



PACE
UNIVERSITY
Work toward greatness.



International Students and Scholars

*Westchester Campus F-1 Student Orientation Information
Fall 2015*



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INTERNATIONAL STUDENTS AND SCHOLARS SERVICES:

International Students & Scholars staff are available to work with students to answer questions about immigration regulations and process the paperwork necessary for traveling, employment authorizations, and other immigration-related services. We are also available to speak with you about any questions or concerns you might have about living in the United States and successfully completing your studies at Pace. Advisors are available for walk-in times and appointments. To schedule an appointment please call (212) 346-1368 for the Westchester and New York City campuses.

Staff:

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International Student Advisor/DSO

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TBA

International Student Advisor/DSO

NEED HELP:

...with immigration services?

International Students & Scholars
Kessel Student Center 212
Pleasantville
(212) 346-1368

...with registering for classes

Undergraduate Students:
Center for Academic Excellence
Mortola Library, 3rd Floor
Pleasantville
(914) 773-3434

Graduate Students:

Lubin School of Business
1 Pace Plaza, 4th Floor East
New York City
(212) 618-6440

Dyson College of Arts and Sciences

Choate House, 2nd Floor
Pleasantville
(914) 773-3924 or (914) 773-3718

Seidenberg School of Computer Science and Information Systems

Goldstein Academic Center
Pleasantville
(914) 773-3926

...getting a new pace ID card?

Pace OneCard Office
Kessel Student Center (upper level)
Pleasantville
(914) 773-3830

...immunization concerns?

Goldstein Fitness Center Room 125
Pleasantville
(914) 773-3760

...joining student clubs or organizations...obtaining a locker?

Student Development and Campus
Activities
Kessel Student Center Suite 229
Pleasantville
(914) 773-3767

...with health insurance?

International Students & Scholars
Kessel Student Center 212
or call: The Allen J. Flood Ins.
Companies, Inc.
(800) 734-9326 ext. 225

...finding on-campus employment

Career Services, Gannett
House, Snake Hill
Pleasantville
(914) 773-3415

...with housing?

Pleasantville Campus:
Office of Housing & Residential Life
Howard Johnson Hall, Room 109
(914) 923-2791

...with English?

English Language Institute
Aloysia Hall, Law School Campus
White Plains
(914) 773-3820

...with academic advisement?

Lubin Undergraduate Students:
Goldstein Academic Center 1st Fl.
Pleasantville
(914) 773-3531
*First-year students see your
UNV101 professor*

Lubin Graduate Students:

1 Pace Plaza, 4th Floor East
New York City
(212) 618-6440

Dyson College Student Advisement and Mentoring

Choate House, 2nd Floor
Pleasantville
(914) 773-3781

Dyson College Computer Science & Information Systems

Goldstein Academic Center, 3rd Fl.
Pleasantville
(914) 422-4191

... with coursework?

Tutorial Services
Mortola Library Room 309
Pleasantville
(914) 773-3195

...with cultural adjustment & other personal matters?

Counseling Services
Administration Building, 2nd Floor
Pleasantville
(914) 773-3710

LOCAL RESOURCE LIST FOR WESTCHESTER:

HEALTH

Pace University Health Care Unit: Goldstein Health & Fitness Center Room 125, (914) 773-3760

Mon & Thu 9am-6pm; Tues, Wed, Fri. 9am-5pm. Closed weekends.

Services available to students include health education, health assessment with complete physical examinations, women's health care, diagnosis and treatment of illnesses such as sore throat, cough or other infections, first aid for minor injuries and management of chronic health problems such as high blood pressure. The deductible will be waived for international students with the Pace health insurance coverage. *Important: Appointments are strongly recommended*

Pleasantville

Phelps Memorial Hospital: 701 N. Broadway, Sleepy Hollow, (914) 366-3000; Emergency Room (914) 366-3590

Pleasantville Pharmacy: 62 Wheeler Ave., Pleasantville, (914) 769-0002

Mon-Fri 8am-6:30pm, Sat 8am-5:30pm, Sun 8am-12:30pm

CVS: 1024 Broadway, Thornwood, (914) 769-0558.

