1 OR J-1 STUDENT STATUS

Documents
DO make sure you always have a valid visa when traveling outside the U.S. It is okay if your visa expires while you remain in the U.S. as a valid visa is only needed when entering the U.S.
DO review the accuracy of the information of your I-94 (a record of your lawful admission to the U.S.). Print your electronic I-94 at cbp.gov/i94, and keep it with your other immigration documents.
DO NOT let your passport expire while in the U.S. Your passport must be valid at all times while in the U.S. You can renew your passport through your embassy or consulate in the U.S. if you do not have plans to travel home before it expires.
DO go to MyISSS to update your I-20/DS-2019 if you are:
• Changing the name on your I-20/DS-2019 so it matches the name in your passport,
• Changing your major, or
• Experiencing changes in your funding, etc.
DO meet with an ISSS adviser if your I-20/DS-2019 will expire before you complete your degree.

Travel
DO NOT travel abroad without checking if your travel signature will still be valid when you reenter the U.S.
Travel signatures are valid for one year from the date they were signed. If you need a new travel signature you can request one on MyISSS, during ISSS walk-in hours, or by calling and making an appointment to meet with an ISSS adviser.
DO NOT throw away your old immigration documents.
You only need your most current documents for traveling, but you may need your older ones in the future, as they provide legal record of your stay.

Enrollment
DO register for full-time courses:
• Undergraduate and Non-Degree: 12 credits
• Graduate: 6 credits
• Professional: 6 credits or may vary by program
DO NOT register for more than 1 online course (or 3 credits) until you have met the full-time course requirement. *Exception: Students on J-1 visas who want to take online courses should check with their program coordinator.
DO make sure you understand the acceptable and unacceptable reasons to request a Reduced Course Load (RCL).
You CAN request a Reduced Course Load for the following reasons:
• Documented Medical Illness or Disability
• Academic Difficulties*
• Final Semester
• Full-time work on preliminary exams or thesis
*Academic difficulties are defined as having a hard time understanding what the instructor is saying, experiencing difficulties with the English language, feeling unfamiliar with the American teaching system or realizing you are enrolled in courses at the wrong level. You can claim academic difficulties only once while you are a student at the University of Minnesota.

Reminders
You WILL lose F-1/J-1 status if you:
• Register for less than a full course load and do not request a Reduced Course Load (RCL) from ISSS.
• Do not have an updated local “Current Mailing Address” in the UMN database system (MyU). This address MUST be the address of where you are living, and you must update it within 10 days of any time you move.
• Work off-campus without work authorization.
• Allow your I-20/DS-2019 to expire.
• (F-1 students only) Register for too many online course credits.

Employment
DO obtain work authorization from ISSS for any job you will have off-campus.
Off-campus employment must be related to your field of study. On-campus employment (paycheck from UMN) does not require authorization and does not have to be related to your field of study.
DO NOT work more than 20 hours per week while class is in session.
Even if you have more than one job, your total hours worked in a week cannot exceed 20. You may only work 21+ hours per week during summer vacation and official school breaks.

If You Are Traveling with Dependents
If you have dependents with you in the U.S. (a spouse or children under 21 years of age), DO:
• Give ISSS copies of their I-20/DS-2019, visa stamp, and passport.
• Tell ISSS if your dependents leave the U.S. permanently.
• Tell ISSS if your dependents change their visa status.
Do NOT travel outside the U.S. for longer than one month if you are leaving your dependents in the United States.
Consult an ISSS adviser to learn about any additional rules that are specific to your circumstances or visa type.
SEVIS TRANSFER PROCESS

If you have not attended another institution in the U.S., skip to page 15.

You are considered a “SEVIS Transfer Student” if you hold F-1 or J-1 status at another institution in the U.S. and plan to remain in that same status after coming to the University of Minnesota. This includes students who were previously enrolled at other UMN system campuses (Crookston, Duluth, Morris, and Rochester) or the Minnesota English Language Program (MELP).

J-1 Transfer Students

1. Meet with a J-1 adviser at your current school to discuss your intent to transfer to the University of Minnesota, to determine a SEVIS transfer “effective date,” and to schedule your SEVIS record to transfer to the University of Minnesota-Twin Cities.
2. Use your UMN email and password to log into MyISSS (myisss.umn.edu).
3. From the MyISSS home page, click on “Admission” and select “DS-2019 Application for New J-1 Degree-Seeking Applicants.”
4. After arriving at the UMN, scan and submit your documents through MyISSS before attending your ISSS Check-in and Welcome Session.
5. Update your mailing address and phone number on MyU (see page 4).
6. Register full-time for courses at the UMN (see page 12).

F-1 Transfer Students

By the time you attend your ISSS Check-In and Welcome Session, you will likely have already received your University of Minnesota “Transfer Pending” I-20. Your “Transfer Pending” I-20 is a TEMPORARY I-20 that will expire 15 days after the start of the semester. A “Transfer Completed” I-20 will be prepared after you have completed steps 1-5 below.

If you do not yet have a UMN “Transfer Pending I-20”, you must immediately contact the international student advising office at your previous institution and request that an adviser transfer your SEVIS record/I-20 to the University of Minnesota-Twin Cities.

Once your adviser has scheduled the transfer of your record, go to MyISSS (myisss.umn.edu) and complete a Transfer Release Form. ISSS staff will then email you when your I-20 is ready.

You will not be eligible to register for your first semester of UMN classes until your UMN I-20 has been issued.

1. Complete the International Student Preparation Course.
2. Submit your immigration documents on the MyISSS Document Check form.
3. Attend your in-person ISSS Check-In and Welcome Session.
4. Update your mailing address and phone number on MyU (see page 4).
5. Register full-time for courses at the UMN (see page 12).

You will receive an email from ISSS within the first two weeks of the semester indicating your “Transfer Completed” I-20 is available for pick up at the main ISSS office in room 190 of the Humphrey School.

Important Note: A “Transfer Completed” I-20 is your official University of Minnesota I-20. You are required to obtain this documentation. You must complete all of the steps listed above, including obtaining your “Transfer Completed” I-20. Failure to do so could put your F-1 status at risk.

IMPORTANT: If you have attended another U.S. institution, you must have your SEVIS record transferred to University of Minnesota-Twin Cities before you will be eligible to register for classes.
When a University office needs you to complete a task, that office will place a registration hold on your MyU account to prevent you from registering for courses until you complete that task.

The following is a list of holds and instructions for their removal. In some cases, your holds will be removed only temporarily so that you can register for your first semester. In this situation, remember that you must complete all of the tasks before you will be allowed to register for the next semester.

**AI Hold - “Determine Current Visa Status”**
**Office Placed By: International Student and Scholar Services**
All new international students have this hold. The University is required to maintain a file with information about the legal status of each international student at the University, so this hold is placed on your record to ensure you complete certain requirements.

