



KGI

KECK GRADUATE INSTITUTE

School of Applied Life Sciences



2015-2016

International Student Handbook

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WELCOME

Welcome to Keck Graduate Institute. We are delighted you are joining our community! This handbook was created to provide support to all International Students during their academic studies at KGI. We look forward to sharing the richness of the intellectual and cultural exchange that our respective heritages contribute to our understanding and appreciation of cultural differences and commodities. Student Services is dedicated as the primary resource for International Students during your stay at KGI. We are committed to building a multi-cultural community that reflects and affirms global diversity. Please stop by our office and give us your input as to how to make your stay at KGI comfortable and successful.

INTERNATIONAL PLACE PROGRAMS AND SERVICES

International Place is an intercollegiate center located on the Claremont McKenna College campus two blocks east of Honnold/Mudd Library on 9th street. The International Place office is open from 9:00 a.m. to 5:00 p.m. Monday - Friday, but the lounge is accessible to all students at any time during the day. Drop by and have some coffee or tea, relax, watch TV, and read the local newspapers.

Our mission is to provide services and support to international students attending any of the Claremont colleges and to offer intercultural programs for the entire community based on the diverse international experiences. Approximately 800 international students from 74 countries attend the Claremont Colleges.

The **International Club** is an active international and multicultural student association which exists for furthering international understanding and friendship. The Club sponsors many programs and activities and acts in an advisory capacity to International Place. Contact I-Place or I-Club officers and get involved.

The **Community Friends of International Students** offer valuable opportunities for community people and students to know each other. This organization, with over 300 members, sponsors and supports many of the programs and services of International Place.

INTERNATIONAL PLACE PROGRAMS AND SERVICES

- Orientation programs, community home stays, and assistance to new students and scholars with housing, shopping, Social Security cards, banking, etc.
- Information concerning college and community resources
- Workshops on immigration, legal, tax, and career issues
- Ongoing counseling and advising
- Assistance with English conversation
- Weekly "Thursday Lunch and Conversation" programs on international and intercultural issues
- Special speakers, conferences, and discussion groups
- Programs for spouses and families of students
- United Nations Day celebration (last week of October)
- Fall International Banquet (November)
- Spring International Festival (second Saturday in April)
- Trips and tours
- Social events
- International Place Electronic Newsletter

PROGRAMS AND SERVICES FOR SPOUSES AND FAMILIES

We cordially welcome your family to the international community in Claremont. Your family is welcome to all of our programs which students and scholars are notified about through our e-mail newsletters, fliers, and mailings. A fall Banquet and spring International Festival are well attended by hundreds of students and their families. Many families also take advantage of I-Place trips to such places as the Grand Canyon and San Francisco. Spouses are also encouraged to participate in the entire array of services and programs at International Place.

In addition, the Community Friends of International Students assists International Place with several programs specifically for families of international students. Community Friends is an active group of volunteers who enjoy meeting and assisting you.

- Weekly "Friendship and Conversation" group for wives of students and their children get to know each other in a relaxed atmosphere - and at the same time practice their English (no charge.)
- Occasional lunches or suppers specifically for families and an annual Holiday Party in December where children meet Santa Claus and everyone enjoys holiday refreshments and music.
- Occasional one-day trips to Los Angeles museums and other sights.

IMPORTANT TELEPHONE NUMBERS

*If you are making on-campus calls, just dial the 5 digit extension. If you are calling from off-campus, dial 62 before extensions that begin with a 1 and dial 60 before extensions that begin with a 7 (e.g., 73053 will be 607-3053 and 18344 will be 621-8344). When calling an off-campus number from an on campus phone, dial 9 before the phone number. The area code for all Claremont Colleges is 909.

CLAREMONT COLLEGES	909.621.8000
ON CAMPUS EMERGENCY	909.607.2000 or Ext. 72000
Campus Safety	Ext. 18170

KGI Student Services

Sofia Toro, Dean of Student Engagement & Enrollment Services	909.607.0121 or Ext. 70121
Emily Caviglia, Director of Student Services	909.607.0389 or Ext. 70389
Katrina Nierva, Associate Director of Student Services	

International Student Counselor

Gladys Calderon	909.607.8586 or Ext. 78586
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Health Services

Student Health Service	Ext. 18222
Monsour Counseling Center	Ext. 18202
Health Education Outreach	Ext. 73602

International Place Office	909.621.8344 or Ext. 18344
Fax	909.621.8549
Lounge	909.607.7540 or Ext. 18344

TRANSPORTATION

PUBLIC TRANSPORTATION

We strongly recommend that you obtain all travel information (such as fares and schedules) before you take any of these forms of public transportation.

The Los Angeles County Metropolitan Transit Authority web site, www.mta.net has links to most of its services. You can make use of the Metro Trip Planner for an exact route. Fares vary depending on where you are going.

You can also obtain detailed local transit information and bus passes at the **Claremont Transit Store**, 207 Harvard (1st street and Harvard in the Claremont Village.)

You can use the www.socaltransport.org to get a transit itinerary for travel anywhere in Southern California. This includes all forms of public transportation as well as connecting service between lines.

BUSES

*Always carry plenty of coins with you because bus drivers do not make change.

Foothill Transit (FT)

1.800.743.3463 www.foothilltransit.org

Monthly bus passes are available at special student rates at the Claremont Transit Store. Transfers are free.

Metro Bus Lines

1.800.COMMUTE (266.6883) www.mta.net

The Metro System offers nearly 200 bus lines to take you wherever you want to go. An easy-to-understand numbering system helps to identify each line and can be found on their website.

Omnitrans Transit Company

1.800.966.6428 www.omnitrans.org

Provides extensive service in the San Bernardino, Ontario, Upland, Chino, Redlands, Colton, Rialto and Montclair areas. Transfers are free of charge.

Greyhound Buses

1.800.231.2222 www.greyhound.com

In addition to their usual transportation service, students can use Greyhound to send large packages and bags.

Megabus

1.877.462.6342 www.us.megabus.com

Provides transit between large cities in affordable prices.

TRAINS

Metrolink (San Bernardino Line)

1.800.371.5465 www.metrolinktrains.com

Passengers must purchase a ticket prior to boarding on the same day of departure. Be ready to display ticket when requested by the conductor. Tickets and ticket schedules can be obtained from the automated terminal at the Claremont Station located at 200 W. First St. Train schedules and information are also available from the Claremont Transit Store.

MetroRail

1.800.266.6883 www.mta.net

Red Line goes from Union Station west to Wilshire/Western Ave.

Blue Line is linked to the Red Line and continues south to the San Pedro Station.

Gold Line goes through Pasadena area to Sierra Madre Villa Station.

Green Line is linked to the Blue Line at Imperial/Wilmington and extends east to the 603 Freeway and west to Manhattan Beach. From the Aviation stop on the

Green Line, you can get a free shuttle to any airline at LAX.

Amtrak Trains

1.800.872.7245 www.amtrak.com

TAXIS

Yellow Cab Company

909.622.1313

The Yellow Cab Company has 24 hour service but allow 15-25 minutes for pick-up. Up to 4 passengers can ride for the price of one.

Dial – A – Ride

909.623.0183

This facility provides transportation to three main drop off points — Pomona Valley Hospital, Montclair Plaza and Montclair Transit Center and anywhere within the City of Claremont.

Please visit the City of Claremont website: www.ci.claremont.ca.us for further details on hours and fees.

