Welcome

International Student Information Booklet

Fall Semester 2015
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Welcome to Missouri S&T

Dear Missouri S&T International Student:

I would like to congratulate you on your admission to the Missouri University of Science and Technology (Missouri S&T). We welcome you to Missouri S&T, and look forward to your joining our international family.

While you are a student at Missouri S&T, the Office of International and Cultural Affairs (ICA) is your primary resource on campus. Our office is open from 8:00 am - 4:30 pm Monday, Tuesday, Wednesday, and Friday. On Thursdays the office hours are 10:00 am to 4:30 pm. You can also contact us anytime by sending e-mail to ia@mst.edu.

We will help you find solutions to problems and answers to your questions. The ICA staff is dedicated to providing a full range of professional services which are essential to you as a student studying in a different culture and a new educational system.

My staff and I look forward meeting you.

Sincerely,

Dr. Jeanie Hofer
Assistant Vice Chancellor, International and Cultural Affairs
All New International Students
Must Complete the Following

- Attend International Student Orientation
  Tuesday, August 11, 2015
  8:00 am – 1:00 pm
  St. Pat’s Ballroom B & C, Havener Center

- Attend International Miners Fair
  Tuesday, August 11, 2015 1:00 pm - 3:00 pm
  Atrium, Havener Center

- If needed, turn final official transcripts into Admissions
  Office Parker Hall, Room G-2

- Register for Classes – After checking in with the
  Office of International and Cultural Affairs.
  Open Registration: Ends August 23, 2015.

  You must meet your academic advisor, and complete the
  “Advisor/Student Scheduling Agreement” located in your orientation folder. You then register for classes with Joe’SSS online at https://joess.mst.edu. If you have questions on registration, visit the Registrar’s Office, 103 Parker Hall.

- Obtain Student ID Card
  New Student Programs, Room 106 – Centennial Hall
  (Intensive English Students only - visit the Office of International and Cultural Affairs, 103 Norwood Hall, to obtain your student ID number.)

- Purchase Required Health Insurance
  After you register for classes, your student account will automatically be charged the health insurance fee. You will be able to review and make payments to your bill online through Joe’SSS (Intensive English Students and J-1 research scholars contact Sponsored Student Programs, 104 Norwood Hall, to purchase your required health insurance.)

- Apply for Missouri S&Te-mail address
  Go to: https://joess.mst.edu and click on "Forgot Password" to get set up as a new user.
Submit Health Forms to Missouri S&T Health Services
Forms may be submitted to Missouri S&T Student Health Services booth at the International Miners Fair on Orientation Day, or may be submitted directly to Missouri S&T Student Health Services located at 910 West 10th Street.

ENGLISH LANGUAGE PROFICIENCY TESTING IS REQUIRED FOR STUDENTS ACCEPTED FOR THE INTENSIVE ENGLISH PROGRAM & THOSE WHO HAVE NOT SATISFIED THE MISSOURI S&T ENGLISH LANGUAGE PROFICIENCY REQUIREMENT:

English Language Proficiency Testing *

<table>
<thead>
<tr>
<th>ENGLISH TESTING SCHEDULE – WEDNESDAY, AUGUST 12, 2015:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Michigan Test of English Language Proficiency</td>
</tr>
<tr>
<td>9:00 am – 10:15am at Schrenk Hall, Room G3</td>
</tr>
<tr>
<td>• Test of Writing Proficiency</td>
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<tr>
<td>10:30 am – 11:15am at Schrenk Hall, Room G3</td>
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<tr>
<td>• Test of Listening Proficiency</td>
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<tr>
<td>11:30 am – 12:00pm at Schrenk Hall, Room G3</td>
</tr>
<tr>
<td>• Oral Evaluation**</td>
</tr>
<tr>
<td>12:30pm – 4:00pm at Southwestern Bell Cultural Center</td>
</tr>
</tbody>
</table>

* If English and/or math testing is required, testing must be completed before you meet with your academic advisor. If you are required to test for both English and math, you must complete English testing first.

