DUQUESNE UNIVERSITY

Center for Global Engagement

INTERNATIONAL STUDENT HANDBOOK

CONTENTS

Introduction 5
Campus Directory 6
Campus Map 7
CENTER FOR GLOBAL ENGAGEMENT 8
What we do 8
CENTER FOR GLOBAL ENGAGEMENT Staff 9
Office Contact Information 9
Arrival Information 10
Duquesne University Identification Cards 10
Banner Numbers & ID Numbers 10
Technology Help 11
MultiPass Accounts 11
English Testing Policies 12
International Teaching Assistants 14
Student Health Forms 14
Student Health Insurance 15
Paying Your Student Bill 16
Change of Address Form 17
Receiving Postal Mail 17
International Listserv 18
Non-discrimination and Non-harassment policy statement 18
Immigration 20
Immigration Documents 20
F-1 Visa Matters 21
F-1 Program Extension 22
F-1 Transfer of Programs or Schools 23
Employment for F-1 Students 23
Employment for F-2 Dependents 25
Practical Training 25
Curricular Practical Training (CPT) 25
Optional Practical Training (OPT) 26
OPT STEM Extensions 28

CAP GAP 29
J-1 Visa Matters 29
J-1 Extension of Stay 29
J-1 Transfer of Program or School 30
Employment for J-1 Students 30
Travel for F-1 and J-1 Students and Scholars 31
Social Security Numbers 32
Income Tax 32
Your Rights in the U.S. 33
Inviting Dependents or Guests to the U.S. 34
Departure Information 35
Full-Time Status and Reporting 35
Academics 37
Overview of American Education System 37
Credits and Grades for Immigration Purposes 39
Registration for Courses 39
Registrar Terminology 40
Records and Reporting 43
Requirements for Graduation 44
Diploma Certification 44
Settling In 46
Pittsburgh 46
Neighborhoods 46
Things to do 48
Accomodations On and Off-Campus 50
Banking 50
Currency Exchange at Banks 51
Applying for a State ID or Driver's License 51
On-Campus Employment 52
Applying for a Social Security Number 53
Record Keeping 53
Public Transportation 54
Family Life 55
Day Care 55

Programs for Spouses 56
Owning a Car 56
Parking at Duquesne 56
Car Security 57
Safety and Security 57
Campus Safety 58
Student Services 59
Counseling and Wellbeing Center 59
Duquesne University Health Services 60
Learning SKills Center 61
Writing Center 62
Commuter Affairs 62
Office of Residence Life 62
Freshmen Development and Special Student Services 63
Center for career development 63
Muslim Prayer Room - Campus MInistries 63
Student Organizations 64
Duquesne University Cultural Ambassadors 64
International Students Organization 64
Other International Organizations and Clubs 65
“Greek Life” Fraternities & Sororities 65
Student Government Association 65
Other Student Organizations 65
Cultural Adjustment 66
Culture Shock 66
Dealing with Culture Shock 67
American Culture 68
Time zones in the US 72
Media in the US 72
Academic Calendar 74

INTRODUCTION

Welcome to Duquesne University! We are so glad you are here! You are at the beginning of an amazing journey, and we are pleased that you have chosen Duquesne as the place where your journey will unfold.

Moving to a new country and new culture, and studying in a completely new context will be challenging but also rewarding and life changing. The staff in the Center for Global Engagement is prepared to help you with anything that may arise while you transition to your new environment in the United States.

This International Student Handbook serves as a reference tool to help you with this transition. It includes facts and tips that will help you adjust to a new city and culture and help you handle the changes that you might experience. Use this handbook as a guide during your time at Duquesne. Some of the information may be useful at the very beginning of your stay, while other items are not needed until later in the year.

This handbook is not a substitute for visiting the Center for Global Engagement and requesting guidance from trained university professionals. Do not hesitate to stop into our office, 601 Duquesne Union, to seek out answers to your questions and concerns.

We are always happy to receive comments and suggestions on ways to better serve you. If you have specific comments about this handbook or any of our services, please let us know. We look forward to meeting all international students and scholars personally. Please feel free to stop by!

CAMPUS DIRECTORY

OFFICE	PHONE	SERVICES
Advisement (Business)	412.396.6277	Academic Advisement for Business Students
Athletics	412.396.6565	Varsity Athletics
Campus Ministry	412.396.6020	Coordination of religious programming, Ecumenical Campus Services, Counseling
Center for Career Development	412.396.6644	Off-campus Job Listings, Career Resource Library
CTS Help Desk	412.396.4357; 412.396.6200	Computer Help Line
Commuter Affairs	412.396.6660	Commuter Assistants Program Adult Learners Program, Off-Campus Housing, Parking Information, Public Transportation, Information, Message Service
Counseling and Testing	412.396.6204	Confidential Personal Counseling, Vocational Counseling, CLEP Exams
Duquesne Program Council	412.396.6619	Student Organizations, Carnival, Dance Marathons, Spring Fling, etc.
Financial Aid (Mainly for U.S. citizens)	412.396.6607	Scholarships, Loans, Grants, Federal and State Aid, Institutional Money
Freshman Development & Special Student Services	412.396.6657	Parents Weekend, Greek Life, Disabled Student Services
Health Services	412.396.1650	Health Service Information, Allergy Injections, Nutritional Services
ID Center	412.396.4736	Duquesne University ID cards (located in the Union)
Information Center	412.396.6632	General University Information, Bus Passes, Telephone Payments
Center for Global Engagement	412.396.6113	All International Student Services and Immigration
Orientation	412.396.6641	New Student Orientation
Parking	412.396.5267	Parking regulations and permit information
Public Safety [non-emergency] EMERGENCY	412.396.2677 412.396.4747	University Police, Police Dispatch
Registrar	412.396.6212	Registration dates and process, grades and/or transcripts
Residence Life	412.396.6655	Room and mailbox assignments, specifics about residence hall policies
Risk Management	412.396.6677; 412.396.4895	Health Insurance
Student Accounts	412.396.6585	Billing Information

CAMPUS MAP

DUQUESNE UNIVERSITY
Van Kaam Bldg.
Bushinski Bldg.
Muldoon Bldg.
Power Center
Sklar Skywalk
Bagamoyo Bldg.
Forbes Garage
Locust Garage
Duquesne Square
Gumberg Library
Brottier Commons
Brottier Hall
Rockwell Hall
Rockwell Hall Skywalk
Rangos School of Health Sciences
Trinity Hall
Lourdes Grotto
Duquesne Chapel
Old Main Administration Bldg.
Bayer Hall
Mellon Hall of Science
Laval House
Canevin Hall
School of Law
Duquesne Union
College Hall
Pappert School of Music
Rooney Field
Duquesne Towers
St. Martin Hall
Assumption Hall
Assumption Commons
St. Ann Hall
Vickroy Hall
McCloskey Field
Palumbo Center
Des Places Hall
Public Safety
Cooper Bldg.
Anna Schultz Bldg.
Enugu Bldg.
Wilms Bldg.
Murphy Bldg.
Fisher Hall
Fisher Hall Skywalk
Koren Bldg.
Clement Hall
Mendel Hall
Libermann Hall
Fifth Avenue
Sixth Avenue
Forbes Avenue
Watson Street
Chatham Square
Diamond Street
McAnulty Drive
Upper McAnulty Drive
Academic Walk
Locust Street
Seitz Street
Upper Magee
Magee Street
Gibson Street
Stevenson Street
Vickroy Street
Boyd Street
Shingiss Street
Crosstown Blvd.
Liberty Bridge
Bluff Street
Second Avenue
10th Street Bridge
Blvd. of the Allies
Parkway East (Interstate 376)
Mercy Hospital
EMERGENCY PHONES
N

CENTER FOR GLOBAL ENGAGEMENT

WHAT WE DO

The Center for Global Engagement supports international students from the time of their application to the university and through the duration of their studies. The Center for Global Engagement staff processes all acceptance letters and immigration documents before a student's arrival and provides a new student orientation when they arrive. After arrival, the office serves as an ongoing resource for international students, visiting scholars, local residents, and other agencies on matters relative to international students and scholars.

The Center for Global Engagement is responsible for:

1. Recruiting international students for Duquesne University
2. Evaluating international education credentials for university admission
3. Processing immigration documents for visas and entrance to the U.S.
4. Liaising with academic departments on international student and study abroad matters
5. Advising students on immigration matters
6. Advising and guiding international students on social, personal, and cultural matters
7. Hosting cultural activities and events as part of the American Traditions Series
8. Assisting students with study abroad options

Please know that you are always welcome to visit our office!

DUQUESNE UNIVERSITY

Center for Global Engagement

CENTER FOR GLOBAL ENGAGEMENT STAFF

Dr. Joseph DeCrosta
Executive Director, Center for Global Engagement
412-396-5180
decrosta@duq.edu

Mike Burke
Director of International Admissions and Student Services
412-396-1818
burkem3@duq.edu

Megan Evangeliste
Assistant Director of International Admissions
412-396-4108
evangelistem@duq.edu

Mary Beth Morris
Assistant Director/International Advisor
412-396-2599
morrism4@duq.edu

Aaron Morelli
Manager, International Admissions and Recruitment
412-396-1269
morellia1@duq.edu

Bethany Iyobe
Assistant Professor, ESL
412-396-4732
iyobeb@duq.edu

OFFICE CONTACT INFORMATION

Center for Global Engagement
601 Duquesne Union
Pittsburgh, PA 15282 USA

Telephone: 412-396-6113
Fax: 412.396.5178
Email: intladmissions@duq.edu

ARRIVAL INFORMATION

DUQUESNE UNIVERSITY IDENTIFICATION CARDS

New students must get their Duquesne University Identification Card (DU Card) when they arrive to the university. The DU Card Center is located on the second floor of the Duquesne Student Union. Your DU Card is the only identification recognized by the university for student identification, library access, residence hall and building access, meal plans or flex dollars, Power Center access, participating in student elections, ATM Card (when linked to a PNC bank account), purchasing athletic tickets, or engaging in any student activities for which identification is necessary.

Use your "virtual" cash stripe at various campus locations and receive discounts. For example, make copies, buy a Pepsi at a vending location, or eat at any of the dining facilities—all with the virtual cash that you place on your card.

DU Cards that are lost or stolen are subject to a $25 replacement fee paid by cash or check, or by billing your student account. This fee is non-refundable regardless of whether the old card is found or not. If there is a chance that your card can be found, parking and DU Card Services will issue a temporary card that is valid for three days (each student is only permitted to have one temporary card a month).

Business hours are Monday through Friday, 8:30 am – 4:30 pm. If you have special requirements or need additional information, please call the DU Card Center at 412.396.6191.

The DU Card is issued by the university. It is not a state ID card. For information on how to obtain a state ID card, see page 25.

BANNER NUMBERS & ID NUMBERS

All students are issued a Banner Number, also called a D Number. It is a 9-digit number beginning with the letter D. (Ex: **D017XXXX)** If you cannot remember your D Number, be sure to keep it in a place where you will be able to find it. You will need this number when requesting services from various departments on campus.

TECHNOLOGY HELP

The CTS Help Desk will help you with any technology issues such as connecting to WiFi, setting up your MultiPass account, or if you have any issues with your account.

CTS Help Desk
2nd Floor, Duquesne Union
Phone: 412.396.HELP (4357) or 1.888.355.8226
www.duq.edu/cts
Email: help@duq.edu
Online Help and Ticketing system: www.duq.edu/cts/helprequest

MULTIPASS ACCOUNTS

Your MultiPass Account will give you access to the many online platforms available at Duquesne University including your university email account, DORI (Duquesne Online Resources and Information Portal), WiFi access, Blackboard, and other resources.

You can setup your MultiPass account by visiting www.duq.edu/multipass. Students can setup their MultiPass accounts using either their D# or MultiPass username. D#s are provided to incoming students in their acceptance letter. Once you enter this information, you will receive an email to the email address you entered when applied to Duquesne. Click on the link in the email to complete your registration.

Once you have created your MultiPass account, you must list a secondary email account in MultiPass to help keep your credentials safe and expedite communications between the CTS Help Desk and yourself if your account ever becomes compromised. A secondary email also allows you to request a password reset link if you ever forget the password for your MultiPass account and cannot access your @duq.edu email. Your secondary email address will be recorded in our system whenever you apply to the university, whether you are applying to be a student or an employee.

Please note: You are required to change your MultiPass password every four months. Two weeks prior to your password expiration date you will be notified to reset your password via email and when you login to DORI.

1. Click on the Setup MultiPass button
2. Enter your D Number
3. An email will be sent to the email address that you used when you applied to Duquesne
4. Click on the link provided in that email to initialize your MultiPass account
5. Use the guidelines provided to set a secondary email address and create a strong password that only you will know

ENGLISH TESTING POLICIES

Duquesne University requires English language proficiency tests for all new international students with a native language other than English, who have not submitted TOEFL, IELTS, or Duolingo English Test scores prior to arrival to campus. We want all students to be able to participate fully and successfully in their academic programs. If you have been accepted to an academic degree program, you must complete the required tests either prior to or during the orientation process before we can clear you for registration into academic courses with your academic advisor.

Students who have taken the TOEFL, IELTS, PTE or Duolingo English Language tests prior to admission and submitted their official score will be placed in coursework based on the scored obtained and are not required to take any additional tests.

On-campus English language placement tests are administered through Duquesne University's ESL Program located in 435 College Hall. Three types of tests are administered:

1. Duquesne University ESL Program Writing Test
2. Accuplacer (Grammar, Vocabulary, Reading, Listening)
3. SPEAK Test (Spoken English for graduate students)

Information about ESL testing schedules will be provided at Orientation. If you are unable to attend Orientation, you must visit the ESL Department at 435 College Hall to schedule a makeup exam. Test results are generally provided the day after testing in a personal consultation with ESL advisors.

Depending upon their TOEFL, IELTS, PTE, or Duolingo English Language test results or on-campus placement testing results, students will be recommended for one of three possible options:

1. Courses related to the student's academic major, with ESL courses on an optional basis only
2. Combined courses in ESL and major-related courses depending on the student's needs
3. Courses only in ESL until the student's level of language proficiency merits placement into academic major-related courses
4.

Undergraduate On-Campus English Testing Requirements (Including Transfer Students)

Writing + Accuplacer:	No On-campus Testing required:
• Students who have not submitted IELTS, TOEFL, PTE or Duolingo English test score upon admission • Transfer students from partner institutions must take both tests unless they have a score 70 TOEFL (iBT), 6.0 (IELTS), 48 PTE, or 95 Duolingo English Language test	• 70 TOEFL (iBT), 6.0 (IELTS), 48 PTE, or 95 Duolingo English Language test • Exchange students

Graduate English Testing Requirements

Writing + Speaking:	No On-campus Testing required:
• Students who have not submitted minimum TOEFL score (80), IELTS score (6.5), or Duolingo English Test (105) upon admission	• Artist Diploma Students (School of Music) • Exchange Students
Writing & Speaking + Accuplacer:	
• Students with ESL Program Writing Test score of 4.5 or lower	

Students who require any ESL courses, either on an intensive or semi-intensive basis, are registered for those courses when meeting with their ESL advisors. Students who are cleared to take additional courses related to their academic major will make an appointment with their academic advisor. Academic advisors register these students for any additional academic courses related to their major.

All academic students enrolled in the ESL Program are expected to obtain a score of 525 on the Institutional TOEFL (ITP) before entering full-time academic coursework. Students who perform successfully in ESL courses and make appropriate progress in proficiency test scores may take part-time academic courses while completing their ESL requirements, at the discretion of the ESL Program Advisors.

International students accepted to the undergraduate Gateway Program may earn academic credit for ESL courses. This credit is posted to the student's transcript after successful completion of the courses and progress through each of the ESL Program levels.

Final grades in all ESL courses are entered on the students' official Duquesne University transcript. Students who successfully complete ESL program levels are eligible to receive certificates of course completion at the end of each semester.

ESL Testing Fees

Placement Test	**Cost**
Speaking Test	$30.00
Writing Test	$25.00
General Proficiency + Writing	$50.00
Proficiency Test TOEFL ITP*	No charge

*This test is required each semester for all students enrolled in ESL Program courses. Students entering an undergraduate program at Duquesne University without a documented iTP score of 70, IELTS 6.0, PTE 48, or Duolingo English Language test 95 are expected to attain a score of 525 on the ITP before being given a full academic schedule. No fee is applied for students currently enrolled in Duquesne University ESL courses. The cost of the TOEFL ITP for non-registered students is $50.

ESL Testing fees will appear on your student account.

INTERNATIONAL TEACHING ASSISTANTS

Pennsylvania state law and Duquesne University policy require all new international teaching assistants whose native language is other than English to be certified for sufficient English language fluency. The Duquesne University ESL Program and the Center for Teaching Excellence are responsible for administering two types of tests for such certification. Test results are provided to the chairperson of the student's academic department.

SPEAK Test	30 minutes	Listen to questions and refer to visual information, then record oral responses.	Rated by two ESL faculty members using ETS rubric
Teaching Test	15 minutes	Prepare and present a mini-lesson, then answer questions.	Rated by representatives from the student's program, CTE, and ESL

Depending upon test results, the student is issued a certification or may be required to successfully complete some additional courses offered through the ESL Program and be retested upon completion of those courses. Additional information about tests for new international teaching assistants is available through the Center for Teaching Excellence (727 Fisher Hall) and through the ESL Program in 435 College Hall.

STUDENT HEALTH FORMS

All students must provide immunization records to the Health Services Office before enrolling at Duquesne University. If these requirements are not completed, a registration hold will be placed on your account for the following semester.