Mon-Fri 8am-10pm, Sat 9am-6pm, Sun 10am-6pm

White Plains

White Plains Hospital Center: 41 East Post Road, White Plains, (914) 681-0600; Emergency Room (914) 681-1155

CVS Pharmacy: 325 Mamaroneck Ave., White Plains, (914) 287-7650

Open 24 hours, 7 days a week

CVS Pharmacy: 601 N. Broadway, White Plains, (914) 328-4925

Open daily 7am-10pm; pharmacy hours may be different

CVS Pharmacy: 253 N. Central Ave., Hartsdale, (914) 681-0618

Open daily 8am-10pm; pharmacy hours may be different

POST OFFICE

Pleasantville Main Office: 50 Memorial Plaza, Pleasantville, (914) 769-7351

Mon-Fri 8:30am-5pm, Sat 9am-4pm

White Plains Main Office: 100 Fisher Ave., White Plains, (914) 287-2501

Mon-Fri 8am-5pm, Sat 8am-2pm

BANKS

Pleasantville

Chase: 17 Washington Ave., Pleasantville, (914) 769-7754

Mon-Fri 8:30am-6pm, Sat 9am-3pm, Closed Sun

CitiBank: 1022 Broadway, Thornwood, (914) 984-5441

Mon & Fri 9am-5pm, Tue-Thu 9am-4pm, Sat 10am-2pm, Closed Sun

White Plains

Bank of America: 206 Main Street, White Plains, (800) 432-1000

Mon-Wed 9am-4pm, Thu 9am-6pm, Fri 9am-5pm, Sat 9am-2pm, Closed Sun

Citibank: 244 Main Street, White Plains, (914) 368-7371

Mon & Fri 9am-5pm, Tue-Thu 9am-4pm, Sat 10am-2pm, Closed Sun

DRIVER'S LICENSE

Department of Motor Vehicles: (718) 477-4820, www.dmv.ny.gov

Three offices are available in Westchester County. All three offices use the same website and phone number listed above. *If you need to take a written exam to obtain your driver's license, you must go to the DMV in either Yonkers or Peekskill.*

Yonkers Office: 1 Larkin Plaza, Yonkers

Peekskill Office: 1045 Park St., Peekskill

White Plains Office: 200 Hamilton Ave., White Plains

To obtain a New York State driver's license or New York State identity card, proof of residence in New York State and documentation from a Social Security Office will be required. Open Mon-Wed & Fri 8:30am-4pm, Thu 10am-6pm.

SUPERMARKETS

Pleasantville

Key Foods Market: 35 Pleasantville Road, Pleasantville, (914) 747-1104

Mon-Sat 7am-10pm, Sun 7:30am-9pm

Shop Rite: 960 Broadway, Thornwood, (914) 747-1108

Mon-Sat 6am-12am, Sun 6am-10pm

White Plains

Super Stop & Shop: 154 Westchester Ave., White Plains, (914) 997-0715

Open daily 6am-12am; pharmacy hours may be different

Whole Foods Market: 110 Bloomingdale Road, White Plains, (914) 288-1300

Open daily 8am-10pm

Trader Joe's: 215 N. Central Ave., Hartsdale, (914) 997-1960

Open daily 8am-9pm

SHOPPING

The closest place to find an abundance of shopping is in White Plains. It is easily accessible if you take Pace University transportation, as the locations here are just a few blocks from the Transportation Center.

Target: White Plains City Center, at the intersection of Main St. and Mamaroneck Ave., (914) 821-0012

Sun-Fri 8am-11pm, Sat 8am-12am. A great store for anything you might need, from bedding to music to school supplies.

The Westchester Mall: 125 Westchester Avenue, White Plains, (914) 683-8600

Mon-Sat 10am-9pm, Sun 11am-6:30pm. The Westchester offers many stores, including Apple, Coach New York, Neiman Marcus, and Bose.

The Galleria at White Plains: 100 Main Street, at the intersection with Lexington Ave., White Plains, (914) 682-0111

Mon-Sat 10am-9:30pm, Sun 11am-7pm. The Galleria has many stores, including department stores such as Macy's and Sears.

SPORTS FACILITIES

Open for all Pace University students

Goldstein Fitness Center: Campus gym for sports and fitness center with free weights, exercise bikes, rowing and cross-country ski machines, and stair climbers. Also includes a swimming pool and basketball courts. Please stop in for updated Fitness Center and Pool hours when you arrive on campus!

