

International Student Handbook Fall 2008

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International Programs Office

The International Programs Office (commonly called IPO) serves several different functions in making Earlham a more international place. The staff of IPO will be available to you throughout your time at Earlham to serve as a source of advice, support, and information on matters of immigration regulations, cultural adaptation, and practical concerns.

You may already be familiar with some of the information contained here. We hope, however, that you will find it useful. We want to encourage you to ask us any questions you may have after reading this information.

Please let us know how to contact you throughout the summer.

Contact IPO:

Kelley Lawson-Khalidi
E-mail: lawsoke@earlham.edu
Fax: 765-983-1553
Phone: 765-983-1424

Ali Fanjoy
E-mail: fanjoal@earlham.edu
Fax: 765-983-1553
Phone: 765-983-1664

In an emergency you may call Kelley at home 765-962-2847

Travel Documents

Passport

A passport is a government's (or other competent authority's) permit to leave and re-enter the country of issuance. You must have a valid passport to obtain a visa for the United States, and you must maintain a valid passport throughout your entire stay in the United States.

Certificate of Eligibility (I-20 or DS-2019)

This is proof that you are entering the U.S. as a student or exchange visitor. Please keep this with your passport. You are required to keep all original copies of form I-20/DS-2019 throughout your stay as an F-1 student or J-1 exchange visitor and possibly longer if you return to the U.S. in any capacity other than as a tourist.

Applying for a U.S. visa

Applicants for non-immigrant visas usually apply in person at the U.S. Embassy or Consulate in their country of permanent residence. Although visa applicants may apply at any U.S. consular office, it may be more difficult to qualify for the visa outside the country of permanent residence.

Information about U.S. visa application procedures and requirements may be obtained through the U.S. State Department Visa Services website at www.travel.state.gov

Required Documentation

- For the "F" applicant, a Form I-20 from Earlham.
- For the "J" applicant a Form DS-2019 from Earlham.
- Application Form DS-156 and DS-158. Some applicants will also be required to complete and sign Form DS-157. Visa application forms are available at all U.S. consular offices and on the Visa Services website under Visa Application Forms.
- A passport valid for at least six months

- One (1) 2x2 photograph
- Proof of payment of the SEVIS I-901 fee (see below) and any other related visa application fees

Visa applicants should also be prepared to provide the following:

- Transcripts and diplomas from previously attended institutions
- Scores from standardized tests required by the institution (TOEFL, SAT)
- Evidence of sufficient funds to meet educational expenses.

The SEVIS I-901 Fee

Persons wishing to enter the U.S. as a student or exchange visitor must pay a \$100 fee prior to their visa application appointment. The fee is nonrefundable, regardless of whether the visa is issued. This fee is your responsibility; Earlham does not pay this fee on your behalf.

There are several options available for paying the SEVIS I-901 fee including online payment using a credit card, payment by check or money order in U.S. dollars, or payment at a participating Western Union office in your local currency. If none of these options is readily available to you, please contact IPO. Detailed information on paying the SEVIS I-901 fee can be found at <http://www.ice.gov/sevis/i901/index.htm>.

I-94 (Arrival and Departure Record)

The I-94 is given to you at the airport when you arrive in the U.S. and shows that you have been legally admitted. It is often stapled to your passport and contains an eleven digit Admission Number. **DO NOT LOSE THIS FORM.** If you need to apply for any extension or change of status, practical training or other regulatory changes, you must submit your I-94 to the Bureau of Immigration and Customs Enforcement.

When you enter the U.S., the ICE representative should write F-1, D/S* and your date of entry on the I-94 document. The D/S written on your I-94 means "duration of status." This indicates that you are allowed to remain in the United States as long as you maintain your F-1 or J-1 student status. The admission number on your I-94 will be entered on your I-20.

*If the officer writes anything other than F-1 D/S on your I-94 document, please see a member of the IPO staff as soon as possible.

It is a good idea to keep all of your documentation together in a centralized and safe place. This location should be a place where you can locate your documents at all times.

What to Bring to the U.S.

Clothing

Because of the seasonal variations in the climate, you should bring both lightweight and heavyweight clothing as well as rain apparel (or bring enough money to purchase needed items here.) In late August and early September the temperature may be quite warm during the day (32° to 35°C.) and cool at night (16° to 20°C.). The coldest temperatures generally come in January and February (-15°C to -20°C). Warm, winter clothing -- a necessity -- can be found in shops in Richmond if you do not own any.

Most students (both men and women) wear casual clothing on campus, often jeans, pants, or shorts. You might need more formal attire for special events such as concerts or functions

outside of Earlham. Overall, however, informal and comfortable clothing is practical for everyday.

Laundry machines and dryers are located in residence halls and are operated with special tickets purchased on campus.

