

UNIVERSITY OF NORTH TEXAS™



Study Abroad Center

INCOMING EXCHANGE STUDENT HANDBOOK

2005/2006

This contains important information. Please read carefully and keep this handbook throughout your stay at UNT. You must follow instructions closely or you risk delays in registration, housing allocation, etc.

**Study Abroad Center
115 Kendall Hall
UNT
PO Box 311067
Denton, TX 76203-1067**

Tel: 940-565-2207

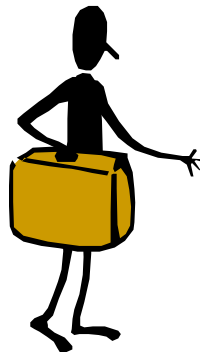
Fax: 940-565-4822

Email: Marybeth@unt.edu or Valerieb@unt.edu

www.international.unt.edu/sac

TABLE OF CONTENTS

<u>Page</u>	<u>Section</u>	<u>Page</u>	<u>Section</u>
1	The Study Abroad Center (SAC)	9	Social Security
2	Other Offices in International Studies and Programs	10	Taxes
2	Orientation Week	10	Transportation in Denton: LINK
3	Checklist for Wednesday Interview	11	Should I Buy a Car?
4	Housing	11	Transportation to Dallas/Fort Worth and Beyond
6	Meals	11	Transportation back to DFW Airport
6	Course Registration	12	Texas Weather
8	University Classes at UNT	12	Activities
8	Student ID Cards	12	International Week
8	Banking and Money in the U.S.	12	Student Health Center
9	Working in the U.S.	13	Health Insurance
		13	Meningitis Vaccination
		14	Notes for ISEP Students
		15	Your Notes
		16	Your Notes



THE STUDY ABROAD CENTER

International Studies and Programs (ISP) is a strong and growing department within the University of North Texas. The Study Abroad Center is one office within ISP, and it is responsible for working with incoming and outgoing exchange students as well as group study abroad programs around the world, which are usually held in the summer. Most UNT students have not traveled abroad before, and choose one of the shorter programs as a starting point.

The vast majority of full-time international students at UNT (7% of the overall UNT student body) are working toward UNT degrees at the undergraduate or graduate level. Students here on special programs such as exchange programs are therefore in a minority. On the one hand this means that you are "special!" On the other hand, it does mean that the major University systems were not designed with you in mind. It is therefore very important that you read the following information carefully so that you know your responsibilities and where you can turn for advice and assistance.

PLEASE NOTE: Students here on the ISEP exchange program have special situations in some of the cases listed in the booklet. Please look at the last section of the handbook at the notes for "ISEP STUDENTS."

The Study Abroad Center should be your "home base" (a baseball metaphor!). If you have a question or problem (that is not already addressed in this book), please call or come by the SAC to discuss it.

Even if you don't have a problem, we'd appreciate it if you'd stop by occasionally. We know you are busy, but we'd like to get to know you while you are here. Also, we often have information on programs and activities, and checking in will keep you up-to-date.

We realize that this booklet may seem to contain a lot of "do's and don'ts." We apologize for "welcoming" you with rather abrupt instructions. However, we feel that it is important to make absolutely clear the areas of potential difficulty and misunderstanding. This will help you to settle in more easily with as few worries as possible.

Please read all of the information in this handbook carefully and keep it for future reference. It contains important information that you will need during your time here.

Any queries, problems or comments about your exchange program should be directed to:

Ms. Mary Beth Butler
Director, Study Abroad Center
Marybeth@unt.edu

Ms. Valerie Borgfield
International Education Advisor
Valerieb@unt.edu

OTHER ISP OFFICES

International Advising, 171 Kendall Hall

If you have an F-1 visa, this is the office that produced your form I-20. They are responsible for advising international students about life in the US, especially with regard to staying in status with the U.S. government. If you want to travel outside the country and return to UNT, you must take your I-20 to this office to be signed at least two weeks prior to your departure date. (ISEP students, see “Notes for ISEP Students” section).

International Welcome Center, 103 Kendall Hall

The Welcome Center is the “front door” of International Studies and Programs, actually located just inside the front door of Kendall and to the right. This office coordinates programs for Intensive English and other UNT international students. These include orientation, the international welcome party, tax seminars, and International Week. Inside, there are couches where you can relax, and a phone for your convenience. You can also view pictures from past International Week celebrations.

Intensive English Language Institute, 259 Kendall Hall

The “IELI” enrolls approximately 300 students at any one time who are here to learn English, or to improve their English. Most of their classes are held on the second floor of Kendall.

