



LIM COLLEGE

2018-2019

# International Student Handbook



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*The information in this handbook is correct as of the date of publication. LIM College reserves the right to make any changes to policies, procedures, and content in the handbook without prior notice. Please refer to our website for updated information, including the academic calendar and academic requirements.*

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## **WELCOME**

Welcome to LIM College — Where Business Meets Fashion. Studying at LIM will be exciting, rewarding and challenging — all at the same time. You couldn't have made a better choice!

International Student Services (ISS) is an office within the division of Student Affairs. ISS supports holistic student development and learning through experiences that complement the mission of the College and encourage self-exploration, discovery, and personal and career development. Our office is here to support you in adjusting to life at LIM College, as well as in New York City, one of the fastest-moving cities in the world.

Additionally, ISS assists students with the following:

### **1. Maintaining Status**

- Mandatory check-in process
- SEVIS-related issues and concerns
- I-20/DS-2019 endorsements and reprints
- Change of address

### **2. International Student Employment Options**

- On-campus
- Optional Practical Training — OPT (Form I-765)
- Curricular Practical Training — CPT
- Academic Training — AT
- Procurement of Social Security numbers (where eligible)

### **3. Travel requirements**

- I-20 endorsements
- DS-2019 endorsements

### **4. Change-of-Status (Form I-20) requests**

### **5. Transfer to and from LIM College**

### **6. Reinstatement as an F-1 student**

### **7. Academic support and guidance**

### **8. Offering regular workshops and events**

If there is anything we can do to help make your transition to LIM College and/or New York City more smooth, please don't hesitate to let us know. We are a community that values our students and will do what we can to assist you in navigating your new environment.

## Office of International Student Services

Hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Location: 545 Fifth Avenue, 7th Floor

New York, New York 10017-3620

Phone: 646-388-8440 / 8441

Email: [iss@limcollege.edu](mailto:iss@limcollege.edu)

Website: [www.limcollege.edu/iss](http://www.limcollege.edu/iss)

If you would like to meet with the Coordinator of International Student Services (CISS) or the International Student Success Coach (ISSC), please contact the Office of International Student Services (ISS) to schedule a one-on-one appointment to address your questions or concerns.

Our staff makes every effort to process requests in a timely manner. When making a request, please submit the appropriate form(s) with all required signatures and documents. When your request has been processed, you will receive an email confirmation to your LIM email account.

All international students are encouraged to visit LIM College's International Student Services webpage at [www.limcollege.edu/iss](http://www.limcollege.edu/iss). International students are also encouraged to visit and sign up on the One to World website <https://www.one-to-world.org> to stay up to date on events for international students throughout the New York City area. F-1 students are encouraged to visit the Study in the States website <https://studyinthestates.dhs.gov/> and J-1 students are encouraged to visit the J-1 Visa Exchange Visitor Program site <http://j1visa.state.gov/participants/> to learn more about maintaining legal student status in the United States.

**All international students must report to the Office of International Student Services at LIM College during International Student Orientation.**

## LIM COLLEGE BUILDING LOCATIONS

**The Townhouse**

12 East 53rd Street, New York, NY 10022

**Fifth Avenue**

545 Fifth Avenue (at East 45th Street), NY 10017

**Maxwell Hall**

216 East 4th Street, New York, NY 10017

**1760 Residence Hall**

1760 Third Avenue (at East 97th Street), New York, NY 10029

## IMPORTANT TERMINOLOGY

International students should be familiar with the following terms and be aware of their importance in relation to F-1 and J-1 student status:

**SEVIS:** The Student Exchange Visitor Information System (SEVIS) is a secure Internet-based system that allows schools and the United States Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students.

**Principal Designated School Official/Designated School Official (PDSO/DSO):** The PDSO/DSO is the school representative who advises students on immigration matters, maintains their SEVIS F-1 record, and acts as the liaison between the student and the United States Citizenship and Immigration Services (USCIS).

**Responsible Official/Alternate Responsible Official (RO/ARO):** The RO/ARO is the school representative who maintains the SEVIS J-1 record, and acts as the liaison between the student and the United States Citizenship and Immigration Services (USCIS).

