INTERNATIONAL STUDENT ARRIVAL GUIDE
2018-2019

ISSS
International Student & Scholar Services
University of Minnesota

ISSSS.UMN.EDU/NEW
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

As you begin the first few weeks of the semester, it is crucial that you complete the International Student Checklist printed on the back of this Arrival Guide. These are important tasks you will need to accomplish to ensure a smooth transition to the University of Minnesota.
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 and ISSS’s main office are in 190 Humphrey, located in the first-floor hallway connecting the Humphrey School to Heller Hall.
Some staff members have offices in Blegen or Heller Hall. If you need help finding an office, go to the Welcome Center so staff can direct you.

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

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

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

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/services.html
isss.umn.edu/programs
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.

TERMS TO KNOW

U.S. Government
CBP (Customs and Border Protection): This is the agency within the Department of Homeland Security responsible for immigration inspections at ports of entry (airport).

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 is for non-immigrants temporarily in the United States to study full-time at an academic or language institute (your status is shown as a visa sticker in your passport). F-1 students have a I-20 that shows their enrollment at a university.

J-1 Visa Status: This visa is for non-immigrants who visit the United States temporarily to study short-term (your status is shown as 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 start your search for 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.

Regardless of whether you paraphrase or quote information you found during research, you need to cite the original source. See page 8 to learn more about Academic Integrity and Academic Dishonesty.

SCC (UMN Student Conduct Code): The SCC establishes academic and behavioral standards for students. The SCC applies both on and off campus. You can read it at z.umn.edu/scc.

Plagiarism: This is an academic violation when a student uses the words, creative works, or ideas of another person without crediting the original source.

In order to avoid plagiarism in the U.S., you should always paraphrase, quote, and cite when using someone else’s information.

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

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

Cite: To cite is to include a formal reference to the original source of information in a document or paper.

Academic Terms
Immigration Check-In

All international students are required to complete Immigration Check-in. During this program, ISSS staff will review your documents and confirm your eligibility to study at the UMN. Visit isss.umn.edu/new#imci for more information.

Attend Your Orientation

Undergraduate Students
As a First-Year (Freshman) or Transfer undergraduate you are required to attend your college orientation. First-year students will attend a two-day orientation, and transfer students will attend a one-day orientation. By participating in orientation, you will feel more prepared to transition into university life and become familiar with University of Minnesota resources. You will also meet with an adviser and register for your first semester classes.

Transfer Students: Your Immigration Check-In is divided into two parts (morning and afternoon). You MUST attend both sections.

Graduate and Professional Degree Students
As a graduate or professional student you may have required/optional orientation programs provided through your department. Your department will contact you regarding these orientations near the start of your first semester.

Non-degree Students
Non-degree students have a required orientation with their exchange coordinator. Contact your exchange coordinator to ask about your required orientation.

Sponsored Students
You are a “sponsored student” if one or more of the following conditions apply to you:

- 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 or institution. You may be in the U.S. on an F-1 or a J-1 Exchange Visitor Visa with the I-20 or DS-2019 form issued by the University of Minnesota.
- 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 (for example, the Institute of International Education, LASPAU, or AMIDEAST).
- 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.

All sponsored students have an assigned international student adviser in ISSS. You will work with your sponsored student adviser for the duration of your academic program at the University. To learn more (including the date of your special Sponsored Student Orientation program), visit isss.umn.edu/sponsored/new or email isssspn@umn.edu.

Information for Students Traveling with Dependents

If you have dependents with you in the U.S. (a spouse or children under 21 years of age), you must do the following:

- 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. Please also consult with an ISSS adviser to learn about any additional rules that are specific to your circumstances or visa type.

Global Gopher Events

Start your UMN experience in the best possible way with Global Gopher Events! This is a special opportunity for you to meet other new international students, prepare for classes, discover the University’s amazing services, and get advice from experienced international student leaders (see page 27 for more).

Fall Dates: August 20-August 31
Spring Dates: To Be Announced
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 Day, or your orientation requirements.

To learn more about your orientation requirements, review the Upon Arrival at the University section of the International Student Preparation Course.
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 30 to August 24 or 25 (see website for exact move-out date). The cost of staying at the IEAH is $26 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 https://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 12. Learn more and make a reservation at https://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 https://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.