White Plains

Planet Fitness: 250 Main St., White Plains, (914) 390-3488

Mon-Thu open 24 hours, Fri 12am-10pm, Sat-Sun 7am-7pm

New York Sports Club: 4 City Place, White Plains, (914) 428-2020

Mon-Fri 5am-11pm, Sat 7am-8pm, Sun 7am-6pm

DRY CLEANING

Pleasantville

Eco Green Cleaners: 443 Bedford Road, Pleasantville, (914) 741-0062

Mon-Fri 7am-6:30pm, Sat 7am-5pm, Closed Sun

White Plains

Nu Trend Cleaners: 272 Main Street, White Plains, (914) 949-6161

Mon-Fri 7:30am-7pm, Sat 9am-5pm, Closed Sun

BOOKS

Pace University Book Store

Kessel Campus Center, (914) 773-3761

Law School, 78 N. Broadway, White Plains, (914) 422-4057

Has most textbooks required for school, plus more.

TRANSPORTATION

Intercampus Transportation: www.pace.edu/transportation, (914) 923-2695

Pace runs its own bus service between all Pace campuses. There is a schedule included in your orientation packets, and is also accessible online.

Bee Line Bus: transportation.westchestergov.com/bee-line, (914) 813-7777

The Bee Line Bus offers transportation throughout Westchester. See schedules and pick-up/drop-off locations online.

Metro-North Railroad: www.mta.info

The Metro-North offers an easy way to go to New York City. A round-trip fare to New York is \$20.50 (off-peak) from Pleasantville, \$17.50 (off-peak) from White Plains if you buy the ticket at the station before you board the train. If you buy the ticket on the train the price is a lot higher. All peak fares are higher – see timetable included in packet for schedules and fares. Both Pleasantville and White Plains run on the Harlem Line, east of the Hudson River.

Train Station Location:

Pleasantville: 400 Manville Road & 1 Wheeler Avenue (Memorial Plaza)

White Plains: 16 Ferris Ave.

Grand Central: 87 East 42nd St. New York City

Taxi Service:

Pleasantville: Pleasantville Taxi, (914) 610-8668. The cost should be no more than \$5 per person from train station to the Pleasantville campus. Taxis operate until 10pm.

White Plains: Taxi Line is present at station for all trains at all hours.

PACE ID CARD “HIGHERONE CARD”:

<http://www.pace.edu/finance-planning/ttww/auxiliary-services-1/one-card/>



Contact HigherOne:

For inquiries on your current balance, transactions, or to report a lost or stolen card, ATM, and online account access:

Phone: (888) 914-PACE (7223); to report lost on weekend, late evenings (800) 554-8969

Additional Assistant: [EasyHelp](#)

Fax: 1-866-309-7443

Mail: HigherOne PO Box 361 New Haven CT 06502

PLEASANTVILLE CAMPUS

861 Bedford Road
Pleasantville, NY 10570
Kessel Student Center (on the upper level)
(914) 773-3830

Hours of Operation

Regular Hours

Mon-Fri: 10am - 6pm

1 Hour Lunch Break

Summer Hours: 9am-5pm

***** Beginning of each semester there are extended hours, please call the office ahead of time to check.***

MONEY MATTERS:

Living on your own can become expensive if you are not careful, and money can disappear quickly! Here are some tips on managing your money in the U.S. and building credit.

Banking in the U.S.

There are many banking options in the Westchester and New York City areas, and you should shop around before choosing a bank. Look at what services they offer, i.e. online banking, ATM locations, bank locations and hours. Also pay special attention to any monthly fees that will be charged. Not all banks charge fees, and many have ways for you to avoid having to pay any fees.

To open an account you will have to present photo identification, some personal data, a mailing address and money to deposit. Banks will request a Social Security Number for tax reporting purposes; if you do not have your SSN yet, you may be able to open a non-interest bearing account while you wait for the SSN to arrive.

Money-Wise Tips

- Keep track of your accounts. You will receive a monthly statement from your bank detailing your transactions. Check it regularly.
 - There may be a limit to the amount of money you can withdraw from an ATM at one time. Check with your bank about their limits.
 - An ATM service fee is usually charged if you use an ATM from a bank where you do not have an account.
 - Pay bills on time. Late fees are charged for unpaid bills or bills that are not paid on time.
-

Financial Planning for your Stay in the U.S.

Creating a budget will help you track your expenses and ensure that your money lasts for as long as it needs to. Once you have settled, look at your expenses to create a budget. Include the following expenses: tuition, fees, rent, meals, health insurance, books, transportation, communications (i.e. cell phone), clothes, personal expenses, travel and recreation.

Building Credit

As an international student, you may not currently have any credit in the U.S. This means that you may have to pay a large deposit on a cell phone or may have lower maximums on credit cards. The following are a few ways in which you can build your credit in the U.S.:

- If you are living off-campus, have some of the utility bills (i.e. electric, gas, cable) listed in your name. Paying bills on time and in full builds credit.
- Rent payments where a lease is in your own name.
- A secured credit card payment history. Secured, or collateralized, credit cards allow you to put down an amount of money up front and use the credit card. Paying the bills on time and in full will help build your credit.

