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OFFICE OF INTERNATIONAL STUDENT SERVICES

4600 Sunset Avenue, Indianapolis, IN 46208-3485, U.S.A.

Phone: (317) 940-9888 Fax: (317) 940-6572

Atherton Union

Welcome to the Butler University family! We are pleased that you have chosen our university to further your education and professional development. The Office of International Student Services invites you to participate in the many activities on campus this year. We are certain that you will enjoy your stay in Indiana.

The Office of International Student Services is your “home away from home.” We can assist you in all aspects of university life and we are here to help answer questions regarding travel, employment, insurance, and other practical matters.

Please familiarize yourself with this handbook, and do not hesitate to contact us with any questions or concerns. We offer many programs to support you and make your stay here memorable and rewarding. Please take advantage of the opportunities and information presented here.

We want to assure you that we are here to serve you in any way possible.

Again, welcome. We look forward to greeting you soon!

Sincerely,

The Office of International Student Services



THE INTERNATIONAL CLUB

Hello from the International Club at Butler University! We are a student leadership organization that strives to enrich the campus community through social, educational, and cultural events.

Not only are we students, but we all share in developing lasting friendships between people of all cultural and ethnic backgrounds. International students and American students are all a part of the International Club. Our goal is to highlight the diversity of people and programs at Butler University, and to promote awareness of our global community.

We cordially invite you to become a member of the International Club upon your arrival at Butler University. The Club promotes diversity of cultures and works to achieve a better sense of appreciation of all ethnic groups. It brings people from different backgrounds together and provides support in adjusting to life at Butler. Moreover it is not just a club, but a collection of friends that get together to socialize and make a positive impact on our campus. When you arrive in Indianapolis, we will be ready to welcome you and assist you in making the most of your Butler University experience.

Yours sincerely,

International Club Student Leaders



Photos: The 13th Annual International Dinner 2003, sponsored by the International Club



Center for Global Education
Jordan Hall 212
940-8473

The staff of the Center for Global Education welcomes you to Butler University and the Indianapolis community. During your stay at Butler, we and other members of the university are available to support you in meeting your academic objectives and to assist you in getting settled. This section of the Handbook has been prepared to provide information specifically to you as an international exchange student studying for one or two semesters at Butler.

We are responsible for establishing and maintaining the exchange agreement that Butler University has with your home institution abroad. We also serve as your primary contact prior to arrival during the application and class registration process. We are here to assist you in realizing your academic objectives by providing academic advising for you during your semester(s) of study here at Butler. Please feel free to visit us if you are encountering any academic difficulties, have questions about the terms of the specific exchange agreement that affects you or just want to share your positive experiences.

It is important for you to understand the difference in the services provided by the Center for Global Education and the Office of International Student Services. Both of our offices offer services that will help you have a successful experience while studying at Butler; however, the Center for Global Education focuses specifically on your academic experience and the details of the reciprocal exchange agreements while International Student Services provides services such as airport pick-up, orientation, financial and immigration counseling as well as special programming for all international students.

Sincerely,

The Center for Global Education



Who To Contact

There will be much to get accustomed to as you settle into your new surroundings at Butler University and you may have many questions. The chart below should help guide you to the correct office for assistance with your specific needs.

Office	Specific Area
International Student Services Atherton Union, Room 004 <i>Melissa Trahyn</i> Phone: ext. 9888 or 6509 Email: mfordham@butler.edu	Immigration, Orientation, Employment Authorization, Extension of Stay, Internships (OPT/CPT), International Club, International Unit (ResCo), Activities, Rides
Center for Global Education Jordan Hall, Room 212 <i>LaTasha Malone</i> Phone: ext. 8473 Email: lmalone@butler.edu	Academic Advising, Course Registration, Add/Drop Courses, Clarification of Exchange Agreement Benefits, Extension of Stay, & Transcripts <u>for Exchange Students</u>
Office of Admission Robertson Hall, Room 218 <i>Jerry Dueweke</i> Phone: ext. 8103 Email: jdueweke@butler.edu	Initial and Transfer Admissions
Student Accounts	Billing/Student Account

Jordan Hall, Room 102 <i>Melinda Sowers</i> Phone: ext. 8328 Email: msowers@butler.edu	
Residence Life Atherton Union, Room 303 <i>Karla Cunningham</i> Phone: ext. 9458 Email: kcunning@butler.edu	Housing Placements, Requests and Changes
Learning Resource Center Jordan Hall, Room 136 <i>Cara Cima</i> Phone: ext. 9308 Email: ccima@butler.edu	Tutoring and Academic Study Skills
Registration and Records Jordan Hall, Room 133 <i>Sondrea Ozolin</i> Phone: ext. 9535 Email: sozolins@butler.edu	Transcript Request, Official University Stamp, Course and Schedule Information
Internship and Career Services Atherton Union, Room 315 <i>Jane Clarke</i> <i>Gary Beaulieu</i> Phone: ext. 9383 Email: jclarke@butler.edu or gbeaulie@butler.edu	<i>Jane</i> – On Campus Student Employment <i>Gary</i> – Off Campus Employment, Resume Writing Skills, Workshops, Interview Skills



Exchange Students

REGISTRATION AND ACADEMIC ADVISING

You should have already been in communication via email with the Center for Global Education about class registration. As an exchange student, LaTasha Malone is your academic advisor during your semester(s) of study at Butler University. If you need to drop or add courses or experience academic difficulty, please contact LaTasha for assistance. She will serve as the primary link between you and the faculty at Butler. If you need to meet with LaTasha, it is best to schedule an appointment to insure that you will have enough time to discuss your situation. It is also a good idea to stay in touch with the appropriate staff and/or faculty at your home institution about your academic decisions. Please note that exchange students are subject to many of the same rules and regulations (i.e., drop/add period and grading policies) that apply to degree seeking students and you are required to maintain full-time status for immigration purposes.

STUDENT ACCOUNTS

As an exchange student, you should have paid your tuition and fees at your home institution before coming to Butler. Depending on the terms of the exchange agreement with your university, additional fees will probably be charged to your Butler student account as well. All students are required to pay the \$100 housing deposit, which will be returned to you when your housing contract ends, provided there are no damages to the room. If you have questions about the specific terms of the exchange agreement with your university, please be in touch with LaTasha Malone.

For further clarification about charges to your student account, please contact the Office of Student Accounts.

END OF SEMESTER EXCHANGE PROGRAM EVALUATION

The Center for Global Education will be in touch with you at the end of the semester to complete an Exchange Program Evaluation. Your comments and suggestions are helpful to us as we work to make the Exchange Program better for the future.

FREQUENTLY ASKED QUESTIONS

When/How can I register for classes?

LaTasha Malone, Assistant Director for the Center for Global Education, serves as the academic advisor for all international exchange students and registers you for classes. You should have been communicating with LaTasha regarding class registration prior to arrival and have a class schedule arranged. If you have not registered for classes, please follow these steps:

1. Obtain a *Schedule of Class* at the Office of Registration and Records
2. Select several classes you would like to take this semester, including a minimum of 2-3 alternatives.
3. Verify with your home institution that the classes you have selected are acceptable.
4. Schedule an appointment with LaTasha Malone to process your registration.

What happens if I don't like a class or want to take something else?

If you wish to “drop” a course in which you are currently enrolled, please be in touch with LaTasha Malone immediately. Please note that international exchange students are subject to many of the same regulations regarding the drop/add period as degree-seeking students and it is imperative that you meet established deadlines.

I received a bill from Student Accounts and I don't know if I am supposed to pay this much.

Please contact LaTasha Malone if you are unsure about whether your bill accurately reflects the benefits you believe you should receive according to your specific exchange agreement.

Am I responsible for the bill I receive from Student Accounts and how do I pay?

You are responsible for any charges on your student account. If you feel that the charges are incorrect, then you should contact the appropriate office to resolve the matter. Otherwise, you will need to pay the balance in full by the due date on the bill. The University accepts cash, personal checks, MasterCard, Visa, Discover and American Express. Credit card payments may be made by phone, mail and in person.

I don't like my roommate. Can I change?

An integral part of your study abroad experience is living in the residence halls on campus. It is important to make every effort possible to discuss any challenges you have with your

Am I allowed to work on campus?

Yes, if you are in F-1 or J-1 status and for a maximum of 16 hours per week.