**Undergraduate Students**
This hold will be temporarily removed after you complete the International Student Preparation Course, submit your documents on MyISSS, and attend the ISSS Check-In and Welcome Session at your orientation.

It will be permanently removed after you attend the New International Student Seminar (NISS) during the school year. ISSS will send more information to your UMN email when registration opens.

**Graduate, Professional Degree, and Non-degree Students**
This hold will be permanently removed after you complete the International Student Preparation Course, submit your documents on MyISSS, and attend the ISSS Check-In and Welcome Session.

**Students Changing Visa Status to F-1**
The hold will be temporarily removed after you complete the International Student Preparation Course, submit your documents on MyISSS, and attend the ISSS Check-In and Welcome Session at your orientation.

The hold will be permanently removed once you inform ISSS that your change of status to F-1 has been approved.

**AZ Hold - “ESL, English/Second Language”**
**Office Placed By: Minnesota English Language Program (MELP)**
Some new international students have this hold to verify their English proficiency. To remove the hold:

- Visit the Minnesota English Language Program in 20 Nicholson Hall or call 612-624-1503. Be sure to visit this office at least one day before your scheduled orientation.
- Bring an official copy of your TOEFL or IELTS scores or transcripts of previous academic study in the U.S.
- In some instances, you may be required to register for an ESL class or take an English proficiency or Minnesota Battery Test.

**RS Hold - “New Student Approval”**
**Office Placed By: Your College**
This hold is for new undergraduate students who are required to attend New Student Orientation. This hold is removed when you attend your New Student Orientation. To learn more, visit checklist.umn.edu.

**FE and SFI Holds - Financial Aid-Ineligible/Not Eligible for Payment Plan**
Non-degree students only
Non-degree students will have FE and SFI holds on their MyU accounts. You do not need to resolve these holds. They are only for administrative purposes, and they will not prevent you from registering at your appointed time.

Non-degree students must resolve any of the other holds as described here.

To review your holds, go to myu.umn.edu and click the “Holds” notification.
Academic Integrity and Academic Dishonesty

The UMN honors and respects the scholarly work of others when using their work and ideas. In the U.S., students must provide citations when using or referring to someone else’s ideas. We call this academic integrity or academic honesty. Academic integrity is also part of the University of Minnesota Code of Conduct available at z.umn.edu/scc. The Code of Conduct establishes academic and behavioral standards for students.

When UMN students violate the Code of Conduct through academic dishonesty and cheating, they will encounter serious academic consequences such as expulsion from the University of Minnesota.

Common areas students have academic integrity problems include:

- **Plagiarism**: During research and writing, if you do not properly give credit to another person’s words or ideas in your own academic work, it is called plagiarism. This is an academic violation; always paraphrase, quote, and cite if you use another person’s words.

- **Group Work**: Many classes require students to work in groups on projects, but rules for group work vary. While some professors expect groups to turn in one assignment completed by all of the group members, others will expect students to write their results separately. Ask your professor or teaching assistant (TA) about rules for group work if you are uncertain.

- **Sharing work with others**: Do not give friends or other students essays, homework, or test questions from previous semesters. Educators in the U.S. expect students to do their own work. Both you and your friend could get in serious trouble if you share a past essay, share test questions, or copy homework.

Registration

You can register for classes after you have removed all of the holds on your MyU account (page 11) and met with advisers from your college or department.

**Undergraduate students** will register for classes during Freshman/Transfer Student Orientation while meeting with an academic adviser.

**Non-degree students** will register with the help of a program coordinator.

**Graduate and Professional Degree students** may register on their own, be registered by their program, or register with the help of a program coordinator. If you are unsure how to register, contact an academic adviser in your college/department.

For course information, class schedules, and registration procedures, visit One Stop (onestop.umn.edu).

If you do not wish to register online, or if you need assistance with registration, you can visit any One Stop Student Services Office on campus. They are located at:

- 333 Bruininks Hall (East Bank)
- 130 West Bank Skyway (West Bank)
- 130 Coffey Hall (St. Paul Campus)

Textbooks

You will likely be required to have at least one textbook for most of your courses at the UMN.

Before you register, you can find out which books are required for each course on the UMN Bookstore’s website (bookstores.umn.edu).

After you register, you will also be able to see a list of your required textbooks by logging into your MyU portal and clicking on the “My Academics” tab. The list will be categorized by course and term, and it will be listed under the link “Textbooks - UMTC.”

The Bookstore in Coffman Union (Minneapolis campus) carries textbooks and course materials for most UMN classes, but the Bookstore in the St. Paul Student Center only has the books for courses offered on the St. Paul campus. You can use a credit card to pay for your books and other course materials, or you can charge the payment to your student account by using your U Card (see page 15 for more information).

Some students choose to rent or buy new or used textbooks online. If you do this, verify which edition your instructor requires before ordering as many textbooks are updated frequently.

Terms to Know

**Paraphrase**: To paraphrase is to use different words when stating something someone else said or wrote.

**Quote**: To quote is to speak or rewrite a passage using the exact words someone else used.

**Cite**: To cite is to include a formal reference (“a citation”) to the original source of information in a document or paper.

Regardless of whether you paraphrase or quote information you found during research, you always need to cite the original source.
Temporary Housing (Fall Only)
The International Early Arrival Housing (IEAH) is temporary on-campus housing available to new international students before the start of fall semester. The hall is open seven days a week, 24 hours a day. Parents, spouses, and children cannot stay at the IEAH.

International students can stay at the IEAH from July 29 to August 23. The cost of staying at the IEAH is $30 per night. This cost will be charged to your student account, and it will appear on your first tuition bill. Meals are not included in your room price.

Bring your passport and your letter of admission to the University for identification when you arrive. If you will be living on-campus during the school year, tell the receptionist.

Go to [z.umn.edu/earlyhousing](z.umn.edu/earlyhousing) to make a reservation.

Summer Guest Housing is an alternative temporary housing option for parents, spouses, and children. This option is available June 1 through August 11. Learn more and make a reservation at [z.umn.edu/guesthouse](z.umn.edu/guesthouse).

There are no temporary or guest housing options available before the spring semester or during the academic year.

On-Campus Housing
If you completed the housing application, Housing and Residential Life will send you an email titled “Housing Assignment” on July 31 (fall students) or January 12 (spring students). This email, sent to your UMN address, includes your residence hall/apartment assignment and roommate information, if applicable.

You are required to have a UMN meal plan if you are placed in one of the following residence halls: Bailey, Centennial, Comstock, Frontier, Middlebrook, Sanford, Territorial, or 17th Avenue. You should have already selected a meal plan when filling out your housing application. If a meal plan preference was not indicated, you will be automatically assigned a meal plan. Visit [dining.umn.edu](dining.umn.edu) for more information on your meal plan options.

Students who complete an application or contract to live in University housing must abide by the terms of the contract, which is legally binding. Students agreeing to live in University Housing will be required to fulfill this contract, and any requests for an exception will be granted only with the formal review and approval of the Housing and Residential Life departmental staff.

