New Student Checklist

- Remove Registration Holds: AI ME AZ MJ RS
  - Other:
  - Location:
- Check in with your department and attend other orientations (Page 5)
- Activate your University internet and email account (Page 5)
  - Initiate Email
  - Access University One Stop
  - Sign up for ISSS weekly update
- * Update your “Personal Addresses” on One Stop (Page 7)
- * Register for classes (Page 7)
- * Complete visa transfer process (Page 8)
- Obtain Student Identification Card (Page 9)
- Confirm Assistantship (Page 10)
  - Check in at department
  - Visit University payroll
    - Complete I-9 form
  - Apply for SSN, if you do not already have one.
- Attend International Student Orientation Program (ISOP)
- Pay Tuition and Fees (Page 12)

* = Required for SEVIS compliance.
# International Student & Scholar Services (ISSS)

190 Hubert H. Humphrey Center  
301 - 19th Avenue South  
Minneapolis, MN 55455  

Telephone: (612) 626-7100  
Fax: (612) 626-7361  
URL: [http://www.isss.umn.edu](http://www.isss.umn.edu)  
Email: [isss@umn.edu](mailto:isss@umn.edu)

**Hours:** Monday - Thursday, 8:00 - 12:00, 1:00 - 4:15 p.m.  
Friday, 10:30 - 12:00, 1:00 - 4:15 p.m.

## ISSS Staff

**Director**  
Dr. Kay A. Thomas

**Assistant Director for Advising & Counseling**  
Dr. Alisa Eland

**Assistant Director for Programming & Training**  
Dr. Barbara Kappler

**Assistant Director**  
Dr. Mohammed Bari

**Assistant Director for Employment Based Visas**  
Mr. Mark Schneider

**H-1B Visa Specialists**  
Ms. Debbie Maattala  
Ms. Ji-Yeung Jang

**Legal Project Assistant**  
Mr. Gil Castro

**International Census, Database Managers**  
Ms. Maggie Catambay  
Mr. Roger Peterson

**Intercultural Programs**  
Ms. Thorunn Bjarndottir

**Advisers and Counselors**  
Ms. Stacey Buachart  
Ms. Antonella Corsi Bunker  
Ms. Theresa GanglGhassemlouei

**Mr. Bruce Gawtry**  
Ms. Beth Isensee

**Ms. Eric Kroetsch**  
Ms. Grace Machoki

**Ms. Barbara Pilling**  
Mr. Duane Rohovit

**Ms. Gabriele Schmiegel**  
Ms. Debra Siegel

**Ms. Deanne Silvera**  
Ms. Yuki Tokuji

**Ms. Susan Webster**  
Mr. Gil Castro

**Recruitment**  
Mr. Matt Beatty

**Student Support Assistants**  
Ms. Leah Brink  
Ms. Sarah Jeffrey

**Ms. Chiho Watanabe**  
Ms. Asa Widiastomo

**Short-Term Programs Coordinators**  
Mr. Jon DeVries  
Ms. Meeka Urlaub

---

## August 2009

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19 ISOP</td>
<td>20</td>
<td>21 ISOP</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26 ISOP</td>
<td>27</td>
<td>28 ISOP</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

## September 2009

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 ISOP</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>7 Labor Day University Holiday</td>
<td>8 Fall classes begin</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dear International Student,

The staff members of International Student & Scholar Services (ISSS) office extend a warm welcome to you.

We are happy that you have chosen to continue your education with us.

We hope that your stay will be most rewarding and that you will successfully accomplish your academic goals.

In order to facilitate your successful adjustment to life at the University of Minnesota, you must attend an International Student Orientation Program (ISOP). We have designed the ISOP to welcome new international students like yourself to the University and to the United States, to introduce you to relevant U.S. educational and cultural values, and to provide you with important information about available services, offices, and programs to help you make a smooth transition to life at the University of Minnesota in the Twin Cities.

We all look forward to meeting you at the ISOP.