International Admissions, 170 Kendall Hall

This office handles applications from international students who are seeking degrees at UNT and evaluates their credentials for entrance.

ORIENTATION WEEK

Monday morning, August 22: The Study Abroad Center’s orientation program begins with a welcome breakfast & orientation at 9:00 a.m. in Room 102 of Kendall Hall (refer to your campus map). You will receive important information about staying “in status” with the US Immigration and Naturalization Service (INS) while you are in the United States; about working in the US and paying taxes to the US government; and about being at UNT in general.

The rest of the week is detailed in your orientation schedule. We will register you for classes, help you make initial dorm payments, take you to get a post office box (mandatory) and open a bank account (if you want to). You will also get a UNT student ID card. You may purchase sheets, blanket, and pillow if you would like to; the SAC supplies these to you at our cost.

On Wednesday, you will have an intake interview with a SAC staff member in which we make copies of your documents and check your insurance coverage. Bring your documents with you to this meeting! You will pay for your linens, if you received them, at this time.

CHECKLIST FOR WEDNESDAY INTERVIEW:

- Passport
- I-20
- I-94 card (you received this upon entry to the U.S.)
- Proof of Insurance, if you have it
- UNT Post Office Box address
- Dorm Room number and phone number
- Temporary checks from your bank account, traveler's checks or cash to pay your dorm deposit of \$325.00 and for insurance if you are purchasing it from UNT.
- Payment for bed linens if purchased from the SAC

Also, during Orientation Week, you will be asked to meet with advisors in your major academic area to go over your class choices. You will also be able to go on a shopping trip to Wal-Mart, a huge store where you can purchase clothing, food, household items and anything else you need!

Our goal for orientation week is to provide you with a solid foundation so that your time here at UNT will be fruitful and enjoyable. For this reason, the orientation is required.



HOUSING

<http://www.unt.edu/housing/>

About Student Housing in the US

Student Housing at UNT (as at most US universities) is dormitory-style, with two students to a room. It is run by a central department at the University called Housing and Residence Life (HRL). The HRL strives to be a "home away from home" residence for students. They are responsible for the physical maintenance of the facilities, and also in a limited manner for the health, welfare, and conduct of students living in the halls.

Living in US Residence Halls

The mission of HRL means that there are rules about what can and cannot be done in the residences, and there are regulated hours when residents must be quiet in the halls to allow others to study, etc. HRL has employees called Resident Assistants (you will hear them called "RA's") who are upper-class students. These students live in the halls to assist students with any problems and to ensure that residents behave considerately of one another. The rules of the halls are detailed here:

<http://www.unt.edu/housing/abc/index.htm>. They will also be explained at "wing meetings" held at the beginning of the semester and periodically during it. **You must attend your wing meetings, because you are responsible for what is discussed there!**

Placement in a Hall

Please note that while HRL does their best to accommodate your stated preference of halls, housing is very full at this time. We are actually very fortunate to have spaces for you as exchange students; all the other students have had to sign up many months in advance, with no guarantee of housing. Therefore, you may not get into your first choice of residence hall (or your second)! Please understand that this is the same situation that our Texas students face.

Paying for your Room

You will need to make a deposit payment of \$325 at the Business Services Office in Crumley Hall during Orientation Week. U.S. students have already made this payment, so it is referred to in the chart below as a "prepay." The first payment (if you choose an installment option) will be due on September 1. Of course, you may pay the full amount for your housing at any time. You are responsible for keeping up with your payments if you have them.

Fall 2005/Spring 2006 Payment Schedule

The following payment plans apply to these buildings: Bruce, Clark, The College Inn, Crumley, Kerr, Maple Street, McConnell and West Halls.

Hall	Room type & meal plan	Semester Totals	Pre-payment	Payment 1	Payments 2 through 8
<u>OUR STANDARD HALLS</u> Bruce, Clark, College Inn, Crumley, Kerr, Maple McConnell and West	Room w/ a 5 day meal plan	\$2519.72 (\$5039.44 per year)	\$325.00	\$304.93	\$629.93
	Room w/ a 7 day meal plan	\$2682.27 (\$5364.54 per year)	\$325.00	\$345.56	\$670.57
	Room w/ no meal plan, College Inn only	\$1531.70 (\$3063.40 per year)	\$325.00	\$57.91	\$382.93

Payment Due Dates
September 1, 2005
October 1, 2005
November 1, 2005
February 1, 2006
March 1, 2006
April 1, 2006
May 1, 2006

Note:
 Each payment covers approximately 6 weeks of living expenses; payment schedule is not per month.