Finding Off-Campus Housing
It is important that you understand your legal rights and responsibilities if you are planning to live off-campus.

Student Legal Service (SLS) provides assistance to students who have questions or issues regarding leases. They can review your lease for free before you decide to sign. Visit their website for more at [usls.umn.edu](usls.umn.edu).

University of MN Off-Campus Living ([ocl.umn.edu](ocl.umn.edu)) has helpful information regarding neighborhoods, tips on what to consider when renting, and ways to be involved in the community where you choose to live.

The following resources will have advertisements and other information about off-campus housing options:

- ISSS has a list of resources: [z.umn.edu/issshousing](z.umn.edu/issshousing)
- Off-campus housing website at [housing.umn.edu/offcampus](housing.umn.edu/offcampus)
- University student clubs listed at [www.sua.umn.edu](www.sua.umn.edu)
- The bulletin boards near the ISSS office and other places on campus, such as your department office.

If you have questions about on-campus housing, your housing assignment, or the option of staying in International Early Arrival Housing, please contact:

**Housing and Residential Life**
Comstock Hall East
210 Delaware St. SE
Minneapolis, MN 55455
Phone: (612) 624-2994
[住房@umn.edu](housing@umn.edu)
TECHNOLOGY AND COMMUNICATIONS

Computer and Internet Access
You can access the internet by:
• Connecting to one of the UMN's wireless ("wifi") networks. You can use the "UofM-Guest" network before you register for classes. After that, you should use the "eduroam" network. You must use your full university email address and password to log into eduroam. For more information or directions, see z.umn.edu/wifioption.
• Going to a computer lab. See more at z.umn.edu/computerlabs.

Important Warning
International students, scholars, and immigrants are often the targets of phone and email scams. If you receive a phone call from someone claiming to work for USCIS, the IRS, or any other governmental agency, it is fake.

No governmental agency will contact you by phone to demand an immediate payment or to request personal information (such as your credit card or banking information or internet usernames or passwords). Governmental personnel will also never threaten you.

It is important that you be cautious when sharing your personal information online or over the phone. You should also be cautious when clicking on links in emails that you did not expect to receive.

We also recommend you suppress your information from the UMN’s online directory. This directory is meant to make it easier for you to contact your classmates, but it can also be used by criminals who want to steal your money. See page 7 for directions.

To learn more about identity theft and phone/email scams, go to z.umn.edu/idtheftiss.

1. Initiate Your UMN Email Account
Your University email is the official form of communication at the University, and it is how you will receive official announcements from the University, your department, professors, and ISSS.

You are responsible for knowing any information sent to your UMN email.
If you have not already done so, go to umn.edu/initiate to initiate your email account. You can skip the section asking for your Social Security Number, if you do not have one.
If you need assistance, bring a photo ID (passport, U Card, or driver’s license) to any of the Technology Help Desk Walk-in locations on campus (it.umn.edu/contact-us).

2. Access One Stop Student Services and Visit MyU
One Stop (onestop.umn.edu) and MyU (myu.umn.edu) are the University websites where students access their University records. One Stop services include accessing transcripts, tuition bills, and degree planning. Visit one of One Stop’s offices if you have questions.
MyU is a personalized website that displays information and resources that are specific to your academic career at the University. MyU is the website you use to register for classes, update your personal information, and access information about classes you are enrolled in.
You can access One Stop and MyU anytime, but you must initiate your internet/email account before you can login. Your internet ID and password for One Stop and MyU are the same as your email ID and password.
NOTE: MyU is separate from the MyISSS website you may use to submit requests to ISSS.

3. Review the ISSS website, MyISSS and the ISSS Weekly Update

ISSL Website
The ISSS website (issss.umn.edu) provides information about ISSS programs, immigration policies and procedures, services, and office hours. You can find answers to many immigration-related questions on this website.

MyISSS
The ISSS office is in the process of moving our forms online. With MyISSS (myisss.umn.edu), you can complete forms at your convenience, receive email updates and monitor the status of your requests, and provide ISSS staff the information needed to process your requests efficiently and accurately.
We will be moving our forms to the new system in several stages. At this time, the easiest way to submit a request is to go to the appropriate Forms webpage on the ISSS website and then follow the link to either MyISSS or a pdf:
• F Forms: z.umn.edu/fforms
• J Forms: z.umn.edu/jforms

ISSL Weekly Update
All international students are automatically subscribed to the ISSS Weekly Update. This is a weekly email that contains announcements from ISSS such as changes to immigration laws or UMN policies affecting international students, reminders of actions you need to do, announcements of ISSS events and programs, and more.
We strongly recommend that you read this email weekly. If you wish to start receiving it now, you can subscribe at issss.umn.edu/weeklyupdate.
You can also follow ISSS on Facebook, Twitter, and Instagram @isssumn.
Optional Items

**Gopher GOLD**
You can use your U Card to access your Gopher GOLD account. This is an account where you can deposit money (up to $1,000) to make purchases on campus. You are required to use Gopher GOLD to pay for printing on campus.

**The Gopher GOLD account is not a bank account.** It is a UMN account that allows you to store money on your U Card. Gopher GOLD can only be used on campus.

Visit [gophergold.umn.edu](http://gophergold.umn.edu) to learn more.

**TCF Bank Account**
When you arrive at the U Card Office, you will also be asked if you want to open a bank account with TCF Bank. **This is optional**, and you can do it later (see page 17 for more information about banking).
Driver’s License/State of Minnesota ID

You can get an official identification card from the state of Minnesota – either a Minnesota State Identification Card (if you do not plan to drive) or a Minnesota Driver’s License. These are the most widely accepted forms of identification off-campus.

Both the Minnesota State ID and Driver’s Licenses are issued by the Driver and Vehicle Services (DVS), a division of the Minnesota Department of Public Safety.

For more information, go to dps.mn.gov/divisions/dvs.

To Get a Driver’s License:

Review the Driver’s License information on the ISSS website at z.umn.edu/intldlicense.

• Visit the DVS website to determine whether you need to take the driving test (also referred to as the “behind the wheel test”). You should also download and review the Minnesota Driver’s Manual.

• Visit one of the license exam stations in the area, making sure to bring your passport, most recent I-94 print-out (i94.cbp.dhs.gov), I-20 or DS-2019, Social Security Card*, and money for the fee**.

To Get a Minnesota State ID (No Driving Privileges):

• Visit any DVS office in the Twin Cities area. Bring your passport, most recent I-94 print-out (available at i94.cbp.dhs.gov), I-20 or DS-2019, Social Security Card*, and money for the fee**.

* If you do not have a Social Security Card, go to z.umn.edu/idreq to review alternate documents to bring.