University Student Legal Service (USLS) 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 information at usls.umn.edu.

The following resources will have advertisements and other information about off-campus housing options:
- ISSS has a list of resources: https://z.umn.edu/issshousing
- Off-campus housing website at https://housing.umn.edu/offcampus
- University student clubs listed at https://www.sua.umn.edu.
- The bulletin boards near the ISSS office and in other places on campus, such as your department office.

To learn more about finding off-campus housing and the various neighborhoods near campus, review the Off-Campus Housing section of the International Student Preparation Course.
REGISTRATION HOLDS

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 and Immigration Check-In.

It will be permanently removed after you attend the New International Student Seminar (NISS) during the school year. NISS is a program where you will assess your academic progress, learn how to be a successful student, and meet other undergraduate students. 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 and Immigration Check-In.

**Students Changing Visa Status to F-1**

The hold will be temporarily removed once you complete the International Student Preparation Course and Immigration Check-In. The hold will be permanently removed once you inform ISSS that your F-1 status 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.

**MG, MJ, and OK Holds - “Grad School Final Transcript/Masters Transcript”**

*Office Placed By: Graduate School Admissions*

These holds are placed when the Graduate School Admissions Office needs additional information. You are encouraged to resolve this hold when you arrive on campus.

For more information, refer to your original admission notification or contact the Graduate School Admissions Office (309 Johnston Hall, 612-626-3014).

**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 see your holds, go to myu.umn.edu and click the “Holds” notification.
Understand Academic Integrity and Academic Dishonesty

Over 300 students are reported by faculty each year for academic dishonesty at the University of Minnesota. All cases are investigated, and there are serious academic consequences if it is determined that a student has been dishonest.

Common areas students have problems with are plagiarism, working in a group, and sharing work with others:

• **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, and you should always paraphrase, quote, and cite if you are using another person’s words (see page 4 for definitions).

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

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

Register for Classes

You can register for classes after you have removed all of the holds on your MyU account (page 7) and met with advisers from your college or department.

**Undergraduate students** will register for classes during New 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)

To learn more about what you can do to make the registration process easier, review the Registering for Classes section of the International Student Preparation Course. This section is meant for undergraduate students, but others may find the advice useful.

Purchase 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 11 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.

To learn more about academic practices in the U.S., review the Academic Integrity and Academic Expectations sections of the International Student Preparation Course.
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. You should then switch to “Eduroam” after you have registered. For more information or directions, see z.umn.edu/wifioption.
- Going to a computer lab. See more at z.umn.edu/computerlabs.

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.

3. Add/Update Your Mailing Address and Phone Number on MyU

ISSS must report your arrival at the University to the SEVIS immigration system, therefore you are required to update your U.S. address and phone number in MyU within 10 days of arriving in Minnesota. ISSS cannot report your arrival until you have provided a current mailing address.

To comply with immigration regulations, you MUST enter your address and phone number as soon as possible after you arrive. If you are living in a temporary location when you arrive in the U.S., enter that address now and update it after you move to a permanent location.

For detailed instructions on how to update your mailing address and phone number, see page 20.

4. Review the ISSS website and the ISSS Weekly Update

The ISSS website (iss.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, and you can download forms that you can use to request new visa documents and authorizations.

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 regularly read this email. If you wish to start receiving it now, you can subscribe at iss.umn.edu/weeklyupdate.

You can also follow ISSS on Facebook, Twitter and Instagram @isssummn.

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 23 for directions.

To learn more about identity theft and phone/email scams, go to z.umn.edu/idtheftisss.
F-1 Transfer Students
The F-1 transfer process involves several steps, all of which must be carried out to complete your transfer.
1. Contact the international student advising office at your previous institution and inform them of your intent to transfer to the University of Minnesota. An adviser at this school will need to set your SEVIS record to transfer to the University of Minnesota-Twin Cities after you finish classes there.

2. Undergraduate and Professional Degree Students must complete a Transfer Release form.
   A. You should complete section #1 of the Transfer Release form at z.umn.edu/issstransfer.
   B. An international adviser at your previous institution must complete section #2 of the Transfer Release form. They should then email it to isssnew@umn.edu or fax it to 612-626-7361.

