



University of New Haven

INTERNATIONAL SERVICES OFFICE

**INTERNATIONAL STUDENT  
HANDBOOK**

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# THE INTERNATIONAL SERVICES OFFICE

**Welcome to the University of New Haven!** The International Services Office advocates for and advises the international student population at the University of New Haven on U.S. immigration and visa-related issues. In addition to federally required immigration services, the ISO provides information, resources, immigration guidance, tips, and advice that can help our international students succeed.

The ISO promotes and celebrates individuals in an intercultural environment. The ISO is a center where international students can seek advice on the intersection of academic and U.S. immigration regulations, as well as social and acculturation issues. In addition, the ISO provides orientations and workshops on topics of interest, such as immigration requirements, employment, and cross-cultural communication. Finally, the ISO exposes the University of New Haven community to the international population through the annual International Festival and other programs and events. Our overall vision is to foster global awareness throughout the University community.



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## International Services Office

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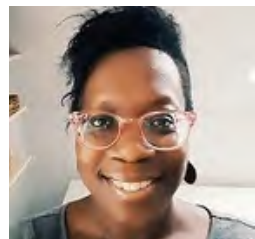
**Dustin Baltis**  
SEVIS Coordinator (DSO)  
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## ISO's MyCharger Page:

<https://mycharger.newhaven.edu/web/mycharger/international-services>



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**Follow the ISO!**

 [iso@newhaven.edu](mailto:iso@newhaven.edu)

 [@iso.newhaven](https://www.facebook.com/iso.newhaven)

 [@iso.newhaven](https://www.instagram.com/iso.newhaven)

 [@iso\\_newhaven](https://twitter.com/iso_newhaven)



# F-1/J-1 VISA REGULATIONS

To maintain legal status in the U.S., international students must follow these federal regulations, state regulations, and University of New Haven policies. You are responsible to know and follow these rules and regulations.

International Services Office (ISO) staff is here to assist and advise students, but **your visa status during your University of New Haven program is your responsibility.** Maintaining legal status is extremely important. Falling out of status will make your student visa invalid, legally stop you from continuing your study, and make you ineligible for other F-1 or J-1 benefits, such as CPT or OPT.

**As an F-1/J-1 international student, you must:**

- 1.** Attend the institution listed on your I-20/ DS-2019.
- 2.** **Check in with the International Services Office** upon arrival at the University of New Haven to register your SEVIS record. This alerts the Department of Homeland Security (DHS) that you are an active student. You must report to the ISO within 15 days of the start of each semester. Failure to check-in with the ISO could result in delays with class registration, possible loss of legal status, and possible termination of SEVIS record.
- 3.** **Maintain full-time enrollment** in a course of study in each academic term. The minimum per semester is:
  - Undergraduates- 12 credits
  - Graduates- 9 credits
  - Summer term is optional
- 4.** If you cannot complete a full course of study due to extenuating medical or academic circumstances, you must be approved for a Reduced Course Load with the approval from your academic advisor and authorization in SEVIS from the ISO **BEFORE** you drop below full-time or take a leave of absence.
- 5.** **Make satisfactory progress** toward completion of your program and keep the I-20/DS-2019 valid at all times during your study.
- 6.** If you plan to graduate early or cannot complete your program by the program end date listed on the I-20/DS-2019, you must see the International Services Office to see if you are eligible to have your program date shortened or extended on your I-20. This must be completed **at least two weeks before** the I-20/DS-2019 program end date.

# F-1/J-1 VISA REGULATIONS

7. **Report any changes to your name, address, or contact information** to the International Services Office within 10 days of the change by submitting the Address Update form on MyCharger. The ISO will use your University of New Haven email for all immigration updates. It is your responsibility to check your email frequently.
8. **Keep your passport valid 6 months into the future.** Contact your embassy to renew your passport well BEFORE the expiration date.
9. **Never accept employment off campus without authorization** from the International Services Office and the U.S. Citizenship and Immigration Services (USCIS), even if it is unpaid or an internship. Contact the ISO to determine if you are eligible for off-campus employment authorization in your field of study. Students cannot work off-campus in their first semester.
10. **Never work in an on campus position for more than 20 hours per week** while school is in session. Full-time (more than 20 hours per week) on-campus work is permitted during official university breaks and vacations.
11. Notify the ISO if you intend to transfer to another U.S. school.
12. **Submit your I-20/DS-2019 for a travel authorization** to the ISO at least 2 weeks before you leave the U.S. for vacation if you have the intent of returning to continue your studies.
13. **Report any changes to your major, program level, funding source** to ISO within 10 days of the change.
14. **Comply with all other U.S. federal and state laws**, such as never driving while intoxicated and never carrying a weapon.
15. Comply with all other University of New Haven academic and conduct policies.

# IMMIGRATION TERM GLOSSARY

There are many technical terms and abbreviations international students should be familiar with related to their immigration status. Below is a glossary of many of the common terms.