** The fee varies depending on your age and the type of license.

Driver and Vehicle Service Office Locations

The following locations are the Service Centers closest to the Minneapolis campus. However, not all Centers issue first-time Minnesota State IDs. Consult the information at z.umn.edu/dvslocations.

State ID or written driver’s test only:

• 2929 Chicago Avenue South, Minneapolis, MN 55407
• 445 Minnesota Street, St. Paul, MN 55101

State ID or written and behind the wheel driver’s test:

• 5400 Old Highway 8, Arden Hills, MN 55112
• 2070 Cliff Road, Eagan, MN 55122
• 2455 Fernbrook Lane, Plymouth, MN 55447

There are many ways to get around including bus, light rail, biking, and walking. See page 21 for more information.
Pay Tuition and Student Bills

The University will send a billing statement to your University email before the semester begins. You are responsible for making sure your bill is paid on time, even if you have a tuition benefit, scholarship, or other sponsorship. The first payment is typically due within the first month after the semester begins. Due dates are posted on the One Stop website: www.z.umn.edu/onestopcal.

Non-degree seeking students may NOT pay in installments, and they MUST pay their entire tuition bill by the first due date. If you have questions regarding tuition and fees, contact your program coordinator.

Payment of Tuition and Fees for Sponsored Students

If you are a sponsored student (review page 8 for the definition), the following rules apply to you:

- Sponsored students must have a letter or document from the sponsoring organization authorizing the University to bill them for your tuition and/or fees.
- All billing authorization letters must be written in English on official letterhead and dated within 90 days of your arrival at the University. They must include the name and address of the person handling the payment to the University.
- Before enrolling for classes, you should submit your billing authorization letter through MyISSS.
- Sponsored students must monitor the payments in their account, and they should contact ISSS’s sponsored student staff immediately if there are problems.
- Late registration fees, late payment fees, and other fines may be billed to the student rather than the sponsor.
- Non-payment or late payment of tuition and fees will result in a registration hold until the bill is paid in full.

Email isssspon@umn.edu if you have questions regarding sponsored student payment of tuition and fees.

Get a Bank Account

We recommend that you deposit your money in a bank or other financial institution as soon as possible after arriving at the University.

Some international students decide to open bank accounts with TCF or U.S. Bank as they have locations on-campus. There are other banking options available for you as well in the Twin Cities area. We recommend researching different banking options before choosing one.

The nearest financial institutions to the Minneapolis campus are:

- Affinity Plus Federal Credit Union, 651-291-3700
  2520 University Ave. S.E., Minneapolis (Stadium Village)

- Associated Bank, 612-341-3505
  1801 Riverside Ave., Minneapolis (West Bank)

- TCF Bank, 612-823-2265
  Coffman Memorial Union
  1400 5th St SE, Minneapolis (Dinkytown)
  Midway Cub Foods, 1440 University Ave, St. Paul (St. Paul)

- U.S. Bank, 612-872-2657
  West Bank Skyway (between Blegen and Willey Hall)
  718 Washington Ave S.E., Minneapolis (Stadium Village)
  401 14th Ave. S.E., Minneapolis (Dinkytown)

- Wells Fargo Bank, 800-869-3557
  2600 E. Franklin Ave., Minneapolis (Cedar-Riverside Area)
  3430 University Ave. S.E., Minneapolis (Stadium Village)
  425 E. Hennepin Ave., Minneapolis, (Old Saint Anthony Village)

Visit www.z.umn.edu/intlbanking for more about banking.
EMPLOYMENT

Summary
If you are starting a graduate/research assistantship or another job on-campus, you must:
1. Do the steps required to remove your AI hold (page 11), register for classes full-time, and update your address in MyU (page 4).
2. Make an appointment and bring documents to the Payroll office to complete an I-9 form on or before your first day of employment.
3. If you are a J-1 student, email your employment information to ISSS.
4. Obtain a Social Security Number (if you do not already have one).

Complete Paperwork at the UMN Payroll Office
Whenever someone begins work in the USA, new employees must complete paperwork to prove they are eligible to work. To do this at the UMN, you must:
1. Consult with your department to confirm your position. The Human Resources/I-9 Administrator for your department will provide you with instructions for completing your I-9 paperwork.
2. Call (612) 624-8647 to make an appointment to complete your I-9. This appointment must occur on or before your first day of employment.
3. Go to the Donhowe Building (319 15th Ave SE) for your appointment, and bring your original I-20/DS-2019, I-94 card or print-out (available at i94.cbp.dhs.gov), and passport.
4. If you have a Social Security Number, you should bring it to this appointment. If you do not, review page 19 for information about obtaining and reporting a Social Security Number.

Plan Ahead - You will not be allowed to begin working until you have completed steps #1-3. If you are forced to start employment late due to not being on campus or not completing the necessary paperwork, you may lose salary and a portion of your health insurance and tuition benefits.

Report J-1 Student On-Campus Employment or Assistantships
In addition to contacting Payroll, J-1 students must also notify ISSS of their employment information so it can be reported in SEVIS.
To do this, J-1 students must send an email to jwork@umn.edu stating all of the following:
• Name of organization/department where the student works
• Street address and building number
• Number of hours employed per week
• On-campus employment type (for example: assistantship, dining services, library assistant, etc.)
• Start date of employment
• End date of employment or end date of DS-2019, whichever is earlier (employment date range from start to end must be less than or equal to one year)

This email notification is valid until the end date of on-campus employment or the end date of the student’s DS-2019, whichever is earlier. Therefore, if the student’s DS-2019 is extended and their employment continues, they will need to email the same information (including the new end date) to jwork@umn.edu. Consult with an ISSS adviser with questions about this requirement.

Directions to Payroll and the Social Security Administration
These directions start at the Humphrey School at 301 19th Avenue South, Minneapolis, MN 55455.

UMN Payroll
Appointments required (To schedule, call 612-624-8647 or 800-756-2363)
Donhowe Building
319 15th Ave SE, Room B-20
Minneapolis, MN 55454

WALKING
1. Cross the SE Washington Ave pedestrian bridge
2. Turn left by Bruininks Hall onto Pleasant St SE
3. Continue straight and cross University Ave onto 15th Ave SE
4. The Donhowe Building will be on your left

BUS (CAMPUS CIRCULATOR)
1. Get on the Eastbound 122 University Ave Circulator outside of Carlson School on 19th Ave
2. Ride the bus (approximately three stops) until the University Ave SE & 15th Ave SE stop
3. Cross University Ave SE walking down 15th Ave SE; the Donhowe Building will be on your left.

Social Security Administration
1811 Chicago Avenue South, Suite 2
Minneapolis, MN 55404

BUS
1. Get on Metro Transit Bus #2 at 19th Avenue Parking Ramp on the West Bank.
2. Get off at the corner of Franklin Avenue and Chicago Avenue.
3. Walk north one and a half (1.5) blocks to the 1811 building.