**Passport:** A passport is your main identification document. A passport must be valid for at least 6 (six) months into the future at all times. Students may apply for a renewal of their passport in their own country during a vacation abroad or through their country's embassy, consulate or mission in the United States. Regardless of the visa type, students must bring their passport to the Coordinator of International Student Services within 5 (five) days of arriving in the U.S. so that a copy of the ID page can be made for their file.

**Visa:** A visa supplements a passport by allowing for longer stays in the host country. When a student goes to the United States Embassy or Consulate in their home country and presents a new Form I-20 or D-2019, together with all other required documentation, the consulate official will place a visa stamp on a page inside the passport (except Canadian citizens) if they are approved. This visa gives permission to apply for entry into the United States. It indicates the type of visa that has been given for a stay in the United States and when it will expire. Also, it will indicate how many times a student can enter the United States using that visa (e.g. single, two, multiple, etc.). The length of time students are authorized to remain in the United States is determined by the date on the I-20 or DS-2019.

**I-94:** The Form I-94 serves as proof that students have entered the United States in a lawful F-1 or J-1 status. The United States Customs and Border Protection (CBP) office has automated the Form I-94. CBP officers will stamp your passport with your entry date and write your admission class (F-1 or J-1) and duration of stay (D/S). Each time an individual enters the United States, that individual can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to obtain an electronic Form I-94 record (Get Most Recent I-94 or View Travel History sections). Students will need an I-94 to obtain some benefits such as employment authorization, a driver's license, or a Social Security number.

**Form I-20:** This is one of the forms used to document maintenance of F-1 student status. LIM College issues the I-20 once a student has been accepted and has provided financial documents that show the ability to pay for all of the expenses associated with pursuing his or her studies in the United States.

**Form DS-2019:** This document is issued by students who are seeking a J-1 visa to participate in the Exchange Visitor Program. After initial entry into the United States as a J-1 student, such students must see the CISS or Study Abroad Coordinator (SAC) to validate their program participation.

**Optional Practical Training (OPT):** This is a period during which undergraduate and graduate students with F-1 status, who have completed or have been pursuing their degrees for more than 9 (nine) months, are permitted by the United States Citizenship and Immigration Services (USCIS) to work for at most 1 (one) year on a student visa to gain practical training to complement their field of studies. F-1 students are usually permitted a total of 12 (twelve) months of practical training.

**Curricular Practical Training (CPT):** This is a temporary employment authorization for F-1 visa students in the United States while enrolled in a college-level degree program. CPT is granted through the CISS, pursuant to regulations established by United States Citizenship and Immigration Services (USCIS).

**Academic Training (AT):** J-1 visa students may participate in academic training with or without wages or other remuneration during their studies with the approval of the SAC. AT may take place either during the semester of enrollment at LIM College or following it, but the length of the AT may not exceed the length of time that the J-1 student was enrolled in a full-time course of study.

### **Acronyms and Abbreviations**

ARO	Alternate Responsible Officer
AT	Academic Training
COE	Certificate of Eligibility
CBP	United States Customs and Border Protection
CISS	Coordinator of International Student Services
CPT	Curricular Practical Training
DHS	Department of Homeland Security
DMV	Department of Motor Vehicles
DOS	Department of State
DSO	Designated School Official
EAD	Employment Authorization Document
EV	Exchange Visitor (J-1)
ICE	United States Immigration and Customs Enforcement
IRS	Internal Revenue Service
ISSC	International Student Success Coach
OPT	Optional Practical Training
PDSO	Principal Designated School Official
POE	Port of Entry
RO	Responsible Officer
SAC	Study Abroad Coordinator
SEVIS	Student Exchange Visitor Information System
SSA	Social Security Administration
SSN	Social Security Number
USCIS	United States Citizenship and Immigration Services

### **F-1 Students: Maintaining Status**

An F-1 student is a nonimmigrant who is pursuing a "full course of study" to achieve a specific educational or professional objective at an academic institution in the United States that has been designated by the Department of Homeland Security (DHS) to offer courses of study to such students and has been enrolled in SEVIS (Student and Exchange Visitor Information System). It is very important for a nonimmigrant to maintain his or her status while in the United States. Failure to maintain the appropriate nonimmigrant status is grounds for removal from the United States.