D/S Duration of Status	As an F-1/J-1 student you do not have an expiration date for how long you may stay; instead you may stay in the country as long as you maintain legal status as a student and until you complete your studies. You must not let your I-20/DS-2019 or passport expire.
DSO (Designated School Official)	An international advisor who has been approved by the U.S. government to grant certification of status for international students and to verify status on government forms.
EAD (Employment Authorization Document)	A laminated government card bearing your photo you receive after successfully applying for permission to work on OPT. It lists start and end dates of your authorized employment.
F-1 Visa	The class of visa that is issued to non-immigrants who are granted permission to enter the U.S to study at an approved school, also known as a Student Visa.
Form DS-2019	Three-page immigration document for J-1 students. It shows your field of study, start and end dates of study, and financial information. It is used to obtain your J-1 visa and for entry and re-entry into the U.S.
Form I-20	Three-page document for F-1 students. It shows your field of study, start and end dates of study, and financial information. It is used to obtain your F-1 visa and for entry and re-entry into the U.S.
I-9	A form to prove employment eligibility by anyone being hired.
I-94	Form I-94 is issued to students upon their arrival in the U.S. by an Immigration officer. The I-94 is an electronic record updated by the Immigration officer at the port of entry each time a student enters the U.S. It is recommended that students obtain their I-94 from this website <a href="https://i94.cbp.dhs.gov">https://i94.cbp.dhs.gov</a> each time they enter the country.
J-1 Visa	The class of visa that is issued to non-immigrants who are granted permission to enter the U.S to study, do an internship, or be a visiting scholar at an approved school.
SEVIS	Student Exchange Visitor Information System. The government's database system that is used to track student records, employment status, and to issue student documents.
SSN (Social Security Number)	The Social Security Number is a permanent ID number issued by the U.S. government. A Social Security Number is required to receive compensation for work in the U.S. (F-1 on-campus employment, paid internship, OPT).
USCIS	United States Citizenship and Immigration Services is the government agency responsible for enforcing the regulations.

# ISO ADVISING

The ISO provides a variety of services for F-1 and J-1 students and scholars. When you come to the ISO, you will sign in at the front desk. Depending on your inquiry, you will receive instructions on what to do or you will be asked to make an appointment with an advisor. Some inquiries may be complex processes, so you will be given instructions about which documents to bring to a personal appointment in the future. You can save time by visiting the ISO resources on [MyCharger/international-services](#) and preparing your documents in advance. We can also provide a number of services by email. In all cases, please know we are happy to help you navigate the visa regulations and processes. Please review the common ISO advising below and anticipated timelines:

Procedure	When to Ask for Service	Expected Process/Timeline	Additional Info
Travel Signature	2 weeks prior to travel	Drop off I-20, ready for pickup in 1-2 days	Must have most current I-20/DS-2019
Invitation or Full-Time Status Letter	Anytime	3-5 business days	
SSN Letter	Anytime	3-5 business days	
Curricular Practical Training (CPT)	At least 2 weeks prior to start date (if enrolled in internship course)	3-5 business days once all documentation received	Need employer offer letter, Internship Form on ChargerLink and CPT form.
Optional Practical Training (OPT)	90 days prior to program end date; or no later than 1 month after graduation.	1-2 weeks from submission. See OPT page for details.	Must attend OPT info Session or complete Blackboard training course prior to form submission.
Less Than Full-Time Enrollment	Before you drop any class, you need permission from ISO to determine if eligible.	Complete request for less than full-time and attach evidence (ex. medical diagnosis).	You must prove you are eligible for reduced course load to be less than full-time.
Change of Program or Major	Within 10 days of acceptance	Drop off approved change of major form or acceptance letter	Graduate students must be fully admitted to program.
Shorten or Extend I-20/DS-2019	30 days before your current end date	Complete form and provide degree audit.	New financial documents needed for extension.
Leave of Absence	Immediately	Appointment required.	Must complete Registrar's process first.
Transfer to Another School	Within 60 days after end of final term/OPT or prior to add/drop deadline of term	Drop off new school's acceptance letter and transfer form	Must complete Registrar's withdrawal process first

# REQUIRED REPORTING

Federal regulations require that F-1/J-1 students must report any changes of their personal information to the International Services Office within 10 days of the change. F-1/J-1 students must inform the ISO of any changes to the following information by submitting the [Personal Information Update Online Form](#):

- Change of physical address
- Change of phone number
- Change of personal email
- Emergency contact information

Students must also update any change of name, funding source, academic major, program end date to the ISO by email at [iso@newhaven.edu](mailto:iso@newhaven.edu).

## TRAVEL

### Passport:

F-1/J-1 students must keep their passport valid 6 months into the future at all times. Students requiring a renewal must apply well in advance of the expiration of their passport

### Visa:

F-1/J-1 students are admitted to the U.S. for D/S (Duration of Status). As long as a student's I-20/DS-2019 are valid, they may remain in the U.S. with an expired F-1/J-1 visa. However, if the student has plans to travel internationally, they must apply for a renewal of their F-1/J-1 visa from a U.S. Consulate or Embassy.

### Travel Signature on I-20/DS-2019

F-1/J-1 students are required to present an unexpired I-20/DS-2019 with a valid travel signature at the port of entry when returning to the U.S. from a trip outside of the country. Travel signatures refer to the list of signatures on the second page of the I-20/DS-2019. The travel signature must be provided by a DSO in the International Services Office.

Travel signatures are valid for one year while a student is enrolled and for six months during OPT/STEM OPT.





# ACADEMICS AT THE UNIVERSITY OF NEW HAVEN

The University of New Haven was founded on the Yale campus in 1920 and became New Haven College in 1926. Its aim then was to provide a new higher education opportunity to adult learners in the post-World War I Era. In 1960, the university moved from New Haven to its current West Haven location. Ten years later it changed its name to the University of New Haven, and now includes five schools and colleges:

- College of Arts and Sciences
- College of Business
- Tagliatela College of Engineering
- The Henry C. Lee College of Criminal Justice & Forensic Sciences
- School of Health Sciences

Today the University has a population of over 6,000 students including more than 700 international students from 67 countries. The University offers over 100 areas of study, including full and part-time study in both graduate and undergraduate programs. The campus has at least 25 major buildings on over 78 acres of land and offers courses online at our satellite centers.