CAR
1. Go north on Washington Avenue South to Chicago Avenue South.
2. Turn left and drive south on Chicago Avenue.
3. The building is on the left (east) side of the street. It is surrounded by a parking lot.
Apply for a Social Security Number

A Social Security Number (SSN) is a permanent nine-digit identification number issued by the United States Social Security Administration (SSA). For tax purposes, anyone employed in the U.S. must have an SSN.

You are eligible for an SSN if you are:

• An F-1 student with a job or job offer.
• A J-1 student with an "employment authorization letter" from your J-1 sponsor.

You do not need a Social Security Number if you will not work in the USA.

When to Apply

You should apply for a SSN within 10 days of starting employment, however, also consider the following information to ensure you travel to the SSA office at a time when your request can be processed.

• The SSA will not accept your application more than 30 days before your employment start date.
• New Students: You should wait at least 10 days after you register for classes and update your address in MyU to go to the SSA office. The SSA must be able to verify your Port of Entry record and UMN course registration in SEVIS, and it can take 10 days for the information to be available in their system. Your request will be denied if you go to the office before this information has been fully processed in SEVIS.
• Transfer Students: You will need to present your Transfer Completed I-20 (page 10) at the SSA, so you should not go to the SSA until you have this document.

Once your application is accepted, ask for a receipt. Your Social Security card will then be mailed to you.

Once you receive your Social Security card and number, bring the number to your unit’s Human Resources office. It must be entered in the UMN’s Human Resources and I-9 system.

You must have a Social Security Number to take advantage of any applicable tax treaty benefits (review z.umn.edu/taxtreaties for more information). If you are eligible to claim a tax treaty, make another appointment with Payroll Services to complete your tax treaty paperwork once you receive your Social Security number.

How to Apply

F-1 Students
You will need to bring the "Verification of F-1 Student’s On-Campus Job" form (z.umn.edu/sslter) with you to the SSA.

• This document MUST be printed on DEPARTMENT LETTERHEAD. The SSA will not accept your form if it is not on your department’s letterhead.
• Your employer must complete and sign section #1. Electronic signatures are not accepted.
• Bring the form to ISSS for a signature in section #2.

5. Bring the following documents to the Social Security Administration:
   A. The completed Verification of F-1 Student’s On-Campus Job
   B. I-20
   C. I-94 card or print-out (available at www.cbp.gov/I94)
   D. Passport
   E. Completed social security card application (available at z.umn.edu/ssnapp)
   F. (Optional) A second form of identification, such as 1) a driver’s license or 2) U Card and transcript/enrollment verification showing your date of birth.

J-1 Students
1. Ask your J-1 sponsor for an employment authorization letter.

   A. If your sponsor is the University of Minnesota, you will need to request an appointment with an ISSS adviser to obtain a letter. You should bring the following information to this meeting: your employer’s name, employer address, number of hours working per week, and employment begin/end dates.

   B. If your J-1 program sponsor is not the UMN, you need to request an employment authorization letter from them.

2. Bring the following documents to the Social Security Administration:
   A. Employment authorization letter
   B. DS-2019
   C. I-94 card or print-out (available at www.cbp.gov/I94)
   D. Passport
   E. Completed social security card application (available at z.umn.edu/ssnapp)
   F. (Optional) A second form of identification, such as 1) a driver’s license or 2) U Card and transcript/enrollment verification showing your date of birth.

Additional Information Regarding Taxes

All international students, whether they have a job or not, are legally required to file taxes.

Be aware that the University of Minnesota treats many fellowships, scholarships, grants and other benefits as taxable income, and this results in 14 percent of the individual’s pay being withheld.

Neither ISSS nor Payroll Services can give tax advice. Call the OHR Contact Center at (612) 624-8647 (4-UOHR) if you have questions about the tax form you receive or tax deductions from your paycheck. ISSS will provide information about filing non-resident tax returns in the spring (issss.umn.edu/taxes).
Understanding Your University Insurance

The University requires all international students and their dependents to enroll in the University’s Student Health Benefit Plan (SHBP). You will automatically be enrolled in the plan when you register for your classes. The SHBP fee will be billed to your student account.

Do not purchase alternative health insurance from a private health insurance company for yourself or your dependents.

For students starting school in the fall, coverage begins on August 19, 2019. For those starting in spring, coverage starts on the first day of classes. Students who require coverage earlier should contact the Office of Student Health Benefits.

Students who have insurance through a U.S.-based employer may contact the Office of Student Health Benefits regarding eligibility for a waiver from the SHBP.

Graduate students with eligible assistantships and fellowships can enroll in the Graduate Assistant Health Plan (GAHP) instead of the SHBP. An enrollment form is required to enroll in the GAHP. Students enrolled in the GAHP will receive an automatic waiver from the SHBP once all of their benefits are applied to their student accounts.

For more information about the University’s health insurance, and requirements, visit the following:
• Student Health Benefit Plan: z.umn.edu/sthbp
• Graduate Assistant Health Plan: z.umn.edu/gradahp

Boynaton Health

Students can go to Boynton Health to get a variety of medical care on campus, including:
• Primary Care
• Dental
• Eyes
• Mental Health
• Nutrition
• Pharmacy
• Physical Therapy
• Women’s Health
• Transgender Health
• Immunizations
• Urgent Care

Most services are free for degree-seeking students who are taking six or more qualifying credits and pay the Student Services Fee.

Go to z.umn.edu/intlboynton for more information.

Cell Phone Service

If you want a cell phone in the U.S., contact one of wireless carriers in the area. You can find a complete list of major wireless providers and their locations online (such as AT&T, Nextel, Sprint, T-Mobile, or Verizon).

Some companies require a Social Security Number (SSN) for you to be billed for your service. If you do not have one, you should research other options such as “pay-as-you-go” plans and prepaid phones.

Traditional “land-line” telephone service

Local telephone service through traditional phone lines is provided by CenturyLink. To sign up for service, visit centurylink.com. Basic service costs $15 to $20 per month, plus taxes and fees. Services such as call waiting and voicemail are available at additional cost.

Dialing in the U.S. and Twin Cities

For reporting an emergency: Dial 911 from any phone to request fire, medical (serious illness or injury), or police assistance.

All other telephone numbers in the United States have ten digits, for example: 612-555-9000.

The first three digits are the “area code.” The area codes in the Twin Cities area are 612, 651, 763, and 952.
TRANSPORTATION

Transportation On Campus

Campus Buses  
*z.umn.edu/buses*

The University has five Campus Shuttle routes between the Minneapolis West Bank, East Bank, and the St. Paul campus. These free buses operate Monday through Friday during the day and early evening, and a circulator is available on the weekend.

An inter-residence hall bus provides limited service during the late evening hours and on the weekends. It gives free rides between all eight residence halls, the libraries, classroom buildings, sports complexes, and shopping areas.

Light Rail

There are three light rail stations on the Minneapolis campus (West Bank, East Bank, and Stadium Village). Students can travel between these stops without paying an extra charge if they have a “Campus Zone Pass” or “U-Pass” (more information below).