Linens, bedding, and room furnishings

Sheets will be provided for your first few nights, until you have an opportunity to purchase your own. Students must provide items such as sheets, pillowcases, pillows, bedspreads, blankets, towels, and room furnishings (desk lamps, area rugs, etc.); most of these items can be purchased in Richmond. Your room will be furnished with two beds with mattresses, two dressers, two desks, two chairs, two closets, and one mirror for you and your roommate. You will also have a phone in your room that can be used to make calls to other rooms on campus and within Richmond, free of charge.

Try not to bring more than you can carry, as it will be difficult to transport baggage by yourself as you make connections between flights. **There will be an opportunity during the orientation to go shopping for materials that you are not able to bring with you.** (See section on Personal Expenses for estimate costs.)

If you plan to bring electrical appliances (computer, hair dryer, etc.) you should note that the current in the U.S. is 110-112 volts, 60 cycles and that outlets require two flat-pronged plugs. If you will need adapters or converters, you should purchase these before you come the United States. Computers are available for use on campus 24 hours a day, with full internet access. You will not need to have your own computer.

Food

While you are not permitted to enter the U.S. with many food products (See http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited_restricted.xml for further information), you may want to bring some permissible foodstuffs or spices with you. You will eat most of your meals in the campus dining hall but you will have access to kitchen facilities in your residence hall. We encourage you to bring special ingredients and recipes with you for times when you miss the flavors of home and for sharing meals at the International Cultural Center.

Other Items from home

There are often international celebrations at Earlham as well as events that showcase individual countries and regions, in particular an annual International Festival. You are encouraged to bring several items of cultural interest with you. Such items might include traditional dress, spices or special ingredients for cooking, small musical instruments, photos, games, or taped music. In addition, it would be worth your while to bring several items, for example photos, posters, or something special that will make you feel comfortable in your room and make your room feel more like home.

Sending Items Prior to Your Arrival

You may ship boxes or other items to yourself prior to your arrival on campus. Packages addressed with: Your Name, c/o Earlham College International Programs Office, Drawer 202, Richmond, IN 47374, United States of America and marked "New international student, arriving 8/18. Hold until arrival" will be held for you. Note: **items shipped before your arrival are sent at your own risk.**

Planning your Arrival

Please plan to arrive at the Dayton International Airport in Dayton, Ohio on Monday, August 18 early enough so that you may attend the opening session of orientation early Tuesday morning. If you submit your arrival form and indicate that you will arrive into Dayton anytime on August 18, members of the cross-cultural orientation committee will meet you at the baggage claim area. Don't worry about finding our staff; they are very recognizable, as they will have signs or T-shirts that say 'Earlham College.'

We urge you not to plan on arriving before Monday, August 18. Students arriving prior to the 18th must arrange and pay for their own transportation to campus. In addition, housing and meals on campus before that date may not be possible. The orientation committee and IPO will make every effort to accommodate you if you must arrive a day or two early; but we ask that you avoid doing so unless it is absolutely necessary.

We will be sending a form requesting your arrival information. Please return the completed form no later than **Monday, July 14**. We need this information, even if you do not need our assistance in picking you up at the airport.

Parents/Family

We plan for and are prepared to handle the needs of students who travel on their own. We assist students with logistical needs and with adjustments to a new culture. Because very few families of international students are able to accompany their sons/daughters to Earlham, there is only one session for parents, on Monday August 18th at 4:00pm. During this session, a panel will discuss academics, advising and student services at Earlham.

The orientation for all new students begins Friday, August 22. Activities and orientation sessions are planned during this time with parents in mind. This is a good time for you, if you are able, to meet the families of other Earlham students. If you do intend to accompany your son/daughter to campus, we encourage you to contact a local hotel well in advance to reserve your accommodations and to let us know if you will secure your own transportation to campus or if you would like to join the regularly scheduled shuttles to campus on August 18.

Arrival into Dayton Airport & Transportation to Earlham

In making flight reservations, **please arrange for your flight to arrive in Dayton, Ohio.** Dayton's airport is about an hour away and is the closest one to Earlham's campus. We will provide transportation between the Dayton airport and campus throughout the day on Monday, August 18. There is no regularly scheduled transportation from Dayton to Earlham on any day other than August 18. If you wish to be met at the airport, please notify us of your travel plans no later than **July 14**. Please provide: date and time of arrival in Dayton (Eastern Standard Time), airline, and flight number. If you do not notify us of your travel plans, we will be unable to meet you at the airport. If you arrive into any airport other than Dayton, please see the section entitled "Transportation in and out of Richmond" on pages 15-16 for information on how to secure your own transportation to Earlham.