Am I allowed to work off campus?

Absolutely not.

When will I receive my transcript?

The Center for Global Education will send an official transcript to your home institution approximately 3-4 weeks after the semester has concluded.

What should I do if I want to extend my stay?

First, it is important for you to contact your home institution to obtain appropriate faculty/departmental approval. Second, contact the Center for Global Education to determine if it is feasible under the terms of your specific exchange agreement. Third, you will need to be in touch with the Office of Admissions and the Office of International Student Services to fulfill any necessary application and immigration requirements.

How can I request more transcripts?

For a fee, you can request additional transcripts at the Office of Registration and Records at Jordan Hall 107. If you discover that you need additional transcripts after returning to your home institution, you may request them from abroad by following the steps below:

Butler University will provide official transcripts by sending a signed letter with the following:

1. Your mailing address.
2. The name and address of the institution/organization/company that is to receive the transcript.
3. A check with an amount totaling \$9 for each transcript requested.

Your signed letter with the above enclosures should be mailed to:

Registration and Records
Butler University
4600 Sunset Avenue
Indianapolis, IN 46208

If you have questions, you may call (317) 940-9203.



Indiana Information



Brown County State Park



Michigan City Lighthouse

HISTORICAL BACKGROUND

Indiana’s name comes from the Indiana Territory created in 1800 when the U.S. Congress separated all or part of five states from the Northwest Territory. The territorial name was retained when Indiana became a state in 1816. The name of the capital city, Indianapolis,

was derived from the state name plus “polis,” a Greek word meaning “city.” The origin of the nickname “Hoosier” is still being debated. One explanation is that it comes from the common Indiana settler’s shouted response of “Who’s yere?” to a knock on the door. One story is that a settler’s ear was cut off somehow and from the question, “Whose ear?” a phonetic contraction developed into “Hoos-ear.” Another more likely version is that a contractor named Sam Hoosier, who built a canal along the Ohio River preferred to hire men living north of the river, believing them to be better workers than those living south of the river. Most of those coming from north of the river were from Indiana, and were called “Hoosier’s men.” Eventually all people from Indiana came to be known as Hoosiers.

Population: Although Indiana ranks only 38th in size among the 50 states, it is 14th in population. The U.S. Census Bureau in 2000 counted over 6 million residents.

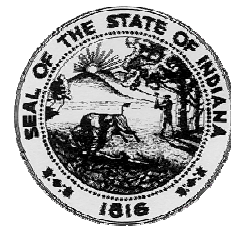
Area: 36,291 square miles. Extreme length, 275 miles; average breadth, 144 miles. Highest altitude, 1,257 feet in Wayne County; lowest altitude, 320 feet in Posey County.



State Flag



Indianapolis



State Seal

State Name: Congress coined the name Indiana, which means “Land of the Indians,” when in 1800 it separated an area containing all or part of five present states from the Northwest Territory and named the separated areas the “Indiana Territory.” The territorial name was retained when Indiana became a state.

Climate: Indiana has an invigorating climate of warm summers and cool winters because of its location in the middle latitudes in the interior of a large continent. The state has four distinct seasons.

- Average July summer temperature range is 64.2 to 86.8 degrees F.
- Average January temperatures range from 19.6 to 36.8 degrees F.
- Average of 21 inches of snow annually.
- Average total precipitation (rain, sleet and snow) is 39.6 inches.
- Warm, humid summers and moderately cold winters
- Late spring and early fall are generally considered the most pleasant seasons.

- Normal Temperatures (Fahrenheit)

Month	Daily High	Daily Low
January	34.5	18.5
April	62.9	41.2
July	85.5	65.2
October	65.6	43.5

PROFESSIONAL SPORTS

Indiana Blast: Indiana's only professional soccer team plays in the A-League of the United Soccer League. Games are played from April through September at Kuntz Stadium.

Indiana Firebirds: This arena football team plays a form of American football indoor on a smaller field. Games begin in February and are played at Conseco Fieldhouse. Tickets start at \$5.

Indiana Pacers: Indiana's professional basketball team has home games at Conseco Fieldhouse from October to April.

Indiana Fever: This women's professional basketball team plays 16 regular-season home games at Conseco Fieldhouse from May through August.

Indianapolis Colts: Indiana's professional American football team plays at the RCA Dome in the Fall and Winter. Tickets range from \$15-\$149.

Indianapolis Indians: Indiana's minor-league baseball team (farm team for the Milwaukee Brewers) plays at Victory Field from April to September. Tickets are \$7-\$11.

Indianapolis Ice: The Ice, a Central Hockey League team, plays home games in the Pepsi Coliseum and Conseco Fieldhouse from October through March. Ticket prices range from \$10-25.

PROFESSIONAL THEATRES

American Cabaret Theatre: Musical theater (317) 631-0334

Beef & Boards Dinner Theatre: Dinner theater (317) 872-9664

Indiana Repertory Theatre: Classic and contemporary theater (317) 635-5252

Indianapolis Civic Theatre: (317) 923-4597

Phoenix Theatre: Contemporary, sometimes controversial theater (317) 635-PLAY

Cinema Grill: Second-run Hollywood movies and dinner (317) 254-1995

GCC Castleton Arts: Features foreign and independent films (317) 849-3471

Hollywood Bar and Filmworks: Movies and snacks (317) 231-9255

IMAX 3D Theatre: 2-D and 3-D movies; located in the Indiana State Museum (317) 233-4629

South Keystone Art Cinemas: Independent, foreign and classic movies (317) 784-7454



A Brief History of Butler

The five faculty members and 113 students present when Butler University opened in 1855 laid solid foundation for 146 years of creative change and progress. Today, over 200 full-time faculty and more than 4,000 students continue to look ahead while treasuring the traditions unique to Butler.

The young school, founded by attorney and abolitionist Ovid Butler, originally named North Western Christian University, was unusually innovative. Several firsts marked its early years:

- The first in Indiana, and third in the nation, to admit women on an equal basis with men.
- The first in Indiana to allow its students, with parental consent, to choose subjects suited to their needs under a new “elective” system.
- With the appointment in 1858 of Catherine Merrill as Demia Butler Professor of English, Butler University was the first in the nation to establish an endowed chair specifically for a female professor, the first to establish a professorship in English literature and the second to appoint a woman to its faculty.

LOCATION CHANGE

Indianapolis’ growing commercial district began to penetrate the original campus at what is now the corner of Thirteenth Street and College Avenue. In 1873 the Board of Directors decided to sell the downtown campus and accept a gift of 25 acres in Irvington, then a suburb east of Indianapolis. In 1877 North Western Christian became Butler University. The name honors Ovid Butler, a prominent Indianapolis attorney and abolitionist who wrote the University charter.

Butler moved again 50 years later as the city continued to grow. In 1928 classes were held for the first time in Arthur Jordan Memorial Hall, an imposing new Gothic structure on a wooded tract north of the city. As the campus grew on its new site, so did the University’s academic offerings. In keeping with the mission of the charter, the University added to its original College of Liberal Arts and Sciences a cluster of professional schools: the College of Education (1930); the College of Business Administration (1937); the College of Pharmacy (1945); and the Jordan College of Music (1951), now the Jordan College of Fine Arts. Supporting the professional schools is the strong core curriculum, created in 1945 to ensure that all students receive the benefits of a liberal education.

DEVELOPMENT OF GRADUATE PROGRAMS

To serve the needs of the growing community, Butler offered evening courses as early as 1899, established a summer session in 1905 and created a Division of Graduate Instruction in 1932. The Office of Extended Programs was developed in 1982, consolidating the evening division and summer sessions in an effort to better serve non-traditional and part-time students.

Programs for Leadership and Service Education





The quality of life of Butler Students is important to the University. International students, especially, should take advantage of the activities planned on campus. An American education is not complete without a thorough understanding of the culture. Involvement in at least one activity will not only help you make friends, but also it will help you better understand your fellow students and yourself. There is a gold mine of opportunities from which to choose.

UNIVERSITY LIFE IN THE UNITED STATES

American university life is unlike that of most other countries in that it consists of much more than just attending classes and studying. Activities develop leadership skills and prepare the person for life as a citizen, not just for a job. There are opportunities in student government, religious groups, professional groups, service and departmental clubs, sports, special interest groups, fraternities, sororities and residence hall activities. Often, friendships beginning through these activities grow into lifelong relationships, even into paths to internships and employment.