Walking

Many students use the “Gopher Way” when walking on campus (especially during winter months). These tunnels and skyways connect many of the buildings on campus, and they are open Monday-Friday, 9:00 a.m.-4:30 p.m. A map and more information is available at *z.umn.edu/gopherway2*. Security escorts are also available for those who wish to have someone walk with them across campus and to several nearby areas. You can call 612-624-WALK (9255) to request an escort, and more information is at *z.umn.edu/624walk*.

Shuttle

The Gopher Chauffeur is a free late-night shuttle service that will drive students home safely, and it can be scheduled for pick-up. To schedule a pick-up, you can call 612-388-6911 at least 30 minutes ahead. Learn more at *z.umn.edu/gopherchauffeur*.

Off-Campus Transportation

Public Transportation

Metro Transit is the public transportation system for the Twin Cities and surrounding area. You can pay per trip or purchase a U-Pass (see below for more information). You can learn about different routes and get assistance planning your trip at their website: *metrotransit.com*.

Biking

A bike-share program (Nice Ride) has stations all over the Twin Cities, including on campus. These bikes are designed for short rides, and they can be rented for one trip or by annual subscription. Learn more at *niceridemn.com*.

Two Transit Pass Options (You Do Not Need Both)

**Campus Zone Pass**

Cost: Free

Uses: Traveling between the three light rail stops on the Minneapolis campus (West Bank, East Bank, and Stadium Village)

*How To Get It:* Bring your U Card to the Information Desk in Coffman Union or the St. Paul Student Center. It can be renewed online each semester.

**U-Pass**

Cost: $114 a semester

Uses: Valid for unlimited travel on all regular Metro Transit bus lines and light rail routes throughout Minneapolis, St. Paul, and the surrounding area

*How To Get It:* Order it at *z.umn.edu/upass* and pick it up at the Information Desk in Coffman Union or the St. Paul Student Center. It can also be mailed to you if you request it before the cut-off date.
Each college has Career Services offices for college-specific services. Visit their website if you wish to learn more about job searching, networking, and how to prepare for an interview.

**Center for Academic Planning & Exploration (CAPE)**  
cape.umn.edu  
capeinternational.umn.edu

Academic coaches help undergraduate students explore majors across all colleges. They will guide you through the process of choosing a major by helping you develop a personalized, structured plan for exploration and deciding on your major.

**Center for Community-Engaged Learning**  
www.servicelearning.umn.edu

Learn about opportunities to volunteer at one of more than 300 nonprofits/organizations, schools, and community centers that want UMN students working with them. You can also gain valuable experience and contribute to the local community by taking a service-learning course that allows you to combine classroom studies with volunteer work and reflection.

**Disability Resource Center (DRC)**  
diversity.umn.edu/disability

The Disability Resource Center is a UMN resource for students with a disability, short/long-term injury, or other health condition. Access consultants collaborate with students, instructors, and staff to remove/reduce barriers to a student’s academic program. The process for determining reasonable accommodations is confidential and individualized.

If you need accommodations, call 612-626-1333. It is best to do this before the start of classes, but it can be done at any time.

**Gender and Sexuality Center for Queer and Trans Life (GSC)**  
diversity.umn.edu/gsc  
iss.umn.edu/resources/gltb

The Gender and Sexuality Center for Queer and Trans Life provides resources for LGBTQIA+ students, faculty, staff, and allies including International Student Outreach, a Student Leadership Retreat, and a Mentor Program.

**Learning Abroad Center (LAC)**  
umabroad.umn.edu

The Learning Abroad Center in the Global Programs and Strategy Alliance is the University of Minnesota’s comprehensive resource for study, service-learning, research, work, internship, volunteer, and travel experiences worldwide. LAC offers over 300 programs in more than 80 countries.

**Minnesota English Language Program (MELP)**  
z.umn.edu/melp  
z.umn.edu/eslstudents

MELP offers appointments for free, one-on-one support for multilingual students. Get help with specific questions and polish your English skills. Appointments can help with issues such as speaking, organization, and grammar in writing, listening comprehension of class lectures, reading comprehension of academic texts, vocabulary development, interview techniques, presentation skills, and pronunciation.

MELP also has for-credit courses for those wanting to enhance their English skills.

**Multicultural Center for Academic Excellence (MCAE)**  
www.mcae.umn.edu

MCAE promotes an inclusive atmosphere to foster and enrich multicultural understanding. MCAE offers free individual academic coaching and opportunities to engage on campus and in the community.

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**If you wish to work on-campus:** Learn more and access available jobs at z.umn.edu/studentjobs.

**If you wish to work off-campus:** Consult with an ISSS adviser to discuss the regulations for your visa type.
Office of Student Engagement  
engage.umn.edu
Go to the Office of Student Engagement to discover and find volunteer opportunities outside of the classroom. Engaging in what you find meaningful outside of the classroom can help bring the things that you’ve learned to life, and it will help you build connections between your interests, strengths, values, majors, and careers.

One Stop Student Services  
onestop.umn.edu
One Stop provides expert advice regarding registration, financial aid, billing, payment, student records, and veterans benefits. Contact them by emailing onestop@umn.edu, calling 612-624-1111, or visiting an office.

SMART Learning Commons  
lib.umn.edu/smart
Meet one-on-one or in a small group at the SMART Learning Commons for support with writing and media projects. Peer Research Consultants are also available to assist fellow students with finding and evaluating academic information, creating thesis statements, and more. Learn more at lib.umn.edu/services/prc.

Student Academic Support Services  
www.sass.umn.edu
Meet with a SASS consultant or counselor to learn about U.S. classroom culture and expectations or the skills needed to be a successful student in the U.S. (such as studying and test taking skills).

Student Unions and Activities (SUA)  
sua.umn.edu & gopherlink.umn.edu
SUA provides services and space for the student community to engage in social, cultural, and academic activities. Visit their website to see information about student groups and events happening around campus.

Student Counseling Services (SCS)  
counseling.umn.edu
SCS provides counseling services for issues that may impact a student’s success such as mental health and life concerns, learning and academic challenges, career uncertainty, faculty/staff-student communication.

Student Conflict Resolution Center (SCRC)  
www.sos.umn.edu
SCRS provides free confidential services for resolving formal and informal UMN-based problems such as (but not limited to); course success, group projects, roommates, and stress.

Student Legal Services (SLS)  
usls.umn.edu
SLS offers legal services and education to UMN students. All legal services are provided by experienced legal professionals, some with more than 30 years of experience representing students. SLS offers legal help in a variety of areas such as tenancy, criminal, immigration, and personal and family issues.

Student Mental Health  
mentalhealth.umn.edu
There are a variety of mental health resources on campus, and this website will connect you with them. In addition to these offices, you can talk to a counselor at any time (24/7) by calling the Crisis Connection at 612-301-4673 or texting “UMN” to 61222.