—Kay Thomas, Director
Contents

International Student Orientation Program ................................... 3

Important Tasks to Accomplish During Your First Few Weeks on Campus

Remove Registration Holds ...........................................3
Check in with your department .....................................5
Activate your UMN internet and email account ............5
Update your “Personal Addresses” ..............................7
Register for classes .....................................................7
Complete visa transfer process ....................................8
Obtain Student ID Card .................................................9
Confirm Assistantship ..................................................10
Apply for SSN ..............................................................10
Purchase Textbooks ....................................................11
Pay Tuition and Fees ................................................12
Sponsored Students ....................................................12

Other Useful Information

ISSS Services .............................................................13
Housing .................................................................13
Health Insurance ......................................................15
SEVIS .........................................................................15
Driver’s License/State-Issued ID ................................16
Bank Accounts ........................................................17
Telephones ..............................................................18
Transportation .........................................................19
Disability Services ....................................................20

International Student Handbook ........................................20
ISOP Calendar ...........................................................Inside Back Cover
New Student Checklist ...............................................Back Cover
The International Student Orientation Program (ISOP) is designed to provide practical information unique to international students and to introduce important University resources and opportunities.

ISOP participants will:

• meet fellow international students
• learn critical rights and responsibilities of international students
• meet ISSS staff members and become aware of ISSS services and programs
• learn about accessing health care and understanding insurance coverage
• receive an introduction to valuable campus and community resources
• review expectations and systematic differences as graduate or undergraduate students at the University

Important Tasks to Accomplish During Your First Few Weeks

REMOVE REGISTRATION HOLDS

When a University office needs you to complete a task, that office will place a “hold” or a “negative service indicator” in the University’s computer system to prevent you from registering for courses until you complete that task. International students have at least two holds (AI, ME) on their record when they are admitted to the University. 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 the task before registering for future semesters.

AI    International Student & Scholar Services. This negative service indicator has been temporarily released at Document Check so that you can register for your first term. However, if you are a F-1 student transferring your visa record, this hold will not be temporarily removed until you have a “Transfer Pending” I-20.
This hold will be removed permanently after ALL of the following are complete:

- Attendance at mandatory International Student Orientation Program (ISOP)
- Approval of F-1 status (for students who have a change of status to F-1 pending only)

**ME** Boynton Health Service. All new international students have this hold, which requires testing for exposure to tuberculosis (TB). To remove this hold:

- Call Boynton Health Service at 612-625-3222 to inquire about times for a TB test.
- Report to Boynton Health Service at your scheduled time. After your TB test, your hold will be deleted.

If you have not turned in your Immunization Record, you should do so when you visit Boynton Health Service.

**AZ** English Proficiency. Some new international students have this hold to verify English proficiency. To remove the hold:

- Meet with an English language adviser at the Minnesota English Language Program (MELP) or ISSS. Bring your TOEFL scores or transcripts of previous academic study in the United States. Contact 612-625-7888 for MELP adviser availability. MELP is located in 101 Wesbrook Hall.

**RS** College Office. This hold is for undergraduate students, who are required to attend the two-day New Student Orientation. This is separate from the ISOP for international students. To remove this hold:

- Attend your New Student Orientation at the scheduled time. You should have received information about your New Student Orientation already from your college of enrollment. If not, visit [www.ofyp.umn.edu/fystudents/or/collegeinfo](http://www.ofyp.umn.edu/fystudents/or/collegeinfo) for college contact information.

**MJ/MG** Graduate School. This hold is placed by the Graduate School Admissions Office when additional information such as a transcript or evidence of degree award is required. To remove this hold:

- Visit the Graduate School Admissions Office in 309 Johnston Hall or call 612-625-3014.
CHECK IN WITH YOUR DEPARTMENT

Undergraduate Students
If you know your New Student Orientation date, simply report to the appropriate location. Attendance at the New Student Orientation is mandatory, as you will register for classes during the orientation. Be sure the orientation does not conflict with the date of the International Student Orientation Program (ISOP) that you have scheduled. If you are unsure about when your New Student Orientation date, please contact your college of enrollment.

Graduate Students
Contact your department to sign up for an appointment with your academic adviser. Also ask your department if it has an orientation program for new students. If so, make sure the date does not conflict with the date of the International Student Orientation Program (ISOP) that you have scheduled. In addition, students in the Graduate School can attend the Graduate Orientation program. For more information, visit www.ofyp.umn.edu/gradstudents/or.

ACTIVATE YOUR UNIVERSITY INTERNET/EMAIL ACCOUNT

Computers On Campus
Free internet access is available at any “internet kiosk” located on campus or from any one of 12 computer labs. To use a computer lab, you must show proof of your student status. After you have registered for classes, you can use the University’s wireless connections, which are available all over campus. Once you have access to the internet, you need to initiate your University internet/email account if you have not already done so. To get access to a computer lab, you must have initiated your University internet/email account.