PROTECTING YOURSELF FROM IDENTITY THEFT:

Identity theft is often talked about in the United States and is a crime that can seriously affect your credit and cause many problems. This information will explain what identity theft is and how you can protect yourself.

What is identity theft?

Identity theft occurs when someone uses your name, social security number, and other personal information to commit fraud or crimes. Some of the common ways that this information might be used are using your credit card to purchase items, opening new credit cards, establishing phone service in your name, opening a bank account in your name and not paying the bills or spending over the account limit.

If someone steals my identity, how am I affected?

When someone's identity is stolen, it affects your credit report. Credit reports are used in the United States by credit card bureaus and banks that approve loans to determine whether you will be able to repay a loan if they grant you one. If your credit report shows that you did not pay your bills regularly, you may have many difficulties in getting a loan or further credit.

How can I tell if I am a victim of identity theft?

You can tell if you have been a victim of identity theft by tracking your finances and your bills closely. Look on your monthly bank statements for charges or withdrawals that you did not make. If you are receiving credit cards for which you did not apply, if you stop receiving your bills in the mail, or if you begin receiving phone calls from debt collectors for merchandise or services you did not purchase, you may be a victim of identity theft. Each of these things may occur because of a simple mistake, but you should always follow up with the business to investigate.

How can I protect myself from identity theft?

Unless you initiate the contact with a person or company, never share personally identifying information with anyone, including credit card numbers, bank account numbers, social security numbers, and your mother's "maiden name." Carry only necessary information with you in your wallet and do not carry any passwords or PIN numbers. Notify credit card companies immediately if the cards are lost. Keep extra checks, credit cards and other documents in a secure place in your home, and tear up any receipts or anything else bearing personal information before throwing them away.

Information adapted from Managing Your Money, NAFSA: Association of International Educators and Establishing and Protecting Credit, CUNY Graduate Center

SOCIAL SECURITY NUMBER (SSN):

The Social Security Number (SSN) is a 9-digit number issued by the U.S. Social Security Administration to those individuals who have secured paid job positions in the United States. The SSN is required in order to be paid for any work you do in the U.S. whether it is on-campus employment or off-campus internship (practical training). Though the SSN is only required to be paid by an employer, many other institutions in the U.S. ask for a SSN (i.e. banks, cell phone vendors, the Department of Motor Vehicles), and it is generally easier to obtain services from

these institutions if you already have a SSN. You are under no obligation to obtain a SSN; however, if you plan to work in the United States, you will need to obtain SSN.

There are two Social Security Administration offices in Westchester County. We recommend you go to the office located in White Plains as they are more accustomed to issuing SSNs to Pace University students. The office locations and contact information are:

- Location: 297 Knollwood Road, Suite 4A, White Plains

Telephone number: 800-772-1213

Office hours: Monday-Friday, 8:45 am to 3:30 pm.

Driving Directions: Location ¼ mile south of Exit 4 off I-287 near the intersection of Rte. 119 and Knollwood Rd.

Free on-site parking is available.

Bus Routes: 1W, 5, 6, 13, 14, 15

- Location: One Park Place, 3rd floor, Peekskill

Telephone number: 800-772-1213

Office hours: Monday-Friday, 9:00 a.m. to 3:30 p.m.

Driving Directions: Located on Park Place between Broad and James Streets, Red Brick Building

Bus Routes: 14, 15, 16

APPLYING FOR SSN:

When you go to apply for your number, you will fill out an application form when you arrive. You will then present the application and the following original documents for their review & copy:

- Valid passport
- F-1 or J-1 visa
- Print out of your electronic arrival record (I-94)
 - *Your electronic arrival record can be found at <https://i94.cbp.dhs.gov/I94/request.html> .
 - Once you are able to access your I-94 record on the CBP website, you should **review all the information and ensure that it is correct**. Your record should indicate the day you entered the US, the class of entry, visa type and the duration of stay which should be annotated as “**D/S**” (duration of status/studies).
- Form I-20
- Letter from prospective employer, or Pace University Student Employment Confirmation Form
- If you have been issued CPT authorization for a Co-op internship, you may present the I-20 in lieu of a letter from an employer
- If you have been approved for OPT, you may present the EAD card in lieu of a letter from an employer
- Letter from International Students and Scholars

It takes approximately 2-3 weeks for the Social Security Administration to issue your SSN and card; however, it sometimes takes much longer. The SSA must verify your student status with the US Citizenship and Immigration

Service (USCIS) before issuing you a number. This process can take from 10 days to 12 weeks to complete. Once you have a SSN, you will use the same number throughout your stay in the United States.