To avoid falling out of status, students need to make sure that they read the responsibilities below, and if there is anything that is unclear, make an appointment with the CISS.

### **Full-Time Study Requirement**

Students must maintain a full-time course load during each required semester for the duration of the program. U.S. federal regulations require students to pursue a full course of study each semester until completion of their degree. Full-time enrollment for undergraduate students is a minimum of 12 academic credits per semester; full-time for graduate students is a minimum of 9 academic credits per semester. Students usually require more than the minimum amount of academic credits per semester, mentioned above, in order to meet their program's graduation requirements.

Only one (1) online class may count towards the minimum credit amount each semester. According to the F-1 regulations, an online class is one that "does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class."

If a student cannot register full-time, he or she must see the CISS before classes begin. If a student is registered full-time but needs to drop a class or classes, and thus be registered part-time, he or she must first see the CISS.

Students in their final semester may take as few credits as needed to complete their degree. Students must notify the CISS when they are registering for their final semester.

The Senior Capstone and Senior Co-op courses in undergraduate programs are only offered as 6-credit courses. International students who take these two courses in the final semester must ensure that they take one of these two courses face-to-face or as a hybrid. International students are not allowed to be enrolled in all online courses in their final semester.

The exceptions to the "full course of study" requirement are very limited, and the CISS must authorize a credit load below a full course of study. A student who drops below a full course of study without official approval will be considered out of status. ***Approval after falling below the minimum course hours cannot be guaranteed.***

### **Attendance Requirement**

International students must abide by LIM College's attendance policy set forth in the College Catalog. In addition to the college-wide attendance policy, international F-1 students are required to attend all classes, as scheduled.

Students who do not attend on ground classes for 21 or more consecutive days, except for official school breaks and class cancellations, without a compelling medical reason that would deem a student physically unable to notify the Office of International Student Services, will be terminated in SEVIS for failure to attend. Additionally, if a student receives an FA grade in any course, prior to

completion of the semester, and if without that course, the student drops below full-time status, the student's F-1 status will be terminated in SEVIS.

### **Keeping Your Documents Valid**

Below are the documents that students must keep valid at all times.

**Form I-20:** Students must always keep their I-20 valid. Updates must be reported to the Department of Homeland Security through SEVIS and must be changed on the I-20. Thus, students must notify the CISS immediately of any changes and request an updated I-20. It is each student's responsibility to keep his or her I-20, even after graduation, in case the I-20 is needed to apply for future immigration benefits.

**Passport:** A passport must be valid at all times. If a passport is lost or stolen, a report should be filed with the New York City Police Department (NYPD). This report may be needed in order to obtain a new passport. To renew or replace a passport, students must contact their home country's consulate in the United States.

**F-1 (Student) Visa:** An F-1 visa permits students to apply for admission into the United States as an F-1 student, and needs to remain valid while the student is in the United States (Canadian citizens are not required to have a visa). If the visa expires while the student is in the United States, the next time the student travels abroad s/he must obtain a new F-1 visa before returning to the United States. Visas can only be obtained outside of the United States at a United States embassy, consulate, or mission.

**Form I-94 Arrival/Departure Record:** Form I-94 serves as proof that a student has entered the United States in a lawful F-1 or J-1 status.