If you choose a “Premium” Hall, the added cost (about \$315/year) is your responsibility. This is also true for Kansai Gaidai and ISEP students, whose housing is paid at the home institution. Do not move if you cannot afford the cost!

Vacation Periods

Note that the residence halls will be closed during holiday periods, such as Christmas Break and Spring Break. You will need to make other arrangements for your housing and meals during these times. Some students use this time to travel. Contact your front desk for exact dates.

ISEP & Kansai Gaidai Students: See note on housing and meals. Your housing and meals have already been paid at your home university. The ISP accountant will make payment to Housing for your room and meal plan. If you receive a bill from Housing saying that your room has not been paid for, please bring it to Valerie in the SAC. She will follow up on it. Sometimes inter-departmental payments can take a long time in the UNT system.

MEALS

<http://www.unt.edu/diningservices/>

Meal plans are required!

Living on campus requires a meal plan in all halls except College Inn. The meal plans are paid for in Crumley Hall when you pay for your residence hall room. You may choose a five-day (fifteen meals) or seven-day (twenty meals—all except Sunday supper) meal plan.

Meal plan choices

Sometimes students are disappointed that they “have to” have a meal plan. It’s actually a terrific deal. There are many options at every meal at each of five cafeterias. These include hot entrees, sub sandwiches, pizza, salads, vegetarian and vegan meals, low-fat choices, you name it! You can view daily menus at <http://www.unt.edu/diningservices/cafeterias.htm>. You also don’t have to shop, cook or clean up for yourself, so you can spend more time studying and meeting people!

COURSE REGISTRATION

If you sent a trial schedule to Valerie from home, she will have registered you in as many of your chosen courses as possible. Once you arrive here, we will show you your UNT schedule and you will have an opportunity to make changes.

Undergraduate students are expected to register for at least 4 courses at 3 credit hours each, for a total minimum of 12 credit hours. This is required for you to stay “in status.” The maximum number of courses you may take is 6 (18 credit hours). (Music students may take more than 6 courses, since many Music courses are 1 hour of credit.)

ADDING AND DROPPING CLASSES

We understand that you may wish to attend a class to see if you are prepared to take it, and if not, make a change. You are allowed to “add and drop” courses through the first week of school. After that, you may only drop for another week.

To add and drop courses, please see Valerie in the Study Abroad Center. It is your responsibility to be sure that you know which classes you are enrolled in! If you decide that you don’t want to do a particular course and just stop going, your transcript will show an “F” at the end of the semester. This is embarrassing for you, and potentially harmful to your status at your home university. It is also embarrassing for us. We know that you are among the very best students at your home institution, and we expect that your performance here will reflect that.

After Friday, September 9, you may no longer add classes. You may drop classes via the SAC up until September 12.

From September 13, you may withdraw from a class: if you decide to leave the class during this time, the class will remain on your record with a grade of “W” (withdrawn). You are responsible for obtaining the faculty member’s permission to withdraw from the class. You must get him or her to sign a drop slip, which you are then responsible for turning in to the Registrar’s Office.

From October 7 on, it is too late to get out of a class. You must complete it or withdraw from it. Your transcript will show “WP” if you are passing the class or “WF” if you are failing.

Please remember and observe the above information. We want you to be successful here, and it is very frustrating to have a simple mistake mar your permanent record.

If you should be failing or doing poorly in any of your classes at mid-term, please talk with your professor(s). Also, please make an appointment to talk with Mary Beth. She will be glad to work with you to find help. There are many, many academic programs and services on campus that you are entitled to use, including Supplemental Tutoring, classes in speed reading and study skills, personal counseling, a writing laboratory...the list goes on! Visit <http://www.unt.edu/lc/resources.htm> for more information.

SPRING SEMESTER CLASSES

The Schedule of Classes will be available on campus in mid-fall. You will need to obtain a copy, choose your courses, and submit to the SAC. We will register you for your spring courses. UNT students can make changes to their schedules via the web, however, you should NOT do this – if you do, you will incur a fee & your UNT transcript will be blocked.

TRANSCRIPTS

At the end of each semester, the SAC will automatically send your home university an official UNT transcript. Please note that if you owe the university any monies or fines for overdue library books, dorm payments, etc., we cannot send an official transcript until it is paid. Please be sure you have paid all fines/fees by the end of the semester. If you are not sure whether you have any fines, check with Valerie in the SAC.