**The Oral Proficiency Evaluation will be administered on a sign-up basis. Students will be given an assigned a time during testing.

Note: All of the above checklist items must be completed prior to the first day of class.
Basic Immigration Information: 
Maintaining Your F-1 or J-1 Visa Status

Student and Exchange Visitor Information System (SEVIS) is an internet-based database management system that allows schools and the United States Immigration and Customs Enforcement (ICE) to exchange data on the visa status of international students and exchange visitors. Current student/exchange visitor information is transmitted electronically throughout an F-1 student’s or J-1 exchange visitor’s academic career in the United States. U.S. Consulates also have access to SEVIS.

Some Basic Requirements to Maintain F-1 and J-1 Status

- Maintain a passport valid six months into the future.
- Attend the school you are authorized to attend:
  - F-1 visa holders - the school listed on the I-20 that was stamped by ICE at your port of entry.
  - J-1 visa holders - the university sponsor listed on the DS-2019 that was stamped by ICE at your port of entry.
- Pursue a full course of study every semester until degree program is completed, and make normal progress toward the completion of the course of study.
- Full course of study for undergraduates is 12 credit hours per semester. Enrollment during the summer session is not required.
- Full course of study for graduate students is 9 hours per semester. Enrollment during the summer session for three hours is required for all students who have a GTA/GRA. Other conditions may apply, please contact the Graduate Office to confirm your summer semester enrollment requirement.
- Make sure that all information on your I-20 or DS-2019 is accurate at all times.
  (This includes program/level/financial/assistantship information, etc.)
Follow USCIS procedures for changing from one major or degree level to another.

Apply for extensions for your degree completion before the expiration date on your current I-20 or DS-2019.

Limit on-campus employment to 20 hours a week while school is in session.

Do not work at off-campus employment without authorization. If you have authorization, limit authorized off-campus employment to 20 hours per week while school is in session. (Students on full-time CPT may work more than 20 hours per week).

F-1 visa holders - Report any change in Rolla address in Joe’sss within 10 days of a change. (https://joess.mst.edu/psp/prd/?cmd=login). J-1 visa holders report any change in Rolla address to the Office of International and Cultural Affairs within 10 days of a change.

F-1 visa holders must report any change in international address in person at the Registrar’s Office at Room 103 Parker Hall within 10 days of a change. J-1 visa holders report change in your international address to the Office of International and Cultural Affairs within 10 days of a change.

Some Advice to Help Maintain Your Status

Do not drop courses below the required number of credit hours without immigration authorization. You can make this request to your International Student Advisor in the Office of International and Cultural Affairs.

Always maintain the required insurance coverage with the UM-System provider. F-1 and J-1 students must carry Missouri S&T medical insurance. J-1 visiting scholars and J-2 dependents must be covered by an insurance plan with benefits as required by the U.S. Department of State.

When traveling outside the U.S. you must have your original I-20 or DS-2019 signed for travel before you leave, and you must carry it with you while you are traveling.
If for some reason you violate one of the above requirements, please come immediately to the Office of International and Cultural Affairs to learn about your options, and possibly to complete USCIS reinstatement forms. This is a very brief synopsis of some basic requirements of F-1 / J-1 visa status. Please come to the Office of International and Cultural Affairs so that we may help you with any individual questions or concerns.

Note: Please allow a minimum of 5 business days for all requests that are submitted to the Office of International and Cultural Affairs.

**Employment Authorization**

- F-1 visa holders may work on-campus upon their arrival and enrollment at Missouri S&T (i.e. - bookstore, food service, labs, etc). Students must contact the Office of International and Cultural Affairs before starting work. Students may apply for off-campus work permits only after they have been in valid status for 9 months, and only if they provide proof of sudden and unexpected financial difficulties to USCIS in their application for work authorization. J-1 visa holders must have authorization from the Office of International and Cultural Affairs before starting an on-campus job.