PROGRAMS FOR LEADERSHIP AND SERVICE EDUCATION

Atherton 101 (940-9262) <http://www.butler.edu/involvement/>

The Office of Programs for Leadership and Service Education is committed to enhancing the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, leadership, service and student employment opportunities.

INTERNSHIP AND CAREER SERVICES

Atherton 315 (940-9383) <http://www.butler.edu/career/>

The Student and Alumni Office of Career Planning and Development sponsor a full complement of programming to assist students through career exploration, preparation and application processes.

Academics

KEY OBSERVATIONS ABOUT THE AMERICAN EDUCATION SYSTEM

1. Of the various academic traditions, one of the most significant is the degree of informality in American classrooms. Free discussions and critical questions are encouraged by most faculty members, and you will find many professors very casual during your visits to their offices. Most professors have regular "office hours" during which they are able to discuss any questions or difficulties relating to their courses. Students are urged to take advantage of these opportunities to become acquainted with their professors.
2. Class attendance is critical. If you miss classes, the professor will assume you are uninterested.



3. Class participation is often considered in determining the grade. You should therefore not hesitate to speak up in class, to ask questions, and to take part in discussions.
4. Professors will generally wait for students to come to them for help rather than offering assistance. However, they usually are very willing to help if you approach them. They tend to be unsympathetic to the student who complains about his grade at the end of the semester but never asked for help earlier. So ask early! The professor will not be offended.
5. Tests are given frequently in most undergraduate courses and you must therefore study consistently from the very beginning of the semester. If you get behind at the beginning of the semester, you may not be able to catch up.
6. The professor will usually tell you in the first few classes how your final grade will be determined. Professors differ in the weight given to various factors, such as class participation, attendance, tests and final examinations, in determining the final grade. Be sure that you understand how the grade will be assigned. If you do not understand, ask!
7. It is generally estimated that students at Butler University need to spend two to three hours studying for each hour spent in class. Students who are still becoming accustomed to reading in English will find more study time necessary.



THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (Buckley Amendment) protects the privacy of your educational records. In general, you have the right to review those records and personal information about you will not be released to third parties without your consent, except under circumstances specified by the amendment.

SOURCES OF ACADEMIC ASSISTANCE IN THE UNIVERSITY

1. **YOUR ACADEMIC ADVISOR:** This person is probably the single most important individual to you in terms of your academic success. He or she can assist you with the graduation requirements, course selection, etc. Talk with your advisor immediately about any academic problem. You have the right to change advisors; speak to the coordinator of advising in your department.
2. **COUNSELING and CONSULTATION CENTER:** Trained counselors are available to work with students confidentially in resolving personal problems. They also can assist in selection of major or a career. The role of the counselor is not to make decisions for you but rather to help you find solutions. Frequently talking with an objective person in a confidential setting can help you identify solutions that might not otherwise be obvious.
3. **LEARNING RESOURCE CENTER:** This office can arrange for tutorial help in a wide range of areas, particularly freshman courses.

HELP WITH AN ENGLISH COMPOSITION

•Learning Resource Center

Located in room 136 of Jordan Hall, the Learning Resource Center (LRC) is your resource for services and programs that promote academic success. The staff members of the LRC are especially trained to assist you in locating the offices or individuals throughout the university who can address your academic needs. If you need tutoring in any area, the LRC can direct you. If you

are interested in exploring other majors, the LRC will help you in defining areas of interest. These services are available to you at no cost. To contact the LRC, stop by their office in Jordan Hall (Monday through Friday, 9:00 a.m. to 5:00 p.m.), call 940-9308, or email "learning@butler.edu."

• **The Writer's Studio**

The English Department runs a writing lab called "The Writer's Studio" to assist in composition preparation, free of charge. You can make an appointment by stopping by Jordan Hall 304, or you can call the studio at 940-9804. The Learning Resource Center, in Jordan Hall 136 also offers peer tutoring and study table sessions.

DROPPING COURSES

If you wish to drop one or more courses, contact your academic advisor or department to see if you are eligible to formally drop the course(s). If you just stop attending a class without formally dropping the course, you will probably receive a failing grade.

ACADEMIC ADVISEMENT

In order to be sure that you take the right courses in pursuing your degree, it is strongly recommended that you consult your department several times a year. If you have an academic problem, you should first discuss the problem with the professor involved and your advisor if necessary.

Adjusting to a New Environment



CULTURAL ADAPTATION

Here are the typical stages of cultural adaptation. This is a general description and your experience may vary.

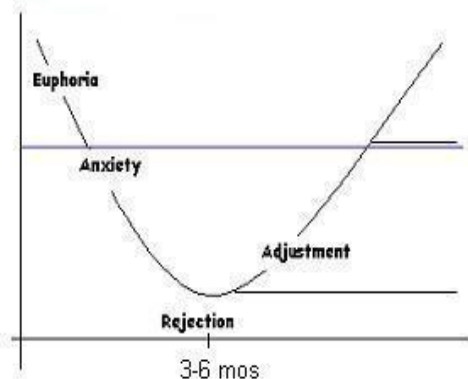
1. Euphoria: Honeymoon stage--You are excited and enthusiastic about being in a new place, but settling in takes a significant amount of your time and energy.

2. Anxiety/Rejection: Culture "shock" (cultural transition)— You begin to notice annoying details about your host culture and you may feel frustrated. You may think that people in your host country do not understand you and you do not understand them. You wish things could be like they are back home. You miss a lot of common yet subtle cues you took for granted back home.

3. Road to adjustment: You start to gain an appreciation of the differences between your home country and your new environment. You find your sense of humor and enjoy the differences.

4. Adaptation: You begin to feel at home and can function at full capacity in both cultures. This is hopefully the stage you are at for most of your stay in Indianapolis.

Culture Shock U Curve



5. Re-entry transition: This occurs when you return home and have to readjust to your home environment. Re-entry can be even more stressful than the initial adjustment to the host culture, especially if you have adjusted well to the host culture.

The good news about cultural adaptation: If you experience cultural transition, you are not alone; other international students have had similar experiences. Even people who move to Indianapolis from other areas of the United States can experience culture shock. It is a normal process and shows that you are adjusting to your new environment.

The acute stage of cultural transition usually doesn't last long. If it does, help is available. The Office of International Student Services and the Counseling and Consultation Center understand the process and are ready to help.

PRESCRIPTION FOR CULTURE SHOCK

There are many things you can do to minimize the discomfort of culture shock and maximize your experiences in the U.S. Following are some suggestions from *American Ways, A Guide for Foreigners in the United States* by Gary Althen, published by Intercultural Press.

Ask Questions: Ask practical questions such as, "Where may I find foodstuffs from my home country?" or "Where is the nearest bank?" but also ask questions about persons' opinions on things and about their experiences. Ask for their reactions to events, newspaper articles, and television programs.

Learn and Practice Local English: There are regional and local variations to American English. Watch television, listen to the radio, read local newspapers, and talk with people you encounter everywhere you go during your daily routine.

Take "Field Trips": A field trip is a visit to a place where you can observe what happens. Yours may be conducted in a trip to the grocery store, riding the subway, attending a church service, or performing volunteer service. You may be amazed at how much you can learn simply by observing.

Observe Ritual Social Interactions: Notice what people say and how they say it when they greet an acquaintance, when they're introduced to a stranger, when they take leave of a friend or someone they have just met. Watch for variations with age, sex, and apparent social status.

Read: An abundance of materials exists about your new national, regional, and local host cultures. Newspapers, magazines, and the Irwin Library are excellent resources for your quest.

Reflect: An essential part of the cultural adaptation process is taking time to reflect on what is happening to and around you. Demands of academics are rigorous and reflection time won't happen unless you purposefully set out to reserve time for it. Ask yourself such questions as "What did I expect from my study abroad experience?", "What can I do to make my experience more constructive and interesting?" and "How is this experience preparing me to meet my goals for the future?"

