Meet Your ISSAS Advisor

NDSU

Topics

- Cultural Adjustment
- About the International Student & Study Abroad Services Office
- Immigration Documents
- Maintaining Status
- Employment
- Dependent Information
- SEVIS regulations
- Academic Integrity
- Code of Student Behavior
- Weather
- Campus services:
  - Campus Security
  - Center for Writers
  - ACE Tutoring
  - Counseling Center
- Other important info:
  - Social Security / Driver’s License
  - Taxes
  - Health Insurance Deadlines
- Welcome Party!
Adjustment to U.S. Culture

• Culture Shock
  – What is it?
  – Stages
    • Honeymoon stage – excitement!
    • Negotiation stage – differences between old and new culture become more noticeable
    • Adjustment stage – one develops problem solving skills to cope in new culture with its differences
    • Mastery stage – participate fully and comfortably in the new/host culture

ISSAS Office

• Office Hours
  – School Year: 8am-5pm, Monday-Friday
  – School Breaks: 7:30am-4pm, Monday-Friday

• Front Desk Guidelines
  – Meet Sue and Marilyn!
Office Policies

• Advisors
  – Andrew Tannem, A-J students
  – Amy Knudson, K-Z & J-1 students

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Office Policies

• Advising Schedule for F-1 and J-1 Students
  – Online Appointments
  – Monday-Thursdays: 10:00-12:00 & 1:00-3:00
  – Fridays 10:00-12:00

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Office Policies

- Please allow for 7-10 days to process any paperwork
- Please allow for 5 days to process travel signatures on immigration documents
- Please give us time
- Please be patient

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Remember

- We are committed to keeping our advising sessions confidential and we ask that you talk to us about immigration matters only in our office (not the hall, the union, parking lot, or the bathroom)
- We keep records and we cannot give you accurate (or the best) advice based on your needs outside of our office.

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Why do we do these things?

• 2 advisors and 700 International students
• We need time to process paperwork
• We want to help you and serve you as best as possible!

Immigration Documents

• YOU ARE RESPONSIBLE FOR THE FOLLOWING DOCUMENTS
  – Passport—must be kept valid
  – I-94 electronic record
  – I-20 - note expiration date & travel signature date
  – Visa – note expiration date for travel purposes

* If you have not already you may make copies of these documents and email them to ndsu.international@ndsu.edu.
Maintaining Status

• Undergraduates
  – Must register for a minimum of 12 credits each semester and maintain those 12 credits. **You cannot drop below 12 credits in the middle of a semester (for example if you are failing a course)**

• Graduate Students
  – Must register for a minimum of 9 credits each semester
  – With assistantship, minimum of 6 credits
  – Graduate students must also maintain their credit load throughout the semester. **Dropping a class because of an undesirable grade is not acceptable.**

• Online Classes
  – Only one online course per semester can count towards your full-time status requirements.

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Maintaining Status

• Do not work off-campus
• Keep all immigration documents
• Maintain full-time student status
• Keep documents valid

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Employment

• On-campus work
  – 20 hours per week during academic year
  – 40 hours per week during summer, winter and spring breaks only (not any other holidays or breaks)

• Off-campus work
  – STRICTLY PROHIBITED –
    • For example, It is not legal to work at BioLife, McDonalds, or other stores/business that are not on-campus

• Practical Training
  – Employment directly related to your major program of study
  – Prior authorization required
  – Eligible to apply after having been in F-1 status at NDSU for two academic terms (fall and spring sessions)

Employment During Official University Breaks

• Winter break, spring break and summer
  – These breaks are considered official university breaks where it is allowable to work more than 20 hours per week (maximum 40 hours).
  
    • IMPORTANT – if you are working on-campus during a break, 40 hours is the maximum number of hours you can work. If you are working for two or more on-campus departments, you will need to make sure you are not working over the 40 hour maximum allowance. For example, if you are working 20 hours at the ITS Help Desk, you are only allowed to work 20 hours for Dining Services.

  [Link](https://www.ndsu.edu/international/immigration/students/on_campus_employment/)

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A Special Note about On-Campus Employment

• A work week is considered as Sunday at 12:00 a.m. to Saturday at 11:59 p.m. Please keep this in mind when your hours are scheduled.

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<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td>12:00am</td>
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Example: This Sunday, January 6th. How many hours per week is allowed?

• It is very important to only work 20 hours or less per week during the academic year.

• Working more than 20 hours per week during the academic year (except winter and spring break) will result in termination of your F-1 or J-1 record resulting in your required departure from the United States.

⇒ Important: A note about working 2 jobs on campus.

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A Special Note about On-Campus Employment (cont.)

• What is the process?
  – HR/Payroll office notifies you and your department. Department given 48 hours to respond and clarify.
  – Sometimes, the discrepancy in hours was an error and this is resolved before we are notified.
  – Please wait to contact us only in the event that a violation did occur. Contacting us too soon will complicate your situation.