# ACADEMIC ADVISORS

All University of New Haven students are assigned an academic advisor, which is a faculty member within the Academic Department of your chosen major who is assigned to assist you with selecting classes, arranging course schedules, and identifying resources to solve problems or meet specific academic needs. Your faculty advisor will be assigned to you by the Academic Department.

## WHEN TO VISIT YOUR FACULTY ADVISOR:

If you are an **Undergraduate student**, you should meet with your faculty advisor:

- Before you register each semester, your faculty advisor can give you advice on your course selection;
- For advice on planning your program of studies;
- To consult on any academic problem (i.e. if you're having trouble with a course);
- If you wish to withdraw from a course. **Please note that you must get approval from the ISO before dropping below full-time** (12 credits for undergraduates);
- You will miss at least a week of classes due to an illness or an accident;
- To get approval for your Curricular Practical Training (CPT). **Please note that you must get approval from the ISO prior to engaging in any internship.**

If you are a **Graduate student**, you should meet with your faculty advisor:

- For advice on planning your academic program. They will explain the requirements for obtaining your degree, help you in your course selection and in deciding what sequence to take courses;
- For advice on departmental procedures and policies (i.e. the comprehensive exam(s), thesis or dissertation and departmental aid);
- For advice and help as you navigate a new educational system and academic culture;
- For assistance in dealing with academic issues or problems arising in certain classes;
- If you wish to withdraw from a course. **Please note that you must get approval from the ISO before dropping below full-time** (9 credits for graduate students);
- You will miss at least a week of classes due to an illness or an accident;
- To get approval for your Curricular Practical Training (CPT). **Please note that you must get approval from the ISO prior to engaging in any internship.**
- It is important to note that the roles of the graduate faculty advisor will vary from department to department.
- It is up to the graduate student to establish contact with the graduate faculty advisor. Because the relationship between the student and advisor is not strictly defined, the more contact you have with your advisor, the more prepared you will be for your studies. The department may have a separate procedure for obtaining an additional thesis advisor.

# GRADING SYSTEM

During the time you're a student, you should always keep track of your grades. The grading system in the U.S. may be quite different than in your home country. In the United States, the letter grading scale of A – F is pretty standard. Every time you finish an assignment, your instructor will put a letter or number mark at the top of it. That letter tells you how well (or poorly) you did on the assignment, but they also have a percentage behind them.

Your overall grades provide a **Grade Point Average (GPA)**. A Grade Point Average (GPA) is a hugely important number for students. The University of New Haven uses a 4.0 scale to convert your letter grades to calculate your GPA.

The grading scale is summarized here:

- A+ = 4.0 quality points
- A = 4.0 quality points
- A - = 3.7 quality points
- B + = 3.3 quality points
- B = 3.0 quality points
- B- = 2.7 quality points
- C + = 2.3 quality points
- C = 2.0 quality points
- C- = 1.7 quality points
- D + = 1.3 quality points
- D = 1.0 quality points
- D- = 0.7 quality points
- F = 0.0 quality points



**Undergraduate Grading System:** More details can be found in the [Student Handbook](#)

**Graduate Grading System:** Graduate students must maintain an minimum 3.0 GPA or they will be automatically dismissed which will impact your visa status. If you receive below a 3.0 GPA, contact your academic advisor about a probationary process. Additional information can be found in the [Student Handbook](#).

## ADDITIONAL GRADING TERMINOLOGY:

**Withdrawal:** Withdrawing from a course will result in a **W** on your transcript and equals 0 quality points. International students **MUST** notify the ISO before withdrawing from any course, as it may have an impact on your immigration status.

**Incomplete:** An incomplete shows as **INC** on the transcript and equals 0 quality points until the coursework has been completed and graded. If a student is required to attend class sessions for the course in a subsequent term, tuition must be paid for this second attendance. Master's-level students who receive a grade of INC should complete the work within three months after the end of the term.

# ACADEMIC DIFFERENCES

As an international student, studying in a U.S. American classroom can be a life-changing experience. You will be able to express yourself freely, make friends, build your confidence and challenge your friends and professors on topics in class. Many international students find very noticeable differences between classroom culture in the U.S. and in their home countries.

## 1. CLASSROOM PROCEDURES

During the first week of classes, the instructor will hand out a **syllabus**, which will outline the course objectives, required textbooks, chapters to be covered, due dates for assignments, attendance policy, and the grading policy. The syllabus will include the instructor's office location and contact information. One major difference students find is that grades are based on weekly assignments, papers, and projects rather than on exams only.

## 2. EXAMINATIONS & ASSIGNMENTS

The number and types of examinations and assignments throughout the semester differ from one course to another. The instructor will tell you how many examinations and assignments to expect in the course and the material that each will cover. If you are unfamiliar with any of the types of exams or assignments requested by the course you are taking, please contact your professor for clarification. Some classes do not have a final exam but require instead the completion of one or more long papers. Make sure you review the class syllabus carefully to understand what the instructor's exact requirements for the course, how they are graded, and when they are due.

## 3. DIVERSE TEACHING STYLES

Professors may use lecture, class discussion, or both. Most classes meet on a regular schedule once, twice, or three times a week. The teaching style of the professor can determine the amount of student participation in each class. Some instructors prefer a more formal style of lecture with a possible question and answer period at the end. Others prefer a more conversational style and encourage interaction throughout the class.

## 4. ATTENDANCE

Your course instructor will inform you of the attendance policy at the beginning of the semester. Regular attendance is expected of all students. It is likely that attendance will affect your grade. Missing more than two classes or being excessively tardy could result in a lowering of your final course grade. If you must miss a class, email your professor before the class meets to let them know of your absence.