Super Shuttle- Airport Shuttle Service

800.258.3826

From Claremont to LAX:

Shared ride Van Service: \$56 plus \$9 fuel surcharge

Exclusive Non-Stop Van service: \$121

ExecuCar Suv Service: \$133

From Claremont to Ontario Airport:

Shared ride Van Service: \$21 plus \$9 fuel surcharge

Exclusive Non-Stop Van service: \$71

ExecuCar Sedan Service: \$63

Reservations available on-line at <http://www.supershuttle.com/>

AIRPORTS

*Useful information can be found on both Ontario and Los Angeles International Airports at www.lawa.org. The Ontario International Airport is the closest major airport and is about 20 minutes from the Claremont colleges.

AUTOMOBILES

Automobiles are expensive to own and maintain, and the required insurance costs are high. If you decide to buy your own car, please read this section and take note of the driving and vehicle requirements you need to fulfill.

DRIVER'S LICENSE/VALID IDENTIFICATION CARD

The California driver license and the State ID card are considered the official documents for routine identification purposes in California.

If you are 18 years of age or older and applying for a driver license, follow the instructions below (information obtained from http://www.dmv.ca.gov/dl/dl_info.htm)

- Obtain and study a copy of the "California Driver Handbook" from the DMV. Become familiar with California traffic laws.
- Make an appointment with the DMV at <http://www.dmv.ca.gov/foa/welcome.do>
- Visit the DMV office and bring your valid I-20 and I-94 immigration documents.
- Complete application form DL 44 (Copies of form DL 44 will not be accepted).
- Give a thumb print
- Have your picture taken
- Provide your Social Security Number. It will be verified with the Social Security Administration while you are in the office (Please see pg. 23 of this handbook for information about social security numbers).
- Verify your birth date and legal presence (Valid foreign passport with a valid Record of Arrival/Departure (form I-94))
- Provide your true full name
- Pay the application fee
- Pass a vision exam
- Pass a traffic laws and sign written test. There are 36 questions on the test. A passing score is at least 31 correct answers. You have three chances to pass (for a sample test go to <http://www.dmv.ca.gov/pubs/interactive/tdrive/exam.htm>).
- You will then be issued a permit if you have never been licensed before. To take your driving test, you will need to:
 - ✓ Call or go online to set up a DMV appointment. (Driving tests are not given without an appointment. <http://www.dmv.ca.gov/foa/welcome.do>)
 - ✓ Provide proof of financial responsibility
- After you pass your driving test you will be issued an interim license valid for 60 days until you receive your new photo license in the mail.

Please note: According to the State of California Department of Motor Vehicles' Web site (<http://www.dmv.ca.gov/dl/dl.htm>), individuals who are legally present in the U.S., but ineligible for a Social Security Number (SSN) are exempt from the SSN requirements to obtain a driver's license. The Social Security Administration will not assign an SSN to individuals holding F or J non-immigrant status to comply with a state statute requiring an SSN for the issuance of a driver's license (<http://ssa-custhelp.ssa.gov>).

In lieu of a Social Security Number, students will provide proof of legal presence in the form of a valid foreign passport with a valid Record of Arrival/Departure (form I-94)

The nearest Department of Motor Vehicles (DMV) locations are:

Pomona DMV, 1600 S. Garey Ave., Pomona	1.800.777.0133
Rancho Cucamonga DMV, 8678 Archibald Ave., Rancho Cucamonga	1.800.777.0133

DRIVING SCHOOLS

If you think you need to take some lessons before applying for your driver's license, see www.dsac.com. You can also contact:

California Driving School
909.622.6557

Imperial Driving School
909.982.9485

***These driving schools can pick you up for the driving lessons. Rates may change at any time.**

AUTO INSURANCE

It is illegal to drive without liability insurance in the state of California. Unless you have had a license and have driven in the U.S. or Canada for 1 1/2 years, you will most likely have to purchase an assigned risk automobile insurance policy. If you do not have at least the minimum liability insurance, and you have an accident, you may lose your license for up to 4 years.

If you do have a three year driving record in the U.S. or Canada, you can obtain automobile insurance at better rates. You should also get a California driver's license before you purchase insurance because rates are higher if you do not have one.

You must always carry proof of insurance with you. According to California Law, you must report a car accident to the Department of Motor Vehicles right away. You should never drive a car that is not covered by insurance. If you are caught, you will be fined and can lose your license.

Your car, new or used, must be registered with the Department of Motor Vehicles and present with you at all times when driving your vehicle.

Some Insurance agencies that can help you obtain assigned risk automobile insurance include:

Henderson Insurance Services 2123 Third Street, La Verne	909.392.5535
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ESI 4766 Holt Blvd., Montclair	909.624.0033
Geneva Insurance Agency 12930 Central Avenue, Chino	909.590.2461
Jetton Insurance Agency 10288 Central Avenue, Montclair	909.624.5419/909.626.5312
John MacDonald – Jason Wolcott (Agents; can work with international licenses)	1.800.516.6960

If you do have a three year driving record in the U.S. or Canada, you can obtain automobile insurance at better rates. Some agencies which write U.S. policies are:

Allstate 1420 N. Claremont Blvd., Ste. 105B, Claremont	909.624.5014	www.allstate.com
State Farm 328 W. 2nd St., Claremont	909.626.4273	www.statefarm.com
AAA 1021 E. Foothill Blvd., Upland	909.981.2961	www.aaa-calif.com

You should also get a California driver's license before you purchase insurance because rates are 30% higher if you do not have one.

You must always carry proof of insurance with you. According to California Law, you must report a car accident to the Department of Motor Vehicles right away. You should never drive a car that is not covered by insurance. If you are caught, you will be fined \$2,000 and can lose your license.

DRINKING AND DRIVING

Drinking alcoholic beverages under age 21 is illegal, and driving after drinking at any age is unsafe. Driving with a blood alcohol concentration of .08% or greater is considered a felony and can result in heavy fines and/or imprisonment. For more information, see the California Driver Handbook.

WARNING: In the most serious cases, international students driving under the influence of alcohol and/or drugs can be deported from the U.S.

PARKING AND REGISTRATION

Student automobiles must be registered with the Campus Security Office, located at 251 E. 11th. Street; Ext. 18170 or 909.621.8170. There is no charge for graduate students.

CITY OF CLAREMONT REGULATIONS

Overnight parking on Claremont streets is **illegal** and will result in ticketing. Special permission for visitor cars can occasionally be obtained by calling the Claremont Police Station at 909.399.5415.

CAR RENTALS

You need an international or a US driving license in order to rent a car.

Enterprise Rent-a-Car

1568 Indian Hill blvd, Pomona, CA 91767
1.909.624.5444
www.enterprise.com

Avis

5080 E Montclair Plaza Ln, Montclair, CA 91763
1.909.624.7783
www.avis.com

Hertz Rent A Car

9197 Central Ave, Ste F, Montclair, CA 91763
1.909.482.1835
www.hertz.com

BICYCLES

Most places in Claremont can be reached by walking or riding a bicycle. If you wish to buy a used bicycle, check bulletin boards, newspapers, and other students who might be selling, or purchase a new bicycle from a local store.

BICYCLE LICENSING

The City of Claremont requires that all bicycles be licensed. Licenses may be purchased at Campus Safety, 150 E. 8th St. Take your serial number, bicycle and wheel size, and exact change. If you acquire a second hand bicycle you must apply for a transfer of license into your name within 10 days of taking possession.

SOME BICYCLE REGULATIONS

1. Cyclists should use bike lanes or ride close to the right hand curb except when passing, preparing for a left turn or when reasonably necessary to avoid unsafe conditions.
2. Both hands must be kept on handle bars.
3. Hand signals should be used to indicate turning or stopping.
4. Parking bicycles on sidewalks is prohibited.
5. Carrying an extra rider is prohibited.