HEALTH INSURANCE:

All full time undergraduate and graduate international students must have health insurance. Students will automatically be enrolled in the University's accident/sickness plan when they register. You may waive the school's insurance if you provide proof of comparable coverage.

To review documentation related to the University's insurance plan and to access the waiver go to:
<http://www.pace.edu/health-insurance/international-students>

Waiver Deadline for Fall 2015 is October 2, 2015

Please note: If you do not complete the online waiver by the deadlines as listed above you will automatically be enrolled in the Student Accident & Sickness Insurance Plan and be charged the pro-rated premium.

Insurance Broker:

Hagedorn & Co./Allen J. Flood (AJF)

Contact: Angela French (800) 734-9326 x225

HEALTH INSURANCE CARD:

<http://www.pace.edu/health-insurance>

UNIVERSITY HEALTH CARE (UHC):

UHC provides low cost, high quality health care
UHC is able to bill your insurance company directly

The University Health Care Fee covers UHC office visit co-pays for sickness and accident visits. Wellness visits, preventive services, diagnostic tests and procedures may incur additional charges.

For more information about University Health Care, please access the brochure here:
<http://www.pace.edu/lienhard/sites/pace.edu.lienhard/files/media/files/UHCBrochure.pdf>

And see find the website here: <http://www.pace.edu/college-health-professions/university-health-care>

Services available for students, faculty, staff, alumni and their families include:

- Health education
- Health assessment with complete physical examinations
- Women's health care
- Diagnosis and treatment of illnesses such as sore throat, cough or other infections
- First aid for minor injuries
- Management of chronic health problems such as high blood pressure.

Locations:

New York Campus:

41 Park Row, Suite 313
New York, 10038
Telephone: (212) 346-1600

Pleasantville Campus:

Goldstein Fitness Center, Room 125
861 Bedford Road - Pleasantville,
New York 10570
Telephone: (914) 773-3760

*Also on their website you will find Hours of Operation, Immunization Requirements, and Tuberculosis (TB) Screening Form

EMPLOYMENT:

ON-CAMPUS EMPLOYMENT FOR F-1 STUDENTS

As an F-1 student, you may apply for on-campus employment provided that you are authorized by the USCIS to attend Pace University, and you are maintaining full-time status. You can begin working on campus immediately (as soon as the semester begins). You will need a Social Security Number in order to get paid, so be sure to start that process as soon as you get a job offer from the Human Resources office.

What is considered on-campus employment?

On-campus employment means that you will be working on Pace University premises (perhaps in the library or your academic department). It also includes working for a commercial firm that provides direct services to Pace University students (such as cafeteria food services).

How many hours can I work?

You can work up to 20 hours per week while school is in session. You may be eligible for full time employment during vacation periods and holidays.

How do I find out about jobs on campus?

The Student Employment Office maintains records of available on-campus job opportunities. You can contact the office by phone – NYC (212) 346-1630 and in Westchester (914) 923-2770 – or look at on-line listings at <http://www.pace.edu/human-resources/employment-pace/student-employment-applying-on-campus-jobs> and apply on-line.

OFF-CAMPUS EMPLOYMENT FOR F-1 STUDENTS

USCIS offers F-1 students the opportunity to gain practical experience working off-campus by receiving authorization to participate in Practical Training. In order to participate in paid Practical Training, students must have completed two semesters studying in a degree program (semesters spent studying English are not included) and be maintaining valid F-1 status. The work completed during Practical Training must be directly related to your major. There are two types of Practical Training available to you. Please meet with an ISS advisor to discuss your eligibility for Practical Training.

Curricular Practical Training (CPT)

Curricular Practical Training allows you to work off-campus in a position related to your field of study while you are a student at Pace. Employment under CPT must also be considered “an integral part of an established curriculum.” CPT falls into one of three categories:

- 1) The training or internship is non-credit and is required of all students as part of their degree program.
- 2) The training is required for a particular course, but not for all students pursuing the degree. The training must be taken for course credit and the course objectives must be clearly defined.

- 3) The training is offered through the Pace University Cooperative Education Office, which is an integral part of the curriculum but not required for a particular course or of all students in a degree program. The majority of Pace students obtain CPT authorization through the Co-op Office.