Students must provide the following documents to Health Services:

- **MMR Vaccine (Measles/Mumps/Rubella) – a series of 2 shots**
- **Proof of Tuberculosis Testing – IGRA Blood Test only**
- **Meningitis Vaccine**
  (required for on-campus housing – or a signed a waiver for refusal)
- **Medical Health History**

Any medical records brought from your home-country must be translated for the health care professionals in the U.S., and signed by your doctor.

Testing and Vaccines will be available on campus through Health Services for a fee. Student Health Insurance will not cover the cost of any of these vaccinations or tests. These vaccine services can also be completed off-campus at the following location:

Allegheny County Health Department - 412-578-8060
Hartley-Rose Building -425 First Avenue, (entrance on Cherry Way),
4th Floor, Pittsburgh, PA 15219

You must submit proof of vaccinations from off-campus providers to Health Services once completed.

STUDENT HEALTH INSURANCE

Health care in the U.S. is not nationalized or socialized. This means that it can be very expensive to get medical treatment. Duquesne University is concerned about the health and well-being of our students and understands the importance of having adequate health insurance. **All international students are required to show verifiable proof of health insurance coverage to the university.** If you do not provide the necessary proof of coverage, you will automatically be enrolled in the university plan. If you know that you will be enrolling in the university's health plan, you can enroll any time by logging into https://www.qmservicesinc.com/myinsurance. **You must enroll or waive out of the Student Health Insurance Plan at the beginning of every academic year.**

Students who are sponsored by governmental agencies, or who have coverage from home that will cover them while attending a university in the United States, must waive out of university coverage by logging into https://www.qmservicesinc.com/myinsurance.

Students can purchase coverage on their own; however, the policy you purchase must follow these criteria:

- NOT exclude pre-existing conditions
- Include mental health coverage
- NOT exclude payment of claims for illness or injury occurring under the influence of drugs and alcohol
- Pay claims in U.S. dollars
- Have a U.S.-based claims processing center
- Pay claims directly to the provider (no reimbursement policies)
- Provide a copy of the full policy document in English
- Coverage must cover the period from August 01 to July 31 of the following year

In addition, please make sure you understand how your insurance plan works. For those students who purchase the policy offered by the university, Hulse/QM will assist you should you have any problems with your coverage.

QM Services, Inc
https://qmservicesinc.com/university/duquesne-university
Phone: 800-273-1715, ext. 2
Email: info@qmservicesinc.com

Health insurance is included in the estimated costs of living under “miscellaneous” expenses on immigration documents provided by the Center for Global Engagement. Please be advised that we estimate the individual cost of coverage.

Health insurance should not be confused with the Student Health Services program. Health insurance is required in addition to the Health Services fee, as health insurance policies cover serious or emergency illnesses, which may be treated at an outside hospital or physician's office.

Student Health Services is only able to treat and serve full-time students of the university; no family members are entitled to the services offered. There are, however, many physicians in the area who are available for consultation and treatment. Health Services may help you with a referral.

PAYING YOUR STUDENT BILL

All students must pay their invoice each semester. At Duquesne, tuition bills are exclusively available online 24 hours a day. Students automatically have access to their billing account through DORI and are notified by Duquesne email when their bills are posted to CASHNet. Tuition bills are due by the end of the first week of class. To avoid a late fee, bills should be paid on time. Students who have not paid their bill from a previous semester may not be allowed to register for the next semester’s classes.

To find your bill:

1. Login to DORI
2. Click the **Self Service Banner** tab
3. Click on **CASHNet Student Access Tab**
4. Click on **Access CASHnet**
5. Click on **Make a Payment**

There are several ways to pay for your student bill. You can set up a payment plan, pay by eCheck, credit card, or check. International students can also use a service called FlyWire. Please note there is a 2.75% fee added to all credit card payments.

FLYWIRE

Flywire is designed specifically for international students who wish to pay their bill from their home country. Flywire guarantees that students get the best exchange rate when paying with international currency. Visit Flywire.com to setup an account and pay your Duquesne bill.

SPONSORED STUDENTS

If your expenses are being paid by a “third party sponsor”, it is urgent that you give this information to the Student Accounts Office. Third party would include your government, or a sponsoring agency such as Fulbright. Please send this information to the Student Accounts Office located on the 2nd floor of the Administration Building.

GRADUATE TEACHING OR RESEARCH ASSISTANTSHIP/FELLOWSHIP

If you are receiving some kind of scholarship or assistantship in which your tuition should be paid for by your academic department and you receive a bill, please make sure you notify your department so that they can correct the billing.

CHANGE OF ADDRESS FORM

If you have found housing off-campus, **you MUST inform Center for Global Engagement of your address and phone number within 10 days of moving**. Students are required to report both their local U.S. address and permanent foreign address with U.S. Customs and Immigration Services (USCIS). Duquesne University must have both addresses on file at all times. Change of addresses are recorded in the Student and Exchange Visitor Information System (SEVIS) by the international advisor. The university and USCIS maintain this information for official purposes only and will not release your name, address or phone number to a third party without your written consent. By signing the I-20/DS-2019 you have given the Center for Global Engagement permission to release information to USCIS upon their request.

All university mail is forwarded to you at the address on file in the Registrar's Office. Each time you register, you should verify with your advisor that your record has your correct address. If not, you must give the Center for Global Engagement your correct address. To do this, you must complete a change of address form with the Center for Global Engagement.

For some new students, your local address will be recorded as the Center for Global Engagement address for your first semester's registration. You must request a change of address in order for your mail to be properly forwarded.

RECEIVING POSTAL MAIL

Mail sent to students living in **all residence halls** should be addressed in the following manner:

STUDENT NAME
SMC #_____
DUQUESNE UNIVERSITY
1345 VICKROY STREET
PITTSBURGH, PA 15219-2115
U.S.A

Your SMC number is generally given to you when you receive your key and move into your residence hall. If you do not know your SMC number, you can either visit the Student Mail Center in Towers or you can log into DORI, click on the "Student" tab, and look under the Mail Center box.

All mail sent to students living in **Brottier Hall** should be addressed in the following manner:

STUDENT NAME
BROTTIER HALL APT #_____
DUQUESNE UNIVERSITY
700 FORBES AVENUE
PITTSBURGH, PA 15219-4720
U.S.A

INTERNATIONAL LISTSERV

The international listserv is an email newsletter that allows the Center for Global Engagement to contact all international students at Duquesne with important updates and information. This email will contain details about upcoming events, important immigration notices, and workshops designed for international students. Please look for messages from the Center for Global Engagement from the following email address: international-list@lyris.duq.edu.

You will automatically be added to the international listserv. Make sure that you do not block this email address in your email account.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY STATEMENT

The University is committed to the principles of equal educational and employment opportunity for all qualified persons. The University is further committed to nondiscriminatory human relations in the classroom and workplace, without regard to the person's race, color, gender, sexual orientation, age, religion, national origin, marital status, genetic history, Veteran status, or disability. All of these classes and any other forms of discrimination are totally antithetical to the policy of the University. Moreover, proactive efforts will be taken to develop programs which would extend the general commitment of the University.

Duquesne University is, however, an educational institution operated in affiliation with the Roman Catholic Church in the United States. Nothing in this Policy should be construed as a waiver either of the Constitutional or statutory rights which Duquesne University enjoys as a religiously-affiliated organization. In particular Duquesne University reserves the right to specify as a qualification for employment the ability and willingness to support the values of Catholicism as set forth in the University's Mission Statement.

EQUAL EDUCATIONAL OPPORTUNITY No person seeking to pursue study at the University shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in their educational pursuits or in having access to any program or activity of the University if they have the required academic qualifications.

Title IX Sexual Harassment & Sexual Misconduct

Any person may make a non-confidential report of sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator below. Contact information for Title IX Deputies is also included below:

Title IX Coordinator and Director of Sexual Misconduct Prevention and Response

Alicia M. Simpson
412-396-2560
simpsona8@duq.edu
Office: Union #339
Address: Duquesne University, Union #339, 600 Forbes Avenue, Pittsburgh, PA 15282

Deputy Title IX and Sexual Misconduct Prevention and Response Coordinators

Sherene Brantley (Athletics) 412.396.5243 – Business Hours
Ryan Dawson (Human Resources) 412.396.5881 - Business Hours
Annie Mullarkey Sawa (Student Conduct) 412.396.6642 - Business Hours
Kate DeLuca (Nursing) 412.396.6551 - Business Hours
Andrew Logan-Graf (Disability Services) 412.396.6658 – Business Hours

NON-DISCRIMINATION AND TITLE IX

Duquesne University does not discriminate on the basis of sex in the education program or activity that it operates. Duquesne University is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to Duquesne University may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights at the United States Department of Education Office for Civil Rights, or both.

Additional information, including relevant policy information is included on the Title IX website at www.duq.edu/titleix.

IMMIGRATION

This section provides general immigration information. If you have any questions regarding your immigration status, please contact an advisor in the Center for Global Engagement. **DO NOT rely on friends, professors or staff in your academic department for advice on immigration matters**. While these people are well intentioned, they do not know all of the regulations pertaining to your immigration status and situation. Following poor advice may jeopardize your legal status in the U.S. or may cause you to lose opportunities available to you.

U.S. Immigration regulations are subject to change, so always check with the Center for Global Engagement before traveling outside of the U.S., transferring to another school, considering employment or completion of your studies.

All schools that accept international students must be SEVIS (Student and Exchange Visitor Information System) approved schools. All new students are issued immigration documents (either an I-20 or a DS-2019) through the SEVIS system (Student and Exchange Visitor Information System). SEVIS is a computerized process to collect, maintain and manage information about international foreign students and exchange visitors during their stay in the United States. SEVIS enables schools and exchange programs to transmit electronic information and event notifications, via the Internet, to DHS (Department of Homeland Security) and the Department of State throughout the student's or exchange visitor's stay in the United States. The SEVIS system ensures that all legitimate foreign students be able to enter the United States and reduces the exploitation of immigration laws by those attempting to enter our country for reasons other than attending schools here.

IMMIGRATION DOCUMENTS

International students and scholars in the U.S. should be aware of the immigration regulations applicable to their stay here and should keep all documents appropriately updated and valid. You should be familiar with the following documents:

Passport: A passport is the legal document issued by your country of citizenship and must be kept valid at all times. The passport can be renewed through your embassy or one of your consulates in the United States. Check with the Center for Global Engagement for details.

Visa: The U.S. visa is the stamp on a page of your passport which permits you to enter the U.S. Students will have either an F-1 or a J-1 visa. Scholars will usually have a J-1 visa. The U.S. visa may expire while you are in the U.S.; you cannot and need not renew it while on Duration of Status (D/S) in the United States. A new visa will be required if the original one expires and you travel outside and then re-enter the U.S. You must present the form DS-2019 (for J-1) or I-20 (for F-1) from your school in order to obtain your visa. A valid visa may not be necessary for re-entry from Canada, Mexico or adjacent islands other than Cuba, if you will be staying less than thirty days. Please check with the Center for Global Engagement.

Travel Documents in Lieu of Passport: If you have been issued a Travel Document in lieu of a passport by the government of the country of which you are a resident, the information above, regarding passports, applies to Travel Documents.

I-94 Departure Record: Form I-94 is the DHS Arrival/Departure Record issued to aliens who are admitted to the United States. Customs and Border Protection officers will create the I-94 record for all travelers who require one. The record will be created in an electronic format and students will have to go to www.i94.cbp.dhs.gov to obtain a copy of their document.

The I-94 provides a student with evidence of their status and the amount of time they can remain in the United States. The Center for Global Engagement requires all students to bring a copy of their documents to the Center for Global Engagement so that we can verify their accuracy.

I-20 & DS-2019: The I-20 form (for F-1 immigration status) or DS-2019 form (for J-1 immigration status) is the document issued by the agency or institution with which you are affiliated (Duquesne University for most). You will present this document to the U.S. Embassy or Consulate abroad to obtain a visa, and you will also present it to border officials in order to enter the U.S. each time you travel abroad and come back. **A valid travel endorsement/signature from the Center for Global Engagement is required for travel after your initial entry. Travel signatures are valid for one year.**

The I-20 or DS-2019 form is now regarded as the permanent record of your stay in the United States so be careful not to lose it. Keep all copies of your I-20 and DS-2019 stored with your other important papers.

F-1 VISA MATTERS

U.S. Immigration regulations are subject to change, so always check with the Center for Global Engagement before traveling out of the U.S., transferring to another school, completing your studies or considering employment.

Please review all regulations pertaining to your visa and ask the International Advisor if you have any questions.

DURATION OF STATUS/PERMISSION TO STAY

The USCIS grants Duration of Status to F-1 students and J-1 scholars.

In order to meet the Duration of Status (D/S) requirements, you must fulfill one of the following:

- Pursue a full course of study and make normal progress toward completing that course
- Be authorized for "practical training" after you complete your studies
- Have sixty (60) days for F-1 or thirty (30) days for J-1 in which to depart the country after you complete your studies or program.

Note: A change in major field of study or degree objective requires issuance of a new form I-20. Changing a major field of study on a DS-2019 may not be possible. You must discuss this with the responsible officer in the Center for Global Engagement.

LIMITATIONS ON DURATION OF STATUS

The "Program End Date" in section 3, page 1 of your I-20, or item #3 of the DS-2019 is the date by which the USCIS expects you to complete requirements for your current program. If you complete your studies prior to that date, your permission to stay in the United States will end after you have completed your studies, regardless of what the I-20 or DS-2019 might indicate, unless practical training authorization has been applied for and granted, or academic training has been approved.

If you are unable to complete your program of study by that date, consult with the International Advisor at least thirty (30) days before reaching the I-20 or DS-2019 completion date. If you are eligible for an extension of your time limit, an advisor in the Center for Global Engagement will assist you in complying with extension requirements.

F-1 PROGRAM EXTENSION

You may apply for an extension of your study program if you meet all of the following requirements:

1. You have not yet exceeded the time limitation placed upon your study by the expected completion of studies date on your I-20 or DS-2019.
2. You have continuously maintained lawful F-1 or J-1 status.
3. The delay in completing program requirements has been caused by compelling academic reasons such as changes in major field of study or research topics, unexpected research problems, or documented medical reasons. Delays in completing program requirements, which are caused by academic probation or suspension, are not acceptable reasons for extension of a program of study.

If your completion of studies date has expired or if you do not meet the eligibility requirements to apply for program extension, you may need to apply for reinstatement to lawful F-1 or J-1 status. In this case immediate consultation with your International Advisor is necessary.

APPLICATION DEADLINE FOR EXTENSION OF A STUDY PROGRAM

You must apply for an extension of a study program within the thirty (30) day period before the completion date on your I-20 or DS-2019. You should contact staff in the Center for Global Engagement at least thirty (30) days before your I-20 or DS-2019 completion date so that you will have sufficient time to have your extension completed. If your completion date has already passed, please contact the Center for Global Engagement immediately.

Application Procedures:

1. **Academic Advisor's Recommendation**. A recommendation letter from your advisor must verify the reason(s) for the delay in your completion of study requirements, and recommend an extension for your program with a new expected completion date.

2. **Financial Verification**. You are required to provide updated financial support documents before the new document can be prepared.

3. **New Documents.** You will be given a new document that will replace your previous document, but, remember all previous I-20s and DS-2019s must be kept.

FAILURE TO COMPLY WITH PROGRAM EXTENSION REGULATIONS

If you fail to comply with your responsibilities, you may not be eligible to continue any type of employment (even on-campus employment through a scholarship, fellowship, or assistantship) or apply for a school transfer, practical training, or other F-1 benefits without a reinstatement.

F-1 TRANSFER OF PROGRAMS OR SCHOOLS

CHANGING MAJORS VS CHANGING DEGREES

If you wish to change from one major to another, you must bring a letter of acceptance to the new major and the Center for Global Engagement will issue a new I-20 document that indicates a change in major. If you are changing degrees from undergrad to masters or masters to doctoral, you will need to provide a letter of acceptance to the new program and new financial verification indicating you have sufficient funds to continue.

TRANSFERRING TO ANOTHER UNIVERSITY

If you wish to transfer from our university to another, you need to:

1. Bring an acceptance letter from the new university to the Center for Global Engagement

2. Obtain a transfer form from the new school and have the Center for Global Engagement complete it

3. Once the first two requirements have been met, Duquesne will transfer your record.

If you have always maintained your status while studying here at Duquesne University you should have no problems transferring to a new school. If you have not maintained your status you may have to have the new school apply for a reinstatement for you.

EMPLOYMENT FOR F-1 STUDENTS

Students often ask about the possibility of employment while studying in the U.S. Employment is any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food or any other benefit. If you receive no pay or other benefit for work performed, this activity is not defined as employment and is considered to be volunteer work.

A fundamental eligibility requirement for all types of employment is that you must continuously maintain lawful F-1 status. Maintaining eligibility for most types of F-1 employment means that you must limit your work to no more than twenty (20) hours per week while school is in session. Do not assume that you are eligible to work without first contacting an International Advisor.

There are several categories of employment available for students: On-campus employment, Off-campus employment, Curricular Practical Training and Optional Practical Training.

ON-CAMPUS EMPLOYMENT: "INCIDENT TO STATUS"

You may work on campus provided you are maintaining F-1 status. You cannot work more than a total of twenty (20) hours per week while school is in session. You may be employed full-time during holidays and vacation periods, including summer vacations, provided you are eligible and intend to register for the next school term. The twenty-hour-per-week limit on your employment while school is in session applies to all types of on-campus employment discussed in this handbook.