### **Changes that Must Be Reported to the Office of International Student Services**

LIM College is required by law to report and update certain information about students into SEVIS. The information that we are required to report includes:

- Withdrawal from the College
- Failure to register for classes
- Failure in a course
- The information on your I-20
- Most recent residential address
- Student only registered part-time
- Student registered full-time
- Employment authorization information (if applicable)

**Undergraduate students:** As an international student studying at LIM College, it is extremely important that you understand the implications to your F-1 status if you withdraw from a class that then causes you to fall below 12 credits (full-time status) per semester, or you fail a course that would then cause you to fall below 12 credits per semester. There is very little LIM College can do to restore your full-time status. *Once LIM College reports to SEVIS that you are no longer registered for full-time study, you will be required to leave the United States. Please see*

**the CISS and/or the ISSC if you need to withdraw from a course, or if you think you may fail a course.**

**Graduate students: As an international student studying at LIM College, it is extremely important that you understand the implications to your F-1 status if you withdraw from a class that then causes you to fall below 9 credits (full-time status) per semester, or you fail a course that would then cause you to fall below 9 credits per semester. There is very little LIM College can do to restore your full-time status. *Once LIM College reports to SEVIS that you are no longer registered for full-time study, you will be required to leave the United States.* Please see the CISS and/or the ISSC if you need to withdraw from a course, or if you think you may fail a course. Please note that due to the graduate program design, all students in graduate programs have to register for 12 credits in their first and second semester.**

All first-year international students must check in with the Office of International Student Services at LIM College at the time of International Student Orientation. ***Participation in International Student Orientation is mandatory.***

Students must report the following information as well:

#### **Program Extension**

If a student is unable to complete the course of study before the completion date on his/her I-20, he/she must request an extension before the current I-20 expires. Please note that program extension is not automatic and is not guaranteed. Extensions are limited and a student may apply for one extension only.

#### **Changing Schools**

If a student decides to transfer to another school, he/she must contact the CISS prior to completing his/her final semester at LIM College.

#### **Change of Level**

If a student completes his/her current program of study and plans to continue at LIM College in another program (for example, if a student finishes a bachelor's degree program and will then continue in a master's degree program or changes to an associate's degree program), the I-20 must be updated since a student was admitted to the United States to complete a specific educational program, as reflected on the I-20. If a student's academic program will change, it is that student's responsibility to request an update to their SEVIS record and obtain a new I-20.

#### **Change of Major**

If a student has initially declared a new major, he/she must request a new I-20. If a student has been accepted into one major and wishes to change into another major, he/she must request a new I-20.

#### **Change of Funding**

If there is a substantial change in the source or amount of funding available to a student to pay tuition, living expenses, meals, travel expenses, etc., this change must be reported to the CISS in order to obtain a new I-20.

### **Name Change**

The name on the I-20 should match, exactly, the name on the passport. If a student changes any part of his or her legal name on the passport, this change must be reflected on the I-20.

### **Address Change**

F-1 students must satisfy their obligation to notify the Department of Homeland Security (DHS) of an address change by informing the CISS of any change of address. This notification must be made within ten (10) days of the address change.

If a student is on Optional Practical Training (OPT), he/she must contact the CISS if he/she changes his/her address within ten (10) days of the address change. ***Please note that your local U.S. address for OPT must be a physical address, not a post office box.***

### **Working in the United States: On-Campus Employment, CPT, and OPT**

F-1 students may work on campus while enrolled full-time and making normal progress toward the completion of degree requirements. This employment can be in any on-campus position that does not displace a United States worker. This employment does not have to be related to the student's course of study.

**Curricular Practical Training (CPT)** is an internship or a required practicum that is offered through the College. CPT is available only as an integral part of an established curriculum and the student must receive academic credit for this training. CPT must be related to the student's program of study.

Students are required to obtain CPT authorization from the ISS office for paid and unpaid internships. Students must provide the CISS with the following paperwork in order to receive the authorization:

- CPT application form signed by a Career Advisor (the form can be obtained from the Career Advisor)
- Offer letter from the company at which the student will intern. The offer letter must be on official company letterhead and contain the start and end dates of the internship, number of hours per week, student's position, and location of the internship.

Students must obtain CPT authorization before the start date of their internship.

CPT can be approved for full-time (21 hours or more per week) and part-time (20 hours or less per week). F-1 students who engage in an aggregate of 12 months or more of full-time curricular practical training at the same educational level become ineligible for optional practical training.

It is not recommended to exceed 20 hours per week of combined CPT and on-campus employment.