Please note that students may only work a total of 20 hours per week while school is in session. This includes both on- and off-campus employment. Students may work full-time during school breaks (winter, spring, and summer breaks).

For more information about CPT, click here: <http://www.pace.edu/global-initiatives/international-student-and-scholar-services/information-international-students-scholars/employment/employment-options-f-1s/curric>

And for a CPT step-by-step checklist, click here: <http://www.pace.edu/global-initiatives/sites/pace.edu.global-initiatives/files/Curricular%20Practical%20Training.pdf>

COOPERATIVE EDUCATION PROGRAM PRACTICAL TRAINING GUIDELINES FOR INTERNATIONAL STUDENTS:

As part of your educational experience at Pace University, you may be eligible to gain study-related, practical training through the Co-op Education Internship Program. The guidelines below must be followed in order to comply with the regulations defined by the Department of Homeland Security. **You must stay in continual contact with International Students and Scholars (ISS) in order to remain in compliance when it comes to off-campus internships (Practical Training).**

Eligibility for CURRICULAR PRACTICAL TRAINING (CPT) - INTERNSHIPS

- International students on an F-1 visa must be enrolled full-time for **one full academic year** (two consecutive academic semesters) before they are eligible to participate in a **paid/unpaid** off-campus internship (Practical Training).
- All students seeking an internship must first obtain the **Practical Training Eligibility Form** signed by the International Student Advisor on your campus after meeting with a career counselor. Your eligibility will be determined by the length of time you have been in F-1 status.
- Once your **Practical Training Eligibility Form** has been returned to the Career Services office, you have met with a career counselor, had your resume approved and met our requirements, you may begin to view internships online via the eRecruiting system.
- Students must be fully matriculated in a degree program and enrolled in 12 credits for Bachelor candidates, 9 credits for Master or doctoral degree candidates. Students must have a GPA of 2.5 for undergraduate candidates and 3.0 for graduate candidates.
- Eligible students may intern up to 20 hours per week during the academic year and full-time for the summer or winter break in a position that is related to the student's major area of study.
- Students working on-campus in a Graduate Assistantship position (10 or 20 hours weekly) **cannot** work during the academic year in an off-campus internship, but may do so during the summer. Prior to completing one full academic year, F-1 students may participate in volunteer opportunities (positions where no one is ever paid). Students should meet with a career counselor for assistance prior to beginning a volunteer opportunity.

Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training (internships for credit and/or part of the curriculum).

AUTHORIZATION

Prior to beginning your internship:

- When you are offered an internship and would like to accept the position, you must meet with your career counselor to process the required **Practical Training Confirmation Form**. Once completed by your career counselor, you must bring the **Practical Training Confirmation Form** to International Students and Scholars (ISS) with the specifics of your internship.
- ISS will use information from the **Practical Training Confirmation Form** to issue a new Form I-20 for the CPT, whether paid or unpaid. **The new Form I-20 is your employment authorization.** It is your responsibility to follow up with ISS to pick up the new Form I-20 which must be shown to your internship supervisor. **Allow 2-3 business days for the new I-20 to be issued before committing to a start date.**
- The International Student Advisor will send a copy of your new I-20 to the Career Services office confirming your approval to intern. Once the Career Services office receives a copy of your new I-20 with CPT authorization, a confirmation letter is sent to your internship supervisor.
- You will only be authorized for **one semester (or school break)** at a time. If you plan on working into the next semester, you must obtain a **NEW Practical Training Confirmation Form** from your career counselor and **obtain a new Form I-20**. The extension of the practical training authorization should be completed prior to the expiration date of the existing authorization (new Form I-20 will be issued). **Failure to obtain authorization on time and working in an internship without an updated I-20 (even for continuing in an internship) is a violation of your status.**
- In order to work in a **paid internship** and pay taxes you will need a **Social Security Number**. Consult with your International Student Advisor for information on obtaining a Social Security card from the Social Security Administration office.

FINDING YOUR OWN INTERNSHIP

You may contact organizations on your own and accept an off-campus internship as long as the position is **directly related to your major field of study** and you **meet all Curricular Practical Training (internship) eligibility requirements**. If you are offered an internship, see your career counselor immediately to discuss the specifics of the position and confirm the eligibility criteria.