NOTE FOR ISEP STUDENTS

ISEP Students are required to complete a form each semester listing the courses they are taking. This is to be verified by the SAC, and we will send it on to the ISEP office. Don’t forget to do this!

UNIVERSITY CLASSES AT UNT

As you may know, the American university system calls for lots of assignments and continuous assessment. You will receive a syllabus for each class at the beginning of each semester; it is in the nature of a contract between you and the professor. Read this carefully and keep it! It includes all details of when examinations will be held, when work is due, and what the expectations are in terms of class participation and attendance. Note that you may be graded on the latter two items.

Course credit is awarded in “credit hours,” and most courses you will take are worth 3 credits. Credit hours refer to the number of hours per week you are in the classroom during a fifteen-week semester. Most courses are "worth" three credit hours. For 3-hour courses, you will be in class approximately three hours per week.

For every one (1) credit hour in which you enroll, you will spend approximately two to three (2-3) hours outside of class studying. As noted above, you may take a minimum of 12 and maximum of 18 credits per semester.

If you have any difficulty with the course material, please visit your professor during his or her office hours (listed on the course syllabus). Faculty are genuinely interested in getting to know students, and will be glad to help you if they can.

STUDENT ID CARDS

Keep your ID card somewhere handy, but somewhere safe! It serves as your meal ticket (to get into the cafeterias each day). You will also need it to enter computer labs, the libraries and the gyms. In addition, you may attend football games and many other UNT events *for free* with your student ID card.

BANKING AND MONEY IN THE U.S.

During the orientation period you will be taken to open a bank account, if you want to do so. It is not required! We recommend the Wells Fargo bank (this is a very large nationwide chain) because they have a branch located in the University Union. You are welcome to choose another bank if you wish.

U.S. banks offer low-cost checking accounts. Checks are a convenient way to pay for your books, housing, etc. When you write a check, though, it is likely that you will be asked for government-issued photo identification, so it is a good idea to have your passport with you on those occasions.

WORKING IN THE U.S.

International students are allowed to work up to 20 hours per week, but only on the UNT campus. About 3000 students work at UNT overall, and their assistance is very important to keep the university running! Student jobs are all kinds: from serving food in the cafeteria to working in an office to working in a computer lab. Salaries vary too. The minimum wage is \$5.15, but some salaries are higher.

To see what jobs are available, look at the bulletin boards outside the Student Employment Services office in the University Union, Suite 320. In order to apply for an on-campus job, go to www.unt.edu/secs, register & apply for jobs on-line. You may need

to take a test (for typing or spelling) for some positions. UNT students may be referred to as many as three on-campus jobs per day.

The referral is essentially the same as an application for the position. After receiving the referral, you must then contact the employing department and either drop off the referral (in which case you will be called in later for an interview), or call and schedule an interview (in which case you will have to bring the referral to the interview). Contact with the employing department is then the responsibility of the student.

If you are hired for a position, you will be required to present your passport and Social Security card (see below).

The University pays its student employees on the first & the fifteenth of each month.

SOCIAL SECURITY

“Social Security” is a system that is meant to take care of Americans when we get old (similar to Old Age Pensioners’ Insurance). In order to work in the US, you must obtain a Social Security card and you may apply for a card after Sept. 9 in the International Advising office.

ACQUIRING A SOCIAL SECURITY NUMBER

All F-1 students will need to show authorization to work. Students working on campus will need to show proof of a job offer, or employment. Social Security numbers will not be granted if there is no verified job on campus.

The procedure for on campus employment verification is outlined below.

1. Obtain an offer of employment on the UNT campus.
2. The UNT employer must download a letter format from the www.international.unt.edu website. This letter must be completed and placed on the employer’s letterhead. The employer must sign the letter. Signature stamps cannot be accepted.
3. The student must bring the employer’s letter to International Advising in 171 Kendall Hall to apply for a letter from the Designated School Official (International Advisor) to verify the employer’s letter and the valid visa status. Please do not bring the letter to International Advising before you have been in the U.S. for at least 10 days. There may be other time restrictions at the beginning of any semester due to large numbers of students and the SEVIS actions we must perform for each student.

Take the originals of both letters to Social Security along with your passport, I-94 card, and I-20.

TAXES

(Note that the information below is solely for information, and should NOT be construed as tax advice!)

Everyone in the United States, regardless of immigration status, is responsible each year for submitting a complete and accurate income-tax statement to the International Revenue Service (IRS), an agency of the U.S. Treasury Department. International students who did NOT work during their time here must still submit a report. Americans call the process "filing a tax return" or "filing." Foreign students, regardless of whether they work or earn income while in the United States, must file an appropriate return each year.