SUGGESTIONS TO FACILITATE ADJUSTMENT:

- **Learn and observe.** A word or phrase or gesture that means something in your country could mean some thing very different here. Watch how people greet each other, how they express disagreement, if communication styles change when talking to a professor versus a friend.
- **Try not to judge.** You will see many things different from your culture. It is important not to label everything as good or bad. Most customs, habits, and ideas are simply different from what you have known before.
- **Show a sense of humor.** It is very likely that you will make mistakes as you explore the United States. Laughing at your mistakes can help you learn from them, and other people will offer a friendly response.
- **Become involved.** The more you put into an experience, the more you will learn from it. Make an effort to meet people, form friendships, and participate in activities.

Cultural Differences



SOCIAL INVITATIONS

- Americans believe that invitations should be answered as soon as possible.
- Whenever an invitation is extended to you, formally through a note or informally by telephone, you will be expected to respond quickly and candidly.
- On a written invitation, “**R.S.V.P.**” stands for a French phrase, “*répondez, s’il vous plaît*,” this means: “please reply.” The person sending the invitation would like you to tell him or her whether you accept or decline the invitation. That is, will you be coming to the event or not?
- Many student parties or gatherings are “**BYOB**” (bring your own beverage). At such an event, it would be considered rude to attend and drink other people’s beverages. It is a nice gesture to bring your own beverage to a party, unless otherwise stated.

U.S. CUSTOMS

Saying Thank You: It is always considerate to send a thank you note to your hostess. It is not necessary to take a gift to your hostess, especially if you go only for dinner or a short stay. If you are invited to a party celebrating someone’s birthday, or for Christmas, take a small gift. It is never necessary to give an expensive gift, but a small souvenir from your country would be received with delight. “Thank you” is a phrase used often in the U.S. Even for small favors done by a person who is only doing his or her job (as a clerk in a store, or a waiter in a restaurant) it is customary to say “thank you.” “You’re welcome,” the response to “thank you,” also is customary.

Servants: Very few households in the U.S. have servants. A family sometimes employs a “housekeeper,” who comes once a week to clean the house, but most people do the major part of the work of the house, child care and gardening themselves. This means they do not have as much free time as they would if they had several servants, and they cannot entertain as frequently or lavishly.



Tipping: Tips, or service charges, are not added to the bill in the United States, as is the custom in many countries. In a restaurant, it is usual to tip 15%-20% of the bill, if the service has been satisfactory. Tips are not given in cafeterias, dormitory dining halls or fast food restaurants.

Table Etiquette: If you have dietary restrictions, it is a good idea to tell your host when you are invited. When you are at the dinner table and are asked if you would like something, do not refuse out of politeness. The host or hostess probably won't ask you a second time. After you have had enough, it is alright to politely decline additional servings. It is polite for a guest to offer to help out by clearing the table, or doing other small jobs. If you are spending the night somewhere, you should make your own bed. Taking part in the work and play of the household is a good way to get to know people more informally.



Smoking: It is customary to ask permission to smoke in someone's home. Your companions may prefer that you do not smoke while eating in a restaurant or in close quarters, such as inside a car.

Gifts for Hosts: It is not necessary to bring flowers, candy or a gift to a dinner host. However, it is a nice thing to do. You should always say "thank you" when you leave. It is also polite to write a note or telephone the next day and repeat your thank you. Overnight house guests usually bring a small, inexpensive gift to the host, such as a souvenir from your home country or other small remembrance.

Small Talk: Small talk is especially useful at parties, when meeting someone for the first time, or whenever you find yourself in a situation where talk is expected but no content is desired. Most Americans do not talk about religion, politics or personal feelings with strangers.

Eye Contact: Cultures differ widely in regard to the attitude of the body of the listener. Americans expect listeners to look at them and to put aside work to listen. The speaker usually looks briefly into the listener's eyes, briefly away, and then back at the listener's eyes. The listener should look at the speaker's eyes constantly. If you do not look into the eyes of your conversation partner, he will think you are not listening, or that you are not trustworthy.

Concept of Personal Space: Touching people often makes them uncomfortable. Men are especially nervous when touched by another man. Women who are good friends may walk arm-in-arm, but only rarely. Not only are Americans made uncomfortable when touched, but also Americans expect others to be at least an arm's length (two to three feet) away. If you get closer than this, people will move away from you; they do not dislike you; you are simply "in their space." Also, you will hear people say, "Excuse me," even though they have not actually touched anyone. No matter where you are, give people plenty of space.

Remember, these are generalizations. Many people will be uncomfortable if you do *not* touch them during a conversation. The hard part is figuring out who wants what. Here are some other useful generalizations:

- People in the United States have no taboo associated with the left hand; they touch you or hand you objects with either the left or the right hand.
- People in the U.S. have no negative association with the soles of the feet or the bottom of the shoes.
- A common way to greet children is to pat them on their heads.
- People point with their index finger.
- Respect for someone is shown by looking him or her in the face.

- Relaxed postures, whether sitting or standing, are very common; do not think your listener is inattentive because he or she is relaxed.
- The doors of rooms are usually open unless there is a specific reason to close them



Immigration

VISA STATUS

Passport Number: 742831632 01
 U.S. IMMIGRATION 200 WMS 177
 Immigration and Naturalization Service SEP 13 1991
 I-94 Departure Record ADMITTED B-2 VISAS
 LINTED MARCH 12, 1992
 (1) Family Name: D.O.E
 (2) Date of Birth: 01/01/1991
 (3) Country of Citizenship: ENGLAND
 See Other Side STAPLE HERE

Warning - A nonimmigrant who accepts unauthorized employment is subject to deportation. Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.
 Surrender this permit when you leave the U.S.:
 - By sea or air, to the transportation line.
 - Across the Canadian border, to a Canadian Official.
 - Across the Mexican border, to a U.S. Official.
 Students planning to re-enter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.
 Record of Changes
 Port: Departure Record
 Date:
 Carrier:
 Flight #/Ship Name:
 Form I-94 is the property of the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

- Your F-1 or J-1 visa status was granted to you by the U.S. Immigration Officer you spoke with at the airport when you first entered the U.S. Your status is recorded on your I-94 card which is your Departure Record (see photo at left).
- You were granted "D/S" or Duration of Status, meaning that as long as you correctly follow all of the F-1/J-1 visa rules, your visit to the U.S. has no firm deadline
- The eleven digit number is your Admission Number

RESPONSIBILITIES

As a non-immigrant international student or scholar, you must be sure to do the following:

1. Report any change of address to the Office of Registration and Records AND to the Office of International Student Services.
2. Keep your passport valid 6 months into the future.
3. If necessary, extend your permission to stay in this country **one month before it expires**. (Duration of Status, or D/S, is valid for your entire educational program, with certain limits - see "Extensions of Stay").
4. Maintain your full-time academic status as an F-1 or J-1 student. Fall and Spring semesters - 12 hours for undergraduates and 9 hours for graduates.
5. Obtain appropriate permission before working off-campus (F-1) or on and off-campus (J-1).
6. Notify USCIS when transferring to a different school by following the correct transfer procedure.
7. Check your travel documents to be sure they are in order before leaving the U.S., even for a brief trip. You must also be sure you have the appropriate document and valid travel signature so that you may re-enter the U.S.

8. Complete an annual US income tax form 1040 NR and an Indiana income tax form if you have worked.

SEVIS - STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM

This is the web-based system by which all information pertaining to F, J, or M students and scholars is entered and maintained. Only approved schools have certification to use this government system, and only designated school officials or responsible officers are authorized to access the system. It is, therefore, vital for all international students and scholars to make and maintain contact upon arrival to the Office of International Student Services and the Office of International Programs to activate and register you properly in SEVIS.

PASSPORTS

The passport is a document issued by your government giving you permission to travel outside your country. It is renewed through your embassy or the nearest consul. You should keep a copy of your passport in a safe place in case the passport becomes lost or stolen. Your embassy will be able to issue a replacement more promptly if you can provide them with a copy of the original. **If your passport is not kept up to date and valid, your permit to stay (I-94) in the U.S. is not valid and you are out of status with USCIS.** For passport renewal, your embassy or consulate may need a letter verifying that you are a full-time student. You may request such a letter from the Registrar's Office. Embassy addresses and telephone numbers are listed online at. It is **your responsibility** (agreed to when you signed your I-20 or DS-2019) to abide by the laws that relate specifically to "non-immigrant aliens" in the U.S. Failure to do so may subject a non-immigrant visa holder to penalty, even deportation.