- F-2 visa holders are not permitted to work on or off-campus. J-2 visa holders can apply for work authorization through USCIS. See the Office of International and Cultural Affairs for more information on employment authorization.

**On-Campus Employment**

- The Missouri S&T Department of Student Life gathers information and applications from on-campus departments and students concerning employment on campus. For more information on job opportunities available on campus, please visit the Department of Student Life in the Havener Center Room 218, or visit their website at: [http://studentlife.mst.edu](http://studentlife.mst.edu)
Off-Campus Employment – Economic Hardship: 
Immigration Rules and Regulations

F-1 Status Requirements:

- Students must be in valid F-1 status for one full academic year (9 months), and in good academic standing.
- On-campus employment must be either unavailable or insufficient.
- Work authorization automatically ceases if the student has violated any of the requirements of the F-1 student visa.

Proof of Economic Hardship to be submitted to USCIS:

The student must demonstrate the personal negative impact of an unforeseen economic hardship. For example, this evidence could take one of the following forms:

- A letter from the student explaining the circumstances of the hardship.
- Copies of recent exchange transactions showing currency levels.
- News media articles describing the national or international economic crisis.
- A detailed budget showing your expenses and income.

If you are experiencing economic hardship, and have been in valid visa status for at least 9 months, visit the Office of International and Cultural Affairs in room 103 Norwood Hall to request an information packet and application for USCIS authorization for off-campus employment.
Curricular Practical Training (CPT)

- Definition: Internship, or any other type of required work experience that is offered by employers in a training program that is an integral part of the students’ degree program. Students are required to be full-time enrolled for at least one full academic year before applying for CPT.

Optional Practical Training (OPT)

- Definition: Temporary employment for practical training directly related to the student’s major area of study. OPT is used after completion of the students’ course of study.

Important Information On Applying for a Social Security Number

- F-1 students applying for a Social Security number on the basis of on-campus employment must present to the Social Security Administration a letter from the employer, signed by the Designated School Official (DSO) in the Office of International and Cultural Affairs stating the following: the student is authorized to engage in on-campus employment, the nature of the employment to be engaged in, and the identity of the employer for whom the student will be working. For further information, please refer to the handout titled “International Students and Social Security Numbers” located in your orientation folder.
Items Required when Applying for a Missouri Driver’s License
http://rollalicenseoffice.org/

- In order to apply for a Missouri driver’s license you will need to take the following items to the local license office located at 1038 South Bishop, Rolla Mo.
  - Passport/visa
  - I-94 card
  - Original I-20
  - Enrollment letter (obtain this letter from the Registrar's Office located at 103 Parker Hall).
  - Student ID card
  - Social security card or a letter from the social security office stating you are not eligible for a card.

Registering for Classes

OPEN REGISTRATION

103 PARKER HALL
Ends August 23, 2015
http://registrar.mst.edu

- You will be able to register using the Joe’SS computerized student registration system https://joess.mst.edu.

Remember to check in with the Office of International and Cultural Affairs and then you should go to your department to see your academic advisor before you register for classes.

A fee is charged by the Registrar's Office for late registration.
Required Health Insurance Coverage

In the United States, medical care is excellent. However, it is very expensive. There are no government-subsidized health insurance plans in this country. Therefore, everyone must purchase his own health coverage. It only takes one accident or hospital stay to use all the money you have, and to put you into debt for a long time in the future. Missouri S&T requires that all J-1 students and F-1 visa holders purchase a comprehensive and reasonably priced medical plan provided by a company selected by the University of Missouri System.

Some things to remember about the insurance requirement:

- The information that you need about the plan is in the international student accident and insurance plan brochure found in your orientation folder.

- Accident and health insurance identification card: this card should be carried with you at all times. It will be mailed to you by the insurance company. It should be given to any hospital or other medical provider you or your family uses.