JOBS WHICH QUALIFY AS "ON-CAMPUS EMPLOYMENT"

Employment by the school: On-campus employment performed for Duquesne University is usually acceptable, whether it is employment in the library, the computer center, the housing office or work required by a scholarship, fellowship, or assistantship.

Other employment on the school's premises: Work performed on Duquesne University's grounds is "on-campus employment" as long as the employer provides direct services to students. Employment in the school bookstore or cafeteria, both of which provide direct services to students, is acceptable even if a private commercial firm operates the bookstore or cafeteria. Work for a construction company, which is erecting a campus building, is not acceptable since the construction company does not provide direct student services.

Work off-campus which qualifies as on-campus employment: USCIS regulations permit you to work at an off-campus location provided the location is educationally affiliated with the school. The educational affiliation is associated with the school's established curriculum or is related to a graduate level research project, which your school has contracted to perform. Also, the work must be an integral part of your program of study. For example, if your field of study is marine biology, you may work at an off-campus marine biology research facility run by your school and have your employment defined as “on-campus.”

PLEASE NOTE: A letter from the International Advisor in the Center for Global Engagement may be required for presentation to student employment personnel and/or your employer.

RESEARCH SCHOLARS AND FACULTY MEMBERS

If you will receive a salary from Duquesne University, you must do the following:

- You must obtain a Social Security number from the Social Security Administration (see section on Social Security Numbers). Take your passport, form I-94, I-20 or your DS-2019 form.
- You must report your Social Security number to your departmental administration, Human Resources, and the Center for Global Engagement.

EMPLOYMENT FOR F-2 DEPENDENTS

USCIS regulations prohibit all employment for F-2 dependents (spouse and children) or F-1 students.

PRACTICAL TRAINING

Practical Training is employment directly related to one's field of study, which serves as training for the profession the student will enter. The Department of Homeland Security allows students to engage in Curricular Practical Training (CPT) at a certain point in their program, and Optional Practical Training (OPT) which usually follows a course of study.

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) is defined as employment which is an integral part of your curriculum. It can include: alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

To be considered Curricular Practical Training, the work must not only be related to your major field of study, but must also be an integral or important part of your studies. Training which your degree program requires always meets the requirements for curricular training regardless of whether or not you receive academic credit for your work. Training which is not required by your degree program may meet the requirements to be Curricular Practical Training if you receive academic credit for the employment experience and it is an important part of your studies. If you have a training opportunity which involves employment, check with the International Advisor in the Center for Global Engagement to determine if it qualifies for Curricular Practical Training.

CPT ELIGIBILITY REQUIREMENTS

Employment which is a required part of your degree program: If you are a graduate student and are maintaining lawful F-1 status and the proposed employment is a required part of your studies, you may apply for permission to engage in Curricular Practical Training whenever your program requires your participation, even if it is immediately upon beginning your studies. Undergraduate students must complete at least nine months of full time study prior to obtaining eligibility for any form of Curricular Practical Training.

Employment which is not required, but is an optional part of your degree program: In order to be eligible to apply for permission to work in a job which is not a required part of your study program, you must be in lawful F-1 status and have been a full-time student for at least nine months and receive academic credit for the work experience.

PART-TIME VS. FULL-TIME CURRICULAR PRACTICAL TRAINING

Part-time Training: Employment for twenty (20) hours or less per week while you are also enrolled for classes is considered "part-time" Curricular Practical Training. The employment authorization on (page

2) of your USCIS form I-20 should specify permission to engage in "part-time" training and you must be careful to limit your work to no more than twenty (20) hours per week. There is no limitation upon the length of time you may participate in part-time Curricular Practical Training, but you must be simultaneously enrolled in order to maintain lawful F-1 status.

Full-time Training: Employment for more than twenty (20) hours per week is considered "full-time" Curricular Practical Training and the employment authorization on (page 2) of your USCIS Form I-20 should specify permission to participate in "full-time" training. There is no limitation on the length of time you may participate in full-time Curricular Practical Training, but if you participate for twelve months or more, you will not be eligible for Optional Practical Training (see next paragraph).

CURRICULAR PRACTICAL TRAINING AND ELIGIBILITY FOR OPTIONAL PRACTICAL TRAINING

It is important for you to understand that if you participate in twelve months or more of "full-time" Curricular Practical Training you will lose eligibility to apply for twelve months of Optional Practical Training after you have completed your studies. Participation in "part-time" training programs does not affect your eligibility for Optional Practical Training.

CURRICULAR PRACTICAL TRAINING APPLICATION AND AUTHORIZATION PROCEDURES

You should contact the Advisor in the Center for Global Engagement so that your situation and the proposed employment can be evaluated to make certain that both you and the job meet eligibility requirements. Be sure to take your I-20 to this meeting. If all eligibility requirements are met you will:

1. Have your academic advisor write a letter recommending Curricular Practical Training
2. State the course number and number of credits (if the employment is a degree option) and register for this course
3. Bring in a letter from your employer stating the beginning and ending dates of employment, the number of hours you will work per week and the job duties

The International Advisor will then authorize your employment through the SEVIS system and you will receive a new I-20 noting the employment on page 2.

While regulations provide a variety of opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status. You should, therefore, consult with the International Advisor before obtaining any employment. It is your responsibility to comply with all immigration regulations which apply to F-1 Students. The staff in the Center for Global Engagement has the responsibility of advising and counseling you regarding your responsibilities. If you fail to comply with your responsibilities, you may not be eligible for benefits normally granted to F-1 Students.

OPTIONAL PRACTICAL TRAINING (OPT)

Optional Practical Training (OPT) is designed to provide you with an opportunity to gain actual employment experience in your chosen profession for a maximum of one year.

The work must be directly related to your major field of study and it must be appropriate for someone having your level of education. The work may be part-time or full-time and may occur anywhere in the United States. In order for you to be eligible to apply for OPT directly related to your major area of study, you need to have achieved lawful student status for nine consecutive months. Students enrolled in English language training programs are not eligible for practical training after completion of studies.

IMPORTANCE OF THE ACTUAL DATE OF COMPLETION OF THE PROGRAM OF STUDY

Government regulations refer to the date you complete requirements for a program of study as the actual end of your program, not necessarily the "Expected End Date" on your I-20. Graduate students in thesis or dissertation programs, may complete program requirements any day during the year. Graduate students must register each semester for continuous registration to remain in status with the Center for Global Engagement.

Your lawful F-1 status expires sixty (60) days after the date you complete degree requirements and you are expected to leave the U.S. by that date unless you file a timely application for practical training or make other arrangements to lawfully remain in the U.S.

OPT APPLICATION AND AUTHORIZATION PROCEDURES

Students who have been in F-1 status for at least 9 months are eligible for Optional Practical Training (OPT), which is temporary employment in their field of study for purposes of gaining practical experience.

Students will receive twelve months of practical training following each degree level they complete. If a student completes a bachelor's degree, he will receive 12 months of OPT. If the student goes on for a master's degree, another 12 months will be granted upon completion of that program. OPT will also be available after a doctoral degree. Students may apply for authorization for Optional Practical Training directly related to their major area of study in the following cases:

1. During the student's annual vacation (summer) as long as the student intends to register for the next semester (student should have a job offer before applying in this case);
2. While school is in session, provided that practical training does not exceed twenty hours a week (student should have a job offer before applying in this case);
3. After completion of course requirements except thesis;
4. After completion of the course of study.

Students can apply for Optional Practical Training (OPT) up to 90 days prior to graduation and up to 60 days following graduation. While it is a student's choice, we highly recommend students apply as early as possible. The adjudication process can take up to 90 days and in some case may cause the student to lose employment time.

OPT AUTHORIZATION BY USCIS

Your permission to begin practical training is not finalized until you have received an "Employment Authorization Document" (EAD) from the USCIS. You must submit (1) Form I-765; (2) two photos; (3) a filing fee; (4) your current I-20 and ALL previously issued I-20s (a new I-20 will be issued showing employment authorization dates); (5) a letter from your academic advisor regarding your program status. These items must be submitted to the USCIS Office having jurisdiction over the place in which you are living at the time of application.

The USCIS work permission indicated on the EAD will begin either on the date of completion of studies, as reflected by the International Advisor's recommendation on your form I-20, or the date the EAD is issued, usually whichever occurs later.

MANDATORY REPORTING REQUIREMENT

Students are required to report the name and address of their employers to the Center for Global Engagement as soon as they have found employment. If a student fails to find a position within 90 days, they can volunteer in their field of study and MUST report the name and address of the employer that they are volunteering for. **Failure to report employer information within 90 days of having your employment card will result in the termination of F-1 status and the end of OPT.**

ACTUAL DATE OPTIONAL TRAINING EMPLOYMENT MAY BEGIN

You may begin employment after you receive an EAD from USCIS, according to the start date on your EAD card.

CHANGE OF EMPLOYER AFTER OPTIONAL PRACTICAL TRAINING HAS BEEN AUTHORIZED

You may change employers after you have begun authorized employment provided that the new job is directly related to your major field of study and that the employer information is furnished to the Center for Global Engagement.

RESCINDING AUTHORIZATION FOR OPTIONAL PRACTICAL TRAINING

Authorization for OPT may be rescinded at the discretion of the USCIS Service Center. Make sure you want the OPT before you apply for it.

RE-ENTRY AFTER TRAVEL OUTSIDE THE U.S.

Re-entry provisions of the regulations require that students engaged in authorized Optional Practical Training must present USCIS form I-20 endorsed for travel by the International Advisor within the last six months and the "Employment Authorization Document" (EAD). In addition, we recommend that students travel with a letter from their employer that they will be returning to their job.

OPT STEM EXTENSIONS

Students in certain majors may quality for a 24 month extension of their Optional Practical Training. The majors are very specific and are in the fields of Science, Technology, Engineering and Mathematics. Students who do qualify for this extension must be working for an employer who is registered with E-Verify. Students who are in qualifying STEM majors may qualify for two periods of STEM extensions. For more information regarding STEM, please stop in the Center for Global Engagement.

CAP GAP

Many times students on Optional Practical Training have employers who apply for H1-B status so that they can keep the student as an employee once their OPT has expired. October 1 is the date that new H1-Bs usually becomes valid. If a student's OPT is going to expire, and USCIS has already notified the student that they will be eligible on October 1 for their H1-B, students will have their I-20s and Optional Practical Training extended until October 1. This means students can continue working for the employer rather than creating a gap in employment. Students in this situation should contact the Immigration Advisor in the Center for Global Engagement for a new I-20 showing this extension.

J-1 VISA MATTERS

U.S. Immigration regulations are subject to change, so always check with the Center for Global Engagement before traveling out of the U.S., transferring to another school, considering employment, or completing your studies.

J-1 Exchange Visitors may fall into several categories, the majority being either students or research scholars. The following section covers some basic matters for Exchange Visitors. Please note that some information may vary depending on what category of J-1 status you have. To determine the category of your status, look at your DS-2019 Form, Section 4.

J-1 EXTENSION OF STAY

Students: Students in J-1 immigration status are usually given authorization to remain in the U.S. for the period of time required to complete the academic program for which they have been admitted. The expiration date of the authorized stay is noted on the DS-2019 (section 3). J-1 students are given 30 days past the program end date to put their affairs in order and depart the U.S. If your program will not be completed by the expiration date as indicated on the DS-2019, you must apply for an extension of stay as outlined below. If you complete your studies prior to that date, your permission to stay in the United States will end thirty days after you have completed your studies, regardless of what the DS-2019 or I-94 might indicate, unless academic training is authorized.

If additional time beyond the date indicated on the DS-2019 is needed, an application for extension of stay must be processed. This should be done about 6 weeks prior to the expiration. In order to perform this you should have a letter from your Academic Advisor.

Scholars and Faculty Members: Research scholars and faculty members are given authorization to remain in the United States for the period indicated in section 3 on the DS-2019 plus 30 days (the 30 days beyond the end date indicated is granted for the exchange visitor to prepare for departure from the

U.S.). The individual cannot be employed during this thirty-day period unless he/she applies in a timely fashion for an extension of stay to cover that period.

J-1 TRANSFER OF PROGRAM OR SCHOOL

Students/Scholars/Faculty Members: Those in J-1 immigration status will need to discuss any transfers of any kind with the international advisor since there are certain regulations pertaining to J visa holders that may prohibit some transfers. It is best to discuss this with the International Advisor.

EMPLOYMENT FOR J-1 STUDENTS

ACADEMIC TRAINING

Academic Training is employment directly related to one's field of study, which serves as training for the profession the student will enter.

A J-1 Exchange-Visitor interested in applying for academic training after a program of study should contact the program sponsor (which issued the DS-2019) about the time limitations and procedures regarding academic training. In general, in order to apply for Academic Training you will need:

1. A statement from your academic advisor recommending Academic Training and indicating the date degree requirements were/are to be completed, degree, and field of study
2. A job offer letter stating beginning and ending dates of employment, job duties, and salary

If Duquesne University issued your DS-2019 form, you must submit the above items after completing all degree requirements and your program end date. Other visa sponsors may handle the matter differently; therefore, students should consult with their sponsors as soon as they are aware of the approximate date of completion of degree requirements. Failure to do this may result in the student losing the academic training opportunity due to application deadlines.

EMPLOYMENT DUE TO ECONOMIC NECESSITY

Part-time (20 hours per week maximum) employment either on- or off-campus is not normally authorized for those in J-1 status since some form of sponsorship is usually being provided. Should sponsorship conditions change or special circumstances arise, employment may be authorized by the Center for Global Engagement, with approval of the program sponsor where applicable.

SCHOLARS' AND FACULTY MEMBERS' EMPLOYMENT

Scholars and faculty members in J-1 immigration status can only work for Duquesne University and in the Department in item 4 of the DS-2019 form. Employment elsewhere is prohibited.

DEPENDENT EMPLOYMENT

Dependents in the United States in J-2 status are eligible to apply for permission to work as long as the income is not needed to support the J-1 principal. Dependents in J-2 status may apply for an EAD card through the same process that F-1 students apply for Optional Practical Training.

To apply to USCIS you must send:

1. Form I-765
2. A letter to USCIS stating why employment is desired
3. A copy of I-94 and J-1 and J-2 DS-2019 and passport
4. $410 check or money order made payable to USCIS

TRAVEL FOR F-1 AND J-1 STUDENTS AND SCHOLARS

IN COUNTRY

If you intend to travel within the U.S. during your stay, there are no special documents necessary. Be sure to carry your passport with your I-94 and I-20 or DS-2019 so that you will have legal identifying documents in your possession should any problems arise.

OUT OF COUNTRY

If you intend to travel temporarily out of the U.S. and return, you will need to have the Center for Global Engagement check your documents. All students and scholars traveling anywhere outside of the U.S. must have a valid I-20 or DS-2019 with a valid travel signature, a U.S. visa, and a passport for re-entry. If necessary, make sure you obtain a new U.S. visa at the U.S. Embassy/Consulate abroad before returning to the U.S., as you will not be permitted to re-enter to the U.S. without a valid visa.

For F-1 Students: A valid I-20 is one that has not expired and has a recent signature from the designated school official for travel. Please come to the Center for Global Engagement one week before you travel to have the International Advisor endorse your I-20.

For J-1 Students: A valid DS-2019 is a properly endorsed DS-2019 with an expiration date valid at least 30 days beyond the date you will re-enter the U.S. or a new DS-2019 issued by your program sponsor (listed in section 2 of the DS-2019 form). If your documents were issued by Duquesne University, please come into the Center for Global Engagement at least one week before you travel to have your DS-2019 endorsed.

TRAVEL TO CANADA, MEXICO, OR THE CARIBBEAN ISLANDS

Travel to these countries is exceptional in that you do not need to have a valid U.S. visa to re-enter the United States if your visit will be less than 30 days. However, you must be in possession of a valid I-94 which you must present upon entry to and exit from Canada, Mexico, or a Caribbean Island. A valid I-20 or DS-2019 form is also required along with a valid passport. If you will be in one of these countries 30 days or longer, a valid U.S. visa will also be required for re-entry to the U.S.

When traveling to Canada or any other country, all regulations of that country apply: You may need to obtain a visa for the country/countries you intend to visit. You should obtain visas at the appropriate embassies or consulates here in the U.S. before departing.

SOCIAL SECURITY NUMBERS

If you will be receiving payment (as in the case of university employment, including assistantships) for any type of work, you must obtain a valid Social Security number from the Social Security Office. The Social Security Office is located at 921 Penn Avenue (near the Convention Center). The Office's phone number is 1-800-772-1213. See the earlier section in this handbook regarding the application for Social Security Numbers. **Please come to the Center for Global Engagement first to verify you have the correct documents for applying for your Social Security number.**

Generally, you receive your Social Security card in the mail about two weeks after you have applied. You may be able to obtain the number earlier by calling the Social Security Administration after you have made your application. They can be reached at 1-800-772-1213.

Social Security numbers do NOT authorize employment. In order to work in the United States, you must have the appropriate employment authorization for your immigration status. Please consult with an advisor in the Center for Global Engagement for information regarding employment authorization.

INCOME TAX

Anyone who earns income from U.S. sources must file an "Income Tax Return" each year. This affects teaching assistants, teaching fellows, research assistants, and graduate student assistants at Duquesne University as well as those students with Practical Training authorization, or on- or off-campus employment authorization. This also affects all scholars who are employed by the university (or any other institution in the U.S.).