If your flight time changes or your plane is delayed, please call the International Programs Office or Earlham Campus Security before your connecting flight to Dayton (International Programs Office (765) 983-1424, between 8am and 4:30pm Eastern Standard Time; Earlham Campus Security (765) 983-1400, 24 hours a day.

If you plan to arrive by car we ask that you send in the arrival form and then contact us no later than Wednesday, August 13 to confirm your time of arrival on campus.

Lost or Damaged Baggage

Airlines occasionally lose baggage. Make sure that tags with your name, address and telephone number (you may use the International Programs Office, Earlham College, Richmond, IN 47374, (765) 983-1424) are both **outside and inside of all baggage**. To prevent inconvenience in case of loss, carry enough items with you in a carry-on bag to get you through a day or two here (change of clothes, toothbrush, necessary toiletries, etc.). Airlines are usually able to track misplaced baggage in a few days and are quite responsible in making sure it gets to you safely.

In addition, make sure that all bags are well secured. A strap around a suitcase can hold it together even if the latch is damaged. Two-medium sized suitcases are much easier to handle and less likely to get damaged than one enormous suitcase. Airlines will sometimes repair or replace damaged suitcases. **If your bag is lost or damaged, be sure to file a report with the airline before departing the airport.** The member of the cross-cultural orientation committee who is meeting you at the airport can help you with this procedure.

Please note that U.S. law restricts the amount of liquids and gels a person may carry on a plane to travel sizes (3 ounces / 88.24 ml or less) that fit together in one, quart (2.84 liter) size clear plastic zip-top bag.

Orientation

Each year the cross-cultural orientation committee, a group of returning students, works with IPO to create a specialized orientation program for new international students, new international scholars and first-year U.S. students in the Global Associates Program. The Cross-Cultural Orientation will begin with your arrival on Monday, August 18. The first session is early on Tuesday morning, please plan your arrival accordingly. The regular New Student Orientation will take place from August 22-26. Classes begin on Wednesday, August 27. **Attendance at both the Cross-Cultural Orientation and New Student Orientation is required.**

Maintaining Lawful Immigration Status

In the US, implementation of immigration regulations is the responsibility of the Department of Homeland Security (DHS). Citizenship and Immigration Services (CIS), as a division of DHS, requires that international students abide by specific rules and regulations during their period of study in the United States. If you do not maintain your status and are considered unlawfully present in the U.S. you could face serious consequences. In order to maintain your status:

F-1 Students Must:

1. Report to the Designated School Official (DSO) for Registration in SEVIS. This must occur within 30 days of the start of each semester.
2. Carry a **valid** passport with you at all times. Passports can be renewed at your country's consulate or embassy in the U.S. Be sure to plan ahead. Renewing a passport can take several months.

3. Maintain a full course of study during the academic year (August-May). In order to be a full-time student you must take a minimum of 12 semester hours per semester. In order to make normal progress toward completing your degree, however, you must take an average of 15 semester hours per semester. If at any time, for any reason you suspect that you may be in danger of falling below 12 semester hours, **you must contact an International Student Advisor prior to dropping below the 12 semester hour minimum.** Students in their last semester may enroll in fewer than 12 hours if they can do so and still meet all of their graduation requirements.
4. Make normal progress towards completing the course of study.
5. Never work without authorization. On-campus work for students who receive a “work award” is authorized for a limited number of hours. Do not work more than this allotted number of hours. Work off-campus without prior official permission from the BCIS is prohibited. (Work regulations will be discussed in another section).
6. Maintain a valid I-20. The validity date is under #5 on the I-20, “complete studies no later than”. If you cannot complete graduation requirements (for valid reasons) by the date noted on your I-20, you may apply for an extension of stay. You must apply for the extension 30-45 days prior to the expiration date. See an International Student Advisor for details. As an F-1 student you are required to make normal progress toward your degree. Failure to complete the program by the validity date due to lack of normal progress is not a valid reason for an extension of stay.
7. Notify IPO of change of address in writing within 10 days of change.
8. Notify IPO of any changes in your biographical, academic (major/minor), and residential data.
9. Notify BCIS of transfer to another school or a change in educational program. See an International Student Advisor if you plan to transfer to another school.
10. File all required U.S. tax forms with the Internal Revenue Service.
11. Travel outside the U.S., including to Canada and Mexico, only with the appropriate documents: Form I-20 endorsed for travel, valid passport, valid U.S. visa, and proof of financial support. It is often a good idea to have a copy of your academic transcript with you upon re-entry into the U.S.