1. Initiate your email account: www.umn.edu/initiate
   All University students receive an email account. You must initiate your email account to send and receive messages. Your University email is the official form of communication at the University. Official announcements from the University, your department, professors,
and ISSS are sent to this email address. You are responsible for any information sent to you via University email, including tuition bills and other critical information from instructors and administrative offices, including ISSS.

You can initiate your University email online at www.umn.edu/initiate. If you would like assistance initiating your email, bring a photo ID (passport, U Card, or driver’s license) to any computer lab on campus. For computer lab locations and hours, visit www.adcs.umn.edu. When asked for your Social Security Number while initiating your account, leave that section blank if you do not have this number.

2. Access your student account via One Stop (www.onestop.umn.edu) and visit your myU Web Portal (www.myu.umn.edu)

One Stop (www.onestop.umn.edu) is the name of the University website where students access their University records. One Stop services include searching for classes, registering for classes, viewing and changing personal information, and accessing grades, tuition bills, etc. You can access One Stop anytime, but you must initiate your internet/email account before you can login to your personal information and register for classes. Your password for One Stop is the same as your email password.

The myU Web Portal (www.myu.umn.edu) is a personalized website that displays information and resources that are specific to your academic career at the University. This website brings together many of the University's online resources. You can check your email, access information about your classes, post messages on discussion boards, view important dates, and much more! Your password for myU is the same as your email password.

3. Visit the ISSS web site and sign up for the Weekly Update: www.isss.umn.edu

The ISSS website provides information about ISSS programs, immigration policies and procedures, services, office hours, and resources. You will find answers to many of your questions on the web. You may also download forms to expedite your requests for new documents and authorizations.

The ISSS Weekly Update is an email newsletter with important announcements for international students and scholars. You will find information regarding ISSS events and programs, University policies that affect international students, changes in immigration laws, among many other topics. This is the only way that ISSS can provide
this important information to a large group of students, and therefore you must subscribe in order to be completely informed.

To subscribe to the Weekly Update:
Visit the ISSS web site, click on “Subscribe and view ISSS Weekly Update,” and follow the instructions.

If you have a problem with your subscription, please call ISSS at 612-626-7100 during office hours or email isss@umn.edu.

**UPDATE YOUR PERSONAL ADDRESSES**

ISSS must report your arrival at the University to the SEVIS immigration system. For more information, refer to the “SEVIS” section of this booklet (page 15). To do this, update your Current Mailing address on One Stop.

1. From the One Stop main page (www.onestop.umn.edu), click on “Personal Information” from the column on the right side of the page.
2. Enter your internet ID (x.500 username) and password to access your Personal Information screen.
3. From the menu, select “Personal Addresses”
4. Click on “Current Mailing” and enter your current residential address, even if it’s temporary and even if it’s the same as your home/permanent address. Your current mailing address must not be a post office box or departmental address. Submit the changes.
5. Click on “Home/Permanent Address” and enter your current residential address. Submit the changes.

ISSS cannot report your arrival until you have a current mailing address. In order to comply with immigration regulations, you MUST enter your address as soon as possible after your arrival.

**REGISTER FOR CLASSES**

After you have removed all holds from your record and met with advisers from your college or department, you can register for classes. Undergraduate students will register during their university orientation.

For course information, class schedules, and registration procedures, visit One Stop (www.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
COMPLETE VISA TRANSFER PROCESS

You are considered a “Visa Transfer Student” if you hold F-1 or J-1 status at another institution in the U.S. and plan to remain on that visa status. Your visa record must be transferred to the University. Students at University of Minnesota Coordinate Campuses (Crookston, Duluth, Morris, and Rochester) as well as students in the Minnesota English Language Program (MELP) are also considered visa transfer students and must transfer their visa records to the University of Minnesota - Twin Cities.

F-1 Transfer Students

The transfer process involves several steps all of which must be carried out to complete your transfer.

1. Submit a Transfer Release form to International Student and Scholar Services (ISSS)
      Remember to include your mailing address outside of the U.S. if you plan to travel outside of the U.S. before beginning your program at the University.
   B. Contact the international student advising office at your previous school and inform them of your intent to transfer. Your international student adviser must:
      • Complete section #2 of the Transfer Release form
      • Fax the form to ISSS at (612) 626-7361
      • Electronically send your visa record to the University of Minnesota - Twin Cities after you finish classes at that school

*ISSS cannot process an I-20 before your visa record has been sent to University.