Your biweekly paycheck will show a deduction for federal, state, and local taxes. These are the three agencies to which you must report by April 15th each year. Your employer will provide you with a "1042S" or a "W-2 form" (usually in late January of each year), which shows your total earnings and any income tax deducted. You submit this form along with the appropriate income tax form to local, state, and federal internal revenue offices. Should you, over the course of the year, have paid more than your tax bracket demands, you will be granted a refund; should you have paid less, you will owe the government money. Most students qualify for a refund.

Depending upon your country of citizenship, certain tax treaties apply which may reduce the amount of federal tax you pay. Consult the Internal Revenue Service (IRS) Publications 519 and 901 for details. If your country does have a tax treaty with the United States, you should read the whole treaty carefully to see if you qualify for any treaty benefits. Some treaties only exempt part of your income from taxation. You may owe tax on the rest. If, after reading the treaty, you feel that you do qualify for treaty benefits, you should complete and submit IRS form 8233 and accompanying statements to your employer each year.

Federal income tax forms and instructional booklets are available from the Internal Revenue Service. State and local income tax forms are available from the state and city revenue offices as well as from public libraries. Once you have filed the first year, you should get forms automatically the next year.

Sprintax is one of several tax preparation software programs designed for use by international students. These software programs are user-friendly and help you to complete all necessary tax forms by asking you easy to understand questions and automatically filling in the IRS forms for you. You will receive more information about these programs during the spring semester each year.

You should keep copies of all forms submitted to the IRS. If your forms are lost or questioned, it is your responsibility to provide duplicate information. "Tax Evasion" (failure to pay and report tax deductions) is a federal offense; do not forget to file!

All F-1, F-2, J-1, and J-2 document holders are also required to complete Form 8843, "Statement for Exempt Individuals and Individuals with a Medical Condition." This form just lets the government know you are here.

Do not rely on friends for income tax advice. If you have questions regarding your income tax, consult with IRS personnel or IRS publications. You may also wish to consult a tax professional. The staff in the Center for Global Engagement cannot offer advice on an individual student's tax forms.

Also related to income taxes is the W-4 form, which you must fill out with your employer. If you are employed by Duquesne University, the Payroll Office in the Administration Building will have the W-4 forms. If the W-4 form is not completed correctly and too little money is deducted from your paycheck, you could be penalized by the Internal Revenue Service. When completing the W-4 form, please note that most Foreign Nationals who must file form 1040NR can claim only one exemption for themselves notwithstanding that dependents may be accompanying them in the U.S. If you are covered by treaty benefits, you may need to submit form 8233 to your employer (see above).

The Internal Revenue Service has recently changed some regulations. In order to protect your "nonresident" status for tax purposes or claim tax treaty benefits, you may have to include statements on or with your 1040NR tax return. Check with the IRS for details.

YOUR RIGHTS IN THE U.S.

As a student studying in the U.S., you are entitled to the same Constitutional rights as anyone else in the United States. Freedom of speech and freedom to express ideas (as long as it is done in an orderly and peaceful manner) are rights allowed everyone, regardless of citizenship. The U.S. Constitution guarantees all person's protection against improper investigations, arrests, or convictions of alleged violations of the law. You are presumed innocent until proven guilty in the U.S. courts, and the burden of proof of guilt is on the prosecution. You need not prove your innocence; the state must prove your guilt. If you are arrested, you have the

right to have an attorney present during questioning. If you cannot afford one, one must be provided for you free of charge.

International students studying in the United States are subject to the same laws and regulations to which all U.S. citizens and permanent residents are subject. Should you have any questions about particular laws in the U.S., please contact the staff in the Center for Global Engagement and they can refer you to the proper counsel. Ignorance of a particular law is not an arguable defense should you be found in violation of that law. When foreign nationals are arrested in the United States, they have the rights mentioned above, and they have the right to have their government notified through the nearest consulate or embassy. Unless they object to the visit, foreign consular officials have the right to visit their nationals who have been arrested. In some instances, the United States is obligated under international treaties to notify the foreign government even if the foreign national does not make such a request.

If you ever feel in danger, find yourself in trouble with the law, or feel that you have been discriminated against, harassed, or that your rights have been violated, please contact someone in the Center for Global Engagement. If we cannot directly assist you, we will refer you to someone who can help. The Center for Global Engagement does not provide legal advice nor do we provide monetary assistance with bail or fines that you may be required to pay. We may, however, be able to direct you to someone who can provide you with assistance.

INVITING DEPENDENTS OR GUESTS TO THE U.S.

DEPENDENTS

Should you wish to have your immediate family (spouse and/or children) join you in the U.S., you will need to send them an I-20 or DS-2019 form issued in your name so that they may obtain their U.S. visas. Dependents of F-1 visa holders will receive F-2 visas; dependents of J-1 visa holders will receive J-2 visas. Requests for these documents must be made in the Center for Global Engagement (or to your sponsor for those on DS-2019s from other agencies). Proof of adequate financial support/family health insurance (as indicated on the Center for Global Engagement cost estimate sheet) for the family's stay will be required in order to obtain an I-20 or DS-2019 from Center for Global Engagement.

Once in the U.S., dependents in F-2 status may not accept employment of any type, at any time. Those in J-2 status may work full or part-time if they obtain employment authorization. Students and scholars should plan very carefully for the increased financial obligations which the family will incur (including health insurance, child care, schooling for children, higher rent and utilities, etc.) before deciding to bring the family to the U.S.

TEMPORARY VISITORS

Those who wish to invite friends or family members other than spouses/children for a temporary visit to the U.S. will not need to send any forms, however, you may want to send them the following items to help them obtain a tourist visa to the U.S.:

- **A letter of invitation from yourself.** Include your name, the reason you are in the US, the names of the family members that you are inviting, the purpose and length of their visit, and whether you will provide room and board or any other financial assistance for their travel.

- **Evidence of your funding.** If you are providing room and board or any other expenses of the trip (e.g. airfare), you should give evidence of your funding, such as a bank statement or an employment letter. There is no minimum dollar amount, but you should indicate an amount that is reasonable for the level of support you are providing.
- **Evidence of your status in the US.** Provide them with a copy of your I-20. You can print a certificate verifying your enrollment from DORI >> Self Service >> Student Records >> Verification of Enrollment. You can also include any other documents that verify your status in the US.
- **Evidence of intent to return home.** Your family members must prove that they will return home after visiting the US. Documents showing employment, property ownership, close family relations in home country, or enrollment in school in the home country are considered good evidence of their intent to return home.
- **Family member's evidence of funding.** If your family members intend to cover their own expenses, they should provide a bank statement, employment verification, or other evidence of funding.

Note: The Center for Global Engagement cannot provide letters of invitation for your guests.
The US Department/Bureau of Consular Affairs has a website (www.travel.state.gov) with additional information about applying for a tourist visa. In addition, many individual consulates will have more specific information about inviting family members on their websites. You can find links to US Consulates around the work on the above site or at www.embassyworld.com

DEPARTURE INFORMATION

Prior to leaving Duquesne University, whether you transfer to another school or move on after the completion of your studies here, please stop in our office, Union 601, to inform us of your departure and your forwarding address.

FULL-TIME STATUS AND REPORTING

International students in F-1 or J-1 immigration status are required by Immigration regulation to be full-time students for two consecutive terms each year. Generally, students register full-time for fall and spring terms.

Full-time undergraduate status is defined as enrollment for a minimum of 12 credits each term. Full-time graduate status is a minimum of 9 credits (or less depending on the graduate program that you are enrolled in) each term.

There are exceptions to this regulation made for students who fit into certain classifications:

1. Students in the final term of their academic program who need less than the minimum full-time load to complete that program

2. Master's/ Ph.D. degree students who have completed all course work and are enrolled only for 1 to 3 credits or continuous registration per term for thesis/dissertation work. In this case, international students must be certain to enroll for the 1-3 credits or continuous registration each

of the two terms to retain "active" status as per Immigration regulations. There are special requirements set by individual academic departments in this regard and students must comply with those as well.

3. Ph.D. degree students who are enrolled for the fixed-fee Full-Time Dissertation study which carries no credits and no grade but which fulfills the university requirements for registration in the term of graduation and for three credits in the year of graduation. Doctoral students are eligible to register for "full-time Dissertation Study" or continuous registration after they have completed all credit requirements for the degree, including any minimum dissertation credit requirements, and are working full time on their dissertations.

4. Students who encounter serious health, academic, or personal problems, which must be verified with the Center for Global Engagement International Advisor for permission to withdraw or drop below full-time status.

MAINTAINING STATUS

In order to maintain legal status in the U. S., you must:

1. Maintain a valid passport
2. Attend the school you were last authorized to attend by USCIS
3. Be registered as a full-time student
4. Apply for extensions of program when necessary
5. Keep the Center for Global Engagement informed of your address at all times
6. Do not work without the necessary authorization

If you pay attention to the above, you should avoid problems.

REPORTING

You should be aware that it is possible for the USCIS to request information on the status of F-1 and J-1 students at the university and that it is the Center for Global Engagement's responsibility to respond to inquiries of this nature. While the information we may provide to USCIS is limited to matters directly related to maintaining status, you should understand that your registration for full-time or part-time status is crucial. If you are not registered as a full-time student and do not meet any of the exceptions indicated above, we will have to inform USCIS of your status. Any time your registration falls below the minimum credit requirement for full-time status, you should see the Center for Global Engagement advisor immediately.

Since regulations, procedures, and forms relating to international students and exchange visitors change from time to time, it is important that you use the following information as a general guideline and that you come to the office whenever any matter regarding an immigration issue arises.

ACADEMICS

OVERVIEW OF AMERICAN EDUCATION SYSTEM

The system of higher education in the U.S. varies from that in other countries. The degrees awarded, duration of study, and types of programs as well as the types of educational institutions are varied within the U.S. system. It is important to have an understanding of the university systems. Duquesne University is recognized and accredited by the Middle States Association of Colleges and Universities. The university confers three types of degrees as well as a variety of certificates of study. The degrees are:

- Bachelor's - Awarded after completion of an undergraduate program (usually 4 years)
- Master's - First degree awarded at graduate level (usually 2 years)
- Doctorate - Highest degree (2nd degree awarded at graduate level) (3+ years)
- Juris Doctor (Law degree)

Each program within the university has specific requirements for completion. This should be checked at the very beginning of your studies to avoid confusion.

CREDITS

Each course in an academic program is assigned a value in terms of "credit hours." Most courses are 3 credits, equal to the number of hours the class meets each week, however, classes may vary from 1 to 6 credits. To earn a degree, a student must accumulate a required number of credits. Students beginning a degree program should know how many credits must be earned to complete the requirements.

COURSE TERMINOLOGY

1. Core courses- Compulsory university-wide courses which each student must pass
2. Required courses- Courses within major (or minor, if applicable)
3. Major- Degree program
4. Minor- Concentration in a program requiring less courses than a major
5. Elective courses- Non-required courses taken for credit to obtain the necessary credits to complete their degree program (remaining courses which students can choose)

Keep in mind that each degree program will have its own required amount of credits and its own “required” courses that every student in that degree program must take and pass. It is important to consult with your academic advisor every semester in order to evaluate your progress and to keep on track.

GRADE DESCRIPTIONS

The following is the officially recognized method of grading course work and rating academic performance of undergraduate students at the university:

A **Superior**
A- **Excellent**
B+ **Very Good**
B **Good**
B- **Above Average**
C+ **Satisfactory**
C **Average (Minimum general average for graduation)**
D **Lowest passing scale grade**
F **Failure (Course must be repeated for credit.)**

I — Incomplete (A temporary grade given by an instructor when neither a passing nor failing grade can be determined because of incomplete course work. The missing examination or coursework must be completed by the date specified in the Academic Calendar, or else the "I" becomes a permanent F grade.)

N — Not Passing (Used to indicate Failure in a P graded course. Is dependent on the Quality Point System. Course must be repeated for credit.)

P — Pass is used in some courses where scaled grading is inappropriate. Indicates satisfactory completion of course work with credits earned but without quality points and is independent of the Quality Point System.)

S — Satisfactory (Used in Pass/Fail elected courses and is independent of the Quality Point System.)

U — Unsatisfactory-Failure (Used in Pass/Fail elected courses and is independent of the Quality Point System; course must be repeated for credit.)

W — Official Withdrawal (Used on a student's permanent record to indicate termination of attendance in courses under conditions of official withdrawal.)

PLUS/MINUS GRADING OPTION

The Plus/Minus (+/-) Grading System is the official grading system of the university. Faculty has the option of using it, but must inform the students in the course whether or not they choose to use it. Instructors are to announce at the first class meeting whether or not Plus and Minus grade values will be used in grading course work and rating academic performance of the students in their class. A class using the Plus/Minus Grading System may not revert to non-plus/minus grading, or vice versa. (Note: The grading system for graduate students is published in the catalog of the particular graduate school.)

COMPUTATION OF THE QUALITY POINT AVERAGE (QPA)

Quality Point Average (QPA), sometimes called the GPA (Grade Point Average), is the ratio expressed to the decimal thousandths of the sum of A, A-, B+, B, B-, C+, C, D, and F grades received to the sum of quality points earned. The Quality Point Value of these grades is:

A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3
C = 2.0
D = 1.0
F = 0.0

Grades S, P, U, N, I, and W, are independent of the Quality Point System. Course credits graded F, U, N, I, and W, do not earn credit, and if required for graduation, must be repeated and passed.

CREDITS AND GRADES FOR IMMIGRATION PURPOSES

Courses must meet the U.S. Citizenship & Immigration Services requirements for full-time student status for both undergraduate and graduate students: an undergraduate must be registered for a minimum of twelve (12) credits each term; a graduate student must be registered for a minimum of nine (9) credits each term. Some graduate degree programs are 6-8 credits and must be approved by the Registrar as full time.

Online courses: With the increase in number of online courses offered, international students need to be aware that online courses are governed by regulations. Students can only take one 3-credit course online each semester. When working with your academic advisor, you may need to remind him/her that as an international student you can only take one online course per semester. Should a student have only one course remaining towards the completion of a program or degree, it cannot be online.

As time passes, a "cumulative" grade point average will emerge by using the same formula applied to a student's entire program. In order to qualify for a degree, there is a minimum quality point average. Undergraduate students must have a 2.00 or above (depending on program) quality point average; master's degree students, a 3.00; and doctoral students, a 3.30. It should be noted that achieving the minimum average for any level does not qualify a student for admission to the next level of study. Always check with your department regarding your particular degree requirements (including the minimum grade point average). The student who is unable to attend class because of a long-term illness, hospitalization, a serious accident or other extenuating circumstances is responsible for notifying the Center for Global Engagement and the Office of the Academic Dean. The student should supply the necessary written verification as soon as possible.

REGISTRATION FOR COURSES

You must register for courses before the beginning of each semester. A schedule of classes and course descriptions are available approximately 3 months prior to the beginning of the spring and summer terms and in March of each year for the following fall term. The schedule of classes and course descriptions are available through individual school offices. You will need both of these guides in order to plan your course of study.

The registration process begins with the ESL staff or your academic advisor. The academic advisor is the faculty member in your major department that assists you in your selection of courses each term. You and your advisor should be certain that there is a clear understanding of the requirements for the program and an estimated plan and time schedule for fulfilling those requirements.

After your first registration at the university, you may be able to register online. Due to the mandatory requirement that international students maintain full-time status, you may still be required to register with an advisor. **Make sure that you make an appointment to meet with your academic advisor and not just walk into their office with expectations of he or she being able to meet with you.**

A comprehensive invoice that lists the class schedule of courses for which the student is registered as well as fees, tuition, dormitory charges, deposits, financial aid awards, and balance due is available online (see “Electronic Billing”) a month before classes begin. This enables the student or parent to make payment by mail.

Final registration for students who have neither obtained registration for classes nor concluded financial arrangements is held just before the beginning of classes.

The financial obligation for class places reserved by a registered student who does not subsequently attend cannot be canceled unless written notification of the decision not to attend is given to the Registrar before the first class day. Notification received on or after the opening day of classes is subject to the official withdrawal policy. Withdrawal from room and board reservation contracts is to be made in accordance with the provisions of the contract. Details are available from the Office of Residence Life.

The Registrar's Office sets specific dates for the registration process. These dates are published in the Schedule of Classes each term and appear in a variety of other university publications. Failure to meet deadline dates results in late fees. Thus, it is essential that you abide by the dates and ask if you are in doubt.

REGISTRAR TERMINOLOGY

SCHEDULE OF CLASSES

Prior to the start of each term, the Registrar's Office publishes a Schedule of Classes which contains information necessary for registration such as: class offerings, meeting dates, times and rooms, course reference numbers (CRNs), credit hours, and the calendar of registration dates and deadlines. The Schedule of Classes is available on DORI around October/November for the spring, in February/March for the summer sessions, and in March/April for the fall. You will be able to access this information through “self-service” on DORI. All students must consult their academic advisers before registering for classes.

CANCELLATION OF COURSES

The university makes every reasonable effort to offer courses as announced in the semester/summer session Schedule of Classes. It reserves the right, however, to make changes or cancel courses in the academic schedule because of insufficient enrollment or for any other equally valid reason.

HOLD FLAG

Holds may be placed on your records by several offices at the university. If you have a hold, you must resolve it in the appropriate office in order to register or transact business. Types of holds include: health services, academic, missing data, disciplinary, and financial. Student Accounts, Student Loans, and Special Accounts, and/or the Cashier's Office may place financial holds. The Registrar's Office will also place a "hold" on your account if it is missing information from the Center for Global Engagement as well.