# ACADEMIC DIFFERENCES

## 5. CLASS PARTICIPATION

Many professors encourage class participation and often expect it. In some courses, it is a part of the overall grade. If you feel hindered to participate because of your English proficiency, we strongly advise you to discuss this issue with the professor, your academic advisor, or the International Student Advisor in the ISO.

## 6. OFFICE HOURS

If a student is confused about something in the class, it is expected that they will ask the professor before or after class. If the issue requires a longer conversation, the student may make an appointment to see the professor during **office hours**. In U.S. academic culture, there is no shame associated with not understanding something in the course, even if it has been presented in a class lecture. Professors respect students who work hard towards fully understanding the material, so don't wait until just before the exam to seek clarification. Ask as soon as you realize that you don't completely understand the material.

## 7. UNDERSTAND ACADEMIC INTEGRITY

Academic integrity is one of the most important concepts to understand in U.S. academic culture. Even innocent violations can have very serious effects on your academic career. The consequences for cheating, plagiarism or other academic misconduct can range from being given a failing grade on a paper, exam, or course, to being suspended from the university, or worse yet, you could be asked to leave permanently. Keep in mind that failure to maintain your full-time student status impacts your immigration status, too. More information about academic integrity and policies can be found in the [Graduate or Undergraduate Academic Catalog](#) or the [Student Handbook](#).



# ACADEMIC RESOURCES



## BLACKBOARD- ONLINE SYSTEM

Most professors utilize “Blackboard,” an online system provided by the University of New Haven for communication and information sharing. Professors may choose to post syllabi, course documents, articles, assignments and/or grades, among other things, on the “Blackboard” system. Use your university ID and password to log in. You can access Blackboard via the MyCharger portal.

## WRITING CENTER

The Writing Center provides free, high-quality tutoring to undergraduate and graduate students as they write for a wide range of purposes and audiences. To make an appointment, you can visit their reception desk, just to the left after entering the library or locate them on MyCharger under Academic Resources. You can also use the following link to the scheduling system <http://www.newhaven.mywconline.com>

## CENTER FOR LEARNING RESOURCES (CLR)

The Center for Learning Resources (CLR) provides tutoring for math, science, business, and other disciplines. They offer a graduate and undergraduate peer tutoring program, helpful workshops, a computer lab, and more. They are located in the lower level of the Marvin K. Peterson Library and more information can be found on their [MyCharger](#) page.

## CENTER FOR STUDENT SUCCESS (CSS)

The Center for Student Success helps get you connected by providing one-on-one advising, helping students develop strong academic skills, referring students to campus resources, and offering helpful workshops on topics like time management, note-taking, or study strategies. Their office is located in Maxcy 106 and they can be found on [MyCharger](#).

## LIBRARY

The library has an extensive catalog of books, journals, and online databases. You can access all resources on their [MyCharger page](#). The library also offers workshops, research consultation sessions, support with citations, and more.

# ON-CAMPUS RESOURCES

## ONE STOP

The One Stop Student Financial and Registrar Services Office is to provide a centralized and efficient customer experience while working with students and their families as they navigate the administrative processes of higher education. The office is dedicated to assisting you with your student billing, financial aid, and registration questions. The One Stop includes multiple offices that you will work with frequently throughout your time as a student. Review the different offices and how they can help students below.



### REGISTRAR

- Course registration and scheduling
- Processing academic transcripts
- Conferring degrees and graduation
- Withdrawing and adding/dropping courses
- Assisting students with matters related to Degree Audit)

### BURSAR'S OFFICE

- Tuition & Fee Billing
- Payment Processing
- Refunds
- Student Health Insurance Payment
- Third party billing (Example: SACM)
- [Flywire](#) international transfers.

### FINANCIAL AID

- Processing scholarships and assistantships awarded by Undergraduate & Graduate Admissions

[One Stop](#) is located in Bergami Hall  
onestop@newhaven.edu; 203-932-7220

## TUITION PAYMENTS

- Tuition and fees are determined for each academic year. Tuition and fees may be subject to increase each academic year. Students can find information on the [Bursar website](#).
- Tuition bills will be available after registering for courses. Online billing statements are generated to notify students when the bill is due. Students are notified through their University email account when a billing statement is available.
- Payment options include e-Pay, [Flywire](#) international transfers, or check. Payment options are described in detail on the [Bursar website](#).

# STUDENT AFFAIRS

The decentralized nature of American universities as well as government offices may seem confusing at first, but you will soon learn how to accomplish what you need to. Feel free to stop into the ISO if you are not sure where you need to go for what. The services provided by these offices are free for all University of New Haven students.

The Division of Student Affairs consists of many offices that provide support and advocacy for students. We answer questions, provide information about and referrals to campus resources; assist in students' adjustment to the university; promote programs which address student needs, concerns and interests; and help students in resolving problems of any type. Below is an overview of the many helpful departments within the Division of Student Affairs.

## HEALTH SERVICES CENTER

Health Services Center is located on the ground level of Sheffield Hall, which provides health care for UNH students. Health Services will take walk-in students during business hours. Health Services is equipped to attend to the most common illness and will refer special causes to offsite physicians. Visit the [Health Services Center](#) for more information.



## COUNSELING CENTER

Located on the first floor in Sheffield Hall to the right of Health Services, the Counseling Center offers a variety of counseling and psychological services aimed at helping students resolve personal difficulties and acquire the balance, skills, and knowledge that will enable them to take full advantage of their experience at the University of New Haven. Counseling services are free, confidential, and available to currently enrolled students. Visit the [Counseling Center](#) for more information.