2. You will receive a TEMPORARY, “Transfer Pending” I-20 which expires the 15th day of the semester

3. Visit ISSS for Document Check

4. Register full-time for courses at the University of Minnesota
5. Notify ISSS that you have registered by emailing isss@umn.edu

6. Update the “Current Mailing Address” section on the Personal Information Quick Link on the One Stop website (www.onestop.umn.edu)

7. You will receive an email from ISSS indicating your “Transfer Completed” I-20 is available for pick up.

8. Go to ISSS in 190 Humphrey Center to obtain your “Transfer Completed” I-20.

You have now completed the transfer process. You must complete this process within 15 days from the start of the semester.

Important Note: I-20s with “transfer pending” notations are TEMPORARY I-20s and expire 15 days after the start of the semester. 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. Your previous J-1 sponsor must give you an electronic “transfer out” recommendation in SEVIS. If this has not yet been done, contact your previous sponsor as soon as possible.

2. When your “transfer out” is processed in SEVIS, your previous J-1 sponsor indicates an effective date. The effective date of your transfer must not be later than the end date of the DS-2019 issued by your previous sponsor.

3. ISSS is required to report your arrival at the University to SEVIS within 30 days of the transfer effective date. Therefore, once your transfer becomes effective, you must report to our office immediately. Due to required processing time you must report to ISSS no later than 25 days after the transfer effective date.


5. To obtain your University DS-2019, see a J-1 Adviser at ISSS. Bring your passport, I-94 card, and DS-2019 from your previous school(s).

**OBTAIN STUDENT IDENTIFICATION CARD**

U Card: www.umn.edu/ucard

“U Card” is the name of the free University student identification card. It provides access to University libraries, computer labs, and other facilities.
To obtain a U Card, visit any U Card office on campus. Bring your passport and letter of admission.

U Card Office locations and phone numbers

- G22 Coffman Memorial Union 612-626-9900
- University Recreation Center 612-625-6800
- St. Paul Gym (St. Paul Campus) 612-625-8283

You will also have the option of opening a bank account with TCF Bank when you obtain your U Card.

CONFIRM TEACHING OR RESEARCH ASSISTANTSHIPS

If you have a teaching or research assistantship, you must confirm it with your department and sign up for University payroll. Assistantship appointments begin BEFORE the start of classes. If you are not on campus and ready to begin employment on this day, you will lose salary and a portion of your tuition benefit.

1. Visit your department to confirm your assistantship and complete necessary paperwork.
2. Apply for a Social Security Number if you do not have one already (see next section for details).
3. Visit University Payroll Services to complete an I-9 form. You will not receive a paycheck or tuition/health benefits until you have completed an I-9 form. Bring your original I-20, I-94 card and passport to one of the following payroll offices:
   - 545 West Bank Office Building
   - 100 Donhowe Building

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 United States must have a Social Security Number. You are eligible for a Social Security Number 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.
How to Apply

F-1 Students

1. Ask your employer to print a “Verification of F-1 Student’s On-Campus Job” form from the ISSS website. This form needs to be printed onto DEPARTMENT LETTERHEAD stationery (www.isss.umn.edu/forms/pdf/other/SSletter.pdf).
   - Your employer must complete section #1 of the form.

2. Bring the form to ISSS for a signature in section 2.

3. Bring the following documents to a local Social Security Administration Office on/or after your employment starting date:
   a. Completed “Verification of F-1 Student’s On-Campus Job” form
   b. I-20
   c. I-94 card
   d. Passport
   e. Additional identification such as a driver’s license or U Card

J-1 Students

1. Request an employment authorization letter from your J-1 sponsor. If your sponsor is the University of Minnesota, you can obtain an employment authorization letter from ISSS.

2. Bring the following documents to a local Social Security Administration Office:
   a. Employment authorization letter from your J-1 sponsor
   b. DS-2019
   c. I-94 card
   d. Passport
   e. Additional identification such as a driver’s license or U Card

Social Security Administration Offices  www.ssa.gov
- 1811 Chicago Avenue South, Minneapolis
- 190 5th Street E., Suite 800, St. Paul

PURCHASE TEXTBOOKS

Almost all classes require that you purchase at least one textbook. You can find out which books are required for each term and course on One Stop. The University Bookstore website also will tell you which books you need and how much they cost. The Coffman Union Bookstore on the Minneapolis campus carries textbooks and course materials for most
A bookstore at the St. Paul campus Student Union carries books for courses only offered on the St. Paul campus. You can save money by buying used books or by purchasing books online (be sure to verify which edition your instructor requires). You can also use your U Card to purchase textbooks.