BICYCLE SHOPS & REPAIR

Pomona and Pitzer Colleges run Green Bike Programs. The program runs a bike giveaway at the beginning of each semester that provides over 200 students with bikes for the entirety of the semester, free of charge (parts and service included). Visit their sites for more details.

Green Bike Shop
Walker Basement, pomonagreenbikeshop@gmail.com

Pomona College

Pitzer College
Basement, Holden Hall
(next to McConnell)

Contact person: Gus Porter
909.607.2591
http://www.pitzer.edu/student_life/gbp/

Coates Cyclery
760 E. Foothill Blvd.,
Pomona

<http://coatescyclery.com>
909.624.0612

MOTORCYCLES/SCOOTERS

A motorcycle is considered a vehicle and is subject to the same campus registration rules as an automobile, described above. See the California Driver's handbook for registration, licensing, and insurance regulations for motorcycles. Helmets are required by law.

HOUSING

OFF-CAMPUS

You can find off-campus housing listings at www.cuc.claremont.edu/realestate/HouseRef.htm. Expect to pay around \$500-650 per month for a room in a private home. Rent for apartments depend on size, furnishing and proximity to campus. You will be fortunate to find a two-bedroom apartment for about \$1,000 per month. Be sure to determine who is to pay utilities, if there is a cleaning deposit requirement, and the duration of your lease before signing a rental agreement. Please keep in mind after your first academic year at KGI you will be required to obtain a summer internship which may require you to move. Ask questions. You will be required to abide by any rules or regulations established by the landlord. Generally, you must give your landlord at least 30 days notice in writing before you move out. The state of California allows tenants certain rights when they are renting housing. The rights can be viewed at <http://www.caltenantlaw.com/>

Off-campus option

CGU graduate housing units are rented on a first come, first served basis at the time a unit becomes available. For more information about the new apartments and how to apply, please click on the website: <http://www.cuc.claremont.edu/realestate/HouseRef.htm>. If you are interested in the graduate student apartments, contact the Housing Office, 1229 N. Dartmouth Ave., Claremont. Office hours: M-F 8:30 AM. - 5:00 PM. Telephone: 909.607.2609; Fax: 909.621.8063. If you have arranged with the Housing Office to rent a specific unit, the security deposit must be sent as soon as possible to confirm the rental.

LOCATING HOUSING

Student Services can help you locate off-campus housing. Claremont Graduate University Office of Student Housing also carries a listing of housing units for rent. The local newspapers Claremont Courier <http://www.claremont-courier.com/> and Inland Valley Daily Bulletin www.dailybulletin.com are good sources of available rentals. Also check bulletin boards at I-Place, campus offices, the bookstore, and grocery stores.

LOCAL HOTELS

*Make sure you ask for discounted Claremont College rates at all local hotels. Rates vary depending on Availability and events taking place in the local area. Tax added to rate.

Doubletree Inn 555 W. Foothill Blvd., Claremont	909.626.2411	\$105 per night (Contact Janet Keene)
Claremont Lodge 736 S. Indian Hill Blvd, Claremont	909.626.5654	\$74.99 per night *ask for student rate
Best Western Mountain View Inn and Suites 1191 E Foothill Blvd., Upland	909.949.4800	\$89 - standard \$119 - suite
Howard Johnson Express Inn 721 S. Indian Hill Blvd, Claremont	909.626.2431	\$79 per night
Hilton - Ontario Airport 700 N. Haven Ave, Ontario	909.980.0400	\$99 per night
Best Western Plus - Ontario Airport 209 N Vineyard Ave, Ontario	909.937.6800	
Sheraton Suites Fairplex 601 W. McKinley Ave, Pomona	909.622.2220	From \$99 per night
Sheraton Ontario Hotel 429 North Vineyard Avenue, Ontario	1.800.325.3535	From \$121 per night
Claremont West Suites 475 Foothill Blvd., Pomona	909.626.0211	\$61 per night
Extended Stay America 601 W. Bonita Avenue, San Dimas	909.394.1022	From \$89 per night

DINING

Graduate students may take their meals at any of the Claremont Colleges dining halls. "Claremont Cash" service may be purchased at Campus Dining Service, Steele Hall, 11th & Dartmouth, Ext. 72323, The Coop store on Pomona campus or at the Emmett Student Center/The Hub Store, CMC campus, Ext. 78107. In order to purchase the service, you have to bring your student ID card. The purchased amount will be put on your student account. It is recommended you purchase this service, since there are discounts for "Claremont Cash" members for each meal. If you do not have Claremont Cash, you can pay cash at the door for individual meals.

UTILITIES

If you are renting an apartment, you usually have to call to turn on the gas and electricity before you move in. It may take from a few days to a week, so call EARLY!

Electricity	Southern California Edison	1.800.655.4555
Gas	The Gas Company	1.800.427.2200
Water	Southern California Water	909.626.1601
Trash/Sewer	City of Claremont	909.624.5566

TELEPHONE SERVICE

LOCAL / NATIONAL CALLING PLAN

OFF-CAMPUS

You can establish your local telephone service by calling Verizon.

Verizon Telephone Company	1.800.483.4000	www.verizon.com (select Residential: Local Phone Service: Verizon Packages)
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With Social Security Number

If you have a social security number you can use that along with your complete and correct home address (where you want the phone service). You may review the local calling plans available in your area and also discuss your options (student lifeline service, call-waiting, call-forwarding, voicemail, etc.) with the customer service representative when you call the toll-free number.

No Social Security Number

If you do not have a social security number at that time, mention that you would like to use other forms of identification. The customer service representative will then ask for an identification number (passport will do) and will tell you to wait for 24 hours before faxing a photocopy of the identification you used (e.g. passport) with your home address, your new telephone number and signature on it. Fax the piece of paper to 309.829.5524. After faxing the piece of paper, call the customer verification line at 1.800.263.8167 to get your verification number. If you prefer, you may take the necessary documents to the Verizon Phone Mart at the Montclair Plaza and receive your verification number there.

LONG DISTANCE / INTERNATIONAL CALLING PLANS

Long distance charges are separate and the following are the major telephone companies that provide this type of service:

AT&T	1.800.222.0300	www.att.com
MCI	1.800.950.5555	www.mci.com
Verizon	1.800.483.3737	www.verizon.com
Sprint	1.800.877.4646	www.sprint.com

Each company offers different rates and may offer a package of rates for international calls. You can compare long distance rates at <http://longdist.net>. Before calling these companies, visit their websites to review the different options available. Also check out special international calling plans, if available.

*When rates are quoted for "off-peak" hours this refers to calls made during the evening typically between 5 PM to 7 AM and anytime on the weekends. If you choose an "off-peak" package, calls made during weekday, daytime hours will be much more expensive.

PRE-PAID PHONE CARDS

You can save money by using a phone card for your long distance calls. A phone card allows you to make long distance and international calls by first dialing a toll free number (e.g. 1.800.555.5555) or a local access number followed, by the PIN number on your card, and then the number you are trying to reach.

Pre-paid cards can be bought from AT&T, Verizon, Sprint, and many other smaller companies who specialize in providing service to persons with specific calling needs. There are many small companies that specialize in providing very low rates to specific countries or regions. Companies that offer these cards also advertise on the internet where you can search for "long distance phone service providers" to compare the rates and features offered by each company.

For your convenience, I-Place has pre-paid international calling cards. Just drop by the office to check the rates to your country and to purchase one. They are available in \$5.00 increments.

CELLPHONE / WIRELESS SERVICE

There are several companies that offer cell phone services to students. For new students who do not have a social security number and credit history, you may opt for the prepaid service that these companies offer. They will not need to check your credit history if you purchase a prepaid service.