## CAREER DEVELOPMENT CENTER (CDC)

The CDC is located in the Bartels Student Activity Center (BSAC). From help choosing the right major to internships and co-ops, résumé/CV building, interview training, and job listings in your field, the Career Development Center's goal is to connect you with the services and resources you need to map out the career you envision. Learn more about their services and on-campus positions on the [Career Development Center](#) website.







## OFFICE OF RESIDENTIAL LIFE

The mission of the Office of Residential Life is to create a safe, supportive, inclusive, and engaged learning environment that enhances students' holistic development. They provide opportunities for students to create community and implement a vision for the future. They support all on and off campus housing needs. Their office is located in the first floor of Bixler Hall and more information can be found on the [Residential Life](#) website.

## CENTER FOR STUDENT ENGAGEMENT, LEADERSHIP & ORIENTATION (CSELO)

The Center for Student Engagement, Leadership and Orientation (CSELO) fosters campus community through programs, resources, and opportunities for involvement that advance student learning and prepare students for success in the global community. Visit their office on the third floor of Bartels Hall or the [CSELO](#) website to learn more about leadership opportunities, events. Students should also login to [Charger Connection](#), which lists all of the over 100 student organizations and events on campus.



## ACCESSIBILITY RESOURCE CENTER (ARC)

Located on the first floor in Sheffield Hall, the Accessibility Resources Center ("ARC") provides comprehensive services and support that serve to promote educational equity and ensure that students are able to participate in the opportunities available at the University of New Haven. Students with physical, mental, emotional, or learning disabilities should visit the [Accessibility Resource Center](#) website.

## MYATT CENTER FOR DIVERSITY & INCLUSION

The Myatt Center for Diversity and Inclusion assists the University in promoting cultural diversity, awareness, and sensitivity throughout the campus community. Its programs, services and activities promote cultural identity and understanding within a multicultural environment. Students can visit the ground floor of Gerber Hall or the [Myatt Center website](#) to meet the staff and view programs.



# CAMPUS DINING

At the University of New Haven, you have almost instant access to good food and a diversity of cuisine from which to choose. You can even stop by our student-run café for a cup of coffee or gather your friends to go to the Marketplace Dining Center.

## MEAL PLAN OPTIONS

The University of New Haven offers students a variety of meal plans. Our meal plans eliminate the a la carte retail lunch program and allow students a more traditional, all you care to eat meal experience in The Marketplace Dining Center. One swipe enables students open access to the meal of their choice. All of our plans include Dining Dollars which are available for a la carte purchases in the retail locations and Campus Convenience Store. Review the meal plans and more dining information at <https://newhaven.sodexomyway.com/>



## COMMUTER MEAL PLANS

Commuter plans are available to commuters and students living in University off-campus apartments who are not required to purchase a meal plan. Review information and costs on the [Commuter Meal Plans](#) page.

# RECREATION

## BECKERMAN RECREATION CENTER

The Beckerman Recreation Center is free for students with your University ID card, and offers fitness equipment and classes, a racquetball court, a running/walking track, two full size activity courts (basketball/ volleyball/badminton) and intramural team sports. The Rec Center offers a juice bar and use of iMac computers. For more information and hours, visit the [ChargerREC website](#).





# INTERNATIONAL STUDENT EMPLOYMENT

Employment is defined as any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food, or any other compensation. Students must not assume that they are automatically eligible to work in the United States. Work authorization of one type or another is needed for an international student to work in the U.S.

USCIS considers unauthorized employment to be the most serious violation of F-1/J-1 status. It is important that you understand the type of employment F-1/J-1 students are eligible for and how to apply, because unauthorized employment (even for one day) will violate your legal F-1/J-1 status in the U.S. and jeopardize your eligibility for change of status to a professional working visa like an H-1B in the future. **You must consult the ISO and be authorized before accepting an offer and beginning to work.**

# ON-CAMPUS EMPLOYMENT


All F-1 students are permitted to work on-campus at University of New Haven part-time while school is in session and full-time during the summer and official school breaks.

- Employment is limited to 20 hours per week while school is in session.
- Employment can be more than 20 hours per week during the summer and official school breaks.
- On-campus employment may only occur between the program start date and the end date on a Form I-20.
- If you obtain paid on-campus employment, you must apply for a Social Security Number. For instructions on how to apply, please review the information on the ISO MyCharger page or contact iso@newhaven.edu.
- J-1 students must receive written authorization from the ISO or their program sponsor prior to beginning on-campus employment.
- F-1/J-1 students hired for an on-campus position must complete the necessary hiring paperwork with University of New Haven's Student Employment office prior to beginning work.

## WHERE TO FIND AVAILABLE ON-CAMPUS POSITIONS

On-campus positions are limited, so on-campus employment is not guaranteed. Most departments will require you submit an application online, including your resume and cover letter. Some positions may also include an interview. To view the available positions:



- Go to MyCharger and click the  icon on the main toolbar or the Career Development Center in Student Resources.
- Then, click Login to Charger Link on the right side of the page.
- You will be prompted to create an account.
- You may also upload your resume/CV.
- Once you have created your profile, you can select "Position Type" drop-down menu and select "On-Campus Employment."
- You can view the various open positions and apply within Charger Link.

# CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) is a type of employment authorization for experiential learning integral to your degree program, such as an internship. The F-1 visa was issued to you to be a full-time student, hence U.S. Immigration (USCIS) is very strict about employment on the F-1 visa. Unauthorized or inappropriate employment, even for one day, is considered a serious violation of visa status and thus cause for deportation. It is the students' responsibility to understand the regulations regarding employment and to obtain the necessary employment authorization before you beginning work.