*Your I-20 cannot be processed before your SEVIS record has transferred to the UMN.

3. A University of Minnesota “Transfer Pending” I-20 will be created after your SEVIS record has been received from your previous school. 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 4, 5, and 6 below.

4. Complete the International Student Preparation Course and Immigration Check-In.
5. Update your mailing address and phone number on MyU (see page 20).
6. Register full-time for courses at the UMN (see page 8).

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.

J-1 Transfer Students
1. Meet with a J-1 adviser at your previous school to discuss your intent to transfer to the University of Minnesota and to determine a SEVIS transfer “effective date.”
2. Complete and submit the DS-2019 Application for New J-1 Degree-Seeking Applicants available at z.umn.edu/jfincert.
3. Ask the J-1 adviser at your current school to transfer your SEVIS record to the University of Minnesota.
4. Once your transfer becomes effective, meet with Julie Halfen (or Gabriele Schmiegel for sponsored students) at ISSS within 25 days to complete Immigration Check-In and to obtain your University of Minnesota DS-2019.

**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.
U Card: Your University of Minnesota ID

The U Card is your official University of Minnesota Identification (ID) card. You need a U Card to access many services on campus including:

- Getting books at the library
- Entering buildings after certain hours (such as residence halls)
- Using your student account at the Bookstore
- Accessing the Recreation & Wellness Centers
- Buying food with your Meal Plan or FlexDine account
- Getting discounts at various locations on and off campus (see ucard.umn.edu/umtc/discounts)

Your first U Card is free, but a replacement card will cost $25 if your card is lost or damaged.

It is recommended that you get a U Card after you register for classes.

You must present a government-issued photo ID and your student ID number to receive your first U Card. All forms of ID must be the original document. You cannot provide ID paperwork or a photo/photocopy of an ID.

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 www.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 13 for more information about banking).

Undergraduate students will get their U Card during their New Student Orientation. All other students should bring their documents to the U Card office.

U Card Office
Coffman Union, Office G22
(Next to the Bookstore)
300 Washington Avenue
ucard.umn.edu/umtc/home

Your U Card gives you access to...

Goldy Gopher
Student
University of Minnesota

ID FOUND, PLEASE RETURN THIS CARD TO THE U CARD OFFICE IMMEDIATELY.
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 the website for the MN Department for Public Safety at dps.mn.gov/divisions/dvs and click on “Identification Requirements” under the “Documents” column to see additional 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 17 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: z.umn.edu/1f6b.

Non-degree seeking students may NOT pay in installments, and they MUST pay their entire tuition bill by the first due date.

Payment of Tuition and Fees for Sponsored Students

If you are a sponsored student (if you are uncertain, see page 5 for a description of sponsored students), 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 must provide a copy of the billing authorization letter to Ms. Gabriele Schmiegel, Director of Sponsored Student Programs.
- Sponsored students must monitor the payments in their account, and they must contact Gabriele Schmiegel immediately if there are any 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 lsssspon@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 area are:

- Affinity Plus Federal Credit Union, 651-312-9800
  2520 University Ave. S.E. (Stadium Village)
- Associated Bank, 612-341-3505
  1801 Riverside Ave., Minneapolis (West Bank)
- TCF Bank, 612-823-2265
  Coffman Memorial Union
  615 Washington Ave. S.E. (Stadium Village)
  Midway Cub Foods, 1440 University Ave (St. Paul)
- U.S. Bank, 612-872-2657
  West Bank Skyway (between Blegen and Willey Hall)
  718 Washington Ave S.E. (Stadium Village)
  401 14th Ave. S.E. (Dinkytown)
- Wells Fargo Bank, 612-667-0081
  2600 E. Franklin Ave. (Cedar-Riverside Area)
  3430 University Ave. S.E. (Stadium Village)

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

Pay Your Tuition with Flywire

Flywire is an option for international students who need to pay their tuition with payments from accounts outside of the United States. Flywire provides you with an easy and secure method of sending payments to the University of Minnesota and other benefits including:

- Saving on bank fees and international exchange rates
- Tracking your payments from start to finish
- Paying from any country or bank
- Receiving help from dedicated multilingual customer support

To take advantage of this option, log into your Student Account on MyU and select “International Payment” from the drop-down menu.