Contact information for prepaid plans, local and national calling plans:

KIC Prepaid	1.877.235.0877	
Sprint		www.sprintpcs.com
PCS Service Plans	1.888.253.1315	
PCS Prepaid Service	1.877.284.6042	
Tracfone Prepaid Wireless	1.800.867.7183	www.tracfone.com
T-Mobile	1.800.937.8997	www.t-mobile.com
Easy Speak Prepaid	1.877.778.2106	
Verizon Wireless	1.800.922.0204	www22.verizon.com
Prepay Plans		www.verizonwireless.com
Verizon Plus Store, 5484 Moreno St., Montclair		

CABLE & INTERNET SERVICE PROVIDERS

The following companies offer dial-up and DSL services:

NetZero	1.800.586.6889	www.netzero.net
Time Warner Cable and Internet	1.888.892.2253	http://www.timewarnercable.com/SoCal/
Verizon DSL or Dial-up	1.800.567.6789	www.verizon.com
DirecTV	1.888.777.2454	www.directv.com

FURNISHING AND SHOPPING

USED FURNISHING / FURNITURE

Local garage sales are a good source of used furnishing. Check the newspapers for listings. Call I-Place if you need transportation. If you, like so many students, are on a limited budget, you may enjoy exploring various second-hand stores in the area. A few of these are:

Assistance League Basket 655 N. Palomares Pomona	909.626.7007	10 AM – 3 PM Open Tues, Wed and Thurs
California Hotels Used Hotel Furniture, 5436 Arrow Highway Montclair (Between Central and Benson)	909.949.7637	
Goodwill Industries 210 E. Foothill Blvd, Pomona	909.596.3700	
1240 W. 7th Street, Upland	909.982.9017	
The Economy Shop 325 First Street, Claremont (between Indian Hill and Yale)	909.626.7334	
Pilgrim Place (6 th and Berkeley in Claremont)	354-1302	Sales on the first Thursday of each month 8 AM – 11 AM
Quality Thrift 4433 Holt, Montclair	909.621.1102	9 AM – 8:45 PM Open Monday – Saturday 10 AM – 6 PM Sundays
Salvation Army Stores 454 East Holt, Pomona	909.620.5258	9 AM – 5 PM Monday – Saturday
Veterans' Thrift Store 1190 S. Garey, Pomona	909.622.8387	9 AM – 7 PM Monday – Saturday

All of the above are non-profit social service institutions and are reliable. If you have specific items in mind, it would be better to call before you make a trip to the store. Also, be prepared to make your own transportation arrangements if you intend to purchase bulky items, as most of these places will not deliver.

The Yellow Pages section of the Telephone Book also lists "Furniture Dealers-Used" which may have items well below the cost of new furniture. In addition to these stores, look for lists of items for sale that are posted by students on campus boards, International Place posting board, and local newspaper ads.

FURNITURE RENTAL

It is possible to rent furniture for a whole apartment, or just specific pieces, for a monthly charge, but this option may be more expensive. You can visit a showroom to pick out what you want before it is delivered.

Rent – A – Center 600 Indian Hill, Pomona	909.624.0099
Rent – A – Center 4477 Holt Blvd, Montclair	909.621.5799

***Check the Yellow Pages for more listings and information.**

USED APPLIANCES AND APPLIANCE RENTAL

Pomona Refrigeration (Used Refrigerators)	909.622.9997
American Appliance Rentals (http://rentafridge.com/)	800.414.1776
WebRents (www.azuma.com)	714-639-3128/ 800-645-2023

DISCOUNT STORES

Discount Stores sell a wide variety of household goods ranging from clothes, shoes and personal care products, to electronic items and furniture. Commonly favored stores are:

Big Lots 12550 Central Ave., Chino	909.591.8026	9 AM – 9 PM
1284 W. Foothill Blvd., Upland	909.949.1321	9 AM – 9 PM
12322 E. 4th Street, Rancho Cucamonga	909.980.1552	9 AM – 9 PM
1955 Foothill Blvd., La Verne	909.596.5765	9 AM – 9 PM
Marshalls 2333 Foothill Blvd., La Verne	909.392.4439	
Ross Clothing Store Foothill Blvd, La Verne		
IKEA 848 South Barranca Ave., Covina	626.732.4532	
Ross Dress for Less 5459 Moreno Street., Montclair	909.931.7377	
Tuesday Morning 5404 Moreno Street, #G, Montclair	909.946.2040	
2139 Foothill Blvd., La Verne	909.596.7744	
K-Mart 1670 E. 4th Street, Ontario	909.984.6119	8 AM – 10 PM
2530 S. Euclid Ave., Ontario	909.983.2291	Open everyday 8 AM – 10 PM Open everyday
Rite Aid Drug Store 12059 Central Ave., Chino	909.627.4012	Open 24 hours
1480 Foothill Blvd., La Verne	909.593.2619	8 AM – 10 PM
1050 N. Mountain Ave., Ontario	909.986.1509	Open 24 hours
611 E. Holt Ave., Pomona	909.469.0083	8 AM – 10 PM
SavOn Drugstore 436 Auto Center Drive, Claremont	909.447.6785	9 AM – 9 PM Weekdays 9 AM – 6 PM Weekends
CVS/Pharmacy 342 S. Indian Hill Blvd, Claremont	909.621.2571	7 AM – 10 PM
775 E. Foothill Blvd, Pomona	909.621.4852	7 AM – 10 PM
100 W. Foothill Blvd, Upland	909.982.8908	Open 24 hours

Target 950 Central Avenue, Montclair	909.624.5717	8 AM – 10 PM 8 AM - 9 PM Sundays
2462 Foothill Blvd, La Verne	909.593.2421	8 AM – 10 PM 8 AM - 9 PM Sundays
1333 N. Mountain Avenue, Ontario	909.983.0919	8 AM – 10 PM 8 AM - 9 PM Sundays
Wal-Mart 1540 W. Foothill Blvd., Upland	909.592.4866	

SHOPPING MALLS

Shopping centers and malls in the United States can be an amazing experience.

Montclair Plaza (Between Central Ave and Monte Vista Ave.)	909.626.2441	10 AM - 9 PM Sunday 7 PM
Ontario Mills (I-10 East)	909.484.8300	10 AM – 9:30 PM 10 AM - 8 PM Sundays
The Plaza at West Covina (I-10 West at Vincent Ave. Exit)	626.960.1881	10AM- 9 PM Weekdays
Brea Mall Imperial Hwy Exit, off the South 57 Freeway	714.990.2732	
Victoria Gardens (210 W at Day Creek Blvd. Exit)		10 AM – 9 PM Mon – Thu 10 AM – 10m PM Fri – Sat 11 AM – 8 PM Sundays

ETHNIC FOOD MARKETS

99 Ranch Market (Asian) 1015 S. Nogales St., Rowland Heights	626.964.5888	Hankook Market (Korean) 18317 E. Colima, Rowland Heights	626.913.7796
Akka Caribbean Market 1061 E. Holt, Pomona	909.629.6407 10-8 PM (Closed Sun) 909.946.2689	Hong Kong Supermarket (Chinese) 18414 Colima Rd., Rowland Heights	626.964.1688
Food Bargains (Arabic Market) 3135 N. Garey Ave., Pomona	909.392.0899 7:30AM - 8 PM 9AM - 8M Sundays	Hoa Binh Asian Supermarket 1093 E. Holt Ave., Pomona	909.629.5080 9AM-9PM 9PM-8PM Sundays
Claro's Italian Market 1655 N. Mountain Ave., Upland	909.946.2689	Marukai Market (Japanese) 1420 South Azusa Ave., West Covina	626.430.0900

FARMERS MARKETS (a great source for fresh fruits and vegetables)

Saturday Morning - Garey and Holt in Pomona

Sunday Morning - Second and Yale in Claremont

Thursday Evening - E 9th St at N 2nd Ave, Upland

BANKING SERVICES

TYPES OF ACCOUNTS

Three types of bank accounts have been found useful by students:

Checking Account	For the payment of bills and monthly expenses. This allows you to write checks.
Savings Account	Earn interest on cash which is not needed immediately.
Daily Interest Checking	Offered by Savings and Loan Companies, which draws interest and serves as a checking account.