**For any and all kinds of curricular practical training, paid or unpaid, you must have CPT authorization added to your I-20 prior to beginning work. Your employer will need this document before you can begin working.**

## ELIGIBILITY:

- To be eligible to apply for CPT, an undergraduate student must have been at the University for 1 full academic year (2 semesters). Graduate students may be eligible as soon as their second semester. Students must not be in their first semester.
- Students must not be on probation.
- Students must be enrolled in a full course load (including the internship course) (9 credits = graduate students, 12 credits = undergraduate students). The only exception for less than full-time enrollment is if you are in your final semester and have fewer credits remaining to complete your degree.
- You must be registered in Banner for the appropriate internship course (3 credits) before your I-20 will be created.

## RESTRICTIONS:

- CPT must be part-time (20 hours or less per week) during the fall and spring terms. CPT can be full-time (more than 20 hours per week) during the summer session. However, please note that full-time CPT will be scrutinized by USCIS and may affect OPT, STEM OPT, and any future H1-B application.
- CPT is only allowed within the dates of the term that a student is enrolled in the internship course.
- CPT employment is employer and location-specific. If the student decides to change their employer, the student must obtain a new job offer letter and a new authorization in SEVIS. CPT is not transferable from one job to the next.
- CPT is also required for internships that involve on-campus positions or research.

Visit the [Curricular Practical Training \(CPT\) webpage](#) on ISO's MyCharger page for details about the application process.

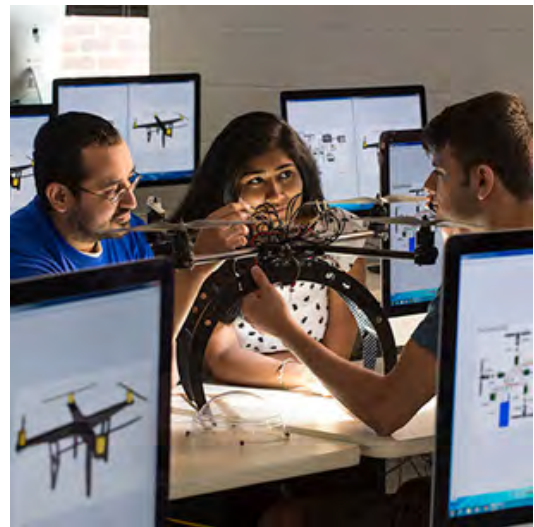
# OPTIONAL PRACTICAL TRAINING (OPT)

Post-Completion Optional Practical Training (OPT) is 12-months of temporary employment authorization for a student to engage in employment directly related to an F-1 student's major area of study. Students may apply up to 90 days prior to their program end date and up to 60 days past their program end date. Due to USCIS processing times, it is highly recommended that students apply early.

Students may attend OPT information sessions or review the [OPT Information page](#) on the ISO's MyCharger pages to understand the process.

## STEM OPT

Students with degrees in science, technology, engineering, and mathematics may be eligible for a 2-year STEM extension, depending on the support of their employers. Review the list of academic programs and [CIP codes here](#) to determine if you are eligible for the STEM extension. Click on the STEM Extension link to learn more.



## ACADEMIC TRAINING (AT) FOR J-1 STUDENTS

Academic training is the name the J-1 Exchange Visitor Program uses for employment training or practical experience related to your field of study. Academic training is available at any various of your academic program, either while you are enrolled in school or after you complete your academic program, as long as you maintain valid J-1 status, visit the ISO if you have questions regarding AT.



# SOCIAL SECURITY

All U.S. employers require employees to have a Social Security Number (SSN) for the purpose of reporting individual employee earnings for tax purposes. A Social Security Number (SSN) is required to receive compensation for work in the US (F-1 on-campus employment, fellowships, paid internship while authorized for Curricular Practical Training (CPT), Optional Practical Training (OPT)). The Social Security Number is a permanent ID number issued by the U.S. government. Keep this card and number safe, and be careful with whom you share this information, as it can be used for identity theft purposes.

## Why do I need a Social Security Number?

- You must have an SSN if you will receive a salary or stipend from the University of New Haven or from your off-campus OPT or CPT employer.
- If you were employed, you will need an SSN to file a U.S. income tax return for each calendar year in which you spent any period of time in the U.S.
- SSNs are often used for a variety of unofficial purposes, such as opening telephone, utility, or bank/credit card accounts. While having an SSN is convenient for these reasons, it is not required.

## When can I apply for a Social Security Number?

- You may apply for an SSN only if you have received a job offer.
- You must have entered the U.S. at least 10 days prior to submitting your application. You may not apply more than 30 days before the start of your job.

## How can I apply for a Social Security Number?

Please review the information on the [Social Security page](#) on ISO's MyCharger to review the application process and the required documents



# TAXES FOR INTERNATIONAL STUDENTS

Everyone living in the United States, including F-1 and J-1 students, must file federal and state income tax forms whether they earn money in the United States or not. You must also file Federal Form 8843, even if you do not earn money. You may also need to file taxes using Form 1040NR, or the shorter Form 1040NREZ, if you meet its requirements.

You must file federal and most state taxes by April 15 if you earn money; June 15 is the deadline for federal returns if you do not earn money. If you request an extension to file your tax return and owe money but pay nothing by April 15, you will be charged monthly interest on the initial amount you owed. If you believe your earnings from employment in the United States will complicate your tax situation in your home country, you should consider contacting an accountant. Furthermore, some countries have tax treaties with the United States that should be considered when reviewing your tax liability. The more complex your situation, the more strongly it is recommended that you seek assistance from an accountant familiar with your country's tax structure.

