

Welcome New International Students



International Student Information Booklet

Spring Semester 2017

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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 Missouri University of Science and Technology (Missouri S & T). We welcome you to Missouri S & T, and look forward to you joining our international family.

While you are a student at Missouri S & T, the Office of International and Cultural Affairs (OICA) 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 from 10:00 am to 4:30 pm. You can also contact us anytime by sending an e-mail to ia@mst.edu.

We will help you find solutions to problems and answers to your questions. The OICA 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 to meeting you.

Sincerely,

Dr. Jeanie Hofer

Assistant Vice Chancellor, Office of International and Cultural Affairs

All New International Students Must Complete the Following

- Attend International Student Orientation
Monday, January 9, 2017, 8:00 am – 1:00 pm
St. Pat's Ballroom B & C, Havener Center

- Attend International Miners Fair
Monday, January 9, 2017, 1:00 pm – 3:00 pm
Atrium, Havener Center

- If needed, turn in final official transcripts to the Admission's Office in G-2 Parker Hall

- Register for classes – After checking in with the Office of International and Cultural Affairs. Open registration ends on Monday, January 16, 2017. You must meet with your academic advisor and complete the “Advisor/Student Scheduling Agreement” located in your orientation folder. You will then register for classes through Joe'SS online at <https://joess.mst.edu>. If you have questions on registration, please visit the Registrar's Office in 103 Parker Hall.

- Obtain student ID card
New Student Programs in 106 Centennial Hall
(If you are enrolled only in Intensive English you should visit the Office of International and Cultural Affairs in 103 Norwood Hall to obtain your student ID number.)

- Purchase the mandatory S & T health insurance
After you register for classes, your student account will automatically be charged the S & T health insurance premium. You will be able to review and make payments to your bill online through Joe'SS.
(Intensive English students must contact the Insurance Advisor in 104 Norwood Hall to purchase health insurance.)

- Apply for Missouri S & T e-mail address
Go to: <https://joess.mst.edu> and click “Forgot Password” to get set up as a new user.

Spring 2017 Orientation

- Submit health forms to Missouri S & T Student Health Services
Forms may be submitted to the Student Health Services booth at the International Miners Fair on orientation day, or you may submit the forms directly to Student Health Services at 910 West 10th Street.

- English Proficiency Testing*
English proficiency testing is required for students accepted to the Intensive English Program, and for students who have not satisfied the English proficiency requirement for their academic program.

English Testing Schedule – Tuesday, January 10, 2017:

- Michigan Test of English Language Proficiency
9:00 am – 10:15 am at Schrenk Hall, Room G3
- Test of Writing Proficiency
10:30 am – 11:15 am at Schrenk Hall, Room G3
- Test of Listening Proficiency
11:30 am – 12:00 pm at Schrenk Hall, Room G3
- Oral Evaluation**
12:30 pm – 4:00 pm at the Southwestern Bell Cultural Center (SWBCC)

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

** The oral proficiency evaluation will be administered on a sign-up basis. Students will be given an assigned time during testing.

Note: All of the above items must be completed prior to the first day of class.

Basic Immigration Information: Maintaining your F-1 or J-1 Visa Status

The Student and Exchange Visitor Information System (SEVIS) is an internet-based database management system that allows schools and 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 valid passport 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 the port of entry.
 - J-1 visa holders – the university sponsor listed on the DS-2019 that was stamped by ICE at the 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 twelve credit hours per semester.
Enrollment during the summer session is not required.
 - Full course of study for graduate students is nine credit hours per semester.
Enrollment in three credit hours during the summer session is required for all students who have GTA/GRA positions. Other conditions may also apply. Please contact the Graduate Studies Office to confirm your summer semester enrollment requirement.
- Make sure that all information on your I-20 or DS-2019 is accurate and updated at all times. This includes program, level, financial support, assistantship information, etc.

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- Follow USCIS procedures for changing from one major or degree level to another.
- Apply for extensions prior to your degree completion date on your current I-20 or DS-2019.
- Limit on-campus employment to 20 hours per week while school is in session.
- Do not work or volunteer at an off-campus employment location without authorization. If you have authorization, limit authorized off-campus employment to 20 hours per week while school is in session. (Students approved for full-time Curricular Practical Training (CPT) may work more than 20 hours per week.)
- F-1 visa holders – Report any change in local address in Joe'SS within ten days of a change. (<https://joess.mst.edu/psp/prd/?cmd=login>).
- J-1 student visa holders – report any change in local address to the Office of International and Cultural Affairs within ten days of a change.
- F-1 and J-1 student visa holders – Report any change in international address in person at the Registrar's Office in room 103 Parker Hall within ten days of a change.
- J-1 student visa holders – please also report any change in international address to the Office of International and Cultural Affairs within ten days of a change.

Some Advice to Help Maintain your Status

- Do not drop courses below the required number of credit hours without prior immigration authorization. You can make this request with your International Student Advisor in the Office of International and Cultural Affairs.
- Always maintain the required insurance coverage with the Missouri University of Science and Technology 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.

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- When traveling outside of the U.S., you must have your original I-20 or DS-2019 signed for travel before your 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 for F-1 and J-1 statuses. Please come to the Office of International and Cultural Affairs for help with individual questions or concerns.

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

Employment Authorization

- F-1 visa holders are eligible to work on campus upon their arrival and enrollment at Missouri S & T (i.e. – bookstore, food services, research 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 nine 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 your international student advisor in the Office of International and Cultural Affairs for more information on employment authorization.