VISAS

The visa is **permission granted** by the U.S. Government to **request entry** into the U.S. as a non-immigrant under specified conditions. It is a multi-colored label or stamp affixed in your passport issued by an American Embassy or consulate abroad. Depending upon the agreement between your home government and the U.S. government, you may have been issued a visa with an expiration date or possibly a multiple entry visa. If your visa has expired and you do not plan to travel outside of the U.S., you do not need to make arrangements in your home country specifically to renew your visa stamp.

Right: This is a sample visa.

If your visa has expired and you plan to travel outside the U.S.A., or if you have changed your visa status while in the U.S.A., you will need to obtain a new visa at an American embassy or consulate abroad in your home country or in another country to which you or your family have residential ties, before you may re-enter the U.S.A. It is **not** possible to revalidate your visa while you are in the U.S.A. **Until you travel outside the U.S.A., you do not need to and you cannot obtain a new visa.** You should prepare yourself adequately for your appointment at the Consulate by taking with you any documents that indicate your current status and intent to leave the U.S.A. at the end of your stay.

http://www.butler.edu/international/?pg=1192#visa_renewal

This does not mean that you should overwhelm the Consul (the person who interviews you at the Consulate) with unnecessary documentation; you should simply make clear your honest intent, recognizing the factors that the Consul views as evidence of that intent. During your interview, provide the interviewer only with those documents he or she requests; whatever supporting material you have you may show if the interviewer asks for it. The Consular Officer will review your application and the documentation you present in order to be certain that you are indeed a non-immigrant and that you do not intend to live in the United States permanently. The burden of proof is on you. The strongest of proof will include family ties, property, job and other financial commitments in your home country.

During your interview, provide the interviewer only with those documents he or she requests; whatever supporting material you have you may show if the interviewer asks for it. The Consular Officer will review your application and the documentation you present in order to be certain that you are indeed a non-immigrant and that you do not intend to live in the United States permanently. The burden of proof is on you. The strongest of proof will include family ties, property, job and other financial commitments in your home country.

If you are well-prepared and truthful in your efforts, your visa will probably be issued routinely. A good website resource for students and scholars preparing for studies/academic pursuits in the United States, as well as during your pursuits is <http://www.educationusa.state.gov/index.htm>.



To renew your visa, be certain to bring with you:

1. A valid I-20 or DS-2019
2. Valid passport
3. Official transcript (students) or verification of academic activities (scholars)
4. Proof of financial resources – original documents

COMMON IMMIGRATION/VISA TYPES

F-1: This visa permits an individual to enter the U.S. for full-time study at an authorized institution in the U.S. To obtain F-1 status, it is necessary to present a Form I-20 (Certificate of Eligibility) to an American embassy or consulate abroad.

J-1: Exchange visitor status permits an individual to enter the U.S. for study, teaching, research or training. The individual presents a Form DS-2019 to an American embassy abroad to obtain a J-1 visa. He/she is obligated to engage in the activities specified on the DS-2019 while in the U.S. Students holding J-1 visas generally either receive support from the University or hold scholarships from the U.S. government or home governments. The exchange visitor's sponsor is the organization that issues the Form DS-2019, which may or may not be the agency that actually provides financial support.

F-2: This status is held by spouses and dependents of F-1 visa holders. To obtain F-2 status, the spouse, typically presents a Form I-20 with the name of the primary F-1 visa-holding student to an American embassy or consulate abroad, along with evidence of financial support. Dependents in F-2 status may not pursue a course of studies in the United States, with the exception of elementary or secondary school dependents.

J-2: This status is held by spouses and dependents of J-1 visa holders. To obtain a J-2 visa, the spouse usually presents a Form DS-2019 in the name of the primary J-1 visa-holding student to an American embassy or consulate abroad, along with evidence of financial support.

MAINTAINING STATUS

On the form I-94 and I-20 or DS-2019 is recorded the date of entry and the date by which you must leave the U.S. For J-1 visa holders, a specific departure date is usually not indicated, as is the case for F-1 students, where the validity date is indicated as "D/S". This means "Duration of Status." "D/S" on the F-1 student's I-94 and I-20 means the student may remain in the US as long as he or she maintains student status.

Maintaining student status is vital to your immigration status. To do so, one must

- 1) Maintain a full course of study (minimum 9 hours for graduates, 12 hours for undergraduates),
- 2) Keep one's passport valid,
- 3) Not accept unauthorized employment,
- 4) Use proper procedure to transfer schools, and
- 5) Report any address changes to your school official or responsible officer within 10 days.

All students and scholars must comply with all USCIS requirements listed above in order to be considered "in status" and eligible for any benefits of that status.

If something happens to prevent you from meeting the above requirements, you must see your school official or responsible officer **before** dropping below the prescribed number of credits. For very specific reasons, you may qualify to be at less than full time status, but only the school official

or responsible officer can grant authorization based on USCIS regulations. Otherwise, the University is required by law to inform USCIS that you are not a full-time student through the SEVIS system. In this event, you will be considered out of status.

TRANSFER OF SCHOOLS FOR F-1 STUDENTS

To transfer schools correctly, an F-1 student must:

1. Have been pursuing a full time study at the current school during the term immediately preceding transfer or the last term preceding a vacation; intend to pursue a full course of study at the new school; have financial ability to attend the new school.
2. Have received admission to the new school.
3. Inform the Designated School Official at the current school of the student's intention to transfer to release the student's SEVIS record.
4. Enroll in the new school in the next academic term or the first term after the student's summer vacation.
5. Report to the school official at the new school.
6. Register full time in a full course of study at the new school.

TEMPORARY TRAVEL OUTSIDE THE U.S.

If you are traveling outside the U.S., you will need the following documents to re-enter:

1. Passport, valid at least six months into the future.
2. Valid U.S. visa stamp – if you have a single entry visa or your current visa has expired, or if you have changed your visa status while in the U.S., you need to obtain a new visa at an American Embassy abroad with an I-20 or DS-2019.
3. Current Form I-20 or Form DS-2019 with valid travel signature. The Office of International Student Services amends and re-issues the I-20 document after initial admission. For J-1 students and scholars, your DS-2019 should contain a valid travel signature from your program sponsor. If Butler University is your program sponsor, you should obtain your travel signature from a responsible officer in the Office of International Programs. If your program sponsor is an organization other than Butler University, you should request a valid travel signature directly from your program sponsor.
4. Visa to Enter a Third Country. If you are visiting a country other than your own, you may need a visa from the third country to enter. For details, contact the embassy or consulate of the country in question.

EMPLOYMENT

According to the United States Citizenship and Immigration Services (USCIS):

► INTERNATIONAL STUDENTS AND SCHOLARS WHO WORK WITHOUT PERMISSION ARE SUBJECT TO DEPORTATION ◀



F-1 VISA HOLDERS

Eligible to accept employment as follows:

On Campus Employment: While an enrolled student, an F-1 visa holder need not obtain USCIS approval for on-campus work at Butler University. Confirmation of your permission to work on campus must be requested from the Office International Student Services, as campus employers will require verification of your F-1 status. You should present your I-20 document and I-94 as proof. You must be currently enrolled as a full-time student in the fall and spring semesters if employment is sought. F-1 visa holders may work on-campus up to 20 hours per week during the academic year and full-time (40 hours) during the summer vacation period and holidays.

(http://www.butler.edu/international/?pg=1192#oncampus_employment)

Off Campus Employment: Off-campus employment permission must be obtained through USCIS.

Curricular Practical Training (CPT): is permission to work part-time or full-time in a job related to your field of study while you pursue your degree. The training must be an integral part of the established curriculum required for your degree. The following examples illustrate types of CPT that can be authorized:

- employment related to a required internship.
- work necessary to fulfill the requirements of a course with a practicum component.

CPT employment of 20 or fewer hours per week is considered part-time and requires concurrent full-time course work. CPT employment of more than 20 hours per week is considered full-time and does not require full-time enrollment. **Please note:** Students who are authorized for one year or more of **full-time CPT** are ineligible for Optional Practical Training (OPT). Part-time CPT does not affect eligibility for OPT. **Plan ahead.** CPT must be authorized on your I-20 by the Office of International Student Services. **You may not begin working until you have received your work authorization on your I-20.** (Even if the practicum/internship is required for the degree, you must get the authorization on your I-20 first to avoid being considered in violation of your F-1 status by the USCIS.)