Student Writing Support  
writing.umn.edu/sws
Student Writing Support is a service provided to all undergraduate and graduate students at different stages in their writing process. You can schedule a face-to-face or online consultation. Consultants will work with you to develop your writing and revision strategies.

TandemPlus  
z.umn.edu/tandem
The TandemPlus program matches native speakers of two different languages so they can learn from each other and help one another to learn the other’s language. Typically, the partners meet for approximately two hours every week.

Technology Help (1-Help)  
it.umn.edu/help
Technology Help provides 24/7 support for all of your technology needs. They can help you reset your password, connect to the internet, and fix issues with Moodle, MyU, and more. To get help, email help@umn.edu, call 612-301-4357, chat (chat.it.umn.edu), or go to one of their walk-in locations.

University Libraries  
lir.umn.edu
The University of Minnesota’s 12 libraries provide a wide-range of collections and services to all students, faculty, and staff of the UMN. The collections contain materials in many languages, and their expert librarians specialize in specific subject areas.

The library has an online guide for international students at z.umn.edu/libintl. This webpage has links to guides that will help new international students learn about resources and programs for their area of study.

To get assistance, you can “Ask a Librarian” at a library, by phone, by email, or by chat 24/7. Find out how at z.umn.edu/libhelp.

University Recreation and Wellness  
recwell.umn.edu
Stay active at the University Recreation and Wellness Center (“Rec Center”) on the Minneapolis campus or the St. Paul Gym. Activities include intramurals and sports clubs, group fitness classes, an indoor climbing wall, and outdoor recreation trips.

What Is Happening on Campus?
With three student unions, more than 20 sports teams, major theaters and museums, and more than 900 student groups, there is always something happening on campus. Schedules are available at:

- All UMN Events: events.umn.edu
- ISSS Events: iss.umn.edu/calendar
- Student Group Directory and Events: gopherlink.umn.edu
The process for determining reasonable accommodations is confidential and individualized. This process can take time, so it is important for students to plan in advance (the DRC recommends contacting them at least one month before you plan to arrive on campus). If you have a disability or have questions about what constitutes a disability that requires an accommodation, you should contact the DRC so they can schedule an initial appointment with an Access Consultant.

The primary responsibility of an Access Consultant is to facilitate the process of identifying appropriate and reasonable accommodations for you. At your initial appointment, they will discuss with you how your disability impacts your academic experience, what documentation you may need to obtain, and what accommodations can be made.

For more information contact:
Disability Resource Center
Phone: 612-626-1333 (v/tty)
Email: ds@umn.edu
Web: diversity.umn.edu/disability

WHAT TO DO IF YOU EXPERIENCE OR WITNESS A BIAS OR HATE INCIDENT

The University of Minnesota is dedicated to ensuring our campus is welcoming and safe for all people.

The UMN's Bias Response and Referral Network (BRRN) responds to reports of bias incidents on the Twin Cities campus. The BRRN's goal is to contribute to a campus climate that is welcoming, inclusive, and respectful for all.

If you wish to report an incident of bias, you can submit it to the Bias Response and Referral Network (BRRN) by:

- Submitting an anonymous report online through UReport (bias.ethicaladvocate.com)
- Emailing endbias@umn.edu
- Calling the BRRN at 612-314-3850
- Using the additional resources listed at bias-response.umn.edu

What is a bias incident?
A bias incident is an act of bigotry, harassment, or intimidation that is motivated in whole or in part by bias based on an individual's or group's actual or perceived race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Bias often stems from fear, misunderstanding, hatred, or stereotypes and may be intentional or unintentional.

Source: bias-response.umn.edu/frequently-asked-questions

The BRRN provides support resources to impacted parties, promotes education and dialogue, and affirms the University's commitment to equity and diversity, free speech, and academic freedom.

Hate is not welcome here!
Report any bias or hate incidents you experience or witness!
STATEMENT OF RESPONSIBILITY

You signed this Statement of Responsibility at your ISSS Check-In and Welcome Session. We have included it here for your reference.

1. Maintaining Your Visa Status: You must follow the rules that apply to your non-immigrant visa (F-1, F-2, J-1, J-2, etc.) in order to maintain your legal status.
   • Your passport must be valid for at least six months at all times.
   • Any change of address or name change must be reported to the University within 10 days (see item 11).

For F-1 and J-1 Students:
   • You must attend the school specified on your I-20 or DS-2019.
   • You must register for and complete a full course of study each semester.
   • You must notify ISSS when you change your major or degree program level (e.g. change from BA to MA) or change your funding (expenses, amount or source) more than 25%.
   • You must receive approval from ISSS before:
     a) registering for less than (or dropping below) a full course of study (see item 3).
     b) terminating your program of study.
   • You must receive work authorization before you engage in any employment off-campus (see item 9).
   • You must notify ISSS if you plan to transfer to another school. ISSS will monitor your SEVIS record before another school can issue you an I-20 or DS-2019.
   • If you are transferring to the University of Minnesota, you must complete the transfer process (register full-time and receive a transfer completed I-20 or transfer in DS-2019) within 15 days of the beginning of classes.

2. Health Insurance Requirement: All international students (F-1, J-1) and their dependents are required to enroll in the mandatory University of Minnesota Student Health Benefit Plan (SHBP) unless you are covered by the Graduate Assistant Health Insurance Plan or a U.S.-based employer sponsored health plan.

   • For J-1 students only: You must carry health insurance for yourself and any dependent/s for each day you are in the U.S. The mandatory University of Minnesota Student Health Benefit Plan exceeds the minimum coverage required by the U.S. Department of State. Failure to carry health insurance will result in termination from the J-1 program and loss of legal status.

3. Full-Time Enrollment:
   • U.S. immigration law requires that F-1/J-1 students register for and complete a full-course of study each semester:
     a) 12 credits for undergraduate and non-degree students.
     b) 6 credits for graduate students.
     c) Professional School Programs: Check with department.
   • If you cannot enroll full-time or you need to withdraw from a class and fall below the minimum amount of credits outlined above, you must be authorized to drop below a full course load by ISSS before the beginning of the semester or before dropping below full-time enrollment. You must submit the “Reduced Course Load” request that is available on MyISSS.

4. Up to three distance education credits per semester (F-1 students only): No more than the equivalent of 3 online/distance education credits per semester may be counted towards the “full-time enrollment” requirement and you must complete the credits within the semester. This includes courses offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing.

5. International Students cannot enroll using the 99 PRD (Professional Development Program) registration status. You cannot receive an I-20 or DS-2019 if you apply to and enroll in the University through 99PRD. Your registration for 99PRD will be reported to USCIS as being “discontinued” from your college of admission and will result in violation of legal status.

6. English Test Score Level: If your English test scores are below the required level, you may be required to enroll in, attend, and pay for ESL tests or courses.