On-campus Employment

- The Missouri S & T Career Opportunities and Employer Relations (COER) Office gathers information and applications from on-campus departments and students concerning employment on campus. For more information regarding job opportunities available on campus, please visit Miner Jobs at <https://www.myinterfase.com/mst/Account/LogOn?ReturnUrl=%2fmst%2fstudent>. You may also visit the COER Office on the 3rd floor of Norwood Hall, or visit their website at: <http://career.mst.edu/>.

Off-campus Employment – Economic Hardship: Immigration Regulations

F-1 Status Requirements:

- Students must be in valid F-1 status for one full academic year (nine months), and be 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. As an example, the evidence could be in one or more 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 nine months, visit the Office of International and Cultural Affairs in room 103 Norwood Hall to request the information packet and application for USCIS authorization for off-campus employment.

Off Campus Employment – CPT & OPT

Curricular Practical Training (CPT)

- **Definition:** An internship, or any other type of required work experience that is offered by employers in a training program that is an integral part of a student's 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 student's 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 (International Student Advisor) 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
 - 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://www.dmv.com/mo/missouri/dmv-office/rolla>

- 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 Ave., Rolla, Missouri.
 - Passport and visa
 - I-94 print out
 - Original I-20/DS-2019
 - Enrollment letter (you can obtain this letter from the Registrar's Office located in 103 Parker Hall).
 - Missouri S & T student ID card
 - Social security card or a letter from the social security office stating that you are not eligible for a card.

Registering for Classes

Open Registration ends on January 16, 2017

103 Parker Hall

<http://registrar.mst.edu>

- You will be able to register by using the Joe'SS online student registration system <https://joess.mst.edu>.

Remember to check in with the Office of International and Cultural Affairs, and meet with your academic advisor before you register for classes.

- A fee will be charged by the Registrar's Office if you register for classes late (after January 16, 2017).

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 their own health coverage. It only takes one accident or hospital stay to spend all of the money that you have, and it can cause you to go into debt for a long time. Missouri S & T requires that all F-1 and J-1 students purchase a comprehensive and reasonably priced medical plan provided by a company selected by the University of Missouri System.

A few things to remember about the insurance requirement:

- The information that you need regarding the S & T insurance plan is in the international student accident and insurance plan brochure found in your orientation folder.
- Accident and health insurance identification card: you should carry this card with you at all times. It will be mailed to you by the S & T insurance company. It should be given to any hospital, or other medical provider, that 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, then you must purchase the insurance upon your arrival at Missouri S & T. You may complete the purchase when you

check in with the Office of International and Cultural Affairs. Our Insurance Advisor is located at 104 Norwood Hall and administers the S & T insurance program.

- A J-1 visa holder's willful failure to maintain the required insurance coverage, either for himself or for any dependent living in this country is regarded by the Department of State 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 legally binding contract. If you sign a lease, then 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, then you must pay for the entire year, regardless of whether you occupy the residence.

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

If there is something in the lease that you do not agree with, you should speak to the landlord about it before signing the lease.

Helpful information:

- The lease authorizes only you to use the apartment. You must obtain consent from the landlord to add additional occupants.
- Be sure to report anything that needs maintenance or is broken to the landlord, as soon as possible.
- Smoke alarms should be tested regularly.
- Be sure to empty trash and newspaper often, as they can become a fire hazard.
- In case of an emergency, leave the building first, and then call 911 (this is the emergency telephone number). You should then call your landlord.

Nondiscrimination Statement Title IX

Missouri University of Science and Technology is committed to the safety and well-being of all members of its community. US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any education program or activity. Furthermore, in accordance with Title IX guidelines from the US Office of Civil Rights, Missouri S&T requires that all faculty and staff members report, to the Missouri S&T Title IX Coordinator, any notice of sexual harassment, abuse, and/or violence (including personal relational abuse, relational/domestic violence, and stalking) disclosed through communication including but not limited to direct conversation, email, social media, classroom papers and homework exercises.

Missouri S&T's Title IX Coordinator is Vice Chancellor Shenethia Manuel. Contact her directly (manuels@mst.edu; (573) 341-4920; 113 Centennial Hall) to report Title IX violations. To learn more about Title IX resources and reporting options (confidential and non-confidential) available to Missouri S&T students, staff, and faculty, please visit <http://titleix.mst.edu>.

Office of 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. Christina Cook-----Fiscal Assistant

**International Student Services
103 Norwood Hall**

Mr. William Elliott-----Director
Ms. Gene Beyer-----Assistant Director
Ms. Justina Lewis-----Manager, Student Support Services
Ms. Shawna Holle-----International Student Advisor
Ms. Jenell Kamler-----International Student Advisor
Ms. Jodi Hasekamp-----International Student Advisor, Recruiter
Ms. Ayako Ohrenberger-----SEVIS Coordinator

**Sponsored Student Services
104 Norwood Hall**

Ms. Susan Potrafka-----Assistant Director
Ms. Hannah Helmick-----Manager, Sponsored Student Services
Ms. Robin Ziegler-----Study Abroad Coordinator
Ms. Amy Smith-----International Student Advisor/Insurance

**Applied Language Institute
Southwest Bell Cultural Center
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. Traci Ahmad-----Senior Secretary

Contact Information

Mailing Address-----Office of International and Cultural Affairs
320 West 12th Street
103 Norwood Hall
Rolla, MO 65409
Phone----- (573) 341-4208
209 Administrative 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
10:00 am – 4:30 pm
Thursday only – closed 8:00 am – 10:00 am for staff meeting

Walk-in Hours

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