PAY TUITION AND FEES

Approximately two weeks after classes begin, you will receive a billing statement via University email. You are responsible for making sure that your bill is paid on time, even if you have a tuition benefit, scholarship, or other sponsorship. The first due date is typically one month after the semester begins. Due dates are posted on the One Stop website. Contact the One Stop office if you have questions about your bill.

Non-degree seeking students may NOT pay in installments. Non-degree seeking students MUST pay their entire tuition bill by the first due date or it will result in a cancellation of their registration.

SPONSORED STUDENTS

You are a “sponsored student” if you have a sponsor who will pay the University directly for your tuition bill OR if you have J-1 status from an institution other than the University.

- Sponsored students must have a letter or document from the sponsoring organization authorizing the University to bill them for 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 ISSS and to the Third Party Billing Office in B-12 Fraser Hall on the East Bank of the Minneapolis campus.
- Sponsored students must monitor the payments into their account and must contact ISSS immediately if they become aware of 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.
• Sponsored students must meet with Gabi Schmiegel at ISSS prior to or during the first week of class. Contact the ISSS front desk (612-626-7100) for appointment and walk-in availability.

Other Useful Information

ISSS SERVICES

ISSS is the office dedicated to serving the University of Minnesota’s international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources.

Our staff is professionally trained to provide information and counseling to foreign nationals about academic, immigration, legal, career, financial, personal and family issues, as well as issues of cross-cultural adjustment and professional integration upon returning to home countries.

ISSS engages international students and scholars in a variety of programs to meet their changing needs. Through these programs, we hope to actively build pathways of communication between the international and U.S. communities on campus. Visit our website at www.isss.umn.edu/programs to find out which programs best meet your needs!

FIND HOUSING - TEMPORARY AND PERMANENT

Temporary Housing (www.isss.umn.edu/new/temphousing)

The International Reception Center (IRC) is temporary on-campus housing available to all new international students before the start of fall semester. The IRC is held in the Centennial residence hall, located at 614 Delaware St. SE on the East Bank. The hall is open 7 days a week, 24 hours a day. The IRC is available to admitted students only.

International students can stay at the IRC starting July 15 until 8:00 a.m. August 30, 2009. The cost of staying at the IRC is $20 per night for a single room. This cost will be charged to your student account and will appear on your first tuition bill. Meals are not included in your room price.

To check in, enter at the main entrance and check in at the reception desk which is located immediately inside the entrance. Tell the receptionist that you are a new international student and that you’d like to stay in the International Reception Center. For identification, you must show your
passport and your letter of admission to the University. If you have an on-campus housing contract, tell the receptionist.

Family members are not eligible for the International Reception Center rates, but anyone over 12 years old may stay in the “Summer Guest Housing” area of Centennial Hall, for a higher fee ($47 for one person, $70 for two people), from June 1 through August 15, 2009. Otherwise, parents or children may stay in a nearby hotel or motel. A list of nearby hotels is available at ISSS or at www.isss.umn.edu/housing.

At other times of the year, you can contact University Housing Services, Comstock Hall East, 210 Delaware Street SE, 612-624-2994, for temporary housing referrals in the University neighborhood or on-line at www.umn.edu/housing/offcampus/temp.htm.

Permanent Housing
A complete list of resources and links for finding permanent housing are at www.isss.umn.edu/new/housing.

A brief list of resources follows:
• Visit the University Housing and Residential Life website at www.housing.umn.edu.
• Check the classified ads in the Minnesota Daily (www.mndaily.com), St. Paul Pioneer Press (www.twincities.com), and Star Tribune (www.startribune.com) daily newspapers.
• Check with the University student nationality clubs listed at www.sua.umn.edu.
• Check the bulletin boards near the ISSS office and in other places on campus, such as your department office.
• Visit www.umn.edu/wishyouwerehere/welcome for information on the Twin Cities, including descriptions of various neighborhoods

Off-Campus Housing Workshops
These workshops are designed for new international students and will provide information about 1) searching for off-campus housing, 2) assessing your housing options, 3) orienting yourself to University neighborhoods, and 4) understanding your housing legal rights.