**Optional Practical Training (OPT)** is a period during which undergraduate and graduate students with an F-1 status, who have completed or have been pursuing their degrees for more than nine (9) months, are permitted by the United States Citizenship and Immigration Services (USCIS) to work for up to one (1) year while maintaining legal F-1 status. This work must provide practical training to complement the student's field of study.

Students can apply for OPT between 90 days before the end date of their program and 60 days after the end date of their program. Students do not have to have an offer of employment at the time of applying for OPT.

Students who have been approved for OPT and received an EAD card (Employment Authorization Document) from USCIS must remember the following:

- The work during post-completion OPT must be full-time (21 hours or more per week).
- Students must keep official documented evidence for each employment position.
- Students must not accrue an aggregate of more than 90 days of unemployment during post-completion OPT to avoid auto-termination of the SEVIS record.
- Students must report employment to the Office of International Student Services by requesting an OPT Reporting Form within 10 days of employment change.
- Students on OPT are responsible for reporting change of address to the school within 10 days of a change.

On-campus employment, CPT, and OPT must be authorized by the CISS at LIM College before a student starts working.

If an F-1 student secures on-campus employment, CPT or OPT, the student must obtain a Social Security number (SSN) if the position is paid. Information on how to apply for a SSN is located in the *Living in the United States* section of this handbook (page 29).

### **Travelling Outside the United States**

The CISS or a DSO at LIM College must sign a Form I-20 before a student leaves the United States. A travel signature allows students to return to the United States after having left the country. This signature will be valid for one year and can be used for multiple entries. If a student is on OPT, he or she must obtain a travel signature every six (6) months. To obtain a travel signature, students must make an appointment with the CISS. Please note that your passport must be valid for at least six (6) months into the future, when a student is seeking admission or readmission into the United States — unless their country has a different agreement with the United States. A passport must remain valid throughout a student's stay in the United States. Students must have a valid, unexpired visa each time they enter the United States. If the visa expires while a student is in the United States, the next time the student travels abroad or to their home country, he/she must obtain a new visa in order to re-enter the United States.

After a temporary absence from the United States, students must present the following at the port of entry:

- An unexpired I-20 endorsed for travel within the last 12 months
- A valid passport
- A valid F-1 Visa
- Evidence of financial support
- A copy of the student's most up-to-date transcript and current course schedule

Please note that students who stay outside the United States for more than one (1) semester and students on Optional Practical Training may have additional requirements. See the CISS for details.

### **Extension of Status**

If a student will not complete a course of study by the program end date indicated on the I-20, he or she must request an extension. The United States Immigration regulations require that I-20s remain valid during a student's entire course of study. Students are eligible for a program extension if their I-20 has not yet expired; if they have been continually maintaining lawful F-1 status; and compelling academic or medical reasons caused the delay in completion of their program. The CISS must authorize the extension in SEVIS. Extensions are limited and a student may apply for one extension only. Additionally, adding a concentration is not considered a compelling academic reason for extending F-1 student's period of stay in the U.S. Students who add a concentration to their degree program must be able to complete concentration requirements by the program end date listed on their Form I-20. Please note that concentration related courses may not be the only courses taken in the student's final semester.

### **Transfer to Another School**

If a student plans to continue studies at another school, he/she needs to meet with the CISS to have his/her SEVIS record transferred to the new school. The student must begin classes at the transfer school or program within five (5) months of transferring out of LIM or within five (5) months of the program completion date on his or her current Form I-20, whichever is earlier. In the case of an F-1 student authorized to engage in post-completion optional practical training (OPT), the student must be able to resume classes within five (5) months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier. In order to transfer to a new school, students must be in lawful status, **and they must do the following:**

- Apply to a new school and be accepted to a program of study.
- Contact the Office of International Student Services (or similar office) at the new school to inform them of your intent to transfer to their school. Students will need to complete an I-20 transfer application, and turn in documentation that will allow their new school to issue an I-20.
- Inform the CISS at LIM College that you plan to transfer to a new school so that CISS can complete and provide a transfer recommendation form for the new school.
- If a student is graduating and planning to transfer to another institution, he/she must inform the CISS within 60 days of the last day of classes at LIM College.
- If a student is not graduating but transferring, he/she must inform the CISS of the transfer before the end of his or her last semester at LIM College.