*Both banks and savings institutions offer various free services, such ATMs (Automatic Teller Machines). You may want to check on these before establishing your account.

OPENING AN ACCOUNT

There are a variety of checking plans at various costs per check, depending on the size of your account and the number of checks you expect to write each month. Discuss your needs and expectations frankly with the New Accounts Representative of the bank or savings association.

To open an account, you will fill out papers and a signature card and make an initial deposit. It is advisable to order checks with your name and address and account number, as these are easier to cash in shops and markets. Bring identification (passport or visa and I-20 identifying you as a student or student ID card). You will be given temporary checks until your personalized ones can be printed.

KEEPING RECORDS

Keep an accurate record of all deposits made, checks written, fees charged, and your balance. Every month the bank issues a "statement" showing all transactions, charges, beginning and ending balances. Compare your own records to the bank statement. Any differences should be resolved with the bank. The accuracy of your balance is extremely important, since any checks written for more funds than the bank has credited to you will be returned unpaid, and your account will be charged for Non-Sufficient Funds.

CLAREMONT BANKING FACILITIES

Claremont Village

1 st City Savings Credit Union, 250 W. First Street, Ste. 158	1.800.944.2200	http://www.firstcitycu.org/home/about
Bank of America, 339 Yale Ave.	909.865.2424	www.bankofamerica.com
California Bank and Trust, 102 N. Yale Ave.	909.624.9091	http://www.calbanktrust.com/

Chase, 400 N. Indian Hill Blvd.	909.624.9001	https://www.chase.com/
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On Foothill Blvd

Citibank, 405 W. Foothill Blvd.	1.800.627.3999	www.citibank.com
Community Commerce Bank 390 W. Foothill Blvd.	909.625.7891	http://ccombank.com/
Pacific Western Bank 223 W. Foothill Blvd.	909.621.0519	http://www.pacificwesternbank.com/

On Campus

ATM machines are located at Huntley Bookstore and Honnold Library.

POSTAGE AND MAILING

Mail within the United States starts at \$0.42 depending on shape and size.

Go to www.usps.com and click on postage rates and fees to calculate the cost of sending packages, or visit a local postal office.

Claremont Post Office, 140 Harvard Ave. (Claremont Village)	909.625.7161
Claremont Heights Postal Center, 2058 N. Mills. UPS, FedEx, DHL, and USPS services (Mills and Baseline, Vons shopping center)	909.626.7624
Postal Station in Stremmels Hallmark Store, 849 W Foothill Blvd. (Near Sprouts, intersection of Mountain and Foothill)	909.621.1816
Village Postmark, 112 Harvard Ave. UPS, FedEx, DHL, and USPS services (South of Bonita, North of 2 nd)	909.626.1999

MEDICAL AND HEALTH SERVICES

KGI Health Insurance Requirement 2015-2016

For serious illnesses or injuries, it is essential that students have medical insurance to cover the cost of hospital and surgical care since these can be very expensive and are not available at the colleges.

As of Fall 2013, all KGI students (international and domestic) are required to have health insurance coverage. Because of this, students will automatically be enrolled in the Student Health Insurance Plan (SHIP). Primary care is provided through Student Health Services (SHS) and is the start of your health care plan absent of a medical emergency. This plan also provides annual coverage including summer and holiday breaks.

Students will be billed for SHIP via their tuition bill. The 2015-2016 annual premiums are \$2,976.

The annual policy effective dates are August 1, 2015 to July 30, 2016.** More information concerning this plan can be found at www.renstudent.edu/claremont. This site also provides information to a supplemental dental benefit and vision plan as well as a separate insurance for dependents of KGI students.

WAIVING SHIP

If a student can provide documentation of their enrollment in an alternative and comparable health insurance plan with equivalent or greater coverage than SHIP, that student may waive out of the health insurance plan.

In order to qualify for a waiver, students must have other insurance coverage that meets the waiver criteria, and coverage must be active prior to August 24, 2015. The deadline to waive the SHIP plan is September 4, 2015. **Please note: Your coverage will be verified.**

In order to waive coverage, your plan must meet the following criteria:

- Coverage must be continuous (no break or termination) for the entire academic year;
- Deductible of \$1000 individual (\$2000 family) or less per policy year;
- Maximum lifetime benefit must be unlimited; and
- Claims must be paid by an underwriting company that must be owned, operated, and headquartered in the United States and must be in full compliance with applicable federal laws.

To waive out of SHIP visit:

<http://www.renstudent.com/Students/SchoolDetail.aspx?SchoolGroupID=488>

Please review your coverage thoroughly to ensure comparable coverage prior to completing the waiver form. You are responsible for all medical expenses resulting from services that are not covered by your health insurance.

STUDENT HEALTH SERVICES (FOR STUDENTS ONLY)

Student Health Services is the first point of medical contact while enrolled in the CUC Insurance plan. The Student Health Service is staffed by three doctors and several nurses. They offer consultation, birth control services, examination and treatment, emergency care, laboratory tests, x-rays, immunizations, allergy de-sensitization, injections, and referral to specialists for consultation as needed. The only charges at Student Health Service are for prescriptions, x-rays and some special work.

Student Health Services 757 College Way, Claremont (corner of 8 th & Dartmouth)	909.621.8222 Ext. 18222	8:00 AM - 5 PM-Monday, Tue, Thurs, Friday 8:00 AM - 7 PM-Wednesday 9 AM - 12 Noon
Medical Staff On-Call through Campus Safety	Ext. 72000	Saturday (Nurse on duty)

Student Health Service is open only during the school year. If medical care is needed during summer and other school breaks you may call for an appointment at:

Pomona Valley Hospital Family Medicine Program 1770 N. Orange Grove, Pomona	909.469.9494	8:30 AM - 5 PM Monday to Friday 9 AM - 2 PM Saturday
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*Students will need to bring their student ID from The Claremont Colleges to be accepted as new patients. This service is NOT an extension of The Claremont Colleges Student Health Service. There may be a charge for services depending on your medical insurance plan.

EMERGENCY CARE

In cases of serious illness or injuries that need immediate attention:

Pomona Valley Hospital Medical Center 1798 N. Garey Ave., Pomona (Use when Student Health Service is closed)	909.865.9500	Emergency Room is open 24 hours
San Antonio Community Hospital 999 San Bernardino Rd., Upland	909.920.4747	Emergency Room is open 24 hours
Urgent Care Center 8891 Central Ave., Montclair (Use when Student Health Service is closed)	909.865.9977/ 909.625.4848	8 AM – 8 PM Monday to Friday 9 AM – 5 PM Saturday, Sunday, Holidays

AMBULANCE SERVICE

ON-CAMPUS

If the emergency is life threatening, call Campus Security (Ext. 72000). They will contact the paramedics and ambulance service for you. Give your name, telephone number, the nature of the emergency, and your exact location.

OFF-CAMPUS

If the emergency is life threatening, call 911 for paramedics and ambulance service. Give your name, telephone number, the nature of the emergency, and your exact location.