Workshops will be offered during the International Student Orientation Program.
HEALTH INSURANCE

The University requires all international students and their dependents enroll in the University’s Student Health Benefit Plan (SHBP). You will be automatically charged for this plan when registering for classes. Graduate assistants enrolling for the graduate assistant insurance plan and students whose insurance is covered through a U.S.-based employer may receive a waiver. For more information about the University’s health insurance requirement, please refer to www.bhs.umn.edu/insurance/international.htm.

SEVIS (STUDENT & EXCHANGE VISITOR INFORMATION SYSTEM)

All students and scholars with F-1 or J-1 status have a record in the SEVIS immigration database. By law, ISSS must report to SEVIS regularly and provide specific information about each student and scholar at the University. 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. Below is a list of the main elements tracked in SEVIS. For complete information about maintaining your legal status in the US, visit the ISSS website (www.isss.umn.edu/fstudent) or meet with an adviser at the ISSS office. This information will also be reviewed during ISOP.

- **Registration**: ISSS must report all students’ registration every fall and spring semester. If you enroll for a full-course of study every term, your registration is reported to SEVIS automatically. If you fail to enroll full-time, ISSS must “terminate” your SEVIS record indicating your failure to enroll. This constitutes as a violation of your legal status.

- **U.S. Address**: Your address in SEVIS is the same as the Current Mailing address section on the One Stop website. If you move, you must update the Current Mailing address section on One Stop within 10 days of moving to your new residential address. After you update your Current Mailing address type on the One Stop website, ISSS will receive an automatic alert that your address has changed, and we will report your new address to SEVIS automatically. You will need to update your address by the start of the semester. ISSS will not be able to report your registration to SEVIS if the Current Mailing (Minnesota residential) address section has not been updated on One Stop. This would again result in a loss of your legal status.
• Program Information: If you change your major or degree level, ISSS must report this change to SEVIS and issue you a new I-20 / DS-2019 document. Visit ISSS during walk-in hours to meet with an adviser if you change your program.

• Personal Information: If you change your name, or if any personal information displayed on your I-20 / DS-2019 is incorrect, notify ISSS immediately.

• Dependents: If you have dependents in F-2 or J-2 status, notify ISSS if they permanently depart the U.S. or if they change to another visa status. F-2’s and J-2’s arrival and departure information are required in SEVIS.

---

DRIVER’S LICENSE / STATE OF MINNESOTA ID

www.mndriveinfo.org

In addition to the U Card, you can get an ID 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” department of the state government.

To get a Minnesota State ID (no driving privileges):

  *If you do not have a Social Security Card, visit www.dps.state.mn.us/dvs and click on “ID/Residency” to see additional documents that you will need.

To get a Driver’s License:

• Read the brochure titled “Buying and Owning a Car” available at ISSS. It contains information about the expense of auto insurance and other factors to consider before deciding to buy a car
• Visit the Driver and Vehicle Services (DVS) website (www.mndriveinfo.org) to determine whether you need to take the driving test and to download the Minnesota Drivers Manual.
• Visit any of the several license exam stations in the area, making sure to bring your passport, I-94 card, I-20 or DS-2019, Social Security Card*, and money for the fee. Note that some stations only offer the written test, while others offer both the written and driving tests.
Driver and Vehicle Service Office Locations: for a complete list of offices, visit [www.mndriveinfo.org](http://www.mndriveinfo.org)

For a State ID only:
- Hennepin County Government Center 612-348-8240
  300 South 6th St., Minneapolis
  Open Monday through Friday, 7:30 am to 4:30 pm
- Sears Store 651-291-4267
  425 Rice St., St. Paul
  Open Monday through Friday, 9:00 am to 7:30 pm and Saturday 9:00 am to 4:30 pm

For a State ID or written driver’s test only:
- Downtown St. Paul
  445 Minnesota St., St. Paul, MN

For a State ID or written and behind the wheel driver’s test:
- 35W and County Road I, Arden Hills, MN
- 2070 Cliff Rd. Eagan, MN
- 2455 Fernbrook Ln. Plymouth, MN

OPEN 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.