J-1 Non-Immigrants Must:

1. Carry a **valid** passport with you at all times. Passports can be renewed at your country's consulate or embassy in the U.S. Be sure to plan ahead. Renewing a passport can take several months.
2. Engage in appropriate activities. **Degree seeking students:** Maintain a full course of study during the academic year (August-May). You must take a minimum of 12 semester hours of credit per semester, with a normal load of 15 semester hours. If at any time, for any reason you suspect that you may be in danger of falling below 12 semester hours, **you must contact an International Student Advisor prior to dropping below the 12 semester hour minimum.** Students in their last semester may enroll in fewer than 12 hours if they can do so and still meet all of their graduation requirements. **Teaching Assistants in Student category:** Must maintain a full course of study, including enrolling in a specified number of academic courses

and teaching in the Department of Languages and Literatures as outlined in their contract.

3. Never work without authorization. Do not accept employment that is not outlined on your DS-2019 without receiving official permission from an International Student Advisor prior to beginning any such work. (Work regulations will be discussed in another section).
4. Maintain a valid DS-2019. The validity date is under #3 on the DS-2019, "valid to". If you cannot complete the requirements of your exchange visitor status (for valid reasons) by the date noted on your DS-2019 you may apply for an extension of stay, transfer of program or change of category. You must apply for these changes 30-45 days prior to the expiration date. See an International Student Advisor for details.
5. Notify IPO of change of address within the U.S. in writing within 10 days of change.
6. Notify IPO of any changes in your biographical, academic (major/minor), and residential data.
7. Maintain health insurance at the required levels.
8. Travel outside the U.S., including to Canada and Mexico, only with the appropriate documents: Form DS-2019 endorsed for travel, valid passport, valid U.S. visa, and proof of financial support. It is often a good idea to have a copy of your academic transcript with you upon re-entry into the U.S.

During the Cross-Cultural Orientation, we will discuss in more detail what you need to know about immigration regulations.

Health Care and Insurance

Medical Services

The College Health Service provides medical care on an outpatient basis to all students. Health Services is staffed by one part time family physician and by several nurses. Professional services are free, but charges are made for most medications. Students whose illness requires hospitalization will be taken to Reid Hospital in Richmond. Consent for treatment is implied when students register at Earlham; parents will be notified when a student is threatened with a serious illness.

Insurance

The U.S. does not have a nationalized health care system. Due to the high cost of health care in the United States (a regular doctor's visit \$70-150, a visit to a hospital emergency room \$1500+) most U.S. citizens rely on medical insurance to help cover these costs. A serious accident or injury for international students can be financially devastating and can lead to the end of an academic career. **All** students attending Earlham are required to have health insurance. Students must participate in the Earlham health insurance plan if they do not have insurance that covers them while in the U.S. Earlham's plan covers basic medical expenses up to \$1,000 for each injury or sickness that requires hospitalization, up to \$200 per occurrence for any outpatient injury or illness, and up to \$3,500 for major medical expenses. In 2008-09 the fee for one full year will be \$199. You will be automatically billed in the fall for insurance, unless you can provide proof of coverage within the U.S. If you have coverage in the fall that will expire in the spring, you may purchase the student insurance in the Spring

Semester for a fee of approximately \$112. Eyeglasses and dental work are not covered by Earlham student insurance.

Typically insurance covers only a portion of medical expenses and you are responsible for paying the balance directly to your health care provider. If you are concerned about health care and potential high medical expenses, you should consider purchasing different or additional insurance while you are in the U.S. Please see the enclosed sheets for more information on health insurance options.

You will have the opportunity to meet with the Director of Earlham's Health Service and with the Business Office representative responsible for filing Earlham Student Insurance claims during orientation. They are also available to answer individual questions during your stay at Earlham.

Medications

If you currently take a prescribed medication ask your doctor to translate the name into English and to provide its Latin compound. This will allow you to continue to take the most similar medication while you are in the U.S.

Immunizations

You are required to have your immunizations up to date. You will receive more detailed information from Health Services regarding these required immunizations. Please read this information carefully. **You may not be permitted to enroll in classes if you have not had certain immunizations.**

The **Health Services and Counseling** staff can also assist with physical and emotional changes involved in cultural adjustment.

College Billing and Financial Matters

Please pay very close attention to the information that you receive from the staff in the Accounting Office. They will provide you with detailed information about your expenses at Earlham and about your payment of those expenses. It is important to check your bills to be sure that information is accurate.

Students and their parents should receive their Fall Semester Bill in July. Before the semester begins, you or your parents are required to make a payment for the semester or agree to an acceptable payment arrangement through the Accounting Department. Due to mail delays to many countries, international students are permitted to make full payments or to pay the first installment of their payment arrangement on Confirmation Day (the day before classes begin.)

All payment arrangements must be approved prior to your arrival on campus.

Registration could be delayed and additional late registration fees could be charged if payment arrangements are not made or payment is not received by the day before classes begin. Please note that credit card payments are NOT accepted.