To be eligible for Curricular Practical Training, you must:

1. Have been a full-time student for at least one academic year.
2. Have a valid, unexpired passport, I-94 card, and I-20.
3. Be currently enrolled full-time unless it is a semester break or you will be pursuing full-time CPT.

To apply for CPT

Come to the Office of International Student Services for detailed instructions.

(<http://www.butler.edu/international/?pg=1192#cpt>)

J-1 VISA HOLDERS

Eligible to accept employment as follows:

On Campus Employment: A J-1 student may be authorized to accept part-time employment on campus if he or she has the written permission of the J-visa sponsor (the issuer of DS-2019). The same conditions apply for summer and vacation employment.

Academic Training: Upon completion of the academic program, the exchange visitor may request up to 18 months of academic training, but no longer than the amount of time spent doing valid J-1 student activities. The program sponsor recommends training by issuing a new Form DS-2019, specifying the training to be undertaken and the original period recommended. Please see the Office of International Student Services for more detailed information and procedures. You can also visit this link at :

<http://www.butler.edu/international/websnap/documents/ATRecommendation.pdf>

If you are an ISEP student, please follow this link:

http://www.isep.org/pdf/students/Academic_training/AT_guidelines.pdf

EMPLOYMENT OF SPOUSES

F-2: Holders of F-2 visas are NOT permitted to work under any circumstances since they proved, before getting their visa, that they had sufficient funds for their full support in the U.S. Neither on-campus nor off-campus employment is legal for F-2 visa holders. Beware!

J-2: Holders of J-2 visas may request work permission from USCIS. Approval is conditional on proving employment is NOT needed for the support of the principal J-1 visa participant. For application information, see the Office of International Programs.

Review the above conditions carefully. If you have any questions about any item, schedule an appointment with the Office of International Student Services or the Office of International Programs. If at any time during your employment you have concerns about your employment eligibility, see an advisor immediately. **You are responsible for your own legal employment status; violation of immigration regulations with regard to employment could result in serious consequences.**

FOR F-1 AND J-1 VISA HOLDERS

1. A social security number is required for all employees. Please see the section on obtaining a social security number in this handbook. You must apply before employment begins.
2. Changes of address must be made at both the Registrar's Office and the Office of International Student Services.
3. Exemption from federal tax is not automatic, and may not be allowable depending on your visa designation (contact Organizational Development and/or Office of International Student Services.)
4. Working in multiple departments is allowable for on-campus employment, but each employer must be informed as to how many departments are involved in a multiple employment situation.
5. If you are leaving Butler University for another university, a forwarding address is required for the last paycheck to be mailed. If leaving the country, stop work in time for last paycheck to be issued while still in the country (usually two weeks).

Miscellaneous Matters

ADVERSE WEATHER CONDITIONS



In the case of severe snow, ice, or other adverse weather, any change in the schedule of the university will be announced on **local radio stations, TV stations,** and usually there will be **email and phone messages** to the entire campus. Even if the university remains open, certain classes may be cancelled if the professors cannot reach the campus; you should **call your departmental office** to verify that your professor is holding class.

BANKING

To open an account, you will need to present your passport and at least one other piece of identification, usually your student or faculty/staff I.D. card. You will also need one of the following: cash, a bank draft, cashier's check (a check written by the bank), or traveler's checks – all payable in U.S. dollars.

Checking Account

A checking account is a convenient way to pay for something without having to carry cash with you. Once you open an account, you will be given numbered checks imprinted with your name, address and account number so that you can write checks against the balance in your account. A "checkbook" is a set of checks as well as a register in which you can record each deposit you make and each check you write. It helps to order personalized checks with name, address and phone number printed on them. This allows you to keep track of your money. If you write a check and do not have enough funds to cover it, the check will "bounce" or be returned to the bank for "insufficient funds." The check is then "bounced" back to the person who wrote it. Because these checks cost time and effort to both the bank and the business to whom the check was written, there is a charge for a "bounced" check. Banks charge up to \$30.00 to the person who wrote the check and the businesses charge about the same fee for the bad check. Also, it is a violation of the law to knowingly write a bad check. Be sure to have sufficient funds in an account to cover the amount of every check written.

Some type of checking account is virtually a necessity. Debit/credit cards allow payment of bills without having to carry large sums of cash. Most businesses, like grocery stores and restaurants will accept debit/credit cards.

Savings Account

A savings account is for saving for special uses. You will find different banks offering savings accounts with varying rates of interest depending upon the terms of the account. Many people have both a **checking account** for their daily expenses and a **savings account** for reserve funds. It is easy to transfer money from one account to the other as needed.

When you have an account with a bank you may use any of its locations. You may also use the ATM machine on campus in the Campus Club (C-Club).

Some Local Bank Branch Locations Are:

Chase: 1 (800) 234-7350
5635 N Illinois 266-6481
706 Broad Ripple Ave 321-7083
8751 Michigan Rd. 321-8730

National City Bank:
21 W. 38th Street (at Meridian) 756-5301
6841 N. Michigan Rd. 756-5222

Automated Teller Machines (ATMs)

ATM or Banking machines provide limited banking service (deposits, withdrawals, balance of bank accounts) and are located outside of your bank, in grocery stores, shopping areas, etc. Banking machines are usually open 24 hours a day. To be able to take advantage of this convenient service, you need a **debit/credit card** from your bank. These are fairly common now and come with most checking accounts. When you receive the card, you will also be given a PIN (personal identification number). You must use both the PIN and the card to gain access to your account. Try to memorize the code so you will not need to carry it with you. Your bank can tell you if there is a charge for this service. You can use your card at most ATMs throughout the country and the world. There are many various services, and some charge an extra fee each time you use the machine for a transaction. You should be aware that these fees range from \$0.75 to \$1.50 or more per transaction. It is good to try to find a machine that is affiliated with your bank where you hold accounts, because usually they don't charge these extra fees for transactions.

Check cashing: Checks up to \$100.00 may be cashed on campus at the Student Accounts Office window (in Jordan Hall) during business hours. A student incurs a charge of \$10.00 for any check returned marked "insufficient funds." This same charge is made whether the check has been cashed at the Business Office or has been given in payment at any University-operated service. All returned checks not redeemed will result in the holding of grades and a loss of check-cashing privileges.

Foreign Check and Currency Exchange

Checks from foreign banks may take two to six weeks for clearance depending upon the source of the check. Some home governments require that checks sent to the student be made payable to the university and not directly to the student. When this is the case the sender should clearly indicate the student's name as the intended recipient either on the check or in an accompanying letter. One source obtaining foreign currency prior to departure is to contact the TravelEx Currency Exchange window at the Indianapolis International Airport. This agency is part of the Mutual of Omaha Insurance Company. If a traveler will contact them two weeks prior to departure, they will obtain nearly any nation's currency for exchange. The telephone number is (317) 241-0440. This is the only financial institution that exchanges foreign currency in Indianapolis.

Transferring funds from abroad often takes time. It is a good idea to plan ahead and budget accordingly.

Western Union sends money to many locations within 24 hours. However, Western Union does not reach every country and city abroad and the fee for sending money is comparatively high. See <http://www.westernunion.com/> for more information.

TRANSPORTATION

Pedestrian Safety

You may have noticed that the United States seems to be a country for motorists rather than for pedestrians. Still, according to the law, the pedestrian here has the right of way. Certain rules of safety should be kept in mind.

- When walking on the roads at night, wear something white or light-colored so you can be seen.
- Traffic moves on the right. Walk on the left, facing the oncoming traffic.

- Do not step into the street from between parked cars.

Driver's License

License Branches are located throughout Indianapolis and are also known as Bureaus or Departments of Motor Vehicles (BMV or DMV). Two of the closest branches are:

INDPLS-MICHIGAN ROAD 8330 N MICHIGAN RD 46268 (317) 875-8854

M T F 8:30- 5:00

W 8:30-12:30

TH 8:30- 6:30

INDPLS-NORA 941 E 86TH ST STE 102 46240 (317) 255-9682

M T F 8:30- 5:00

TH 8:30- 6:30

S 9:00-12:00

CLOSED WEDNESDAY

You will have to pass a written exam as well as an eye test. Driver's manuals to study for the exam are available at the license branches. Also more information can be found at <http://www.in.gov/bmv/>.