The nearest financial institutions to the Minneapolis campus are:
Affinity Plus Federal Credit Union, 651-312-9800
- 2520 University Ave. S.E., Minneapolis

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

TCF Bank, 612-823-2265
- West Bank Skyway (between Blegen and Willey Hall)
- 615 Washington Ave. S.E. (Stadium Village)
- Midway Cub Foods, 1440 University Ave., St. Paul

U.S. Bank, 612-872-2657
- 718 Washington Ave. S.E. (Stadium Village), Minneapolis
- 401 14th Ave. S.E. (Dinkytown), Minneapolis
TELEPHONE SERVICES

Traditional “land-line” telephone service

Local telephone service through traditional phone lines is provided by Qwest Communications. To sign up for service, call Qwest at 1-800-244-1111 or visit their website at www.qwest.com. Basic service costs about $15 to $20 per month, plus taxes and fees. Additional services such as call waiting and voicemail are available at additional cost.

Long Distance: When you sign up for phone service through Qwest, the representative will ask if you wish to add long distance service to your line, which will allow you to make long-distance and international calls directly. You must specify a long-distance provider, such as AT&T or Sprint. Costs vary depending on the service and your calling patterns. If you choose not to add long-distance service to your line, you can still use your home phone to dial long-distance by using a phone card or a long-distance access number (usually beginning with 1-800 or 10-10) before the phone number. Frequently, rates are comparable to or better than traditional long-distance service. You should research your options before deciding on a long-distance service plan.

VoIP: Several companies (such as Vonage and Comcast) offer home phone service (both local and long-distance) through Voice over Internet Protocol. Rates are competitive with traditional phone service, but VoIP requires you to have a high-speed internet connection to your home.

Cell Phone Service

If you plan to have a cell phone in the US, you must contact any one of many wireless companies in the area. Most companies require a Social Security Number (SSN) if you want to be billed for your service. However, there are options for obtaining cell phone service without an SSN, such as “pay-as-you-go” plans and prepaid phones. You will find a complete list of major wireless providers (such as Sprint, Verizon, AT&T, Nextel, T-Mobile), as well as wireless retail stores in the phone book under “Cellular and Wireless Phones and Service” or by searching online at www.qwestdex.com.
Dialing in the U.S. and Twin Cities - For reporting an emergency:
Dial 911 from any phone
FIRE • MEDICAL (serious illness or injury) • POLICE

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 second set of 3 digits is the “prefix”.

Dialing on the University Campus:
• All Twin Cities campus phones have a “612” area code
• Most Twin Cities campus phones have a prefix of 624, 625, or 626.
• To call from one campus phone to another campus phone, dial only the last 5 digits of the phone number. For example, to dial ISSS from another campus phone, dial 6-7100.
• To call from a campus phone to an off-campus phone, dial 8 before the phone number.

Dialing in the Twin Cities area (local calls):
The Twin Cities metro area has four area codes, as follows:
  Minneapolis and the University, Twin Cities Campus.................612
  St. Paul and its suburbs (except the St. Paul Campus)............651
  Northwest metro area......................................................763
  Southwest metro area.....................................................952

If you are dialing within the same area code, only dial the last 7 digits of the phone number. If you are dialing to another local area code, dial all 10 digits.

Dialing outside the Twin Cities area (Long Distance)
To dial long distance within the United States and to Canada, you must dial a 1 before the number.
To dial internationally (other than to Canada), you must dial 011 + country code + phone number.

TRANSPORTATION
Parking and Transportation Services is the University office that facilitates safe and convenient access to the University. For more information about various transportation options, including the U-Pass, visit www.umn.edu/pts.
DISABILITY SERVICES
180 McNamara Alumni Center
612-626-1333 (V/tty)
www.ds.umn.edu
Disability Services is a University resource for any student with a physical or learning disability. If you need special accommodations to help you succeed in your academic program, contact Disability Services. They offer services anytime during the year, but it is best to visit them before beginning classes if possible.

ONLINE INTERNATIONAL STUDENT HANDBOOK
ISSS has created an online handbook for international students with valuable information to help you understand and adjust to life at the University and the U.S.

Online International Student Handbook
Go to www.isss.umn.edu, click on “New Students” and then on “International Student Handbook”

Chapters
1. International Student & Scholar Services Office Information
2. Your Legal Status in the United States
3. Employment Options, on and off campus
4. University of Minnesota Student Documents & Procedures
5. Health Care in US and at the University of Minnesota
6. Culture in the United States
7. Education in the United States
8. Living in the Twin Cities
9. Money and Banking
10. Appendices
The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

This publication is available in alternative formats upon request. Please contact ISSS at (612) 626-7100 ©2008 University of Minnesota, International Student & Scholar Services. For permission to use material herein call (612) 626-7100.