ADD/DROP & CHANGE OF SCHEDULE

After you have registered you may find that a certain course does not suit your needs or that you must take another course in place of one for which you had previously enrolled.

At the beginning of each semester, you have a limited amount of time to change your schedule. You may add or drop classes without penalty. After a specific deadline, you can only "withdraw" from a class. You must discuss this with your advisor and fill out a form which needs your professor's signature. It is important to follow this procedure rather than just not coming to class. If you do not attend class, you could receive an "F" permanently on your transcript, rather than a "W" for withdraw. **Note that there is also a limited window of opportunity to either add/drop or withdraw**.

COURSE REFERENCE NUMBER (CRN)

A Course Reference Number (CRN) is a number used to identify each section of a course, lab, or recitation. In order to register, you must list the Course Reference Numbers for the classes you plan to take on your registration form or WebAdvisor. An incorrect CRN may cause you to be registered for the wrong classes. When you receive your class schedule, check that the course reference numbers listed on the card correspond to the classes you are taking.

INCOMPLETE GRADES

If you are unable to complete a course by the end of a term, you may take an "incomplete" (I) grade with the permission of the instructor. Generally, the incomplete course work should be due to the nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars. Students may, with the permission of the instructor, be given an "I" grade for course work unfinished due to extenuating personal circumstances. Once you do complete the course requirements, the "I" grade will be replaced by a letter grade. Re-registration for that course is not required, unless the incomplete work is not completed within a specified period of time. Time limitations on changing "incomplete" grades are determined by the school.

Procedure for Removal of "I" (Incomplete Grade)

A student who received an "I" grade because of incomplete work in a course should see his/her instructor well in advance of the deadline for removing the "I" grade (see Schedule of Classes booklet for the exact date).

To remove an "I" grade a student must:

1. Acquire the appropriate form from the Office of the Registrar where the designated fee is paid
2. Complete and sign the form
3. Submit all copies to the instructor who originally assigned the "I" grade

The instructor then records the permanent letter grade on the form, signs it, and submits all copies to his Dean's office in person or by inter-office mail (not by the student). The Dean (or designee) verifies the authenticity of the information on this form and forwards all copies to the Registrar.

The latest date for students to obtain an “I” removal form and to complete “I” graded courses is in the semester following the term or semester in which the grade was obtained. See the Schedule of Classes

SATISFACTORY/AUDIT (S/N)

Some courses are offered with the option referred to as "satisfactory/audit" (S/N) as opposed to the letter grade (LG). This option is usually available for a limited number of courses determined by the individual schools. Courses labeled “electives” are those not specifically required for the program. On the graduate level, thesis and dissertation type courses may be taken only with an S/N grade option. The S/N option means that as long as you receive a satisfactory grade, the course will appear on your transcript with an "S" grade indicating satisfactory completion of the course. Should your work fall below a particular grade level, which varies for undergraduate and graduate study, you will be awarded an "N" grade which indicates a course audit although you will have paid for the course in either case. This is an option for students who may need to take elective courses outside the major field. S/N grades have no effect on the total quality point average (QPA).

WITHDRAWAL FROM THE UNIVERSITY

Before considering withdrawal from the university, international students must meet with the Immigration Advisor to discuss the legal consequences of withdrawal. If a student finds it necessary to withdraw from all courses before the end of the semester, the student must write a letter stating the reasons for the withdrawal. The student should present the letter to the Dean of the school or the Dean's designee. The Dean or the designee must fill out the necessary forms for the student’s complete withdrawal from the university. Copies are sent to the appropriate offices. The policy for assigning grades is the same as for withdrawal from a single course. Be sure to report to the Center for Global Engagement about your withdrawal as well. A student who leaves the university and fails to immediately process withdrawal forms with their academic Dean (or designee) will receive an "F" grade in all courses.

A resident student must notify the Director of Residence Life in advance of the planned withdrawal. Usually no refund of room charges will be made when withdrawal occurs after the opening of classes. In the event of withdrawal, arrangements must be made immediately with Residence Life. Generally, a student is not permitted to remain in the residence halls after academic withdrawal from the university has been completed. Short-term, special arrangements may be possible through Residence Life. If a

student realizes that return for the next semester is not possible, the student should notify his/her academic advisor.

Check with the appropriate school office for deadlines and guidance. You cannot be refunded money paid for a "withdrawal" and a record of the withdrawn course ("W" grade) will appear on your transcript. If the withdrawal is not officially processed (for example, if you just stop attending classes without making official withdrawal arrangements), "F" grades will be entered.

WITHDRAWAL AND TERMINATION OF ATTENDANCE

Upon officially withdrawing from the university, a student can receive remission of part of the tuition charged for the semester or session in accordance with the Tuition Remission Schedule. The amount of the remission is added to payments, and a refund is made upon request when a credit balance is created on the student's total account.

The Effective Date of Withdrawal for determining the percentage of remission is based on the date when the Academic Dean was notified, by letter, of the student's decision to terminate attendance and requested official withdrawal. It is also the recorded date of the student's separation from the university and regarded as the last day of attendance. A student is considered enrolled and "in attendance" until he/she acts to terminate attendance in conformity with this policy; even though absences from classes may have been noted before the Effective Date of Withdrawal.

When a student's attendance is involuntarily terminated in a semester because of personal disability arising from injury or illness, any remission of tuition beyond the limits prescribed by the withdrawal refund policy is subject first to the approval of the Academic Dean, then the Vice President for Academic Affairs, and finally, the Vice President for Management and Business.

RECORDS AND REPORTING

SEMESTER GRADE REPORTS & TRANSCRIPTS

Soon after the close of each semester, students can log in to DORI/Self-Service Banner > Student Information > Student Records > Final Grades and will be able to view their final grades for a semester. They can also see their complete academic records. Students should review this record for any discrepancies and notify the Registrar in writing. If a student wants an original copy of their transcripts, they can request one from the Registrar. They must be free of any financial obligations with the university before obtaining a transcript.

To obtain additional copies of their academic records, students must write to the Registrar for transcripts for themselves or for mailing to other institutions and agencies. All official transcripts issued by the Office of the Registrar bear the signature of the Registrar. Whenever an official transcript is released directly to the student it will also bear the stamped designation “Issued to Student.”

A fee of $5.00 is charged for the issuance of each transcript, and 24-hour processing time is required for pick-up service from the Registrar's Office. Students can request transcripts by going to www.duq.edu/academics/university-registrar/transcripts.

UNIVERSITY RECORDS

It is extremely important that you record your name in the manner you wish to have it appear on your final diploma from the beginning of your enrollment at Duquesne University. If you register with the university with an incomplete name and then wish to apply for your diploma in your full name, you may have difficulty changing records. It may be that your full name will not appear on documents prepared by the Registrar's computerized system due to limited type space; however, as long as you have recorded your full name with your academic department and have the order of your name (first, middle, last) recorded with the Registrar, there will be no problem in obtaining the final diploma with the appropriate name. If your name can be transliterated by various spellings, choose one and use only that one for all records.

REQUIREMENTS FOR GRADUATION

The candidate for a university degree must have paid all fees owed to the university, filed the Application for the University Degree with the Office of the Registrar on or before the latest date to apply for graduation as announced in the Schedule of Classes booklet, and have satisfactorily completed all academic requirements of the school and department in which the applicant is enrolled.

It is the student's responsibility to determine that the courses taken in each semester are sequentially correct and necessary for the degree program.

The student and his/her academic advisor must periodically review the student's progress toward graduation and seek resolutions to any questions about fulfillment of graduation requirements.

DIPLOMA CERTIFICATION

Some countries require that diplomas from U.S. institutions be certified. The Federal Government or the State of Pennsylvania may verify diploma certification. Your first step should be to check with your Embassy or Consulate to find out what your country's requirements and procedures are. For example, some countries require that students have their original diploma certified, while others will accept a certified, notarized copy of the diploma. Follow the procedures indicated by your government as well as those listed below to certify your diploma.

CERTIFICATION BY THE STATE OF PENNSYLVANIA

You must send either your original diploma, which has been notarized by a Notary Public, or a notarized copy of your diploma to the Department of State. If you are having a notarized copy certified, make sure your country will accept a notarized copy of the diploma. Notaries Public will charge a small fee to notarize your diploma (usually $5.00). You may also have to obtain a seal from the "Prothonotary" if your country requires it. The Prothonotary is located in the City/County Building on Grant Street in downtown Pittsburgh.

After your diploma or its copy has been notarized and sealed if necessary, send the original notarized diploma or notarized copy to the following address:

Pennsylvania Department of State
Bureau of Commissions,
Elections and Legislation (BCEL) – Notary Divisions
210 North Office Building
Harrisburg, PA 17120-0029
717-787-5280

www.dos.state.pa.us/notaries

There is a fee of approximately $15.00 per certification. After finding out the exact amount, send a check or money order payable to the "Commonwealth of PA." If you will be using the certified diploma outside of the United States, you must state which country. There will be an attachment made to the diploma called an “apostille.” The “apostille” certifies the notary’s legitimacy. Our office can assist you with this process. Processing is usually done quickly (1-3 days). Be sure to enclose a return address so your certified diploma can be returned to you.

CERTIFICATION BY THE FEDERAL GOVERNMENT

You must send either your original diploma, which has been notarized, or a notarized copy of your diploma to the Department of State. If you are having a notarized copy certified, make sure that your country will accept a notarized copy. In addition to having your diploma notarized, your country may require that you obtain a seal from the Prothonotary. The Prothonotary is located in the City-County Building on Grant Street in downtown Pittsburgh.

If you are mailing your documents, send them to:

Authentication Office
Department of State 2815
22nd and D Streets, N.W.
Washington, D.C. 20520.

There is a fee of approximately $4.00 per certification. After finding out the exact amount, send a check or money order payable to the "U.S. Department of State." Be sure to enclose a return address so your certified diploma can be returned to you. It will take approximately three weeks for the U.S. Department of State to certify your diploma.

If you wish to go to the U.S. Department of State and have your diploma certified in person rather than by mail, the office hours are 9-11 a.m. and 2-4 p.m., Monday through Friday. Only three certifications will be done at one time on a walk-in basis. To have diplomas certified in person, go to:

Authentication Office,
Department of State, Room 2817
22nd and D Streets, N.W.
Washington, D.C. 20520

SETTLING IN

PITTSBURGH

Pittsburgh has a long, rich history as a business and cultural center in the United States. With a thriving student population of over 60,000, the Pittsburgh region is home to more than two dozen colleges and universities. Pittsburgh is a friendly, yet exciting; international, yet local; and modern yet traditional American city. Pittsburgh has historically been a city of immigrants. You will meet people with Italian, Irish, Polish, Chinese and Indian heritage among countless others. Pittsburgh's neighborhoods represent this cultural diversity: Enjoy the open Italian market of the Strip district every weekend, the Asian restaurants in Oakland and Squirrel Hill, or the Irish bars scattered around the city.

Pittsburgh is also a very manageable city where one can have a high quality of life at a relatively low cost. Pittsburgh has consistently been ranked as one of the “Most Livable Cities” in the US. It has also been ranked as one of the most literate, most safe/secure, and most affordable cities. Pittsburgh is a world-class city, but its friendliness and accessibility make it feel like a small town, too. Pittsburgh is a wonderful city for students who appreciate city life, but prefer the feeling of a smaller community.

There is plenty of housing within a short walk or bus ride from Duquesne's campus. Light rail trains and buses run from neighborhoods to downtown Pittsburgh and Duquesne's campus. Duquesne also operates a shuttle bus to the South Side, where many students live. Pittsburgh International Airport is about 20 miles from Duquesne, accessible by bus and car.

Duquesne's campus is located in the Uptown area, close to dining, shopping and entertainment in downtown Pittsburgh. Our students undertake service projects, research and internships in these local communities. Many academic and residential buildings are on a bluff offering breathtaking views of Pittsburgh and its three rivers. Recently, Duquesne has also expanded to the Forbes Avenue area near the new PPG Paints Arena sports and concerts arena.

NEIGHBORHOODS

Each neighborhood in Pittsburgh has a unique personality. Take time to explore the area and find out what each one has to offer! Some of the most popular Pittsburgh neighborhoods among students are listed below.

SOUTHSIDE

Southside is on the other side of the river from Duquesne University. Many Duquesne students live in the Southside. Duquesne University has a student shuttle bus to and from Southside which runs every day and it costs just $200 for the whole semester to use it. Southside is very convenient and is home to many stores and shopping areas. South Side is also a center for night life and clubs, making it a popular

destination among undergraduate students. Although some may find this area undesirable due to crowds on the weekends, there are also many attractive apartments in safe areas that are not too close to the clubs/bars. It is a 10 minute drive from Duquesne across the river. Many students are also able to walk from the Southside to Duquesne in around 15 - 20 minutes.

OAKLAND

Oakland is where you will find the University of Pittsburgh (Pitt), Carnegie Mellon University (CMU), and the Carnegie Museums. There are several restaurants, stores, and places to hang out. The area tends to be crowded but safe. It is a 10-15 minute bus ride or drive from Duquesne. The residential areas near CMU and Pitt are very convenient by public bus. Oakland has a large student population, and it is a popular, reasonably priced area to live.

SQUIRREL HILL

Squirrel Hill is about a 15 minute bus ride from campus. It is popular with students, families, and young professionals. It is particularly popular with CMU and Pitt students. Squirrel Hill has a business district that features bars, restaurants, and boutique shops as well as a grocery store. The cost of rent may be slightly more expensive than Oakland or Southside.

SHADYSIDE

Shadyside is also about a 15 minute bus ride from campus. It is also popular with students, families, and young professionals. Shadyside has a business district that features bars, restaurants, and boutique shops as well as a grocery store. The cost of rent may be slightly more expensive than Oakland or Southside.

BLOOMFIELD

Bloomfield is mostly a residential neighborhood. It has two business districts, one on Liberty Avenue and one on Penn Avenue. Both business districts are home to shops, restaurants, and bars. Bloomfield is a great example of a classic Pittsburgh neighborhood. It is a 10 minute walk from Shadyside and a 15 minute bus ride from Duquesne. The cost of rent is quite reasonable.

EAST LIBERTY

East Liberty is an up-and-coming area. It is about a 15-20 minute bus ride from Duquesne and a 5 minute walk from Shadyside. There are several popular grocery stores in this neighborhood: Giant Eagle Market District, Trader Joe's and Wholefoods. Bookstores, coffee shops and international restaurants are constantly opening, making this area an exciting place to live. The cost of renting is quite reasonable.

LAWRENCEVILLE

Lawrenceville is sandwiched between the Strip District and Bloomfield. Lawrenceville is always changing, with new restaurants and cafés, galleries, home renovations, vintage clothing outlets, and new design companies popping up in the area. It is less expensive than Shadyside, and many young professionals and artists live here.

GREENFIELD

Greenfield is a great option for students who want to be close to everything but in a quieter area than Oakland. There is a grocery store and several bus lines within walking distance. Housing is very affordable.

MT. WASHINGTON

Mt. Washington is the neighborhood on a small mountain overlooking Pittsburgh. It has two “inclines” (cable cars) that go up and down the hill with regular service. The bottom of the hill is known as Station Square and many students walk to Duquesne from here. It has wonderful views of the city and quiet neighborhoods.

DOWNTOWN

Walking distance from Duquesne and other downtown attractions including Market Square, the theatre district, art galleries, and Point Park University. Housing is difficult to find. It is a convenient location, but it may be expensive.

UPTOWN

Uptown is next to Duquesne and has many great and affordable renting options. Check the area carefully to make sure it is not too far from the university. Uptown areas next to Duquesne are safe due to Duquesne Police. Many Duquesne students live in this area. The housing is reasonable and affordable and is in walking distance.

THINGS TO DO

Duquesne’s campus and the City of Pittsburgh, one of America’s most livable cities, provide countless opportunities for students to take a break from their studies to unwind. As a student, it is easy to fall into a routine of classes, sleep, work and social life. Particularly as a freshman living on campus, you will not necessarily need to venture off campus all too often. Do not fall into the trap of not exploring! As an international student, Pittsburgh has many things to offer that will help you understand and enjoy American culture. Be sure to make time to venture out and discover some of Pittsburgh’s local communities and attractions.

ON CAMPUS

On campus, there are always events and activities where you can relax, hang out with friends and meet new people.

- Attend American Traditions Events through the Center for Global Engagement
- Campus Link features a complete listing of upcoming events and all of our student organizations

- The Duquesne Program Council is a student-run programming body that is responsible for bringing comedians, concerts, movies, lectures and a variety of cultural and recreational programs to Duquesne's campus
- The Union NiteSpot, located on the first floor of the Union, is a popular facility equipped with many forms of entertainment
- Get involved in service projects and volunteer activities
- Download the CORQ App to find out what is happening on campus.