You will receive a monthly statement in your campus mailbox if you have a balance due on your account. In addition to tuition, room and board, which appear on the Fall Semester Bill (payment due in August) and the Spring Semester Bill (payment due in January), other charges may be billed to the student account such as library fines, lost key fines, late registration fees, health service charges, insurance fees, cost of music lessons and overload charges (taking more than 18 semester hours in any given semester.)

The Accounting Department must have an accurate address to send you Semester Billing Statements. During the school year, all monthly statements are mailed to the student's campus mailbox. If you have questions about where statements are sent, please contact Mandy Roell in the Accounting Department (telephone: 765-983-1333 or e-mail: roellma@earlham.edu).

Money

Before coming to the U.S. you should familiarize yourself with procedures for transferring funds to Earlham from your home country. In addition, you should be prepared to meet your **initial** expenses for tuition, room and board, books, and personal items. For security reasons, it is not advisable to carry large quantities of cash with you.

If you expect to receive funds from home, you should ensure that satisfactory arrangements for the transfer of funds have been made prior to your departure for the U.S. You may contact Mandy Roell in the Accounting Office at Earlham to receive instructions on wire transfers. Remember wire fees may be assessed. Be sure to wire sufficient funds to cover these fees. You should know your government's regulations on currency exchange and transfers to the United States. Delays in the transfer of funds can create a hardship and an inconvenience as you may be prevented from attending classes.

Financial Aid and Scholarships

The college does not make new financial aid awards to enrolled international students. If you were not offered financial aid, you will not be able to obtain assistance after you have enrolled. If you have received a financial aid award, you will be able to renew your award each year as outlined in your acceptance letter; you will not receive additional financial assistance. You will also not be able to fund your education through employment (although you may be able to earn a few hundred dollars if your financial aid package includes a work/study award and you are able to find a job on campus.) **Therefore, it is essential that you have arranged for the funding of your education before the beginning of your studies here.**

Books and Personal Expenses

The expenses listed by the college for books and personal expenses (around \$2,500) are an average. Some students find that they need more money. Personal expenses, especially at first, may be higher than you imagine. You do not need to bring the entire \$2500.00 with you in August but you should plan to have at least that amount available to you for your personal expenses each year.

Required books in some academic areas (sciences, economics) tend to be very expensive. Students are often surprised at just how expensive books are, so we hope you will come prepared. It is sometimes possible to purchase used books at a reduced price. Some students have found ordering books on the internet to be less expensive.

The next section may assist you in estimating expenses:

Total Personal Expenses

Supplies

textbooks (per semester)	\$250-500
notebooks	\$1.00-3.00
pen	\$0.30-3.00
laptop computer	\$400 and up

Personal Items

soap	\$2.00/3 bars
shampoo	\$3.00
deodorant	\$2.50
toothpaste	\$3.00
shaving cream	\$2.50
tampons	\$5.00
laundry detergent	\$6.00

Postage

post cards (international)	\$0.90
air mail	\$0.90
domestic stamp	\$0.41

\$150-350 per month

movies off-campus	\$2.00-9.00
movie rental	\$1.00- \$3.50
meal in restaurant	\$10.00-25.00 per person
fast food	\$5.00-10.00

Miscellaneous

t-shirt	\$10.00-30.00
sweatshirt	\$20.00-45.00
blue jeans	\$30.00-100.00
tennis shoes	\$30.00-100.00+
sweater	\$25.00-75.00
winter coat	\$50.00-200.00+
sheet set	\$15.00+
blanket	\$15.00+
pillow	\$10.00+
comforter	\$25.00+
international telephone charges	rates vary depending on country

Entertainment

Banking

In the U.S., it is customary to use checks and credit cards or ATM cards rather than using cash because it is easier and safer. It is best to open an account at a bank so that money can be taken out of the account when needed. It is not safe to carry large amounts of cash or to keep much money in your room.

During orientation, a bank representative will discuss various kinds of bank accounts with you. We will also give you information on ATM cards, credit cards and traveler's checks. If you would like more information now, you can visit the Banking page on the IPO website at: http://www.earlham.edu/ipo/content/iss/getting_started/banking.html

Tax Matters

All F and J visa holders must file appropriate U.S. tax forms even if they have no income, their income is not connected to the U.S., their only income was from scholarships or grants, or their income was partially or fully exempt from U.S. taxation based on a tax treaty with their home country. The federal government assesses tax on any amount of scholarships and grants that exceeds tuition, fees, and required expenses. In accordance with federal law, Earlham withholds 14% of any scholarship amount above tuition, fees, and required expenses in order to pay this tax. Students who receive full scholarships must be prepared to reimburse the College for this tax payment of approximately \$911 per calendar year.

The International Programs Office may not provide individual tax advice or assist individuals with filing their forms. In the spring of each year, however, IPO organizes a tax seminar to provide you with further information on filing U.S. tax returns. Non-resident tax forms and relevant IRS publications are available in IPO.