Once the career counselor approves the placement, you will need an offer/letter from the prospective employer on the company's letterhead stating the following:

- Name and address of the organization, your responsibilities and title
- Signature, name, phone number, and email of internship supervisor
- Number of hours interning per week; The length of assignment (12 weeks minimum during the academic year/summer or 8 weeks in the summer if full-time)
- Hourly wage/Stipend (if applicable)

You cannot confirm your start date with the internship site until you meet with your career counselor and International Student Advisor. You **MUST** obtain written authorization **BEFORE** beginning **ANY** internship. **If students start a paid or unpaid Curricular Practical Training (internship) PRIOR to getting authorization (new Form I-20) from the International Student Advisor, they will be in violation of their visa status and the employer will be informed.**

IN CONCLUSION

Our goal is to support you throughout your internship experience. To make the most of your internship, stay in touch with your career counselor, keep your work authorization up to date and notify us if there are any changes in your internship assignment.

After three months we will ask you to complete an evaluation of your CPT internship and ask the internship supervisor to evaluate your professional development. This information will be shared with you.

Should you have any **questions about your eligibility** for the off-campus practical training while you are on a student visa status, or any concerns about your authorization, please visit ISS and/or schedule an appointment with the International Student Advisor before you begin your internship.

Optional Practical Training (OPT)

OPT authorization allows you to work in the U.S. for a total of 12 months full-time in a position that is related to your major. In order to receive OPT authorization, an application must be submitted to and approved by USCIS. For post-completion OPT, students must apply during the last semester of study.

For more information about OPT, click here: <http://www.pace.edu/global-initiatives/international-student-and-scholar-services/information-international-students-scholars/employment/employment-options-f-1s/option>

COUNSELING CENTER:

COUNSELING SERVICES

Counseling is a process to help people work out personal, academic, or vocational problems. The professional staff at the Counseling Center at Pace University is available to assist students, staff, and faculty in the resolution of these problems. Through this process, people often gain increased awareness, independence, and effectiveness in the pursuit of personal goals. These services are available free of charge to members of the Pace community.

ABOUT THE COUNSELING CENTER

Find this information and more on the website: <http://www.pace.edu/counseling-center/>

Services Include:

- Personal counseling (individual and group)
- Educational counseling
- Vocational counseling
- Alcohol and other drug assessments and counseling
- Resources and support services for students with disabilities
- Workshops and other programs
- Psychological assessments
- Referrals to community and other programs

New York City Campus:

156 William Street, 8th Floor, New York, NY 10038
(212) 346-1526

Westchester Campus Counseling Center:

Administration Center, 2nd Floor, Pleasantville, NY 10570
(914) 773-3710

For additional information, please call the Counseling Center on your campus.

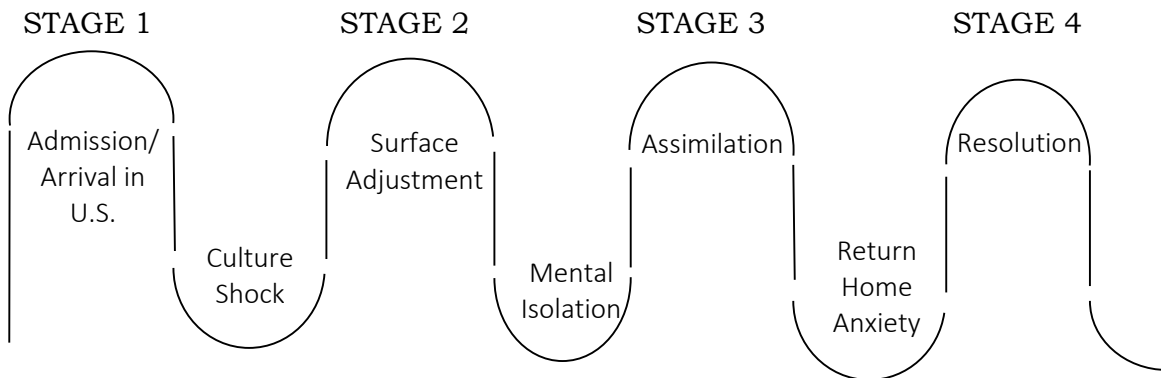
CULTURAL ADJUSTMENT:

Adjustment to a new country and culture

When coming to a new country to study, most students anticipate making some adjustments to differences in climate, food, culture and general lifestyle. Adjustment is a complicated and often difficult process for many. It does not happen overnight, in one week, in one month, or even in one year. It may take many months just to establish a reasonable degree of regularity in your life. The process of adjustment, though difficult, can also be an extremely productive and rewarding time. Many people attain new levels of self-awareness, personal growth and a new understanding of and insight into their own country or home culture, in addition to knowledge of the new place, customs and people.