By law, employers must "withhold" the appropriate amount of tax from your pay and send it directly to the government. However, if you don't make very much money, you may be able to get your tax payments back! This will happen after you submit your "tax return" between January 1 and April 15 in the year after you work here.

If you work, by January 31 of 2006, you should receive a form from the University called a "W-2." Keep this! You must have it to file with your tax documents. The tax forms are available on the Internet at www.irs.gov. Students who worked should fill out a form 1040-NR-EZ. Students who did NOT work should fill out a form 8843. International Studies and Programs usually offers a tax workshop for international students in the spring. Check with the Welcome Center for information on this.

You will list on your tax return the total amount of money you earned during the year. Based on this figure you will be assessed a tax. If this tax is less than the amount of tax withheld during the year, ***you may be entitled to a refund of the tax you overpaid.*** However, if this tax is more than the amount of tax that was withheld during the year, you will be required to pay the government the amount of tax that you still owe. Some countries have tax treaties with the U.S. which allow you not to be taxed at all. You may check with the Payroll Office at UNT to see if your country has a tax treaty with the U.S.

TRANSPORTATION IN DENTON AREA

What you've heard is true: most Texans have their own cars. This is probably due to our "wide open spaces" and typical lack of public transportation. (Editorial note: it doesn't say much for our collective environmental consciousness, but we won't discuss that here.) A light rail to Dallas is in process and should be complete in 2008.

So, how can you get around without a car?

- ➔ Get rides with friends, roommates, etc. If anyone is drinking, ALWAYS USE A DESIGNATED DRIVER! If this is a new concept for you, ask an American.
- ➔ Denton has a bus system called the "Link." There will be a map, schedule and fare information on this in the SAC, and you may also visit the Link site online at: <http://www.cityofdenton.com/pages/link.cfm>

The Link has limited hours (it doesn't run on Sundays; the last bus on Saturday is at 6:00), so you will need to plan your travel carefully. But you can use this to go to the shopping mall, Wal-Mart, and other fun locations.

SHOULD I BUY A CAR?

You may buy a car, of course, but be aware that:

- ➔ You must pay for the car, its fuel, and any needed repair and maintenance
- ➔ You must purchase liability insurance for the car
- ➔ You must pay to "register" the car with the state (to get the title in your name)
- ➔ You will have to get a Texas Driver's License, which requires a written test and a driving test, if you don't already have an International Driver's License. The Driver's License Handbook is available online:
<http://www.txdps.state.tx.us/ftp/forms/DLhandbook.pdf>
- ➔ Information sheets on the above processes are available inside the door of the International Welcome Center.

TRANSPORTATION TO DALLAS, FORT WORTH, AND BEYOND

So, how can you get to Dallas, Fort Worth, or other fun places? The Greyhound bus is a good option. For example, a round-trip ticket from Denton to Dallas costs \$19.00. Visit www.greyhound.com for information on fares and schedules, and to book your ticket online. If you plan to do a lot of traveling by bus, check out Greyhound's "Student Advantage" discount program.

TRANSPORTATION BACK TO DFW AIRPORT

The initial airport pickups made by SAC are a courtesy to you, and are possible because all students schedule their arrivals for just two days. When you need to return to the airport, whether as you are returning home or for travel during your time here, we are not able to provide that transportation.

The best option is to take the Denton Airport Transportation, which will pick you up in a van and drop you off at your gate. The discounted student rate (show your ID) is \$55 for the first person, and \$10 for each person after that. Be sure to book in advance by calling (940) 565-9936. Please note that this rate assumes that all are travelling together, and includes one pick-up location and one drop-off. If you are *not* traveling together, you will need to meet at one location for pick-up and choose one airport gate for drop-off. There is easy transportation between the airport terminals.

Using this method, if you time your departing flights carefully, the cost could be quite reasonable for everyone.

You may also choose to take a private taxi. Cost for the journey between the airport and campus is approximately \$70.

TEXAS WEATHER

If you arrive in August, please remember that the temperature will remain between 95 – 100 degrees (or above) for the first few weeks!! It is a good idea to take a water bottle with you to class, as you will be walking to your classes & some of them are very far apart. You can purchase water bottles in the University Union Corner Store or at Sack & Save (see the map in your welcome folder for the location).