Identification

Social Security Number

You are required to have a social security number in order to work on campus. If you were born in the U.S. you will need to have an official copy of your birth certificate. Otherwise, you will need to have your passport as a form of identification. We will discuss applying for a social security card during the Cross-Cultural Orientation.

Indiana State Identification Card

This card is issued by the administration of the State of Indiana through the Indiana Bureau of Motor Vehicles (BMV). It is necessary to have a state identification card or a driver's license to write checks. A state ID card or driver's license is also useful in providing proof of age. To receive the ID you must apply in person at the Bureau of Motor Vehicles. For a list of required application materials please consult the BMV's web site at <http://www.state.in.us/bmv/driverlicense/idreq.html>.

Indiana State Driver's License

While an Indiana State Identification Card is sufficient identification for most uses, some students prefer to get a driver's license. To obtain a driver's license it is necessary to take both a written and driving test at the Bureau of Motor Vehicles. The Bureau has a brochure available for people interested in acquiring a license. We suggest you get this brochure ahead of time as it provides all the necessary information for taking the test and obtaining a license. For further information, consult the BMV web site at <http://www.state.in.us/bmv/>

Academics

Liberal Arts Education

The U.S. system of higher education may be quite different from that of your country. At the undergraduate level, many U.S. colleges and universities offer what is called a liberal arts education, the purpose of which is to insure both breadth and depth of learning. Students gain exposure to a broad range of subjects by taking courses in the humanities, the social sciences, and the natural sciences. This broad base of learning serves to complement specialization in a major field of study.

Some students are initially hesitant about taking courses outside their major area, but most usually appreciate the opportunity to explore various fields of interest. Some modify their academic plans because of the educational growth that liberal arts learning provides. For example, students may decide to choose a new major, to double-major in seemingly unrelated fields, or to minor in fields quite different from their majors. Regardless of their majors, almost all students graduate with a deep appreciation of the value of a liberal arts education. We therefore urge you to keep an open mind and allow yourself the pleasure of sampling courses in a variety of academic disciplines.

In addition to classroom learning, at Earlham much attention is paid to learning outside of class. Participation in co-curricular activities, clubs, and in volunteer work plays a very important role in an Earlham education and gives students the opportunity to work together on common projects and concerns.

Class Participation and Evaluation

The approach to education at Earlham may be different from what you are used to and may require a change in your study habits. You will be expected to attend classes regularly, to

participate in class discussions, and to keep up with regular reading and other homework assignments. Professors evaluate student work quite frequently during the course, through assignments, quizzes, papers, and examinations. The final examination often makes up only a percentage of the final grade in a course. Professors will tell you on the first day of class what they expect from you and how they will evaluate you. If you do not understand or want more information, do not hesitate to seek clarification from your professors.

In most courses, class participation is encouraged. Students are expected to ask questions about material they do not understand, to share their opinions and comments, and to contribute to the class. Most classes are dialogues between the professor and the class, rather than lectures by the professor. No student should feel intimidated to speak in class. It is not considered disrespectful to question the instructor. Professors welcome lively discussion if it is to the point; this is often the professor's way of making sure that the students are following the lectures and understanding the material properly. It is important, however, that students participate at an appropriate level. Domination of the discussion or failure to listen to the opinions of others is not looked upon favorably. Do not be afraid to admit that there are parts of the material you do not understand; if you do not understand, it is likely that others in the class share your confusion, and the resulting discussion will benefit everyone.

If you still have questions after the class discussion, or if you are really interested in the topic and want to explore it to a greater extent, feel free to go to see your professor in his or her office. All professors have posted office hours specifically to welcome students who wish to discuss the course work or to receive extra help. They expect you to take advantage of these opportunities to talk with them. By visiting your professors when you have a problem, you demonstrate your interest in the course and your seriousness about your academic responsibilities.

Academic Advisor

Every student is assigned an academic advisor. Advisors are members of the Earlham faculty who provide guidance; including discussing academic goals, and assisting in planning a schedule that meets your interests and fulfills the requirements for graduation. You will have the opportunity to meet with your advisor during New Student Orientation. After choosing an area of concentration, you may wish to change your advisor to a faculty member with expertise in advising students in that area. This is common, and you shouldn't feel embarrassed to change your advisor as most advisors expect you to do so when you have chosen your major field. This is typically done after the first year of studies.

Courses

Courses in literature and the social sciences often require a great deal of reading. The **Comparative and Interpretive Practices** sequence, which every degree-seeking Earlham student must complete in order to graduate, requires that students be able to read quickly and effectively and to demonstrate comprehension in frequent essays. Emphasis is on understanding and on synthesizing the material, not on memorizing details. Professors look for originality of thought and for the ability to analyze. For written work, emphasis is not on eloquence, but on developing good arguments, expressing them clearly and supporting them with reason and evidence.