The adjustment to different cultural norms is usually the hardest to make. Culture has been defined as the product of all learning that shapes thoughts, habits, beliefs, language, and social patterns of behavior and expectations, which integrate individuals into groups. When moving from one country to another, many things that you have taken for granted, and may not even be aware of, are either absent or different. Familiar social cues and expectations of how others will behave are no longer adequate. Others may have expectations of you that are quite different from those you have previously experienced.

The period of adjustment to a new culture is also sometimes referred to as "culture shock." The chart below shows the stages of adjustment or culture shock that one may expect to experience. Although the experience is not identical for each individual, there are four general stages in adjustment, each with a high and low point.



Application to
Pace University

In **Stage 1**, many people experience general anxiety accompanied by lots of excitement. There are numerous details and arrangements to attend to. Individuals may feel ecstatically happy at certain times and totally overwhelmed at others. Many people find they have little time to sit and think during their first few weeks in a new place. They may find it tiring to speak and listen to English all day and experience "information overload." On the other hand, everything is so new and exciting, no one wants to miss a thing. Finding the energy for all this activity can be challenging.

Typically, between three to six weeks after arrival, the first rush of excitement has worn off, and you enter **Stage 2**. Missing friends and family at home, feeling "out of sorts" or depressed, or experiencing changes in sleeping and eating patterns are common. It is not unusual to catch a cold or develop some other illness during this time.

In part, mind and body have begun to work overtime to accomplish simple things that ordinarily are taken for granted. If you feel this happening to you, it is very important to remind yourself that it is a normal and expected part of adjustment. Try modifying your standards of self-evaluation. Rest and retreat are effective cures for fatigue and exhaustion. Talking to others who are experiencing or have experienced the same thing is also helpful to understanding this phenomenon.

Some things you can do to make the adjustment process easier:

- Listen and observe.
- Ask lots of questions about correct behavior, customs, phrases and slang. People will appreciate your interest.
- Try not to evaluate or judge new things.
- Ask for help when you think you might need it, but do not demand things from others when frustrated.
- Do not be afraid to make mistakes; try to maintain your sense of humor. Anyone who has traveled would probably agree. A lot of cultural adjustment happens through trial and error. Even people who have been in a "new" environment for years are learning new things.
- Try to keep a regular eating and sleeping schedule. Include some form of regular exercise such as walking, swimming or jogging in your activities. Establishing a daily routine is extremely helpful in new situations to combat the feeling of being overwhelmed. Exercise helps you to relax and maintain a sleep schedule.

At home, you have an established "support network" of people with whom you share good and bad news, people who visit and care for you when you are ill or feeling down. That network may be composed of family, friends, neighbors, classmates and/or teachers. Although your support network still exists, the distance between you and these significant people makes communication difficult now, when you may need it the most.

It is important that you try to establish a "support network" or group of people with whom you feel comfortable here at Pace. You need people with whom you can discuss good and bad times and share companionship.

Developing a support network requires some work. Because of the distance from home, you most likely will need to seek out people who are not part of your family group. During International Orientation and your first academic year at Pace, it is recommended to find other individuals who are from your home country, or who may share your language or interests. You may also meet other students in clubs or organizations on campus, through religious groups, and in your classes and residence hall. In addition to the people mentioned above, there are also professors, academic advisers, and the administrative staff.

In **Stage 3** of the adjustment process, a greater sense of regularity becomes noticeable; it may take a full academic year or longer to reach this stage. During this time, you may find that you more readily absorb information about your new home. You begin to accept the fact that there are good and bad things about both your home culture and this new culture; neither is "better" or "worse," they are just different.

A sense of anxiety may return in **Stage 4**, which generally occurs close to the end of your degree program. The need to disengage from the environment of Pace and prepare for the return home can be difficult and confusing. Many of the things to which you have become accustomed in the U.S. will take on a new meaning and significance at home. In addition, it may be difficult to anticipate what changes have happened at home while you were away. Those who will be continuing their schooling or moving on to jobs in the U.S. may undergo some of these same feelings when leaving the familiar Pace community.

Studying in the U.S. will permanently change you -- in more ways than you can imagine. You are likely to become "bicultural," meaning that you are fully adjusted to living in both your home country and the U.S. There will be some aspects of one country and culture that you prefer over the other, and vice versa. Your experience in the U.S. will undoubtedly further the process of becoming a true "global citizen."

Note: Some of the information in this section is adapted from the *International Student Handbook*, Howard University.