If you arrive in January, please remember that Texas weather can be unpredictable at this time of the year, with the temperature varying from 20 – 70 degrees. It's a good idea to have both a good, warm jacket and umbrella.

ACTIVITIES

We will have several activities each semester. Stay in touch with the SAC to be sure you don't miss anything!

INTERNATIONAL WEEK

In the Spring each year, UNT has a gala International Week. Visit the International Welcome Center, 103 Kendall, to learn how to be involved with the Food Fair, Flag Parade, Performance Festival, and other great events.

UNT STUDENT HEALTH CENTER and HEALTH CARE

The UNT Health Center, located at the corner of Avenue C and Chestnut Street, is the place for you to go when you have a cold, a minor injury such as a sprained ankle, or just don't feel well. They offer other services including laboratory work, pharmacy, wellness resources, substance abuse counseling, massage therapy, and help with insurance matters. Call (940) 565-2333 to schedule an appointment at the health center.

Note that you should always make an appointment and go to the health center first for minor complaints. They are open the following hours:

Monday - Thursday	8 a.m. - 6 p.m.
Friday	9 a.m. - 6 p.m.
Appointments are available from (except Friday starting at 9 a.m.)	8 a.m. - 5:15 p.m.
Saturday Walk-in Clinic	9:00 a.m. - 1:00 p.m.



Visit the Health Center's International Student site at <http://www.healthcenter.unt.edu/internat/>. This location has information about the US health care system, insurance programs, and other things that may be done differently here from what you are accustomed to.

The Student Health Center is an excellent place for minor medical issues. You may be treated there at no cost to you; however, if you need X-rays or medication, you will have to pay for these. Also, if the Health Center refers you to an outside physician, you must pay the cost for that.

If you have a true medical emergency, you should go to one of the hospital emergency rooms. Denton Community Hospital is at 207 N. Bonnie Brae (closest to UNT). Denton Regional Medical Center is at 3535 Interstate 35 East. The number to call for ambulance transportation is 911.

HEALTH INSURANCE

It is required that you have health insurance with a minimum of \$50,000 major medical benefit during the entire period of your study at UNT. If you brought proof of insurance you purchased at home, you must present a copy of this to the SAC during your intake interview. Be aware that if you use your home country insurance you will need to pay for treatment at the time of service, and file a claim with your insurance for reimbursement afterward. Keep all receipts for this purpose.

If you use the student health insurance available through UNT, you may be able to pay only a "co-payment" or reduced amount at the time of service. However, you should be sure to keep some emergency funds on hand just in case.

MENINGITIS VACCINATIONS

You will receive information on meningitis in your orientation packet. Meningitis is a very rare but very serious disease. College students are at heightened risk for contracting it due to close living conditions.

If you wish to have a meningitis vaccination, you may receive one at the UNT Student Health Center. Be sure to call the Health Center at 565-2333 to make an appointment.

NOTES FOR ISEP STUDENTS

As a student at UNT through the International Student Exchange Program, ISEP, you will find some things different for you. The major one is that ISEP students have come on a J-1 visa, unlike the other exchange students, who are on F-1 visas.

J-1 visas

ISEP students' visa documents were issued by the ISEP Central Office in Washington D.C. This is the office who must give permission for you to travel outside the country and return to the US, so be sure you send your D.S.-2019 to the ISEP Office at least 4 weeks prior to your desired travel date, for re-entry permission to be issued.

ISEP Health Insurance

ISEP students have mandatory health insurance through the ISEP program. Your insurance identification card will be sent to the SAC. Please check with us during orientation.

Getting a Social Security Card and Work Permission

If you want to work on campus, you may do so. However, in order to get a Social Security Card, you must receive written permission to work from ISEP. Please contact the SAC to arrange this.

Housing and Meals

Your housing and meals have already been paid at your home university. The ISP accountant will make payment to Housing for your room and meal plan. If you receive a bill from Housing saying that your room has not been paid for, please bring it to Valerie in the SAC. She will follow up on it. Sometimes inter-departmental payments can take a long time in the UNT system.

Vacation Benefits

As outlined in your Institutional Information Sheet, you will receive funds to help defray your expenses for vacation periods as follows: Fall only students will receive \$50 to cover Thanksgiving. Spring only students will receive \$175 for spring break. Full year students will receive \$700 to cover Thanksgiving & spring break, as well as the Christmas break.

Verification of Course Enrollments

ISEP Students are required to complete a form each semester listing the courses they are taking. This is to be verified by the SAC, and we will send it on to the ISEP office. Don't forget to do this!

YOUR NOTES