Cars

Cars are expensive to buy, insure, and maintain. Towing is strictly enforced on campus and is expensive. If you decide that you need a car, **you must have a valid driver's license**. You may drive with an International Driver's License accompanied by a valid license from your own country if you are a full-time student. However, if you purchase a car, you must also purchase Indiana license plates, and to do this you must get an Indiana Driver's License. If you already have a valid license, you only need to take a written examination at the Bureau of Motor Vehicles.

Car Insurance

It is the law in the state of Indiana to have car insurance when you purchase and register a car. You cannot drive without insurance. Use the internet to research the best companies, or ask your friends who they use.

The following hints will help you in buying and maintaining a car:

- Buy from authorized car dealers; the Yellow Pages indicate which dealers are authorized by the manufacturers. You can also check online.
- If you have a friend who knows about cars, motors and dealers, perhaps he or she will help you.
- If you know something about cars, you might be able to find some bargains in the classified section of the newspaper.
- Before the first winter frost, it is necessary to put antifreeze in your car. Also, oil should be changed according to the owner's manual, usually every 3,000 miles or every 3 months.

Automobile Clubs

Automobile clubs provide maps, routes for trips, towing service if your car should break down, tour books, guaranteed motel rates, information about fuel shortages, and many other services for a yearly fee. The following are nationwide clubs:

- AAA Hoosier Motor Club - a division of the American Automobile Association - 923-1500
- Amoco Motor Club - www.amocomotorclub.com

Car Rental

If you prefer to rent a car for a trip, you must be 21. Many automobile rental agencies require you to be 25 or pay an extra fee if you are younger. Check out some of the national rental chains online.

Metro Bus System

Please see the complete listing on the following: <http://www.indygo.net/routes.htm>.

SOCIAL SECURITY AND TAXES

Anyone employed in the United States must have a social security number. You can apply for a social security card and number at the local Social Security Administration office. Take your passport, I-94, a copy of your I-20 or DS-2019, and 2 letters of employment, one from your school official and one from your on-campus supervisor. You are unable to get a Social Security card unless you have secured employment. Questions regarding social security should be directed to the Social Security office or the Office of International Student Services.

For more questions about social security, look at <http://www.ssa.gov>

Federal and State Income Tax

If you work in the United States and earn a salary or wages, you will likely have to pay both US, Federal and Indiana State income taxes. Both Federal and State taxes are due on April 15 for the previous year. In most cases, a percentage of your income tax will be withheld by your employer each month or each pay period. This "withholding tax" of the Federal government is an estimate of the taxes due on that amount of earnings. Every employer is required to report total earnings for the calendar year and the total amount of taxes that have been withheld. This report (W-2) must be sent to the employee and to the Federal government early in January of each year.

F-1 and J-1 students/scholars do NOT pay social security taxes (FICA). If social security taxes are deducted from your earnings you are entitled to a refund. This refund may be claimed by your employer by submitting IRS form 941c or by you submitting IRS form 8843. In either case, the claim should be submitted to the Internal Revenue Service office in which the employer's returns were filed, if known. If that information is not available, submit the claim to the Internal Revenue Service, Philadelphia, PA 19255.

The amount of taxes you must pay both the U.S. government and the State of Indiana could be affected by the length of your stay in the U.S., a tax treaty between your country and the U.S., your visa and the type of employment you hold. By law, foreign students/scholars are only permitted to claim either 0 (zero) or 1 (one) exemptions on their W-4 forms unless a married citizen of Canada, Japan, Mexico or South Korea. Questions regarding exemptions, withholding or tax treaties should be directed to the Internal Revenue Service. Also see Internal Revenue Publication 519, available online at the IRS website: www.irs.gov

The Office of International Student Services has Federal Tax forms 1040NR and 8843. You may also download the forms and instructions from the IRS website.

The Department of Revenue, State of Indiana at 100 North Senate Ave in Indianapolis can answer questions about Indiana State Taxes. You can reach them at 232-2240. You can also find information about Indiana State taxes at the website: <http://www.in.gov/dor/>

HEALTH SERVICES AND INSURANCE

► ALL BUTLER UNIVERSITY STUDENTS AND SCHOLARS MUST HAVE VALID HEALTH INSURANCE. ◀

Insurance Forms: Most medical offices will be helpful in assisting you when filing your health insurance claims for you. Be sure to ask if your doctor or dentist will bill your insurance company directly or if you must pay at the time of your visit. A normal practice is to have you pay on your first visit but to bill your insurance company on later visits.

Deductible: Health insurance policies usually have a “deductible” amount. This refers to an initial amount of medical costs not covered by the policy. Thus, if your policy carries a “\$200 deductible,” it means that you are responsible for the first \$200 of medical expenses. When your expenses have exceeded the deductible amount, the policy begins to cover your costs. Most policies cover only a percentage of the total cost, such as 80%. It is important to know your policy’s deductible amount, the percentage of the medical costs covered, and the nature of medical conditions covered.

The Student Health and Counseling Center provides health care on an out-patient basis to all students enrolled at Butler. A health record is required to be on file at the Health and Counseling Center. Students who do not comply will have their university record frozen and will not be able to register for classes in the next term until all records are completed and returned to the Health Center.

The Health Center provides treatment for emergencies and minor illnesses according to medical protocols provided by St. Vincent’s Hospital Family Practice Center. The Health and Counseling Center is dedicated to a holistic approach to health care and maintains extensive patient education materials. The Health and Counseling Center strives to keep students informed of health concerns and “wellness” topics.

The Health Center can give starter doses of medication for minor illnesses such as gastrointestinal upsets, colds, influenza and so forth. The Center also completes throat cultures and urine screening tests. Weight and blood pressure monitoring are provided. A preventative influenza program is also offered during the Fall semester.

The Counseling and Consultation Center provides counseling help to all students on an individual or group basis in many areas related to their University experiences. All counseling, whether individual or group, is strictly voluntary and fully confidential. Students may wish to

come to the Counseling Center regarding issues of a personal, social, career, or academic nature. The center is staffed by a professional psychologist and closely supervised counseling interns.

Students are seen by appointment only, except in emergency situations. Students may either walk in to schedule an appointment or call.

All individual and group counseling sessions are provided at no cost to the student. However, in more serious circumstances where psychiatric consultation is recommended by the Counseling and Consultation Center or requested by the student, the student will incur the cost of individual sessions with the consulting psychiatrist. Group counseling is a situation in which six to eight students who have mutual concerns meet together on a regular basis with a Counseling and Consultation Center staff member. Placement in a group will normally come from a recommendation within the Counseling and Consultation Center. The staff also provides consultation to any campus organization or group. This would require that the group request services and meet with the appropriate staff members to discuss their specific needs.

For more information about the Health and Counseling and Consultation Center, you may visit them at the HRC or call (317) 940-9385.

Private Physicians and Dentists

If you will be staying in the United States for an extended length of time, and especially if you have other family members with you, it would be useful to have a regular physician and dentist so that assured care will be available when needed. Your personal physician can also provide advice and guidance in the use of other health services, such as specialists and clinics.

Your friends, neighbors, and the Butler Health and Counseling and Consultation Center may be helpful in selecting a physician. For a complete listing, look under Dentists and Physicians in the Yellow Pages of the telephone directory or online at The American Medical Association Doctor Search Engine: <http://dbapps.ama-assn.org/aps/amahg.htm> or WebMD Physical Directory: <http://my.webmd.com/pages/dir/toc.asp>

Inquire about costs and insurance matters when you make your first appointment.

Birth Control

There are clinics where women wanting to use contraception are examined by a doctor or nurse practitioner and receive instruction from a nurse in the proper use of all available birth control methods. Fees are often based on individuals' income and pregnancy testing is often free of charge. Several clinics in the area include:

- Planned Parenthood - <http://www.ppin.org/> Located at 3209 N. Meridian St., Indianapolis, IN, 46208. This clinic is open daily for counseling, testing, and health screening. Call 1-800-230-PLAN for an appointment.
- American Red Cross, the Indy Chapter - <http://www.redcross-indy.org/> **Downtown Headquarters, Marion County**, 441 East Tenth Street, Indianapolis, IN 46202-3388 (317) 684-1441 arc@redcross-indy.org

EMERGENCIES AND CONTACT NUMBERS

Emergency Procedures

Keep Emergency Information next to your telephone at home. Write down, in simple terms, names of doctors, hospitals, your child's school (for families), and numbers at which you or your friends and relatives can be reached. The list below consists of telephone numbers you can call in case of an emergency.