Please be advised that the International Services Office does not specialize in international tax law and cannot answer questions regarding your individual tax filing requirement; however, for additional help with your tax return, the [Sprintax online tax preparation software](#) is available for all international students at University of New Haven. It is an easy-to-use online tool to prepare your tax return at a low cost.





# U.S. AMERICAN CULTURE

Many international students arrive in the U.S. already knowing a great deal about the U.S. and about Americans. However, living and studying in the U.S. can be much different from reading about the U.S. or visiting it with family members. In this section, a few of the most common U.S. cultural values are described so that students can begin to prepare themselves for how some of the cultural values may differ from or be the same as their own cultural values.

Everyone experiences some form of “culture shock” when confronted with new and unfamiliar people and situations. It’s important to keep in mind that this is a common experience among new international students and that it is also temporary. While there may be unhappy moments, adjusting to a new culture will bring many rewards later.

# U.S. AMERICAN CULTURAL VALUES

## INDEPENDENCE

Americans strongly believe in the concept of individualism. They consider themselves to be separate individuals who are in control of their own lives, rather than members of a close-knit, interdependent family, religious group, tribe, nation, or other group.

## DIRECTNESS

Americans tend to value, frankness and openness in their dealings with other people. They believe that conflicts and disagreements are best solved by means of forthright discussion among the people involved.

## EQUALITY

The American Declaration of Independence states that “all [people] are created equal,” and this belief is deeply embedded in their cultural values. Americans believe that all people are of equal standing, and are therefore uncomfortable with overt displays of respect such as being bowed to.

## INFORMALITY

Don't be surprised if store clerks and waiters introduce themselves by their first names. Many people visiting the U.S. are surprised by the informality of American speech, dress, and posture. Don't mistake this for rudeness or irreverence; it's just a part of the culture!

## IMPORTANCE OF TIME

“Time is money,” is a common expression in the U.S. One of the more difficult things for many students to adjust to in the U.S. is the notion that time must be used carefully and productively. Being “on time” (arriving at the stated time) for class or meetings with advisers, professors, and even with friends is very important. It is considered rude to show up late for a scheduled meeting or appointment.

## FOLLOWING RULES

In the U.S., many rules really are followed and procedures are often not negotiable. Arguing or demanding to see someone “in charge” will not lead to success. It is more effective to explain exactly what you need and what kind of problem you have been having, and ask, “What do I do now?” or “Is there someone who could help me?”

# PRACTICAL MATTERS

## CALENDAR DATES

In the U.S., dates are written as month/day/year. This is the opposite of the British method, in which dates are written day/month/year.

## DINING

Most Americans eat three meals a day: breakfast, lunch, and dinner. Breakfast is in the morning between 7:00-9:00 a.m., lunch usually is between 12:00-2:00 p.m., and dinner is typically between 6:00-8:00 p.m. Breakfast and lunch tend to be light meals, and dinner is the main meal.

## SALUTATIONS

American names are written and spoken with the given name first and the family name last. So, John Smith's family name is Smith, not John.

- In a formal setting, address men as "Mister" (abbreviated as "Mr."), married women as "Misses" (abbreviated as "Mrs."), and unmarried women as "Miss". Many women prefer to be addressed using the abbreviations "Ms." (pronounced "miz"). If the person has an M.D. or Ph.D., they will often be addressed as "Doctor" (abbreviated as "Dr."). Faculty are addressed as "Professor" (abbreviated as "Prof.").
- In an informal situation, Americans will introduce each other by first name, without titles, and occasionally by just the last name. If you are introduced to somebody by first name, you can address him or her by first name the next time you meet. The only exception would be for someone who holds an important position, such as the university president or provost. Unless they tell you otherwise, faculty should be addressed using their title and last name (e.g., "Professor Smith").

## TIPPING

Restaurants in the U.S. do not include a service charge in the bill, so it is customary to tip the waiter 20% of the total bill. If service was slow or particularly bad, some Americans will tip only 10-15%. Likewise, if service was particularly good, it is appropriate to tip more than 20%.

- If you are in doubt, ask whether it is appropriate to tip or whether a gratuity is included in the bill.
- Tipping is only appropriate in restaurants which offer table service. Tips are not expected when ordering from a fast-food restaurant or cafe with counter service.
- Taxi drivers, food delivery drivers, bartenders and hair stylists all expect to get a tip equal to about 15% of the total fare.

# U.S. LAWS INTERNATIONAL STUDENTS SHOULD KNOW

While at University of New Haven, students are expected to follow laws and policies that govern a variety of daily life and academic activities. There are different levels of laws in the U.S including federal, state, and local community laws which will differ depending on the particular jurisdiction. Violating a U.S. law can have different consequences for an international student than for their American friends and can negatively impact their U.S. immigration status. **It is the student's responsibility to know what is legal or not.**

The following is a description of some of the laws that may affect international students. It is meant to introduce F-1/J-1 students to some of the laws that exist in the U.S. that may be different from other countries. Students must also review the [Student Handbook](#).

## ALCOHOL

Alcohol use in the U.S. is regulated by law. In every state in the U.S. including Connecticut, **alcohol may not be legally purchased or consumed by anyone under the age of 21**, and it may not be consumed while in public or in an automobile. It is illegal to have any open bottle, can, or container with an alcoholic beverage in public, even if the consumer is of legal drinking age. Driving while intoxicated is considered a serious crime, punishable by large fines, jail sentences, and the loss of driving privileges. It is also a serious crime to offer or provide alcohol to anyone under the age of 21.