WITHIN 15 MINUTES OF DUQUESNE

- Visit the Strip District's market on a Saturday or Sunday morning and enjoy a coffee in one of its coffee shops
- Watch a Penguins or Steelers game during the winter or a Pirates game in the summer
- See Station Square in the Southside and take the Monongahela or Duquesne Incline up to Mount Washington for a scenic view of Pittsburgh
- Talk a walk along Carson Street in the Southside and enjoy dinner in one of its many restaurants
- Enjoy one of Pittsburgh's many museums: The Heinz History Center, The Warhol Museum, Frick House and Museum, Carnegie Science Center, or the Carnegie Museums of Art and Natural History
- Go to one of the numerous theaters downtown to catch a Broadway show or opera
- Visit the Three Rivers Arts Festival or the Regatta downtown during the months of June and July
- Go to the world renowned Pittsburgh Symphony

WITHIN 20-30 MINUTES OF DUQUESNE

- Visit the Pittsburgh Zoo
- Experience the thrills of Kennywood Park, one of the oldest amusement parks in America
- Go to Shadyside's Walnut Street and enjoy dinner in one of its many restaurants or cafes, then take a walk around the residential area near Walnut Street
- Visit Murray Avenue/Forbes Avenue in Squirrel Hill and perhaps take in a movie at The Manor Theater
- Visit the Frick museum on a summer evening for live music – check their website for details
- Enjoy a bike ride, run or hike in one of Pittsburgh's many parks or trails:
    - Frick Park, Schenley Park, Southside Trails, Northside Trails and Washington's Landing, North Park, South Park

TAKE A ROADTRIP

- Ohiopyle for outdoor activities (approximately 1 – 2 hours away)
- Frank Lloyd Wright's houses: Falling Water or Kentuck Knob (both approximately 1 – 2 hours away)
- Washington DC (4 – 5 hour drive)
- Niagara Falls (5 hour drive)

These are just a handful of ideas! Ask other students or take advantage of the sponsored trips by Center for Global Engagement or Student Activities. For more ideas, go to www.visitpittsburgh.com.

ACCOMODATIONS ON AND OFF-CAMPUS

ON-CAMPUS

If you are a freshman or sophomore, you are required to live on campus, unless you qualify for a waiver from the Office of Residence Life. Living on campus is an exciting and challenging part of the college experience. At Duquesne, about 3,400 students live on campus in dormitories called Living Learning Centers. There are also on-campus rooms available for graduate students and upperclassmen. You will need to contact the Office of Residence Life in a timely manner to inquire about availability.

All new students must complete the Housing Preference Form and the Housing Agreement Form in order to reserve their room on campus. These can be found at the following link: https://duq.edu/admissions-and-aid/international/accepted-students-next-steps and following the login instructions. Submit them to the Office of Residence Life via email (orl@duq.edu) or fax: +1.412.396.6656.

OFF-CAMPUS

Some upperclassmen and graduate students prefer to live off-campus. Housing is relatively inexpensive compared to other U.S. cities. The following resources may be useful as you look for off-campus housing

- Office of Commuter Affairs (off campus students) www.duq.edu/commuteraffairs
- Review the University Of Pittsburgh's Off-Campus Living page http://www.ocl.pitt.edu/
- Visit Pittsburgh City Living to read more about the different Pittsburgh neighborhoods http://pittsburghcityliving.com/neighborhoodList.php
- Talk with your Cultural Ambassador about housing and areas off campus
- Consider a home-stay with a local family for the first few weeks until you can find your own lodging. Two popular home-stay organizations among Duquesne students are OVECS or Global Pittsburgh.

Once you have found housing off campus, you must inform the Center for Global Engagement of your new address.

BANKING

A PNC Bank branch and several PNC ATMs (Automated Teller Machines) are located on Duquesne's campus. Students can use their DU Card at ATMs to withdraw money, cash checks, print statements, and make deposits. You can also choose to link your DU Card to your PNC account, allowing you to use your DU Card as an ATM card. In order to use this feature of the DU Card, students must sign up for one of the six checking accounts available. You can activate your Duquesne ID card as a banking card by visiting the PNC Branch at 916 Fifth Avenue during working hours – Monday – Friday 9 AM to 4 PM.

Students may also choose to use another bank. There are a number of banks, savings and loan offices all across Pittsburgh. Check with one or more of them regarding the types of accounts available and various procedures to determine the best financial arrangements for you.

Most students and scholars choose a checking account (often in addition to a savings account), which eliminates the need to carry large amounts of cash at any time. Paying rent and bills by check is very convenient, as a check can serve as a receipt of payment. However, checks are generally not accepted at retail stores.

ATM cards (also called debit cards) are a very convenient alternative to carrying large sums of cash or writing checks. These cards, available from banks, allow you to withdraw or deposit funds from your checking or savings accounts at any time by using ATMs. Each bank has their own ATM machines which are located across the city and accessible at all hours of the day or night. Be aware of ATM fees for using another bank's ATM, daily withdrawal limits (usually $500 per day), and occasional technical problems with the machines. Check with your bank for further details about ATM cards.

If you do obtain an ATM card or a credit card, be sure to keep it in a safe place. You should not keep the PIN number stored with the card. Never give anyone your PIN number or your credit card number unless you are making a purchase. If you lose your banking or credit card, or if you believe someone has used them without your authorization, report that information to your bank or credit card company and call your bank immediately to place a hold on the card or to cancel it.

Credit cards (Visa, MasterCard, department store cards) are not easy to obtain, particularly for someone new to the U.S. without any previous "credit history." You should check with the local banks or department stores on requirements for these charge cards. A note of caution: it is very easy to incur a large debt in a very short time when using credit cards. Be sure to keep an accurate record of the amount you are charging and keep your budget constraints in mind. Pay any remaining balances at the end of each month to prevent monthly interest charges.

CURRENCY EXCHANGE AT BANKS

Most of the local banks can handle wire transfers to and from international banks, and they can handle the deposit of foreign checks into your account in Pittsburgh. However, only two of the local banks are equipped to exchange international currency: BNY Mellon Bank and PNC Bank. To exchange international currency you must go to their downtown offices (Mellon Square for BNY Mellon Bank and Fifth & Wood Streets for PNC).

APPLYING FOR A STATE ID OR DRIVER'S LICENSE

Many international students obtain a Pennsylvania State ID or Driver's License when they arrive to Pittsburgh. These cards will serve as valid forms of identification without having to carry your passport around with you. In order to obtain these cards, you will need to visit the Pennsylvania Department of Motor Vehicles at 708 Smithfield Street, Pittsburgh, PA 15222, or check online (https://www.dmv.pa.gov/) to find a location closer to you.

APPLYING FOR A STATE ID:

Students not wishing to obtain driving permissions in PA can apply for a State ID by following these steps:

1. If you do not have a US government-issued Social Security Number (SSN), you must first visit the Social Security Office (921 Penn Ave, Pittsburgh, PA 15222, during the week, 9 AM-4 PM* Wednesday the office closes at noon), and obtain a "denial letter" stating that you do not have an SSN. Take your immigration documents with you as proof of your status as an international student.
2. Take the following documents with you to the DMV:
   - Passport
   - Visa
   - I-94 (https://i94.cbp.dhs.gov)
   - Social Security card or denial letter from Social Security
   - I-20 (or DS-2019) with at least one full year remaining
   - 2 proofs of residency (bank statements, utility bills, lease agreements, etc.)
   - Driver's License application (DL-180) or State ID application (DL-54A), can be found online
   - If you are participating in OPT, an Employment Authorization Document (EAD card)
   - Application fees will vary based on the application you are submitting. You will also need a check or money order in the exact amount of the application fee.

   If you are on a J visa and have filed for an extension of status, you should also take your I-797.

APPLYING FOR A DRIVER'S LICENSE

In order to apply for a PA Driver's License, you should follow the instructions listed above and also complete the following:

1. **Medical Exam** – You can set up an appointment for a physical exam through Student Health Services (Second Floor, Union) for a fee. Urgent Care centers also provide physical exams for driver's license applications for a fee.
2. **Vision Exam** – When you arrive at the DMV, you will be required to complete a vision exam before taking your written driver's exam.
3. **Written Exam** – You will be required to take a written exam about the driving laws in Pennsylvania. You can find the PA Driver's License Manual online at http://www.dmv.state.pa.us. You can also download an app with practice questions for the written exam. Once you pass the written exam, you will receive a Learner's Permit, allowing you to drive only with a licensed adult in the car.
4. **Driving Exam** – You will need to schedule a Road Test in order to receive your driver's license.

International driver's licenses are honored here in the state of Pennsylvania, but they do have certain laws about the use of these types of licenses.

ON-CAMPUS EMPLOYMENT

Students on F-1 and J-1 visas are allowed to work part time on campus while maintaining their status at Duquesne University. Students may work up to 20 hours per week while school is in session, and up to 40 hours per week during official school breaks. International students are not eligible for work study, but they can apply to campus jobs listed as "No Work Study Required".

Visit https://duq.edu/work-at-du/student-employment to find current job openings on campus.

If this is the first job that you will have in the United States, you will need to apply for a government-issued Social Security Number (SSN). You must have a job offer before you can apply for an SSN. Once you receive a job offer on campus, you must stop into the Center for Global Engagement (Union 601) to get a Work Authorization form before applying for an SSN.

APPLYING FOR A SOCIAL SECURITY NUMBER

A Social Security Number, or SSN, is a nine-digit number issued to U.S. citizens, permanent residents and temporary workers. Its purpose is to track individuals for tax purposes. It also serves as an identification number. Students may only obtain a social security card if they have employment.

To apply for a Social Security Number:

1. Have a **legal** offer of employment
2. If your job is on campus, obtain a Work Authorization form from the Center for Global Engagement
3. Visit www.ssa.gov and enter "Form SS-5" in the search box to download and complete the Application for a Social Security Card
4. Take the following documents with you to the Social Security Office located at 921 Penn Avenue in Downtown Pittsburgh:
    - Work Authorization form
    - I-20 (or DS-2019)
    - Passport
    - I-94 (https://i94.cbp.dhs.gov)
    - If you have been approved for CPT or OPT, you should also take your employment offer letter and EAD card (for OPT) with you.

Students who apply for and receive a Social Security Number should inform the Center for Global Engagement and Registrar's Office of their number. Social Security Numbers should be kept private. Do not keep your card in your wallet or give your number to anybody except for official purposes.

RECORD KEEPING

It is extremely important that you keep certain documents in a safe place. You should keep any I-20 or DS-2019 forms issued to you as well as a copy of any and all immigration forms you have completed during your stay in the United States (such as a copy of your application for Practical Training). You

should also keep items such as copies of income tax returns, monthly bank statements, copies of apartment leases, copies of important correspondence, validated invoices and financial statements for tuition, registration slips, etc. These items may become important later; thus, it is wise to keep them throughout your stay in the United States and perhaps for some time beyond. You should not rely on the Center for Global Engagement to provide you with copies of any important documents.

PUBLIC TRANSPORTATION

The Port Authority of Allegheny County (PAT) offers some of the easiest and most affordable transportation in the city of Pittsburgh. Schedules for the various routes throughout the city may be obtained from the Commuter Affairs Office, 1st Floor, Duquesne Union; by going to the PAT website at portauthority.org or ConnectCard.org; or by calling PAT customer service at (412) 442-2000 and asking specific questions such as, "How do I get from Duquesne University to the social security office?" You can inquire about passes at the Duquesne Student Union Information Center.

The buses run frequently within the city limits (Downtown - Oakland - Shadyside - Squirrel Hill) between 6 am - 9 pm. They run occasionally between 9 pm - 1 am. Regardless of travel direction or time of day, you will enter using the front door, pay your fare, and then exit through the back door. ConnectCard users simply tap your card on the orange pad on the farebox. Riders paying with cash should use exact change as the operators will not make change. Fares will vary, so please check with Port Authority.

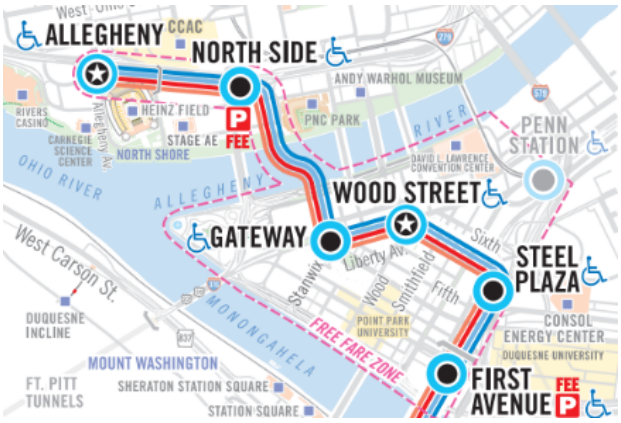
PORT AUTHORITY FARE INFORMATION

Riders may pay $2.50 with a ConnectCard or $2.75 with cash. Riders may pay using cash, a ConnectCard, ConnecTix, prepaid passes, or by showing identification for special circumstances.

ConnectCards are reusable plastic smart cards that you can reload with bus fare. You can find a connect card at the PAT Downtown Service Center and at stores such as Giant Eagle, Goodwill, and others around town. Check the website for locations. Passes and cash value can be loaded onto the card by visiting ConnectCard.org, a ConnectCard kiosk, or stores where ConnectCards are sold. *ConnecTix* are non-reloadable paper smart cards, and they are available as single-trip tickets, weekly passes, or 10-trip passes from any ConnectCard kiosk.Transfers cost $1 with a ConnectCard, when tapped at the fare box within 3 hours of your initial tap. Transfers are not available when paying with cash. Children up to age 5 ride free with a fare-paying adult; Children ages 6-11 are eligible for a Kid's ConnectCard to ride for half-priced fares. Seniors (65+) ride free.

Individuals with disabilities are eligible for a Reduced Fare ConnectCard to ride for half-priced fares. To obtain a Reduced Fare ConnectCard, submit an application at Port Authority's Downtown Service Center.

FREE FARE ZONE



The *Free Fare Zone* was established to promote the use of the light rail system, called the "T", within Downtown Pittsburgh. It runs between: Allegheny, Northside, Gateway, Wood Street, Steel Plaza, and First Avenue Stations.

BUSES AND TRAINS FOR TRAVELING OUTSIDE OF PITTSBURGH

- Greyhound/Trailways provides inexpensive bus service to destinations across the country. The bus station is located downtown at the intersection of 11th St. and Liberty Ave.
- Megabus provides convenient, low-cost, intercity bus travel. The buses offer free Wi-Fi and travel to many regional cities, including Cleveland, Washington, DC, Philadelphia, and New York City. Go to us.megabus.com, or call toll free 1.877.462.6342.
- Amtrak offers train service to major cities from the downtown station. Call Amtrak for information and reservations (800.872.7245) or go to www.amtrak.com.

FAMILY LIFE

Pittsburgh is a pleasant place to live and raise a family. Several of our international students bring families with them – particularly graduate students or students wishing to learn English. Some students decide to live outside of the city in one of Pittsburgh's suburban areas; The North Hills, South Hills, Mount Lebanon and Forest Hills are just a few of the more popular suburban areas within a half hour of Duquesne.

DAY CARE

For those with children under school age who require care, a day care center or nursery school may be an appropriate option. These centers do charge for the services provided and have no financial assistance available. The fees for some centers may be quite high. Many day care centers require children to be at least 2 and a half years of age to be accepted. Some centers will take infants, but have very limited space. Private sitters may be costly and difficult to find.

Day care centers may offer programs on a half-day or full-day basis. There are restrictions on the number of children legally permitted in a given center as well; thus, it is possible that you may not be able to enroll your child at the time of application although most facilities maintain "waiting lists."

There are two childcare facilities located very close to Duquesne. Please be aware that we are not promoting or endorsing these programs in any way, but simply want to provide you with information on programs nearby. You must visit and speak with the Center Directors to understand their program and learn about the costs.

YMCA Duquesne University Child Development Center
NAEYC Accredited & Keystone Stars Four-Star Program
Infant, Toddler, and Pre-School Care
Director: Stephanie DeLucia
412-396-5183

Mercy Hospital Child Development Center
Department of Public Welfare, Keystone Stars: Level 1
Infant, Toddler, and Pre-School Care
Director: Barbara Chianelli
412-232-5867

PROGRAMS FOR SPOUSES

If your spouse is unable to attend Duquesne, he or she may look at other options such as:

- University of Pittsburgh's English Language Institute
- Allegheny Intermediate Unit
- Community College of Allegheny County (CCAC)
- Pittsburgh Center for the Arts
- Literacy Pittsburgh

OWNING A CAR

Owning a car in the U.S. can be expensive. You must consider both ownership costs (purchase price, taxes, finance charges, vehicle registration costs, insurance, license fees, parking, etc.) and operating costs (gas, oil, engine maintenance, tires, etc.). If you decide to buy a car, be aware that **Pennsylvania law requires that you purchase car insurance** (depending on the car, from $500/year and up). You must also register your car with the state of Pennsylvania each year (approximately $40/year), and you must have your car inspected each year (approximately $30.00/year plus any needed repairs). Financial considerations are important, and you should certainly take these into account before buying a car. If you'd like to research this option, Consumer Reports and Car Magazine are good resources. Automobile insurance rates for people who are new to the U.S. are usually inflated until a driving history has been established.

PARKING AT DUQUESNE

Be aware that parking on campus can be costly and difficult to find. All on-campus parking, including on-street parking, is reserved for those with permits. You can find out the permit costs by stopping into the

Duquesne University Parking and Card Services Office (Second Floor, Union), or by visiting duq.edu/parking

CAR SECURITY

Car theft may be a problem in many large cities in the U.S., including Pittsburgh. It is important that you lock your car anytime you park your car, no matter how brief your stop. Always try to park in well-lit areas and investigate the possibility of parking lots or garages in your neighborhood.

SAFETY AND SECURITY

Pittsburgh is a relatively safe city. However, as in urban areas all around the world, there is crime in the city of Pittsburgh. The majority of students and scholars will not encounter any difficulties during their stay in Pittsburgh. It is impossible to predict who will be affected by crime, but it is possible to minimize the risks you face by being security conscious.

In order to protect your property, you should always lock your apartment and car windows and doors. Never leave valuable items unattended. For example, do not leave book bags, briefcases, or purses unattended in the library or coffee shop. Do not carry large amounts of cash on you or leave large amounts of money in your apartment.