For more information, contact One Stop or read Flywire’s Payer Guide (z.umn.edu/flywirepg).
Students with assistantships or other on-campus employment must visit University Payroll Services within three days of beginning on-campus employment. Prior to visiting Payroll, make sure to register for classes full-time, and update your mailing address and phone number on MyU (see page 20). If you do not have a Social Security Number (SSN), you should apply for one before visiting Payroll.

**Graduate Assistants**

If you have a teaching or research assistantship, you must complete the following steps in this exact order:

1. Visit your department to confirm your assistantship and complete the required paperwork.
2. Add/update your U.S. mailing address and phone number on MyU (see page 20).
3. Register for full-time classes.
4. Apply for a Social Security Number if you do not have one already (see page 15 for details).
5. Visit University Payroll Services to complete an I-9 form within three days of your assistantship start date. Call the office at (612) 624-8647 to inquire about available times, and bring your original I-20, I-94 card or print-out (available at [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov)), passport, and Social Security card (if you have one already) or receipt/rejection letter from the Social Security Administration to the Payroll office at the West Bank Office Building (see page 15 for directions).

You will not receive a paycheck or tuition/graduate school health benefits until you have completed an I-9 form.

**Plan Ahead - Assistantship appointments begin BEFORE the start of classes. You must confirm your appointment, register for classes, and submit the required paperwork within three days of your assistantship start date. You may lose salary and a portion of your tuition benefit if you are not on campus and ready to begin employment on your start date.**

**Reporting J-1 Student On-Campus Employment or Assistantships**

Before any J-1 student begins employment on-campus (including assistantships), employment information must be recorded in SEVIS. To do this, email the following information to [jwork@umn.edu](mailto:jwork@umn.edu):

- 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 only 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 the student’s employment continues, the student will need to email this information again to [jwork@umn.edu](mailto:jwork@umn.edu) and include the new DS-2019 end date. Please consult with an ISSS adviser with questions about this requirement.

**Payroll**

Tax laws and tax collection in the U.S. are enforced by the Internal Revenue Service (IRS), a government agency under the Department of the Treasury. All students are subject to the same rules on taxes, whether they are on a F-1 or J-1 visa.

You will need a Social Security Number to file your taxes (see the page 15 if you do not have one). Some individuals may not qualify for a Social Security Number; they can apply for an Individual Taxpayer Identification Number (ITIN). Consult an ISSS adviser or refer to [z.umn.edu/itin](http://z.umn.edu/itin) if you need to apply for an ITIN number.

You need to be aware that the University of Minnesota treats many fellowships, scholarships, grants and other benefits as taxable income, and this results in 13 percent of the individual’s pay being withheld.

**Taxes**

ISSS cannot give tax advice. Make an appointment with the payroll office if you have questions about the tax form you receive or tax deductions from your paycheck. ISSS provides information about filing taxes in the spring ([isss.umn.edu/taxes](http://isss.umn.edu/taxes)).

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**If you wish to work on-campus:** See a list of available jobs and how to apply at [z.umn.edu/studentjobs](http://z.umn.edu/studentjobs).

**If you wish to work off-campus:** Remember to review the immigration regulations regarding employment for your specific visa type on the ISSS website. Meet with an ISSS adviser as visa regulations may limit your options.
Apply for a Social Security Number

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

You are eligible for a 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 U.S.

When to Apply

New Students

The Social Security Administration (SSA) must verify your Port of Entry record and UMN course registration in SEVIS to produce a Social Security Number. It takes an average of 10 days for this information to appear in the system. If the information is verified and your application is accepted when you go to the SSA, request a receipt and take it to the UMN payroll office.

If your employment begins earlier than ten days from your date of arrival, you should still go to the SSA. If you are not yet verified in their system, ask for a "rejection letter." The UMN payroll office will accept this letter in place of the receipt, and you will be able to begin employment. You may need to return to SSA at a later date to submit your application; the SSA office will provide you with further instruction when you apply. Once you receive your Social Security Number, submit it to the payroll office.