7. You must pay all your tuition, fees, loans, and other University bills: Nonpayment will result in a registration hold and may result in loss of legal status. Non-degree seekers may not use the installment plan.

8. If you are financially sponsored by another agency or organization: It is your responsibility to fulfill the requirements outlined in your sponsorship agreement, monitor payments made to your University account, and pay all outstanding University bills and other expenses if your sponsoring agency does not fulfill its obligations. Failure to maintain these responsibilities will result in a registration hold and may result in loss of legal status.

9. Work Permission: If I-20/DS-2019 was issued by the University, you may work on-campus up to 20 hours per week while school is in session and full-time during official vacation periods and semester breaks. Any off-campus employment requires prior authorization by ISSS or the USCIS.
• **For J-1 students only:** All J-1 students on a DS-2019 issued by the University of Minnesota have approval to work on-campus from ISSS. When you begin on-campus employment, your SEVIS record must be updated. You are required to e-mail ISSS at jwork@umn.edu with the name of the employer/organization/department, address and the employment start date.

• **For J-1 students only:** If your DS-2019 was not issued by the University of Minnesota, you are required to obtain permission from your program sponsor to be employed on- or off-campus.

**10. Keeping Immigration Documents Up-to-Date:**

• Upon initial entry, and any subsequent change, F-1/J-1 students must present their own and F-2/J-2 dependents’ documents to ISSS including: I-20 or DS-2019, passport, entry visa, and I-94 entry record. Notify ISSS immediately if you or your dependents change visa status.

• Keep your documents safe and save all your new and old I-20s (or DS-2019s) during your stay in the U.S.

• Apply for an extension at least 30 days in advance if you will need to continue your program after the end date printed on your I-20/DS-2019.

**11. If your name or address changes** (or that of any dependent(s) in the U.S.), you must update your account at myu.umn.edu, click on “My Info”. This must be done within 10 days. When registering for classes, always use your residential U.S. address, do not use your foreign or University department address. Failure to report such changes to the University will result in loss of legal status. Update “Current Mailing” address type.

**12. Use of Public Funding:** As a nonimmigrant, you are not eligible to use any type of public funding during your stay in the U.S.

**13. You must file a U.S. Income Tax form** by April 15 each year, even if you have not earned any income in the U.S. ISSS provides resources for tax assistance but does not offer any tax advising.

**14. Travel:** If you are travelling outside of the U.S., you will need the following documents in order to re-enter: valid passport, valid entry visa, valid I-20 or DS-2019, and a valid re-entry signature (page 3 of I-20 & lower right corner on DS-2019). See our website for more information.

**15. Grace Period:**

• F-1 students who complete a program of study are provided a 60-day grace period. The 60-day grace period is calculated from the date of program completion. For undergraduate and Master’s students in Plan C or coursework only programs, this is the final day of your last semester of registration. Travel outside the U.S. during the grace period results in a forfeiture of the remainder of the grace period.

• J-1 Exchange visitors are given a 30-day grace period following their program end date.

**16. Dependents: Study and work in the U.S.**

**For F-2 dependents only:**

• F-2s may enroll in courses part-time

• F-2s are prohibited by law from being employed.

**For J-2 dependents only:**

• J-2s may enroll for courses.

• J-2s may work only after receiving employment authorization from the USCIS.

**17. Unlawful Presence:** If you violate your F-1/J-1 status, you may become unlawfully present in the U.S. The Department of Homeland Security will count your days of “unlawful presence” as starting on the day the violation occurred even if the violation was unintentional. Accumulating 180 days of unlawful presence results in a 3 year ban from the U.S., and accumulating one year (365 days) of unlawful presence results in a 10 year ban.

**18. Release of Information:** Your records and other information resulting from services you receive from ISSS are private and will ordinarily not be released without your prior written consent. However, the information may be shared within ISSS or with other University offices on a need-to-know basis. In addition, state and federal laws place some limits on confidentiality and may require ISSS to share information, without your permission, with other offices.

We are required to share information with the appropriate University or government offices if you discuss with us:

• An imminent and credible threat of harm to yourself or another person.

• An incident of sexual assault, sexual harassment, relationship violence, or stalking that occurred on campus, occurred during a University program or activity, or was committed by a University student or employee.

• Any physical abuse, neglect or sexual abuse of children or vulnerable adults within the last three years (including abuse of you if you were under the age of 18 at the time).

As required by the Department of Homeland Security or other U.S. government agencies who may be designated to request information.

Review z.umn.edu/issconfidentiality for more information.

STATEMENT: I have carefully read these responsibilities and understand their importance. I am aware that my legal status in the U.S. depends on fulfilling these responsibilities. If I have any questions at any time about these matters, I know that I may consult with an ISSS adviser.
YOU ARE INVITED!

GLOBAL GOPHER EVENTS

Are you wondering how to use the campus libraries?
Where you can exercise and play sports with friends?
Want to know what American classrooms are like?

CHOOSE YOUR DESTINATION

ACADEMIC ADVANTAGE
Prepare to succeed in American classrooms

MINNESOTA EXPLORER
Learn about U.S. culture while visiting some of the top sites in the Twin Cities

FUTURE LEADER
Develop skills to be a leader on campus and in your future career

WELLBEING
Gain insights and resources on how to stay happy and healthy

Fall: August 19 - August 27 | Spring: Date to Be Announced

View the complete schedule, register, and learn more at z.umn.edu/ggumn

Please note:
Global Gopher Events are optional programs and events open to all new international students. It is not part of (and does not replace) Welcome Week, Transfer Welcome Days, or your orientation requirements.
International Student and Scholar Services (ISSS)

190 Hubert H. Humphrey School
301 - 19th Ave. South
Minneapolis, Minnesota 55455

Telephone: (612) 626-7100
iss@umn.edu
iss.umn.edu

Office Hours
Monday - Thursday: 8:00 a.m. - 12:00 p.m. and 1:00 - 4:15 p.m.
Friday: 10:30 a.m. - 12:00 p.m. and 1:00 - 4:15 p.m.

International students and scholars can meet with ISSS advisers by appointment or during Walk-In Hours. Please note, ISSS does not make same day appointments.

iss.umn.edu/office/hours.html

ISSS Services
- Academic Counseling and Support
- Advising and Counseling
- Career Support
- International Student Funding
- International Student Recruitment
- Tax Return Orientation

iss.umn.edu/services.html

ISSS Programs
New Student Orientation Programs
- Global Gopher Academy
- Global Gopher Events
- International Buddy Program
- International Parent Orientation Program and Chinese Parent Orientation Program
- New International Student Seminar

Leadership and Professional Development Programs
- Cross-Cultural Leadership Retreat
- Culture Corps
- Graduate Student Internships and Counseling Practicum
- International Student Advisory Board
- International Student Ambassadors
- MATCH Program

iss.umn.edu/programs

University of Minnesota

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