HEALTH EDUCATION OUTREACH

757 College Way, Claremont	909.607-3602 Ext. 73602
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Health Education Outreach (HEO) is dedicated to helping you find the most appropriate health and wellness information and support available. We provide educational workshops, services, and resources that enable you to play an active role in achieving, protecting and sustaining health and wellness, including the following: nutrition information and diet analysis, body

composition measurement, sexual health information, free and anonymous HIV testing on campus, wellness counseling, and referrals to local and national information and help lines.

COUNSELING

MONSOUR COUNSELING CENTER

757 College Way, Claremont 909.621.8202
Ext. 18202

The services of the center are available to all graduate students free of charge. You can make an appointment or drop in, there may be a wait. One-to-one counseling is offered as well as a variety of group workshops on such issues as: learning study skills and working in small groups; stress management; eating disorders; depression and loneliness.

The members of the counseling staff are professionals. All inquiries and discussions are completely confidential. The counselors and psychologists are bound by law to keep all records, files, and the conversations with the client confidential unless the client threatens to hurt another person or threatens to commit suicide. Nothing leaves the office, not even to parents or the administrators of the client's school or work.

CAMPUS SECURITY AND GENERAL SAFETY

CAMPUS SECURITY

150 East Eighth Str.,
Claremont
909.621.8170 / Ext. 72000

Security personnel are on duty 24 hours a day year round. They provide a full range of public safety services including escort services, apprehension and arrest of suspects, enforcement of all federal, state and local laws as well as college policies and regulations, parking and traffic enforcement, response to medical emergencies, and traffic accidents. Please remember these services are for traveling from campus to campus only.

GENERAL SAFETY

- Do not walk alone at night.
- Stay in well-lit areas and walk mid-point between curbs and buildings and away from alleys and bushes when possible.
- Be aware of your surroundings and any signs that something appears to be wrong or out of place.
- Work or study only in occupied buildings at night. Call Campus Security or escort services on your campus for an escort when you leave. This service is free of charge.
- Do not carry extra credit cards or large sums of money.
- Lock your valuables securely, even in your room.
- Do not risk personal injury if someone attempts to take your wallet, purse or property.

- Do carry a whistle or personal alarm and use it when you feel threatened. Whistles can be purchased at the bookstore.
- Keep an inventory of personal property and mark items with your driver's license number and the state. (Borrow an engraver from Campus Security or through your R.A.).
- Acquaintance or date rape has happened here. Learn the danger signs.
- Do not attach your ID to your key chain or mark your keys with your name and address.

LEGAL INFORMATION

IMMIGRATION REQUIREMENTS AND RESPONSIBILITIES

Please subscribe to the I-Place e-mail list and check the “**Visa and Other Legal Information**” section of their website in order to learn about any recent changes in immigration laws and procedures.

The following summarizes some of the documents and complex and fast-changing regulations which relate to your maintaining legal student status in the United States. Keep in consultation with the International student counselor at KGI (Gladys Calderon). She will know (or be able to find out) the regulations pertaining to your situation.

International Place works with Gladys and also has resource materials on immigration regulations and a list of immigration lawyers that may be helpful with certain issues.

SEVIS (Student and Exchange Visitor Information System)

In December 2002, the regulations affecting F-1 and J-1 students and their dependents were substantially revised to provide the regulatory framework to implement the Student and Exchange Visitor Information System (SEVIS). In addition to SEVIS rule changes, a number of provisions underlying eligibility for important F-1/J-1 and F-2/J-2 benefits were also modified. These changes became effective January 1, 2003.

REQUIRED DOCUMENTS

- **Passport:** Your passport must be kept valid for a "minimum of six months from the expiration date of the contemplated period of stay." Exceptions are people from countries who have passport validity agreements with the United States. Some countries allow you to renew your passport by sending it to your home country's Embassy or Consulate here in the U.S. Contact the embassy first by telephone to request the necessary information for your passport renewal. International Place has a list of embassies and consulates.
- **I-94 (Arrival/Departure Record):** The admitting immigration official records your arrival electronically. Once you've entered, you can retrieve your I94 online. Your I94 shows the date and place of entry, your status and a unique 11-digit admission number. A new I94 will be issued upon return each time you travel outside of the US.

F-1 VISA

- SEVIS I-20: This form was issued by KGI which you signed and submitted to the U.S. consulate when applying for your visa. You also presented your I-20, your passport, and your evidence of financial support to the immigration official at the port of entry to the US. The Immigration official stamped the date and place of admission and the admission number on the first page.

J-1 VISA

*Exchange Visitor program functions within the Department of State www.travel.state.gov

- SEVIS DS-2019: This form was issued by KGI (your sponsor) which identifies the participant and the sponsor, specifies the nature of the program for which the exchange visitor is coming to the United States, states the inclusive dates of the program sponsorship up to the maximum limitation of stay, and indicates the source and amount of financing for the exchange visitor's stay in the United States. Upon arrival at the U.S. port of entry, you presented the passport, visa, and Form DS-2019 to an immigration officer, who stamped the date and place of the admission and the admission number on the Form DS-2019. The immigration officer also issued to you Form I-94 (the Arrival/Departure Record) which indicates the date and place of your admission to the U.S., the immigration classification, and the date to which your stay is authorized.

ENTERING THE U.S.

As of January 1, 2003, F-1 students may be admitted to the United States no more than 30 Days before the "report date or program start date" indicated in SEVIS and on the SEVIS I-20.

MAINTAINING YOUR LEGAL STATUS

The U.S. Department of Homeland Security (DHS) is charged with monitoring the immigration status of visitors to the U.S. It is divided into two agencies:

- Citizenship and Immigration Services (CIS) <http://www.uscis.gov/portal/site/uscis>
- Immigration and Customs Enforcement (ICE)
<http://www.ice.gov/index.htm>

VISA

Throughout your stay in the U.S. as a student on the F-1 Visa, it is your responsibility to maintain valid student status by complying with the following regulations: 1) You must have a valid passport and a SEVIS I-20 that is valid for the school you were authorized to attend KGI. 2) Continue to carry a full course of study. 3) Limit on-campus employment to 20 hours per week during school. 4) Follow certain procedures to transfer to a school other than the one originally authorized. 5) Have your I-20 signed by your international student advisor every time you leave the United States.

J-1 VISA

As an exchange-visitor student on the J-1 Visa, you must engage in a full-time program of course work or any combination of courses, research, or teaching leading to a degree, certificate, or other educational objective. Your program sponsor has the authority to authorize employment within the limits defined by the regulations.

COMPLIANCE WITH ADDRESS REPORTING REQUIREMENT THROUGH SEVIS

Students and exchange visitors in F, M, or J status must report any change in their U.S. address to the International student counselor of his or her school within 10 days of the change.

GRACE PERIOD

When you have completed your full course of study and 12 months of Optional Practical Training, you have a 60 day grace period before you must leave the U.S. If, however, you do not complete your studies in a timely manner, or if you have not complied with the regulations in the above paragraph, you may be out of valid student status. You then would need to request reinstatement from Bureau of Citizenship and Immigration Service. Reinstatement may or may not be granted.

Caution! Prior to January 1, 2003, a student could use his or her grace period to apply for Optional Practical Training (OPT). On January 1, 2003, the regulations changed, and now a recommendation for OPT must be put into SEVIS prior to the student's program completion date.

EMPLOYMENT

You must not work off-campus unless you have proper authorization. On-campus employment is limited to 20 hours per week while school is in session and 40 hours during the summer or school breaks.

TRANSFER

You may pursue a succession of academic programs (for example, from Bachelor's to Master's to Ph.D.) at the same school or in different schools. In SEVIS, the transfer is processed through updates to the student's SEVIS record performed by international student advisors of both, the transfer-out school (your current school) and/or employment and the transfer-in school (KGI). It is very important to notify your international student counselor of your current school and/or employment since they are who starts your SEVIS transfer procedures. An international student counselor of your transfer-in school cannot do the procedures.