NOTE: The SSA will not accept your application more than 30 days prior to your employment start date.

Transfer Students

You will need to present your Transfer Completed I-20 (page 10) at the SSA. They must verify your UMN course registration in SEVIS to produce a Social Security Number.

When the information is verified and your application is accepted, request a receipt and take it to the payroll office.

How to Apply

F-1 Students

Ask your employer to print the “Verification of F-1 Student’s On-Campus Job” form (z.umn.edu/ssletter) on DEPARTMENT LETTERHEAD.

1. Your employer must complete and sign section #1. Electronic signatures are not accepted.
2. Bring the form to ISSS for a signature in section #2.
3. Bring the following documents to the Social Security Administration:
   A. Completed “Verification of F-1 Student’s On-Campus Job” form
   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 online at z.umn.edu/ssnapp)
   F. (Optional) 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.
   B. Please bring the following information to your meeting at ISSS: your employer’s name, employer address, number of hours working per week, and employment begin/end dates.

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) Second form of identification, such as 1) a driver’s license or 2) U Card and transcript/enrollment verification showing your date of birth

Directions to Payroll and the Social Security Administration

These directions start at the front of 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)
West Bank Office Building (WBOB)
1300 S. 2nd Street, Suite 545
Minneapolis, MN 55454

These are directions for walking. If you are driving, start at Cedar Avenue South. Turn left on 13th Avenue South.

A. Go west from the Humphrey School on 3rd St., then north to Cedar Avenue South.
B. Cedar then turns into Washington Avenue South.
C. Follow Washington Avenue South over Interstate 35W to 12th Avenue South. Turn right at 12th Avenue South.
D. Turn right on 2nd Street South.
E. Turn left on 13th Avenue South.

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.
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 will be billed to your student account. Do not purchase alternative health insurance from a private health insurance company for yourself or your dependents.

To learn more about health insurance, review the Health Insurance and Campus Safety section of the International Student Preparation Course.

HEALTH CARE

For students starting in the fall, coverage is effective from the day you arrive in the U.S. or August 1, whichever date is later. For those starting in spring, coverage starts on the first day of classes.

Graduate assistants enrolling for the Graduate Assistant Insurance Plan (GAIP) will receive an automatic waiver from the SHBP once all of their benefits are applied to their student accounts. Students whose insurance is covered through a U.S.-based employer must contact the Office of Student Health Benefits for information regarding eligibility for a waiver from SHBP.

For more information about the University’s health insurance requirements, visit the following:

- Student Health Insurance: [z.umn.edu/sthbp](z.umn.edu/sthbp)
- Graduate Assistance Insurance: [z.umn.edu/gradahp](z.umn.edu/gradahp)

BOYNTON HEALTH

Students can go to Boynton Health to get a variety of medical care on campus, including:

- Primary Care
- Dental
- Eye
- Massage
- Mental Health
- Nutrition
- Pharmacy
- Physical Therapy
- Women’s 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. See [z.umn.edu/boytonappt](z.umn.edu/boytonappt) to make an appointment.

TELEPHONE SERVICES

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, 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 (“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](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 On Campus**

**Campus 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](http://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. Learn more at [z.umn.edu/624walk](http://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. Learn more at [z.umn.edu/gopherchauffeur](http://z.umn.edu/gopherchauffeur).

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**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: [metrottransit.com](http://metrottransit.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.org](http://niceridemn.org).

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**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

**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](http://z.umn.edu/upass), and then pick it up at the Information Desk in Coffman Union or the St. Paul Student Center

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To learn more about your transportation options, review the Getting Around By Bus and Rail section of the International Student Preparation Course.
In addition to ISSS, there are a variety of support services on campus that can help you be a successful student. A comprehensive list of academic resources and services for international students is available at z.umn.edu/internationalstudents.

Aurora Center
aurora.umn.edu
The Aurora Center provides services and a safe and confidential space for victims/survivors/concerned people of sexual assault, relationship violence, or stalking. Their services are available to all UMN students and family members and friends affiliated with the UMN.