• How are we notified?
  – If a violation occurs, we are notified by the NDSU Human Resources and Payroll Office by email.
  – At that time, you will be contacted by us and asked to meet with your international student advisor about your options.
Documents to bring to NDSU
Human Resources & Payroll

- Unexpired Foreign Passport
- Most current Form I-94 (printout)
- Work authorization Document
- Form I-20

Practical Training Employment

- Eligible to apply after 2 semesters in F-1 status in your program at NDSU (must apply through ISSAS)
- **Curricular Practical Training (CPT)** – internship, practicum, or co-op position directly related to your major program of study
- **Optional Practical Training (OPT)** – employment directly related to your major program of study
  - Please note that all practical training requires specific authorization prior to beginning employment. Working without authorization will jeopardize your F-1 status.
- Please see our website at: [https://www.ndsu.edu/international/immigration/for_f_1_students/](https://www.ndsu.edu/international/immigration/for_f_1_students/) for more information. Also, we encourage you to make an appointment with your advisor if you have questions about the process.
Dependent Information

- Must show additional funding to support family member(s)
- Please visit with an international student advisor about the complete paperwork process
- F-2 dependents are NOT able to work under any circumstances but may study part-time

SEVIS Regulations

- All changes are reported in SEVIS
  - Major or minor changes
- Students MUST report a *change of address* to the ISSAS Office within 10 days
  - Each time you move (even to a new location on-campus)
  - Address during the summer break
- Plan ahead if you need a new I-20. Please allow one week for document processing.
NDSU Email and ISSAS Website

- NDSU Email is an official form of communication which students are expected to read.
- It is very important to check the International Student & Study Abroad Services website often at www.ndsu.edu/International
  - Updates regularly about immigration and other important information such as employment, health insurance, upcoming events

Facebook

- Please remember to “Like” our Facebook page – NDSU – The Office of International Student and Study Abroad Services
  - We utilize Facebook to keep you up to date on events regularly, so it’s helpful to keep connected.
Classroom Environment & Student Expectations

• Informal
  – Addressing your professors
  – Eating in the classroom
  – Dress style
• Engaged
  – Participation is important
• Involved
  – You are expected to interact
  – Ask for help
  – View the video on Student Expectations.

Academic Integrity

Plagiarism

• Using someone else’s words, ideas, theories, etc., as your own

• How to Avoid Plagiarism:
  • Always give the original author credit; Avoid cut and paste
  • Learn how to use citations (APA, Chicago, MLA manuals)
  • Do not copy from a book to your paper
  • Paraphrase
  • When in doubt, ask your professor
Academic Integrity
Academic Dishonesty

“A student may be suspended or expelled for prohibited academic conduct by the Academic Standards Committee in accordance with the following procedure.” NDSU Policy Manual, Section 335: Code of Academic Responsibility and Conduct

- [https://www.ndsu.edu/academichonesty/](https://www.ndsu.edu/academichonesty/)
- View the video on Academic Integrity & Plagiarism.

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Code of Student Conduct

- **What is it?**
  - The Code of Student Conduct is a document that sets forth expectations of student behavior at NDSU.
- **Student’s responsibility**
  - It is each individual’s responsibility to read and know the expectations that NDSU has for its students.
  - View the video on Code of Student Conduct.
Weather

• Average temperature:
  – Summer 75°F / Winter 10°

• Cold weather tips:
  – Wear heavy coat, gloves, scarf, and hat
  – Wear warm boots
  – Walk slowly, often there is ice under the snow
  – Driving can be dangerous if you have not driven in snow and ice before- use bus if possible
  – Do not stay outside for extended periods of time

Important NDSU Services

NDSU
Safety

• Campus Police Phone Number: 701.231.8998

• Request Escort

• Blue Lights on campus

ACE Tutoring

• Location: Basement of West Dining Center

• Website: www.ndsu.edu/studentsuccess/about_ace/

• Academic supporting program for all enrolled undergraduate students

• Assistance/tutoring is provided in many areas including:
  – Accounting, Biology, Chemistry, Computer Science, Economics, Engineering, Math, Microbiology, Physics, Psychology, Sociology, Statistics, and many more!

NDSU
Center for Writers

- **Location**: Room 6, Lower Level of the Library
- **Website**: [www.ndsu.edu/cfwriters](http://www.ndsu.edu/cfwriters)

- **The Center for Writers can help writers**
  - brainstorm topics and locate relevant information
  - focus, develop, and organize their ideas
  - create an appropriate voice for their audience and purpose
  - apply effective grammar and punctuation guidelines
  - access and apply online documentation help

- **The Center for Writers does not**
  - allow students to drop off papers for proofreading and editing
  - write or rewrite papers for students
  - guarantee that a paper will (or should) receive a specific grade
  - criticize the assignment a student has been given

Counseling Center

- **Location**: Ceres Hall, Room 212
- **Website**: [http://www.ndsu.edu/counseling/](http://www.ndsu.edu/counseling/)

- The Counseling Center provides individual, confidential support for students in many areas, some of which include:
  - Personal
  - Academic
  - Career-related
Other Information

Social Security / Driver’s License

• Must have social security number to be paid for on-campus work
• Apply with Social Security Office 10 days after checking in with ISSAS
  – 657 N 2ND AVE, Room 320 Fargo, ND 58102
• Apply for driver’s license 10 days after checking in with ISSAS
  – 503 38th St S Fargo, ND 58103
Taxes

- Tax information available in Spring 2019 semester
- Forms must be submitted to U.S. government by April 15th each year
- NDSU HR/Payroll aware of exemptions for international employees
- More information will be available at our website.

Health Insurance

- The state of North Dakota requires all F-1 international students purchase the state-approved health insurance, and make full payment by the sixth week of the Spring 2019 term.
- **If payment is not made in full by the sixth week of the term course registration will be dropped which will result in a violation of your F-1 status and you will be required to depart the U.S. It is very important to make this payment in full as soon as possible.**
  
  https://www.ndsu.edu/international/insurance/

NDSU
Get Involved!

• Over 250 student organizations to join
  – Intercultural
  – Greek Life
  – Sports
  – Language
  – Religion

Final Transcripts

• If you are a transfer student or just graduated from high school or secondary school please submit your final transcript to the Admission Office, Ceres Hall.
Walmart Shopping Trip
TONIGHT
Sign-up at the I-CORE table

Meet by NDSU Bookstore at 5:00pm
Returning at 8:00pm

Welcome Party!

• Friday, January 11th
  – 5pm-8pm, Rec & Outing Center, lower level of Memorial Union
  – Bowling, games, snacks, music!!