- If you are a new degree-seeking student at Missouri S&T, the charge for your insurance will appear on your bill from the Missouri S&T Cashier’s Office. If you are enrolled in the Intensive English Program, and will not be taking any academic courses, you must purchase the insurance upon your arrival at Missouri S&T, when you check in at the Office of International and Cultural Affairs.

- A J-1 visa holder’s willful failure to maintain the required insurance coverage either for himself or any dependent living in this country is regarded by USCIS as a violation of immigration status.
General Information About Privately-Owned Housing

A lease is usually required to rent an apartment or a house. A lease is a binding contract. You are making a legally enforceable agreement to pay rent for the entire period indicated on the lease. If you sign a one-year contract, you must pay for the entire year.

Read your lease carefully before signing. If necessary, ask the landlord if you can take it home to read. The lease tells you everything about what you will be expected to do and to pay, and what your landlord is expected to do and pay.

If there is something in the lease with which you do not agree, talk to your landlord about it before you sign the lease.

Helpful information:

- The lease authorizes only your use of the apartment. You must get consent from the landlord for additional occupants.
- Report anything that needs maintenance or is broken to the landlord as soon as possible.
- Be sure that the smoke alarms are tested regularly.
- Empty trash and newspapers often, as they can become a fire hazard.
- In case of emergency: leave building first. Then, call 911, the emergency telephone number. Then call your landlord.
International and Cultural Affairs

Office of the Assistant Vice Chancellor
209 NORWOOD HALL
Dr. Jeanie Hofer------Assistant Vice Chancellor
Ms. Cindy Boles------Administrative Assistant
Ms. Sandra Simmons-Gamble------Fiscal Assistant

Applied Language Institute
1207 N. Elm Street
Ms. Roberta Morgan------Program Director
Dr. Thu Tran------Student Program Administrator
Dr. Jason Chan------Learning Skills Specialist
Mr. Richard Myers------Cultural Program Coordinator
Ms. Michele Warren------Senior Secretary
Ms. Emily Lawrence------Office Support Assistant II

Student Services
103 Norwood Hall
Ms. Gene Beyer------Assistant Director
Mr. James Monahan------Associate Director
Ms. Justina Lewis------Manager, Student Support Services
Ms. Emily Smith------International Student Advisor
Mr. Morrell Whitley------International Student Advisor
Mr. Brad Boling------International Student Advisor
Ms. Ayako Ohrenberger------SEVIS Coordinator
Ms. Julie Myer------International Student Advisor/Recruiter
Ms. Ana David------Senior Staff Specialist
Ms. Dolores Johnmeyer------Office Support Assistant III

Sponsored Student Services
104 Norwood Hall
Ms. Susan Potrafka------Assistant Director
Ms. Sharon Wallace------Manager, Student Support Services
Ms. Jodi Hasekamp------Sponsored Students Coordinator
Ms. Robin Ziegler------Sponsored Student Services Assistant
Mr. Stephane Menand------Study Abroad Advisor
Ms. Amy Smith------International Student Advisor/Insurance
CONTACT INFORMATION

Mailing Address -------- Office of International and Cultural Affairs
320 West 12\textsuperscript{th} Street
103 Norwood Hall
Rolla, MO 65409

Phone -------- (573) 341-4208
209 Administration Fax -------- (573) 341-6356
103 Student Services Fax -------- (573) 341-4024
104 Sponsor/Insurance Fax -------- (573) 341-6031
Email -------- ia@mst.edu

OFFICE HOURS

Monday, Tuesday, Wednesday, and Friday
8:00 am - 4:30 pm
Thursday Only
Closed 8:00 - 10:00 am for staff meeting
Open 10:00 am - 4:30 pm

Walk-In Hours

Students may schedule an appointment through S&T Connect on Blackboard in order to consult with their International Student Advisor. Students may contact the Office of International and Cultural Affairs directly to schedule an appointment. Additionally, Monday through Friday, from 2:30 pm to 4:00 pm, students can meet with their International Student Advisor during walk-in time, without an appointment.