## TOBACCO

**Smoking is prohibited on the University of New Haven campus, including e-cigarettes and vaping devices.** Smoking in public buildings, public transportation, and restaurants is prohibited by Connecticut law. Smoking is generally allowed outdoors and in one's home. When in someone else's home, it is considered polite to step outside to smoke. Cigarettes, e-cigarettes, vaping products and other tobacco products may not be purchased or used by people under the age of 18.

## DRUGS AND MEDICATIONS

**The possession or use of marijuana is prohibited by federal law.** Although the recreational use of marijuana is permitted in some other states for individuals 21 years of age or older, it remains a federal crime to possess or consume marijuana and can have immigration consequences. Furthermore, at University of New Haven, any illegal use, sale or distribution of drugs, and/or possession or supply of drugs, drug paraphernalia, narcotics and marijuana (including marijuana plants) will result in disciplinary action by the college and/or criminal prosecution. Street drugs, such as cocaine, amphetamines, barbiturates, and other mood-altering substances that are not prescribed by a medical doctor, may not be possessed or sold legally in CT. Strict laws and severe penalties apply.

# SAFETY & CRIME PREVENTION TIPS

## AVOID SCAMS

- NEVER pay money or give personal information to someone who threatens to deport you. Neither USCIS nor the Department of Homeland Security will call you to ask for money to avoid deportation. The International Services Office at the University of New Haven is the only office to inform you about your immigration status and we will never threaten you with deportation. If you receive a call like this please HANG UP immediately and inform the International Services Office about the phone call.
- Never give out your credit card number, bank account number, or social security number unless to a reputable official/establishment i.e. University of New Haven.

## PERSONAL SAFETY

- Be aware of your surroundings and avoid dark, secluded areas.
- Don't walk alone at night.
- Emergency Blue Boxes are located around campus and can be used to get help in the event of an emergency.
- Keep your door locked when you are in or out of your room. Always ask who is at your door before you open it.
- Don't allow strangers into your room.
- Trust your instincts.

## PROTECT YOUR PROPERTY

- Keep wallets, purses, checkbooks, jewelry out of sight and locked away, if possible.
- Do not keep large sums of cash. Use the on-campus ATM or a checking account.
- Keep track of debit and credit cards, and report their loss immediately. It's a good idea to take a copy of all cards and ID documents in case they are lost or stolen.
- If you live off-campus, consider getting renter's insurance to cover your property while at the University of New Haven.





# TITLE IX & SEXUAL MISCONDUCT

Title IX of the Education Amendments of 1972 states: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance".

The University of New Haven is a community committed to providing an environment that promotes excellence, responsibility, respect, understanding, integrity, and service. The University adheres to the philosophy that all community members should enjoy an environment free of any form of harassment, sexual misconduct, discrimination, or intimate partner violence.

## TITLE IX COORDINATOR

The University of New Haven has a Title IX Officer who is responsible for coordinating the University's compliance with Title IX, including overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Information about Title IX and contact information for the Title IX Coordinator can be found on the [Title IX MyCharger page](#).

## WHEN TO CONTACT THE TITLE IX COORDINATOR

Any student, faculty or staff member, or applicant for admission or education who has concerns about sexual misconduct or sex discrimination is encouraged to contact a Title IX coordinator.

Contact a coordinator if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct
- Learn of a situation that you feel may warrant a University investigation
- Need help on how to handle a situation by which you are indirectly affected
- Seek guidance on possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation
- Have questions about University of New Haven policies and procedures.

# U.S. HOLIDAYS

- New Year's Day – January 1
- Martin Luther King, Jr.'s Birthday – mid-January
- Lunar New Year – Between January 21 and February 19
- Valentine's Day - February 14
- President's Day - Third Monday in February
- Easter Sunday - Date varies around March or April
- Jewish Passover – In April, date varies
- Mother's Day – Second Sunday in May
- Memorial Day – Last Monday in May
- Father's Day – Third Sunday In June
- Independence Day - July 4
- Ramadan – A month of fasting, commemorating the first revelation of the Quran to Muhammad.
- Eid al-Fitr – Feast that marks the end of Ramadan fasting. Date varies.
- Labor Day - The first Monday of September
- Rosh Hashanah - Jewish New Year, date varies
- Yom Kippur - Jewish Day of Atonement, date varies
- Halloween - October 31
- Diwali- Date varies. Late October, early November
- Veteran's Day – mid-November
- Thanksgiving Day - The fourth Thursday in November
- Hanukkah - Usually in December, date varies
- Christmas – December 25
- Kwanza- December 26- January 1



Review the [University Academic Calendar](#) to review when the University will be closed in observance of holidays.

# IMPORTANT PHONE NUMBERS

- Emergency Number from any phone is **9-1-1** (used for fire, police, and ambulance)
- University Emergency Number- **(203) 932-7070**
- University Numbers are preceded by **(203) 932-**
  - International Services Office- **7475**
  - Registrar's Office- **7309**
  - Bursar's Office- **7217**
  - Health Services- **7079**

# WELCOME!

The International Services Office is a great resource for you throughout your time at the University of New Haven. Please contact us with any questions, concerns, or ideas.

Once again, welcome to the University of New Haven community!

## INTERNATIONAL SERVICES OFFICE

**Office location:** 19 Ruden St., Lower Level, West Haven, CT 06516

**Email:** [iso@newhaven.edu](mailto:iso@newhaven.edu)

**Phone:** +1-203-932-7475

**Website:**

<https://www.newhaven.edu/student-life/diversity-inclusion/international-services/>

**MyCharger:**

<https://mycharger.newhaven.edu/web/mycharger/international-services>

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