If you drive a car, be aware of your surroundings and if you feel unsafe lock your doors and roll up your windows. Lock your car when parking and take your keys with you. Be sure to park in well-lit areas. If leaving your car in a lot or garage that requires you to leave your keys, leave only your car keys. Be sure to remove all valuables from your car. If you leave money, laptops, phones, purses in plain sight it may be a temptation and make your car a target. Do not pick up hitchhikers.

In order to protect yourself, try to walk with people instead of walking alone—especially late at night—whether you are male or female. Use public walkways and well-lit paths. Avoid shortcuts and dark or isolated spots. Keep your purse or book bag tucked closely under your arm; don't overload yourself with bundles. If possible, try to get a ride from a friend. If you are taking a public bus at night, wait for the bus with a friend. If someone follows you on foot, cross the street, change direction, and vary your pace. If the person persists, go to a lighted store or the police station.

If you're held up or assaulted, don't resist - hand over your wallet or purse quickly and quietly. Screaming and running away may protect you if people are nearby. Report any incident to the police immediately.

Do not approach strangers in cars or allow strangers into your apartment. Keep your apartment doors locked even when you are home. If someone claims to be a repair person or policeman, always request to see his or her photo identification. If you are in doubt about the authenticity of the identification, call the company or the police.

Do not give your credit card numbers or banking card/account numbers to people unless you are the one making a purchase. For example, do not give information to someone over the phone. It is very easy for telephone solicitors to charge purchases to your accounts that you had no intention of making. Once the charges are made, it may be extremely difficult to get the charges canceled. Do not withdraw funds from your bank accounts to give to strangers, even if they promise to return the funds, or they claim they will

invest it in some manner, and you will make money. Instead, you will probably never see that person or that money again. Please remember, deals that seem too good to be true usually are.

Do not hesitate to contact Duquesne University Police (412-396-2677) or the City of Pittsburgh Police (dial 911 for emergencies) if you need assistance or to report a crime. You should also dial 911 to report a fire or request emergency medical services (ambulance).

CAMPUS SAFETY

All students should store the phone numbers for Campus Safety in their mobile phone contacts. Emergencies are not predictable, and when one occurs, you want to know that you can find the emergency number quickly and easily.

Campus Safety
Emergencies: 412-396-2677 (COPS)
Non-emergencies: 412-396-6002

DU ALERT

Students can enroll in the DU Alert system by providing their phone number when setting up their MultiPass account. DU Alert messages will be sent out to all students enrolled in the alert system when Campus Safety finds it necessary to send out safety information to everybody on campus. These alert messages will also notify you of any disruptions to campus services.

CODE BLUE TELEPHONES

Code Blue Telephones are stand-alone phones located across campus that can connect you with the Campus Police Department as soon as the button is pushed. Once the button has been pushed, it will automatically activate the blue flashing light at no less than 60 times per minute. Once the connection has been established with the Campus Police, the device will send a signal to the Campus Police indicating the location of the activated station. Once the system is activated it, allows you to have hands free communication directly with the Campus Police. You should make a mental note of the locations of these phones in case an emergency should ever occur on campus.

The phones are located at:

- Bluff Street near Rooney Field
- Locust Circle near Gumberg Library
- Shingiss Street at Rockwell Hall
- Gibbon Street at Magee Street
- Locust Street at McAnulty Drive near Rangos School of Health Sciences
- Fisher Hall Sky Walk
- Forbes Avenue Parking Lot
- Power Center at Forbes Avenue

SAFETY ESCORT SERVICE

The Campus Safety Department provides a personal safety escort to all members of the Duquesne University Community from sunset to sunrise. The service is campus wide, to or from your car, Residence Hall, Academic Building, or office. The service is designed to enhance your safety and peace of mind if you must walk alone. It is intended to be primarily a walking service with mobile escort provided when determined to be appropriate. The primary goal is to enable you to travel from one location to another with a greater sense of security.

Escorts will be provided by either a Campus Security Officer or a Campus Police Officer. All Security and Police Personnel carry radios and identification, and they will be dressed in a designated Security or Police uniform. All Security and Police Personnel are trained in First Aid and CPR.

To request a Safety Escort: Dial 6002 from a campus phone or 412.396.6002 to request a safety escort. It is not necessary to call in advance, as escorts are on duty and ready to be dispatched as needed.

STUDENT SERVICES

Duquesne University offers many support services to all students. You may contact any of the offices listed below for more information about the services they offer.

COUNSELING AND WELLBEING CENTER

The Counseling & Wellbeing Center provides individual and group counseling to students. Students are able to speak confidentially with counselors about topics including: adjusting to college life, culture shock, anxiety, relationships, depression, eating disorders, loneliness, and drug and alcohol issues. The goals for counseling are to increase self-understanding, discover new ways of thinking and acting, and to assist the client to make changes that he/she chooses to make. Using counseling services is typical for students and should be viewed similarly to accessing other health services.

Confidential counseling services are FREE for Duquesne students and include short-term or long-term counseling services:

- Personal Counseling
- Educational/Occupational Counseling
- Career Testing and Counseling
- Group Counseling
- Consultations
- Workshops
- Testing Services related to national examinations (CLEP, GMAT, GRE, LSAT, MAT, MCAT, NTE, etc.)
- Biofeedback
- Meditation Room

EMERGENCY PHONE NUMBERS

If an emergency arises after Counseling Center hours, call the University Police Department at 412-396-COPS who will contact the counselor on call. There are several other crisis lines available as well.

Resolve Crisis Network (Phone or in person crisis support)	1.888.796.8226
Mercy Behavioral Health Care Center (24/7 crisis line)	1.877.637.2924
Crisis Text Line (24/7)	741741
Contact Pittsburgh (Suicide Hotline)	412.820.4357
PAAR: Rape Hotline (24-hour hotline)	Hotline: 1.866.363.7273 Advocacy: 412.437.5665
Center for Victims of Violent Crime (24-hour hotline)	412.392.8582
Health Department - STD Information (24-hour hotline)	412.687.2243
Help Line United Way (Referral Agency)	412.255.1155

DUQUESNE UNIVERSITY HEALTH SERVICES

Duquesne University Health Services provides students with routine medical care; evaluation and treatment of illness and injury; health & well-being consultation with appropriate referral as necessary; routine physical exams; acute primary care; routine well woman care and well male care; nutritional consultations. All medical records are confidential and will not be released without your written permission.

Registered nurses are available in the office at all times. Physicians, nurse practitioners, physician assistants and nutritionists are available for consultation by appointment. Nurses will assist with appointment advice.

Primary health care is provided to all full-time students only. Neither dependents nor visiting scholars are eligible for the Student Health Service. Health Service cannot provide primary health care for non-students, except for job-related injuries.

Students are urged to use the Student Health Service for minor and ambulatory care before seeking outside care. Students must have a completed Health History submitted through the Health Services Student Portal in DORI to make an appointment. Should a student need emergency attention, they should contact Health Services before going to the hospital. Students are transported to nearby medical centers when in-patient care is needed. If Health Services is closed, students may go directly to the hospital.

Health Services also provides numerous quality health educational programs for the university community. These programs promote good health, safety, and the early detection of illness. The staff develops programs dealing with any aspect of health education for campus groups or organizations as requested, and literature on current health topics is available.

Keep in mind that the Student Health Service fee you pay with your tuition is not health insurance and will not provide coverage for you in the event of an accident or illness, which requires hospitalization, X-rays, or laboratory testing. The student, their family, or their medical insurance must pay treatment or diagnostic procedures by non-university physicians, clinics, or hospitals. This includes laboratory work performed by Quest Diagnostics.

MEDICAL AND NURSING SERVICES

Prescriptions

- Starter doses are provided at minimum cost
- Collaboration with the Duquesne University **Center for Pharmacy Services** for prescriptions delivered on campus (accepts most major insurance plans)
- Prescriptions may also be filled and picked up at a local pharmacy

Using Health Services

- Enrolled students may access Duquesne University Health Service information through DORI.
    - Once you logon to DORI, click on the "Student" tab under the "Go To" tabs. Then click on "Health Services Student Portal" to complete the Health History form and upload translated immunization documents.
- Walk-ins are seen at the first opening in the schedule
- RNs are available for advice and triage of phone calls and visits to Health Service
- ***The content of e-mail sent to DUHS is confidential and is limited to the submission of Duquesne University Health Service documents and is not to be used for personal medical information, advice, or appointment scheduling.***
- Please call Duquesne University Health Service at 412.396.1650 to schedule an appointment or speak with a staff member. You may email the health service general email box for non-confidential communication at: duhealth@duq.edu

LEARNING SKILLS CENTER

The Learning Skills Center, located in the Administration Building, is an academic service that offers tutoring services and individualized developmental programs in reading, writing, mathematics, and science for students who seek to enhance their academic skills and advance their intellectual growth.

A free tutoring service provides students with competent tutors in numerous subject areas. In addition, a comprehensive study skills program is available to help students develop effective study skills and habits as well as to assist students experiencing academic difficulties.

WRITING CENTER

The Writing Center provides one-on-one assistance for academic papers, professional applications, résumés, Web sites, presentations, and other projects. They help with writing from all disciplines and all stages of the writing process. The Writing Center also hosts workshops, class visits, writing resources, and support for instructors wanting to incorporate effective writing pedagogy into their classes.

COMMUTER AFFAIRS

Any student, whether undergraduate or graduate, who does not live in University-owned housing is considered a commuter student. The Office of Commuter Affairs works diligently to help students feel at home and part of the Duquesne family. The staff strives to ensure that students excel both academically and socially by providing various services, programs, and facilities to meet their needs. This includes assisting students in seeking out help through the various academic resources available, off-campus housing information, as well as information and resources related to commuting.

Located on the first floor of the Duquesne Union building, the Commuter Center is a beautiful space for commuter students to study, socialize with other students and staff, and relax in between classes. The Commuter Affairs and Commuter Council offices are both located here, as well as a lounge area with a kitchenette, a computer lab, and a quiet study room.

OFFICE OF RESIDENCE LIFE

The Office of Residence Life is committed to creating a nurturing and comfortable environment in which students can grow and develop. The residence hall living experience is an important part of university education. It is an opportunity to live the college experience to the fullest.

Residence Life Staff members are available to:

1. Handle emergencies 24 hours a day
2. Address the daily concerns of students
3. Enforce campus policies and rules
4. Coordinate social, educational, and spiritual programs
5. Provide a positive atmosphere in the Living Learning Center

Each “Living Learning Center” (dormitory) houses a full-time, professional Resident Director (RD). In addition, each floor/wing of each residence hall houses a student Resident Assistant (RA). It is highly recommended that you get to know your particular RD and RA! Guidelines for prescribed conduct and behavior in the residence halls can be found in the Code of Students' Rights, Responsibilities and Conduct and in the Residence Life Handbook.

FRESHMEN DEVELOPMENT AND SPECIAL STUDENT SERVICES

The Office of Freshmen Development and Special Student Services coordinates, implements, and directs programs that integrate and enhance the academic, curricular and social dimensions of the freshman year. The office directs the New Student Orientation Program; implements the New Student Big Brother/Big Sister and Mentor Programs; assists freshmen with finding tutors when needed by interacting with the other departments providing tutoring services; monitors freshman grades; develops freshman leadership through the Freshman Class Advisory Committee; advises the freshman honor society, Phi Beta Sigma; and interacts with the Offices of Commuter Affairs, Intramurals, and Residence Life in developing programs for freshman commuters and residents.

The Office of Freshmen Development and Special Student Services also provides services to all university students with documented disabilities. Services such as early pre-registration, classroom relocation, specialized testing accommodations (extended time testing, seclusion testing, and oral testing, etc.), note-taking and other accommodations can be arranged through the office on an individual basis. The office works with students on communicating their needs to faculty members and the university community, and assists students in connecting with campus resources, such as the Learning Skills Center, the university's Counseling Center, and other campus resources.

CENTER FOR CAREER DEVELOPMENT

The Center for Career Development offers a full range of services to support the student's development. They offer career counseling to help students formulate their career goals; resume writing and interviewing skills workshops; online resources and job boards; job fairs held on campus; and other career related resources. You should make this one of the first places you visit on campus to learn about all of the services and set yourself up for success!

MUSLIM PRAYER ROOM - CAMPUS MINISTRIES

Duquesne University is pleased to make available the use of a prayer room for Muslim students. The Prayer Room is located in the Campus Ministry Office in the Towers Living Learning Center. There will be a schedule posted with times that the rooms will be available. Additional information may be obtained from the Campus Ministry office, which is open Monday—Friday, 8:30 a.m. to 4:30 p.m. The Campus Ministry office may also be contacted for information at 412.396.6021.

Campus Ministries invites you to be engage, from liturgical celebrations, faith-journey communities, to outreach opportunities. Spiritan Campus Ministry invites you grow in faith and to explore all the ways you can contribute at Duquesne and beyond.

STUDENT ORGANIZATIONS

DUQUESNE UNIVERSITY CULTURAL AMBASSADORS

The Duquesne University Cultural Ambassadors (DUCA) is a student organization whose mission is to create an inviting and inclusive atmosphere for international students on campus. As a new student, you may have emailed with a Cultural Ambassador before arriving to campus. Cultural Ambassadors also help to staff our international student orientation and attend many of the American Traditions Series events throughout the year.

Cultural Ambassadors are current Duquesne students who are committed to making sure our international students feel welcome in their new home! Many of our Cultural Ambassadors have also studied abroad or are international students themselves, and most have had similar experiences adapting to new languages and environments. Now that you are on campus, feel free to reach out to your Cultural Ambassador if you have any questions about student life at Duquesne or life in Pittsburgh. If you would like to become a Cultural Ambassador and help future international students with their transition to Duquesne, send an email to duca@duq.edu!

INTERNATIONAL STUDENTS ORGANIZATION

The Duquesne University International Students Organization, best known as ISO, is one of the largest student organizations on campus. ISO is responsible for assisting international students academically, socially and spiritually while at Duquesne University. ISO strives to promote international understanding between and among international and American students. Cultural exchange is elicited through fraternization with international membership during weekly committee meetings and general assemblies. International students can enhance their Duquesne experience by sharing problems, concerns and joys with other international students. We welcome students of all nationalities.

Cultural adjustment and support is offered by members who provide insight and assistance to one another. Members who have been in the United States for some time can share the wisdom they have gained through their experiences. International students can find solace and advice in the experiences of other international students. International students can also seek the advice of the staff at the Center for Global Engagement (6th Floor Union).

Social activities include organized picnics, trips, parties and other similar events that spawn lifelong friendships. Events include participation in the university-wide Carnival; international dessert nights twice a month, and community service with other campus organizations. Week-long festivals throughout the academic year focus on specific cultures such as Latin American, Middle Eastern, Asian and African cultures. ISO also sponsors a grand celebration each year honoring all cultures represented on campus and culminating in a spectacular International Night.

OTHER INTERNATIONAL ORGANIZATIONS AND CLUBS

There are also a number of other organizations that focus on specific cultures. Any interested Duquesne student is welcome to join and attend their meetings and events throughout the year.

- Asian Student Association (ASA)
- Muslim Student Association (MSA)
- Latin American Student Association (LASA)
- Duquesne Indian Students Association (DISHA)
- Union of African Students (UAS)
- Chinese Students and Scholars Association (CSSA)
- Duquesne Asian Culture and Anime Club (DACAC)
- Saudi Student Organization (SSO)

"GREEK LIFE" FRATERNITIES & SORORITIES

On Duquesne's campus, there are clubs called fraternities and sororities. These groups are primarily social, but are grounded in service, academics, spiritual growth and leadership. Socially, members of these groups participate in mixers, when one fraternity meets with one sorority; Carnival, when Greek students present plays to the whole campus; Greek Week, which is an introduction to Greek life; as well as theme parties and formal dances. Academically, Greek life promotes scholarship through avenues including honor societies, study hours, and awards for academic achievement. Sororities and fraternities charge their members fees to pledge and initiate, and dues every semester. They all have their own charities to which they donate time, as well as their own mascots and colors. Greek life is a wonderful way to make friends who have similar interests socially and academically. In the USA, fraternities and sororities are called "Greek life" because their names are Greek letters, but this does not refer to the nationality of the members.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is a student-created structure designed to provide a forum for the expression of student views and interests, to maintain academic freedom and responsibility as well as student rights, and to foster intelligent interest and participation in all phases of university life. A major function of the SGA is to appoint student representatives to important university committees, including the Board of Directors, University Budget Committee, the Academic Council, and the Student Life Advisory Committee.

OTHER STUDENT ORGANIZATIONS

For other student organizations, visit http://www.duq.edu/life-at-duquesne/student-organizations. There are many organizations – social, professional, and service – on campus and we encourage you to become members of those that interest you.