EMPLOYMENT FOR INTERNATIONAL STUDENTS

As an international student your employment opportunities are limited by your visa status. A summary of the types of employment that are legally allowed for most international students are:

ON-CAMPUS EMPLOYMENT

Students may engage in some types of on-campus and work/study employment and may do so without additional authorization from CIS (Citizenship and Immigration Services.) Likewise, on-campus employment that is a part of a fellowship, scholarship, or assistantship grant or post-3authorization.

The student may work no more than 20 hours per week during the fall and spring semesters, must be pursuing a full-course of study, and be a student in good standing. He/she can work full-time during vacation periods or during recess as long as the student is registered for the next school term.

USCIS recently expanded the definition of on-campus employment to include off-campus locations that are educationally affiliated with the established curriculum and contract-based educational affiliations (more relevant to graduate students).

Many international students have been able to secure employment on campus. Openings may be found in the Advancement, Admissions and Academic Affairs offices. Positions requiring specific skills are described in the official weekly employment bulletins of each college -- posted at I-Place and career centers. Some academic departments and research centers have positions which are not advertised widely -- so look for notices at the I-Place and Career Centers and inquire at departments.

CPT VS. OPT

Curricular Practical Training (CPT) will be granted for students currently working on their degree program. CPT is required for off-campus employment and may not exceed 20 hours while school is in session. Optional Practical Training (OPT) is granted for employment in post completion, after the degree program has been completed.

CURRICULAR PRACTICAL TRAINING

A student may, under certain circumstances, engage in off-campus employment that is required by a work/study or cooperative education program in which the student is enrolled. Curricular Practical Training includes the following situations:

- The student is required to take an academic course with concurrent work/experience or work which follows the course.
- The student is given course credit for the employment--even when the course is an elective in the students' program.
- The student is not given credit for the employment but the internship or practicum is a mandatory requirement for graduation.

WARNING: *Students who receive one year or more of full-time curricular practical training are ineligible for optional practical training.* Students must have been in full-time student status for 9 months prior to engaging in curricular practical training. Not all students will be eligible for CPT; students should see their International Student Counselor for more information.

OPTIONAL PRACTICAL TRAINING

International students on the F-1 visa are eligible to undertake work for a total of 12 months. This is referred to as "optional practical training," and serves the purpose of enriching the student's educational program. The work must be related to the student's major field of study and commensurate with his or her level of education.

Pre-graduation practical training is permissible during the student's annual vacation or at other times when school is not in session or during the school year, provided the employment does not exceed twenty hours per week while school is in session.

Post-completion practical training is permissible when the student is in a bachelors, masters, or doctoral program, and has completed all course requirements for the degree.

*The student must have an Employment Authorization Document from the U.S. Citizenship and Immigration Services before beginning employment.

This process begins with the student requesting that the international student advisor at his or her college certify that training is appropriate for the student and applying for the employment authorization with a combination of required forms and fee. Forms and information are available from each school's International Student Counselor.

The process must begin in a timely manner in order to be successful as the Employment Authorization Document (EAD) takes at least 90 days to be processed by CIS and the student

cannot begin work without one. For post-graduation work, the expiration date will be no later than 14 months after the completion of studies regardless of when the employment begins.

AUTHORIZATION TO WORK BECAUSE OF UNFORESEEN ECONOMIC NECESSITY

There is a CIS procedure for students to obtain permission to work off-campus if they meet some eligibility requirements (these are, generally, difficult to meet). They must show “severe economic hardship caused by unforeseen circumstances beyond the student’s control”. The student must have completed one full academic year and be in good academic standing, obtain a recommendation from the designated school official in favor of work authorization, and prepare an elaborate application form and documentation to support the claim. This kind of work authorization is very difficult to obtain from CIS because in order to obtain the original visa, the student had to prove that he/she had the financial resources to accomplish the purpose of the visa.

J-1 VISA

Some students and scholars on this visa may be eligible for up to 18 months of “Academic Training.” However, the regulations concerning work are more variable. The student should consult with the international student advisor at his/her college and with the J-1 Responsible Officer of the sponsoring organization.

LEGAL ASSISTANCE

United States and California laws and statutes are, of course, too numerous and complex to attempt to summarize them in this booklet. It may be helpful for you to realize that the United States Constitution guarantees due process of law to all persons in this country, including citizens of other countries. This requires that specified orderly procedures be followed in the enactment, administration, and enforcement of the laws. This concept means that the law applies to all equally, regardless of status, wealth, or position and that the state may not discriminate between persons for arbitrary reasons.

The international student who finds himself/herself in legal difficulties needs advice and assistance to be certain that his or her rights are protected. Contact your Dean of Students, your International Student Counselor. All have had experience in assisting students in these situations and can help you locate expert legal help if needed.

SOCIAL SECURITY NUMBER

A Social Security number is required to file income tax returns. You have to be physically in the U.S. more than two weeks and must have a proof of employment to apply for a [Social Security](#) card. A Social Security number may be obtained at the Social Security Office at 960 W. Mission Blvd., Pomona. You must bring your passport, I-94, SEVIS I-20 or DS-2019, a letter of identification from your International Student Counselor, and a letter from your employer.

You should receive your card in the mail in approximately 2 weeks. Social Security cards for international students may be stamped “Legal alien allowed to work.” This notation means that you are only allowed to work on campus. To work off-campus, you must obtain official permission from CIS.

NOTE: On September 1, 2002, the Social Security Administration (SSA) implemented two significant changes in the processing of applications for Social Security Numbers (SSN) submitted by alien applicants.

- A pre-processing immigration document/status verification check with CIS is applicable to all aliens.

- An additional verification check with schools to determine full-time school attendance and eligibility for on campus work authorization is applicable only to F-1 students.

To be eligible for an SSN, an F-1 post secondary student must now provide:

Evidence of age and identity, a SEVIS I-20, and a current I-94.

As evidence of authorization to work and full-time attendance, one of the following documents or combination of documents must be presented:

- An *ORIGINAL* letter from the designated school official which specifies that the named student is authorized to work on campus, and is currently enrolled in a full course of study. Letters that do not have an original signature or that list more than one student will not be accepted.
- An *ORIGINAL* letter from the on-campus employer, or an *ORIGINAL* letter from the school to the student stating he/she will receive a scholarship in exchange for teaching services; and a certified transcript that shows the F-1 student is currently enrolled in a full course of study (that includes at least 12 semester if an undergraduate).

The letter of identification must come from your college's International Student Counselor.

TRAVEL: PLAN AHEAD

Before leaving the United States, see your International Student Counselor. It is imperative that your documents be in order so that you can re-enter the United States. If you are traveling to a country other than your own, find out if you need an entry visa. Regulations for people holding different passports vary greatly, even for travel to Mexico or Canada.

TAX INFORMATION

All students and scholars on visas who are studying, teaching, or engaged in research activity in the United States must file paperwork with the Internal Revenue Service. Everyone who has earned an income through scholarships, grants, U.S. teaching and research assistantships and interest earned on checking or savings accounts is subject to federal and state income taxation and must file a Form 1040NR or 1040 as well as a form 8843 each year by April 15. Those with no income from a U.S. source must file Form 8843 with a due date of June 15 to document their status as a nonresident alien. [Internal Revenue Service](#) (IRS) Publications are available for more information.

- Form 1040NR - U.S. Nonresident Alien Income Tax Return
- Form 1040NR – Instructions
- Form 1040NR-EZ-U.S. Nonresident Alien without Dependents Income Tax Return
- Form 8843 - Statement for Exempt Individuals
- Publication 519 - U.S. Tax Guide for Aliens
- Publication 520 – Scholarships and Fellowships
- Publication 901 - U.S. Tax Treaties

The filing of tax forms is each individual's responsibility.