Course Selection

Choose your courses carefully. The normal course load is 15 hours per semester, with a minimum of 12 hours per semester to maintain full-time status. If you are a degree-seeking

student **you must take an average of 15 hours per semester** to graduate in a timely manner. Do not overload yourself, especially during the first semester. A period of adjustment is normal for international students. Your grades may not be as high as you would anticipate during the first semester. We encourage you to leave yourself plenty of time to understand and adapt to a new system and to new ways of studying. Earlham courses can be difficult, and professors' expectations are high. Students often balance their course load by taking one or two lighter courses, which do not require too much reading or written work, with more difficult courses.

Strategies for Succeeding

Group study and exchange of ideas is encouraged at Earlham. Get to know other students. You can benefit a great deal from discussions with classmates, and they can benefit from you.

All Earlham students are encouraged to seek help in the Center for Academic Enrichment. You need not be doing poorly in order to receive the help of a tutor; students often go to the Center for Academic Enrichment to receive help in writing a paper, to do a class assignment, or to discuss a problem.

Go to your professors, your academic advisor, or an International Student Advisor if you have any difficulty. It is important to know that everyone here wants you to succeed.

We are confident of your ability to succeed and are excited about the diversity that you are likely to bring to our classrooms and to our community. Students suggest that it takes about one semester to adjust to the system and feel comfortable with it. As a result, the first semester can be stressful as well as exciting. By giving you information in advance about academics at Earlham, we hope to prepare you to meet the initial challenges of adjustment so that you can make a smooth transition.

Academic Integrity

"...although Earlham encourages cooperative and collaborative, rather than competitive, modes of learning, one's work must still be one's own, unless explicitly assigned to a group." (Earlham College Student Handbook, p. 144) This is the basis for Earlham's policy on academic honesty. In the U.S., when students give or receive aid inappropriately (for example sharing information on a quiz or exam), or plagiarize by using another person's words or ideas without citing the source, they commit a serious offense. It is important for you to understand what comprises academic integrity in the U.S. and at Earlham and what constitutes a violation of it. You will be given further information on plagiarism during Cross-Cultural Orientation and New Student Orientation. If you do not feel that you understand this concept fully, you should discuss the matter with your professor, your academic advisor, or an International Student Advisor.

Residential Life

Residential life is a major component of campus life at Earlham. In order to help new international students integrate into the community and become familiar with U.S. culture more quickly, you are required to live with U.S. roommates during your first year. In order to insure that you are placed in a housing situation with which you are comfortable, read the Academic and Residential Planner very carefully and be honest and open in answering the Housing Questionnaire. The questionnaire is designed solely to help the housing coordinator place you with a roommate with whom you will be compatible and your responses will not be judged. It is important to return the questionnaire as quickly as possible.

Issues of Identity and Cultural Adaptation

Studying in a new country or culture is typically an exciting experience. It is an opportunity to live and study in a new environment, to learn new skills, to broaden viewpoints and perspectives, and to become more independent. It can also cause us to think about ourselves in new and different ways. Many people do not consciously think about facets of their identity on a regular basis. Living in a new environment often prompts people to re-examine their identity, including what assumptions they make about gender, sexuality, race, nationality, religion, ethnicity and other factors. This process of evaluating ourselves in the context of another culture may make us feel uneasy at times. Thankfully, we can learn from others who have been through this process of adjustment. You will have the opportunity to discuss issues of identity and cultural adaptation in greater detail during the Cross-Cultural Orientation.

Resources

IPO and the **International Student Advisors** can help you with immigration questions, issues of cultural adaptation, some financial matters, and personal matters. Please do not hesitate to call if you have any questions regarding any aspect of your stay at Earlham. We are here to help direct your questions and concerns to the appropriate office and to insure that you are prepared for the Earlham experience.

The following people are also available as additional resources:

Your **academic advisor** will assist you in choosing your courses and with academic matters.

The Center for Academic Enrichment can assist you in being academically successful. The center offers free peer tutoring, has information on disabilities and study skills, and provides workshops on such topics as test taking, reading and study skills, and time management. You may schedule an appointment at extension 1341.

Professional counseling is available on campus. The counselors can provide assistance with your adjustment to Earlham or other emotional difficulties.

Health Services emphasizes wellness and can provide care for acute illnesses and minor injuries. The staff is also available to discuss changes associated with cultural adaptation. Health Services may be reached at extension 1328.

Located in the Service/Maintenance building, the office of **Safety and Security** deals with providing a safe and secure campus environment. If you have concerns related to security issues such as theft or personal safety, you should report it to Security at extension 1400.