CULTURAL ADJUSTMENT

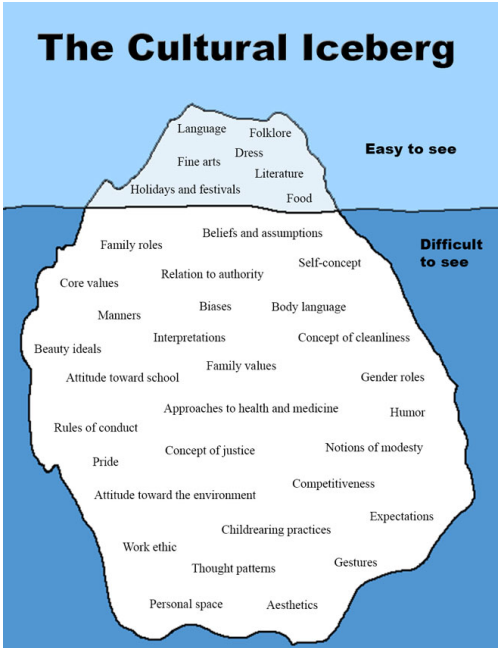
Adjusting and settling into a new environment, whether it's a new school, home, job, or country, is a process that takes time and energy and affects the mind and body. "Culture shock" is the phenomenon experienced when a person suddenly relocates to an environment vastly different from their home environment. Due to variations in food, climate, geography, religion, social norms, politics, and basic life philosophy, it is common for a newcomer to feel confused or even physically ill during the first few weeks in their new environment. Duquesne University and the Center for Global Engagement in particular, attempt to ease your adjustment to the city and school; however, it may take time for some students to complete the transition.

CULTURE SHOCK

When you leave home and your familiar surroundings, you will encounter many new and confusing situations. These situations naturally create stress; the reaction to this stress is called "culture shock." The good news is that culture shock is temporary.

Culture shock is a type of homesickness. The term refers to the stresses that build up from meeting one's everyday needs in unfamiliar ways. Some symptoms of culture shock are frustration, mental fatigue, trouble relating to others, boredom, lack of motivation, and sometimes, physical discomfort.

Some of the differences between life at home and life in a new place are obvious, and some are not as obvious.



Obvious differences:

- Language
- Climate
- Religion
- Food
- Educational system
- Absence of family and close ties

Less obvious differences:

- How students relate to teachers
- How people make decisions
- How people spend their leisure time
- How people resolve conflicts
- How people express feelings through gestures

These differences cause feelings of uncertainty and anxiety:

- "Am I speaking properly?"

- "Will I be a successful student?"
- "Will I find friends?"
- "Should I discuss my personal beliefs or my political opinions?"
- "What does it mean when someone looks directly into my eyes?"

All of these uncertainties and more can be confusing. You may also feel that you don't know what to do in certain situations. You probably did not think about these things at home because you knew what to do and what to expect. You also knew how other people acted and thought. In other words, you understood "the rules" and "the signs." Life was easier at home.

Your body and your mind may react in unusual ways to the stress and confusion of living in a new culture. Some of the reactions you experience may be:

- Feeling isolated or alone
- Sleeping too much or tiring easily
- Finding it difficult to sleep
- Suffering body pains, especially in the head, neck, back and stomach
- Wanting to return home feeling angry toward local people

These reactions are normal for people who are adjusting to a new situation and lifestyle. How can you adjust to your new environment? How can you make a successful transition to living in a new culture?

- Understand that you will face uncertainties and confusion. Imagine how a local resident might react to living in your country.
- Observe how people in your new environment act in situations that are confusing to you. Try to understand what they believe and why they behave as they do. Avoid judging things as either right or wrong; regard them as being merely different.
- Remember the ways you have been able to reduce stress in difficult situations in the past and apply those methods in your present circumstances. For example, you might take a long walk, go to a movie theater, or write a letter to a close friend or relative. Try to see the humor in confusing situations that you encounter; laughter is often the best "medicine."
- Accept the difficult challenge of learning to study and live in a new cultural setting. Believe that you can learn the skills to make a successful transition. Recognize the advantages of having lived in two different cultures. Your life will be enriched by meeting people whose cultural backgrounds are not the same as yours. Share your time with many different people. Avoid having friends only from your country but maintain strong personal ties to your culture while you are away from home. Think about how you can help local residents learn how people from your country believe and act.
- Acknowledge your progress in adjusting to the new culture. Think of all that you have learned since the day you arrived. Recognize that, like other people who have lived in an unfamiliar country, you can and will make a successful adjustment to the other culture.

DEALING WITH CULTURE SHOCK

Here are some suggestions on how to cope and overcome the effects of the whole transition process. **If you are ever feeling like you need help, please come and see one of the many people at the Center for Global Engagement at Duquesne University.**

Suggestions:

- Understand that this is a normal experience – it's okay to be homesick or to miss your friends
- Know that it's okay to make mistakes
- Explore your new school and city – Pittsburgh has lots of fun and free activities!
- Have photos or items from your country in your dorm room
- Get regular exercise or join an intramural sports team on campus
- Go for a walk
- Write a letter
- Watch a movie
- Listen to music from your country
- Take advantage of international student activities available through the Center for Global Engagement
- Introduce yourself to different people in your dorm
- Practice speaking English
- Don't compare the USA and your home country too much
- Keep a journal or just write down your thoughts about your experiences
- Don't be afraid to ask your professors or friends questions about the USA
- Find out where you can find your home country's food in the Pittsburgh restaurants
- Join a student club or go to an event on campus
- If you are feeling sad, talk to a friend
- Ask older international students about their experience when they first arrived
- Eat healthily and take care of yourself!

AMERICAN CULTURE

There are many generalizations and stereotypes made by people of one culture about people of another. It is important to keep in mind that while generalizations may provide entertaining discussion among friends, they provide a disastrous intercultural experience if you do not allow for exceptions.

For example, there have been many generalizations made about Americans. Some of these refer to their obsessions with material things, lack of family ties, and informal relationships with others. As you spend more time in the U.S., you will find these generalizations only apply to some of the people some of the time. An open mind - a willingness to observe first and make conclusions later - is the best approach in a new situation. The total experience you have in the U.S. can be either very positive or negative; much of that experience will depend on your attitude. The following explains some American ways and practices. These may help you to understand American culture better.

RELATIONSHIPS WITH OTHERS

Since Americans often ask, "How are you?" or say, "Hello" to many people, it may appear that they have plenty of casual relationships. This does not mean that Americans do not have strong friendships as well.

FAMILY TIES

The family unit (those living in the same dwelling) in the U.S. is generally smaller than in many parts of the world. It consists of parent(s) and one child or children, usually not of grandparents, aunts, uncles,

etc. The former is referred to as a "nuclear" family as opposed to the latter or "extended" family. Children many times leave home after schooling age, often going to another city or state. As a result, it may appear that the family bond in the U.S. is weaker. This is not necessarily so, despite the geographical distances between family members.

PLURALISTIC SOCIETY

This term is applied to the U.S. because its citizens exist together with widely varying and often opposing beliefs and practices (religious, political, ethnic, and sexual); yet they coexist in one country, state, city, and neighborhood. This phenomenon has developed in part because of the philosophy which originally brought people to America (seeking freedom from religious and political persecution) and which continues to thrive. This type of environment is positive in that it allows newcomers to carry out some of their traditional beliefs and practices freely and without much notice. Your challenge is your need for the tolerance of other beliefs and practices regardless of your agreement or discontent with them.

FREEDOM OF PRESS AND SPEECH

The Constitution of the U.S. guarantees the right of free expression to all people residing here. The right to speak or write your ideas in a public forum is also guaranteed as long as it is exercised in a responsible, orderly, and peaceful manner.

TRADITIONAL ROLES OF MEN AND WOMEN

In the last several decades there has been much publicity about the role of women in U.S. society, the political movements to achieve equal status with men, and the reversal of the traditional role of the woman as homemaker. The results of much of this activity have affected the manner in which women interact with men in their business and personal relations. You may detect certain characteristic attitudes and behavior characteristic in this regard. Certainly the roles of women prevalent in many parts of the world are not commonly carried out in the U.S., and many women may react very strongly if expectations are placed upon them. Likewise, many men in the U.S. have taken on roles and jobs formerly considered "for females only" and also expect respect to be given to them for the roles they have chosen.

TIME

The expression "time is money" summarizes the emphasis placed on time management in the United States. Most people in the United States treat "time" as a valued commodity – something of which there is not enough. Therefore, people are taught from a young age to "use their time wisely" (time management). Punctuality, for example, is generally a valued trait in the United States. When you make an appointment with someone, they expect you to be on time. For professional appointments (i.e. non-social), on time means the exact time. It is best to arrive about 5 to 10 minutes early. If you do not arrive by the appointed time, you may not be able to see the person you arranged to meet. This is especially important when making appointments with your academic advisor or with the Student Health Service. For social occasions with friends, up to 15 minutes late is usually acceptable. If you are going to be later than that, you should telephone the person you are supposed to meet to say that you will be late.

THE INDIVIDUAL

Much emphasis is placed on the value of the individual and what the individual can achieve. Independence is highly prized. This does not mean that Americans do not enjoy group activities or that they are not friendly; it simply means that Americans may also enjoy doing activities on their own.

You will encounter new attitudes and approaches to living while you are here and will eventually develop your own opinion and approach to U.S. life. American society and societies elsewhere differ in many ways. It is our hope that you will enjoy everything the United States of America has to offer.

SOCIAL EQUALITY

Equality of Manners: One American goal is equality for all; yet, unfortunately we realize this goal has not yet been completely achieved. We do, however, expect that all people respect individuals regardless of occupation, age, ability, sex, race, ethnicity, religion, color, citizenship status, sexual orientation, and gender identity. All individuals you meet will expect the same consideration and courtesy, whether they are a professor, student, doctor, or janitor.

Women: Women in the United States have an active part in community life. Many women have full-time careers outside the home. In many cases, both parents take care of small children and share the home chores. Women who hold positions in the work world expect the same professional respect as men.

USE OF NAMES AND TITLES

First names are used in the U.S. more frequently than elsewhere. People may call each other by their first names immediately after they have met if they are about the same age and status. The Americans' frequent use of the first name may make it appear to you that they are oblivious to differences in age and social status; they are not. There may be differences in vocabulary and manner, depending on the relationship between the people involved. For example, an American is less likely to use slang when speaking to a person who is older, whose social standing is higher, or whom he does not know very well.

If you meet a person who has a title such as "Doctor", "Ambassador" or "Dean", use that title and the last name. Any faculty member can be addressed as "Professor" whether he or she holds the rank of assistant professor, associate professor or full professor. Mr., Mrs., or Ms. can also be used with the last name. Again, the other person might ask you to address them by their first name, and you should abide by that wish.

Americans do not use a title followed by a first name. For example, you would not address Elizabeth Taylor as Ms. or Miss Elizabeth but as Ms. or Miss Taylor, or if she asked you to, as Elizabeth.

The use of "nicknames" is fairly common among Americans. A nickname is not the person's real name, but a name assigned to him because of certain physical characteristics, behavior patterns or some other factor. International students often get nicknames if their own names seem long and unpronounceable to Americans. For example, a student whose name is Nakagawa might come to be known as Naka. Being called by a nickname is not usually uncomplimentary. On the contrary, it may indicate that you are viewed with respect and even affection.

If you are in doubt about what to call a person, ask the person, "What shall I call you?" Americans will sometimes be confused about what to call you. If you see that a person does not know what to call you, tell him/ her or say "You may call me_____." If an American has difficulty remembering your name, feel free to repeat it as many times as necessary. Do not take offense if he has honest difficulty pronouncing it.

UNSPOKEN LANGUAGE

Gestures and unspoken signals are many times a common cause of misunderstanding between persons of different cultures. Because these gestures have become so automatic, we often forget how they may mean different things in different cultures. To avoid misunderstandings, be sure to keep in mind that the unspoken gesture you exchange with people from other cultures may not say what you think it does. If words and gestures seem to disagree, it might be safer to "believe" the words.

Shaking hands is common in business and in more formal social gatherings (banquets and special parties) among both men and women. In more casual social encounters, however, men tend to shake hands with each other more often than women shake hands with women. Handshakes are usually accompanied with "How do you do" or "Nice to meet you" or "Nice to see you again." People may or may not shake hands in subsequent social meetings.

You may notice that Americans prefer a proximal space of approximately 2 feet of distance between individuals when they are talking to each other. This may not be what you are accustomed to in your culture. However, remember that Americans are sensitive to this issue of body space and may be offended if you stand too close.

FRIENDSHIP AND DATING

Americans are generally considered open and warm people who make new acquaintances easily. Because they are very mobile, however, Americans' relationships may be somewhat casual and informal.

American women may have fewer social restrictions than women from some other countries. They are not usually shy with Americans or foreigners. This relaxed and independent attitude may be misunderstood by people who come from more traditional societies in which the woman's place is much more restricted. In the United States women exercise a great deal of personal freedom of choice. In many societies it may be considered taboo for unmarried women to live by themselves or share living quarters with other unmarried women; this is not the case in the United States. In addition, it is not uncommon for women to go to public places without a male companion, or even, at times, to live with their male friends. It is, therefore, always better to treat American women equally; be open with them and be frank about yourself!

There are no blueprints for dating Americans. Generally, the initiative may come from the man, but this is not always the case. If you want to get to know someone, it is often wise to ask the person to join you for coffee or a soda or to get together to study. Such short events may prove to be the beginning of a strong and durable friendship. On weekends, a man may ask a woman for an evening date, inviting her to dinner, a concert, or a movie. Remember, however, that two or three dates do not necessarily indicate an intimate relationship is in the making. It is possible that steady dating could go on for a while without

necessarily maturing into a profound or lasting relationship. Much depends on the individual in a culture as diverse as the American culture.

Should relationships while dating take a more intimate turn, be aware that they should be consensual (both people agreeing to actions). If a date or partner says "no" to intimacy, remember to respect their wishes. Any pressure can be misconstrued as misconduct and you can be prosecuted either by a court of law or by the Duquesne Student Conduct Committee.

TIME SCHEDULE

Families and/or Friends: It is courteous to make phone calls after 9:00 a.m. and before 9:00 p.m. You may also want to wait to phone someone at his or her home either before or after the dinner hour (5:30 - 7:30 p.m.). If you plan to visit an American home, a phone call prior to going would be advisable.

Americans do not drop in unannounced unless they are extremely good friends.

Business Hours: Most businesses and shops are open Monday through Saturday, with many shops open on Sundays. Very few shops are open after 9:00 p.m., except for supermarkets, some malls, drug stores, and convenience stores (which are often open 24 hours). It is a good idea to call to check on business hours.

Appointments: It is necessary to call professional offices for an appointment. Again, promptness is expected in business and professional appointments.

TIME ZONES IN THE US

The U.S. (excluding Alaska and Hawaii) is divided into 4 time zones:

Eastern (eastern states including Pennsylvania); Central (central and Midwest states); Mountain (west and southwest); and Pacific (west-coast states). Each zone is of one-hour difference from the adjacent zone. If it's 5:00 p.m. in Pittsburgh the time will be 4:00 p.m. in Chicago, 3:00 p.m. in Denver, and 2:00 p.m. in Los Angeles. Also, the U.S. follows a standard/daylight-saving time system whereby we change our time during spring/summer (April through mid-October) to gain one hour of additional daylight. This period is referred to as daylight-saving time. The remainder of the year (October - mid-April) we switch back to "standard" time.

MEDIA IN THE US

NEWSPAPERS/MAGAZINES

Pittsburgh has daily newspapers including the Pittsburgh Post-Gazette and the Tribune-Review Online. International newspapers and magazines are available in some bookstores and libraries. Out-of-town newspapers such as the New York Times and the Wall Street Journal are available at various newsstands

and bookstores. USA Today is a private national newspaper. There is no official national government newspaper. Pittsburgh Magazine is a monthly magazine about Pittsburgh, which contains entertainment and dining information as well as articles about people and public affairs of general interest to people in the Pittsburgh area.

RADIO AND TELEVISION STATIONS

There is no official state-sponsored radio or television in the United States. The U.S. has both public and commercial radio and television stations. Generally, public radio and television are considered to be more independent because they do not depend solely on advertising funding from companies. Public radio and television programs have fewer commercial interruptions (except during the pledge season, when they ask the public to donate money).

ACADEMIC CALENDAR

FALL 2021

August 23	Classes Begin
August 23 - 27	Final Registration
August 27	Latest date to register, change class schedule, and declare pass/fail or audit options. Last day for registration cancellation and full tuition refund for the term
September 3	Latest date for 80% tuition refund for TOTAL WITHDRAWAL from the University
September 6	Holiday: Labor Day (No classes. Offices closed.)
September 10	Latest date for 40% tuition refund for TOTAL WITHDRAWAL from the University
September 17	Latest date for 20% tuition refund for TOTAL WITHDRAWAL from the University
October 11 - 15	Midterm Exam Week
October 15	Latest date for prospective December graduates to submit thesis/dissertation drafts and schedule comprehensive exams. Latest date for prospective December graduates to apply for graduation
October 19	Latest date for reporting midterm grades
October 22	Latest date for change of Incomplete ("I") grades from Spring and Summer 2021 for undergraduate-level courses. Undergraduate I-graded courses not graded by this date will be converted to permanent grades of "F."
November 1	Holy Day: All Saints Day (No classes. Offices closed.)
November 2	Classes meet according to Monday schedule
November 12	Latest date for undergraduates (other than first-semester freshmen and first-semester transfers) and graduate students to withdraw with a "W" grade from a 15-week class
November 19	Latest date for prospective December graduates to submit approved theses/dissertations to Gumberg Library and to take comprehensive exams
November 22-27	Holiday: Thanksgiving (No classes. Offices closed Wednesday, November 24 through Friday, November 26.)
December 7	Latest date for first-semester freshmen and first-semester transfer students to withdraw with a "W" grade from a 15-week class. Last class day of 15-week term
December 8	Reading Day
December 9-15	Final Examinations
December 15	Latest date for change of Incomplete ("I") grades from Fall 2020 for graduate-level courses. Graduate I-graded courses not completed by this date will be

	converted to permanent grades of "F". Latest date for graduating students to complete degrees and pay accounts
December 17	Official Graduation Date