Phone Numbers

Fire, Police, and Ambulance - 911

Poison Control – 1-800-382-9097

Butler University Police Department (BUPD)- 940-9396

Butler University Health Center- 940-9385

Area Hospitals

St. Vincent Hospitals and Health Services

(317) 338-2345

Methodist Hospital

(317) 962-2000

SAFETY

Butler University places a high priority on keeping the campus safe for students, employees, and visitors who come here to learn and to grow. Working together, there are many things the institution and students here can do to lessen the chances of crime.

Butler University deals with the possibility of crime through educational and awareness programs on crime prevention and emergency response targeted to students and staff, through continual safety enhancement to campus grounds, and through precautionary measures that touch every aspect of campus life.

Students and scholars here have the opportunity to learn safe personal living habits through programs sponsored by Student Affairs, BUPD, and the Department of Public Safety. There are Emergency/Help phones located around campus in prominent places. They are illuminated by a blue light and are activated by pushing the emergency button located in the pole. There are also help phones in the elevators on campus. Both systems connect the caller directly to the university police dispatch office.

OFF CAMPUS HOUSING

How to find off-campus housing

The "Greater Indianapolis Apartment Guide" lists apartments and houses available for rent every month. The Guide may be obtained from the Student Affairs Office in Atherton Union (room 200). Also, www.apartmentguide.com is the online version. The Office of International Student Services has a few local contacts for rooms for rent near campus.

Lease information

Before you rent off-campus, ask the landlord to explain all the rules to you. You are legally responsible to observe everything in the lease, so be certain it is agreeable to you and that you understand everything in it. Before signing a lease, learn the answers to these questions:

1. How much is the rent? Some landlords collect the first and last month's rent when you move in.
2. Does the rent include gas, electricity, telephone, air conditioning and heat or do you pay for them separately?
3. Can you regulate your own heat?

4. What does the landlord maintain: what is your responsibility? Who mows the grass, who shovels the snow?
5. What, if any, furniture, dishes, bedding are included?
6. Who may visit you? May you have overnight guests? May you keep pets?
7. May you sublet? Under what conditions?
8. How much advance notice must you give before moving?

Understanding will help you and your landlord; it will also make it easier for the next student to find housing. It is usually not possible to break a lease, and even if it is possible, it is certain to be expensive.

Landlords expect tenants to:

- Pay rent promptly.
- Respect property and keep it in good condition. (Some landlords ask tenants for money for damage or for a cleaning deposit. This can range from \$50 - \$300 or more.)
- Tell the landlord of needed repairs; give him/her a chance to make them.
- Make changes only with permission (nail holes, painting, etc.)
- Learn and follow regulations in disposing of trash and garbage promptly.
- Be considerate of neighbors in regard to noise, clutter, and cooking odors.
- Ask questions if uncertain about utilities; for instance, if you like fresh air, it is important to know how to open a window without affecting expensive heat or air conditioning.
- Obey laws, especially concerning use of alcohol and drugs. For further information, telephone Indianapolis police, 327-6100 or check out <http://www.indygov.org/ipd/>.

TELEPHONES

Collect Calls

A collect call is a long distance call made to someone who agrees with the operator to “accept the charges” (cost). Do not accept a “collect” call unless you are willing to pay for it. Do not place a collect call unless you think the person you called will be willing to pay for the call. You may dial a collect call directly, dialing “0,” then the area code and number. This is an operator assisted call and therefore the most expensive call to make.

Residence Hall Telephone Service

Local telephone service is provided for all residents living on Butler’s campus at no additional cost. Each student has to provide his or her own telephone. Butler University is happy to provide long distance services through AT&T. A long distance access code (authorization code) is required to use our long distance services. A monthly itemized billing statement and an authorization card will be provided for each student. To subscribe to this service, please contact the Telecommunications Office at 940-9200.

Telephone Directory

The telephone directory (telephone book) consists of “white pages” and “yellow pages”. It is distributed free to all telephone users. The “White Pages” contains private and commercial phone numbers as well as information regarding calling cards, billings, repair, and other services. The “Yellow Pages” section is the advertising portion of the phone book. You will find listings for many things, for example, hotels, banks, physicians (doctors), churches, locksmiths (in case you lock yourself out of your home or car), etc. Throughout the “Resource

Guide”, there will be many references to listings found in the “Yellow Pages” as aids for locating numbers and addresses for various services and businesses.

Using the telephone

In the U.S. the telephone is used as a convenient means of saving time, unnecessary walking, making reservations and requesting information like bus schedules. It is quite acceptable to use the telephone to set appointments and meeting times with friends and service people such as doctors, professors and anyone else you must contact. It is considered polite to call ahead before stopping by at someone’s home or room.
to call.

To Telephone Locations Outside the U.S.

To call from campus you will need either a long distance access code or a calling card. For more information about obtaining a long distance access code, call 940.9200. One of the first things you may want to do when you arrive in the U.S. is to call home, to assure your family of your safe arrival. To place an international call, dial “011” then the country and city codes, then the number. A calling card can be very helpful. Look online for good calling cards and rates. <http://www.callingcards.com/ccads/> is one place to start.

Cell Phones

Increased use of cell phones is evident in the United States and on the Butler campus. It is relatively easy to obtain a cell phone and sign up for service. To find out if you qualify for a cell phone, contact one of the service providers, such as AT&T, Verizon, Cellular One, Sprint PCS, Cingular, Nextel, etc. All of these providers have websites for more information.

MAIL

After you have established a residence, especially if you are off-campus, you should immediately inform the Office of International Student Services and your family and friends of your new address.

Mail service in the United States is provided by the U.S. Postal Service. The closest post office is in Jordan Hall. Other post offices are located throughout the community in their own buildings or in other buildings. For hours and locations, check out: www.usps.gov. U.S. mailboxes are located on various street corners, in major public buildings, apartment buildings and some local stores.

COMPUTERS

Many students bring their own computers to campus; however, there are plenty of computers, all hooked up to the internet already on campus and available for your use 24 hours a day. To log onto the personal computers (IBM-based) on campus, you will need a personal username and password, assigned after you are enrolled. Until you have your username, you will only be able to access the Macintosh computers. Any concerns should be directed to the Help desk at 940.HELP (940.4357).

SHOPPING

- Lafayette Square Mall
 - Circle Center
- West 38th and Lafayette Rd.
Downtown

- Glendale Mall 6200 N. Keystone Ave.
- Castleton Square Mall 6020 E. 82nd St.
- Keystone at the Crossing (Fashion Mall) E. 86th Street & Keystone Ave.
- Washington Square 10202 E. Washington St.
- Greenwood Mall 1251 U.S. 31 North
- Southern Plaza 4200 South East St.
- Meijer 38th St.
- Walmart SuperCenter 72nd & Keystone, 86th & Michigan
- Westlane 71st & N. Michigan

Department Stores

Department stores offer most things not found in supermarkets. Items include men's, women's and children's clothing, some furniture, rugs, curtains, bedding, and some appliances (for example, washing machines and some small appliances). Some Department Stores include JCPenney, LS Ayres, Macy's and Sears. These stores are almost all located at various malls throughout Indianapolis.

Discount/ "Super" Stores

There are department stores that regularly have prices lower than other stores because they have a less elegant interior, because they buy bulk items at much lower wholesale prices, and because they often sell merchandise that is not the very highest quality. Often items will be marked "seconds" or "irregular" which means that they may have a slight imperfection; usually this doesn't affect their usefulness. Check things carefully to be sure what to expect. Some of these stores have also become "Super" stores, meaning that they carry all the above items, AND include grocery items, drugstore items, a garden center, often an automotive center, and often even have banks, barbershops, portrait studios, optical shops, etc.

Second-Hand Stores

There are a number of second-hand stores in the city. Check the Yellow Pages under "Second-Hand Stores" or "Flea Markets."

Bargaining

Prices in stores are fixed. It is not our custom to bargain for a lower price. Prices in different stores, however, may vary for the same items. Sometimes one store will carry a promotion that allows you to request a lower price if you can show an advertisement from a competing store showing the EXACT same item for a lower price. An exception to the fixed-price rule is when you are purchasing a car. Then you may ask for a lower price.