SOCIAL SECURITY TAX

F-1 and J-1 visa holders are exempt from having social security tax withheld from their paychecks when working legally up to the first five years of stay in the United States. Show your I-20 ID card and passport to the payroll office at your place of employment.

WITHHOLDING TAXES FROM YOUR PAYCHECK

The W-4 and Form 8233 is filled out at the time you are hired. The personnel or payroll officer will help you decide whether or not you are exempt from withholding taxes - depending on tax treaty arrangements with your country.

FINANCIAL AID

FINANCIAL AID

Keck Graduate Institute of Applied Life Sciences offers both fellowships and student loans to assist international students in meeting the cost of attendance. Contact Stefanie Thomason, Financial Aid Specialist, for financial information at Stefanie_Thomason@kgi.edu or (909) 607-8208.

FELLOWSHIPS

Fellowships are currently only available for students that are enrolling in the Master of Bioscience (MBS) program and are available on the basis of academic merit and work experience. Named fellowships are also available and are awarded on a first come first serve basis based on individual qualifications.

SCHOLARSHIP MATCHING

KGI has begun a scholarship matching program that will match any outside scholarship that a student receives towards their tuition and fees. The Financial Aid Office must receive official notification from the organization and will match the scholarship upon arrival of the scholarship. To assist in your scholarship search the Financial Aid Office has launched a Financial Aid Twitter Account @KGIFinancialAid where scholarship opportunities are posted as they are received.

STUDENT LOANS

Each international MBS student at KGI is eligible to apply for a maximum of \$20,500.00 per academic year from the KGI International Student Loan Fund. International PPM students are eligible to borrow \$25,200 from the KGI International Loan Fund. The master promissory note can be attained contacting the KGI Financial Aid Specialist, Stefanie Thomason. Please submit a signed and completed master promissory note to Stefanie Thomason. A separate note is required for each academic year. Terms and conditions for the student loan program are included in the master promissory note. International students may apply for private Sallie Mae Signature Student Loans using the link provided on the KGI Financial Aid website. Students need either sufficient credit history in the U.S. in their own name or a cosigner for their loan application with sufficient credit history who is a U.S. citizen or permanent resident alien. Sallie

Mae determines the maximum loan available based on the results of the credit review. An approved Sallie Mae loan can also serve as a part of the financial guarantee for issuing a U.S. immigration form I-20.

For more information on Financial Aid, please contact Stefanie Thomason, Financial Aid Specialist at 909-607-8208 or Stefanie_thomason@kqi.edu

COMMUNITY RESOURCES

LIBRARIES

Claremont City Library 208 N. Harvard Avenue	909.621.4902	Mon-Closed Tues-Thurs 10am-8pm Fri-Sat 8am-6pm Sun 1pm-5pm
Available to residents free of charge. Bring your identification or other evidence of residence in order to establish status as a qualified borrower. The library has a selection of foreign magazines and sponsors activities for children.		

The Honnold – Mudd Library of the Claremont Colleges	909.6218150 or Ext. 18150	voxlibris.claremont.edu Check Posted Hours
This is the main library of the Claremont Colleges. Newspapers and magazines in a number of languages other than English can be found in the Periodicals section.		

Denison Library Scripps College	909.607.3924/ Ext. 73924	Check Posted Hours
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Sprague Library Harvey Mudd College	909.607.3920/ Ext. 73920	Check Posted Hours
Seeley Mudd Science Library Pomona College	909.607.3492/ Ext. 73492	Check Posted Hours

Claremont School of Theology	909.626.3521	Check Posted Hours
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*Depending on the topic of your research, it may be helpful to go to one of the Claremont Colleges library instead of the main library.

SPORTS

Graduate Students

Pomona College Rains Center	909.621.8016	Hours posted each semester.	\$75 per semester with current ID	Gym, weight rooms, pool, sauna, etc.
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Scripps College Swimming Pool (located just south of Frankel/Rout dorm)	909.621.8187	Hours posted each semester	\$150 per semester	Swimming pool
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RELIGIOUS ORGANIZATIONS

McAlister Center for Religious Activities at the Claremont Colleges, Columbia and 10th Street	909.607.2937
The Baha'i Faith 234 E. Alfred Dr, Claremont	909.626.2569
Church of Jesus Christ of Latter – Day Saints 2645 Amherst, La Verne	909.622.4398
Claremont Presbyterian Church 1111 N. Mountain Ave., Claremont	909.624.9693
Claremont United Church of Christ Congregational 233 W. Harrison Avenue, Claremont	909.626.1201
Claremont United Methodist Church 211 W. Foothill Blvd, Claremont	909.624.9021
First Baptist Church of Claremont 472 N. Mountain, Claremont	909.624.4496
First Church of Christ Scientist 701 W. Harrison, Claremont	909.624.7816
First Church of the Nazarene 217 E. McKinley Ave., Pomona	909.623.1624
Friends – Quakers Meeting of Claremont 727 W. Harrison Avenue, Claremont	909.624.9114
Good Shepherd Lutheran Church (ELCA) 1700 Towne Avenue, Claremont	909.626.2714
Hindu Temple Society of Southern California 1600 Las Virgenes Canyon Rd., Calabasas	818.880.5552
Islamic Center of Claremont 3641 N. Garey Avenue, Claremont	909.593.1865
Mt. Baldy Zen Center PO Box 429, Mt. Baldy	909.985.6410
North Hills Church of Seventh Day Adventist 1717 N. Mountain Ave., Claremont	909.621.3079
Our Lady of the Assumption Catholic Church 435 Berkeley Ave., Claremont	909.626.3596

St. Ambrose Episcopal Church (Corner of Mountain and Bonita Ave.) Claremont	909.626.7170
St. Luke Lutheran Church 2050 N. Indian Hill Blvd, Claremont	909.624.8898
St. Spyridon Greek Orthodox Church 1391 Chafee, Upland	909.985.4411
Temple Beth Israel of Pomona Valley 3033 N. Towne Avenue, Pomona	909.626.1277

MOVING OUT

BANKS

Allow sufficient time for all checks to be processed before making arrangements with your bank to close your bank account. If you are planning to travel or transfer to a school in another state, you may want to maintain the accounts for a period of time until you have resettled.

HOUSING

Upon vacating the premises, the resident is responsible for leaving the place in the same condition it was at the beginning of the occupancy, but allowing for normal wear and tear. The apartment should be ready for next resident. Check your lease contact and let your landlord or apartment manager know that you are leaving the premises. In most cases, a 30 day written notice is need prior to vacating the premises.

SHIPPING

When the time comes to leave Claremont for good, several companies ship overseas:

Post Office (best rates for mailing books)	1.800.275.8777	www.usps.gov
Allied Van Lines		www.alliedvan.com
Crown Moving and Storage, 938 East Belmont Street Ontario, CA 91761	1.909.545.8300	
Seven Seas Worldwide		www.sevenseasworldwide.com
United Van Lines, 1450 N Benson Ave Upland	909.946.7655	
United Parcel Service (UPS)		www.ups.com

SELLING AND DISPOSAL

Refrigerator Disposal

Burrtec Waste Disposal
9890 Cherry Avenue
Fontana

www.burrtec.com

Donation – www.helpvets.com

Advertising Goods for Sale

Claremont Courier	909.621-4761
Penny Saver	http://www.pennysaver.com
Los Angeles Times	800.252.9141
International student e-mail list	ipoffice@cmc.edu

Donating Goods for Truck Pickup

Salvation Army

<http://www.4satruck.org/DSS/>

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