Vacations & Holidays

Earlham is on a semester system, which means that there are two semesters, each about fifteen weeks long, which make up an academic year. The academic year officially begins on Wednesday, August 27, 2008 and ends on Thursday, May 7, 2009. Vacation periods are:

- Mid-semester break: Thursday, October 23 - Sunday, October 26
- Fall break: Saturday, November 22 - Sunday, November 30
- Winter Break: Friday, December 19 - Sunday, January 11
- Mid-semester break: Thursday, February 19 - Sunday, February 22
- Spring break: Saturday, March 14 - Sunday, March 22

During these vacation periods college housing is open to international students and some other student groups who wish to remain on campus. Most students and faculty members leave campus for the extended vacation periods and the campus is generally a very quiet place. Housing is free over the winter and spring breaks and is available for a fee of approximately \$77 per week during the summer.

Since the regular food service does not operate during the breaks, students may either prepare their own meals in the kitchen facilities located in the residence halls or dine at local restaurants.

There are ten legal federal holidays that are observed by federal employees. Federal offices, banks and public schools are usually closed on these days. **Earlham does not close on federal holidays, or on religious holidays of any faith, other than on those days that fall during a scheduled vacation period: New Year's Day, Thanksgiving Day, and Christmas Day.** If you are accustomed to observing religious holidays and want to observe them here, arrangements can be made on an individual basis for you to do so.

Transportation In and Out of Richmond

The International Programs Office provides transportation to and from campus only at the beginning of the year for those students attending the cross-cultural orientation. The Office of Student Development plans shuttle buses to and from the Dayton airport at scheduled break times. It is the student's responsibility to make the necessary arrangements for travel to and from campus at all other times.

The following is a list of public transportation in and around Richmond:

Taxicab

Old Richmond Taxi*		(765) 939-7311
	In Richmond	\$5
Service for 1 student	Dayton	\$80
	Indianapolis	\$110
	Cincinnati	\$105
additional passengers	Per person	\$5

*Please call ahead and confirm all prices before date of service.

Rental Cars

Enterprise 966-1060

You typically must be twenty-one years of age and have a valid U.S. or international driver's license and credit card to rent a car. Companies charge by the day and the mile. Some companies offer unlimited mileage. Be sure to ask about the charges and any special packages.

Bus

Roseview Transit System 983-7227

This is the local bus system. Buses stop at the front entrance to campus and at the College Avenue entrance. Bus fares are \$1.25 for students. Bus routes include the downtown and mall areas and various routes throughout the city. See the webpage for more details: <http://richmondindiana.gov/content/category/4/91/148/>

Train

Amtrak

800-872-7245

The closest passenger train stations are in Connersville, Indiana (about a 40-minute drive) and Indianapolis, Indiana, (about an hour away). The station in Connersville is closer, but is not staffed– you must purchase your tickets by mail first. The trains are generally clean, fast, and comfortable.

Air Travel

The airport located in Dayton, Ohio is closest to campus and is the only airport for which transportation will be provided on Monday, August 18. There are also international airports located in Cincinnati, Ohio and Indianapolis, Indiana.

Frequently Asked Questions

Who is required to attend the Cross-Cultural Orientation?

All international students studying at Earlham for the first time are required to attend the orientation. This includes first year students, exchange students, and transfer students. U.S. permanent residents and U.S. citizens who were raised outside the U.S. are strongly encouraged to participate. First year students in the Global Associates Program (GAP) also attend. GAP is a program for U.S. citizens who are interested in international issues.

When is the Cross-Cultural Orientation?

The Cross-Cultural Orientation will be held August 18 – August 22, 2008.

What am I going to do during Cross-Cultural Orientation?

You will need to attend required information sessions including immigration regulations, adjusting to the academic system, work regulations, expectations for scholarship recipients, etc. We will have cross-cultural communication and understanding sessions for both international and GAP students. Social events and some free time are also scheduled.

Will I be in a temporary room during Cross-Cultural Orientation?

No, you move directly into the room that is assigned to you for Fall Semester.

Will I have time to go shopping and buy necessities during the orientation week?

Yes, you will have time to shop and buy necessities. A group shopping trip is included in the schedule and transportation is provided.

What Airport do I need to fly into?

Arrive at Dayton International Airport in Dayton, Ohio. Members of the orientation committee, who will bring you to campus and help you get settled in your room, will meet you at the airport.

When do I need to register for fall semester? How?

Registration for new students takes place during New Student Orientation, after Cross-Cultural Orientation. Course registration is accomplished by using any campus computer through which you have access to the internet. Your faculty advisor will instruct you on how to do this.

What is the requirement for proof of immunizations?

Required self-reported immunizations include measles (two doses after your first birthday), mumps (one dose after your first birthday), rubella (one dose after your first birthday), and a