Bias Response and Referral Network
bias-response.umn.edu
Bias incidents happen at the UMN, as they do across the country. The Bias Response and Referral Network (BRRN) works to respond to bias incidents on the Twin Cities campus in ways that support those most impacted, promote education and dialogue, and affirm the University’s commitment to equity and diversity, free speech, and academic freedom. If you wish to report a bias incident, email endbias@umn.edu or visit their website for other options.

Boynton Health
boynton.umn.edu
Boynton Health, your on-campus clinic, offers comprehensive health care services including a full-service pharmacy, and dental, eye, and mental health clinics. Boynton Health has convenient clinics on the East Bank and St. Paul campus. Most services have no out-of-pocket cost for degree-seeking U students who are taking six or more qualifying credits and pay the Student Services Fee.

Career Services
career.umn.edu
Career planning is an important part of your education, and career staff are here to help you with many of your career-related needs. Learn more about job searching, networking, and how to prepare for an interview.

Center for Academic Planning & Exploration (CAPE)
cape.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. The DRC’s access consultants collaborate with students, instructors, and staff to remove or reduce barriers to a student’s academic program. If you need accommodations, contact the DRC by calling 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
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, intern, volunteer, and travel experiences worldwide. LAC offers over 300 programs in more than 80 countries.

Minnesota English Language Program (MELP)
z.umn.edu/melp
MELP offers appointments for free, one-on-one ESL support with an ESL consultant. 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 credit courses for those wanting to improve 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.

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 Success 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 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
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
lib.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.

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.

University Student Legal Services (USLS)
usls.umn.edu
USLS 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. USLS offers legal help in a variety of areas such as tenancy, criminal, immigration, and personal and family issues.

What’s 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: isss.umn.edu/calendar
• Student Group Directory and Events: gopherlink.umn.edu
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 23 for instructions about how to do this and page 9 for an explanation of why.

**UPDATE YOUR MAILING ADDRESS**

1. To enter your address, log into [myu.umn.edu](http://myu.umn.edu). Go to the “My Info” section (a), click “Edit” by “Address” (b).

   ![Demo Student](image)

   **a. Click “My Info”**

   **b. Click Here**

2. Click “Add a New Address.”

   ![Add a new address](image)

   **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).

   ![Edit Address Form](image)

   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

   ![Addresses Form](image)

   b. When Done, Click “Save”

   ![Address Types](image)

   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 9 FOR AN EXPLANATION)

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

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).
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 7).
- 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 below).
    b) terminating your program of study.
- You must notify ISSS if you plan to transfer to another school. ISSS must transfer 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 seeking 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 at z.umn.edu/rcl.

4. Up to three distance education credits per semester: 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. 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.
  - 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.
6. 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 stamp, and Employment Authorization Document (EAD card). 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.

7. If your name or address changes:

(or that of any dependent(s) in the US), 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.

8. 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:

- Any 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. Dependents: Study and work in the U.S.

For F-2 dependents only:

- F-2s are prohibited by law from being employed.
- F-2s may enroll in courses part-time

For J-2 dependents only:

- J-2’s may enroll for courses.
- J-2’s may work only after receiving employment authorization from the USCIS.

16. 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.

17. 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.

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 to the best of my ability. If I have any questions at any time about these matters, I know that I may call ISSS at (612) 626-7100.
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 20 - August 31 | Spring: Date to Be Announced
View the complete schedule, register, and download the Guidebook 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.
All new international students:

- Access MyU (myu.umn.edu)
- Remove your Registration Holds AI AZ RS MJ/MG (p. 7)
- * Register for classes (p. 8)
- * Update your Mailing Address and Phone Number on MyU (p. 20)
- Check your UMN email regularly (p. 9)
- * Complete the SEVIS Transfer Process, if necessary (p. 10)
- Obtain a Student Identification Card — U Card (p. 11)
- Access One Stop Student Services (p. 9)
- Attend ISSS’s optional programs and events including Global Gopher Events (p. 27). See more information at isss.umn.edu/programs.
- Prepare to begin your graduate assistantship, if applicable.
- * Report the arrival of your dependent(s), if applicable.

*Items that are required for SEVIS compliance