If a student does not complete the transfer process, as described above, a student's F-1 status will be terminated.

Once an I-20 record has been transferred to a new school, LIM College will no longer have access or authority to update or otherwise change that record.

### **Grace Period**

F-1 International students who graduate have 60 days to leave the United States, apply for a change of status, or transfer to another school. The grace period is a period of time given to students who successfully complete their program of study and have graduated. This time allows such students to

take care of certain business, such as transferring schools, changing one's status, or starting a new degree program at LIM College following the completion of OPT.

**Please note: Students cannot travel internationally and re-enter the United States in F-1 status during this grace period. Students who do not graduate are not eligible for a grace period.**

An F-1 student who has been granted an authorized early withdrawal by a DSO may remain in the United States for up to 15 days following the withdrawal date noted in SEVIS. This time allows such students to prepare to depart the United States. **Any student who withdraws from classes without previous authorization must leave the United States immediately and is not eligible for the grace period.**

### **J-1 Students: Maintaining Status**

J-1 eligible students are either part of an established exchange program or receive at least 50% of their funding from a source other than personal or family funds (such as from a scholarship, fellowship, or assistantship from an external source).

### **Full-Time Study Requirement**

J-1 students must maintain a full-time course load during each required semester for the duration of their program. Students who wish to register for part-time study, or who want to withdraw from a course, must receive approval from the SAC (Study Abroad Coordinator) in order to avoid being out of status.

### **Keeping Your Documents Valid**

Federal law requires students carry their documents with them at all times. Below are the documents that a student must keep valid.

**Form DS-2019:** The DS-2019 indicates the institution at which a student is permitted to study, the student's program of study, and the dates of eligibility. Students must request a DS-2019 extension prior to the form's expiration date. Allowing the DS-2019 to expire before completion of the academic program is a violation of J-1 status.

**Passport:** A passport must be valid at all times. If a passport is lost or stolen, a report should be filed with the New York City Police Department (NYPD). This report may be needed in order to obtain a new passport. To renew or replace a passport, students must contact their country's embassy or consulate in the United States.

**J-1 (Student) Visa:** The visa permits a student to apply for admission into the United States as a J-1 student, and it does not need to remain valid while a student is in the United States. Canadian citizens are not required to have a visa. If the visa expires while a student is in the United States, the next time he/she travels abroad a new J-1 visa must be obtained before returning to the United States. Visas can only be obtained outside of the United States at a United States consulate.

**Form I-94 Arrival/Departure Record:** The Form I-94 serves as proof that a student has entered the United States in lawful J-1 status.

### **Changes a J-1 Student Must Report to the Study Abroad Coordinator**

LIM College is required by law to report and update certain information about students into SEVIS. The information that we are required to report includes:

- Withdrawal from the College
- Failure to register for classes
- Failure in a course
- The information on your I-20
- Most recent residential address
- Student only registered part-time
- Student registered full-time
- Employment authorization information (if applicable)

**Undergraduate students:** As an international student studying at LIM College, it is extremely important you understand the implications to your J-1 status if you withdraw from a class that then causes you to fall below 12 credits (full-time status) per semester, or you fail a course that would then cause you to fall below 12 credits per semester. There is very little LIM College can do to restore your full-time status. *Once LIM College reports to SEVIS that you are no longer registered for full-time study, you will be required to leave the United States.* Please see the SAC if you need to withdraw from a course, or if you think you may fail a course.

**Graduate students:** As an international student studying at LIM College, it is extremely important that you understand the implications to your J-1 status if you withdraw from a class that then causes you to fall below 9 credits (full-time status) per semester, or you fail a course that would then cause you to fall below 9 credits per semester. There is very little LIM College can do to restore your full-time status. *Once LIM College reports to SEVIS that you are no longer registered for full-time study, you will be required to leave the United States.* Please see the SAC if you need to withdraw from a course, or if you think you may fail a course.

All first-year J-1 international students must check in with the Study Abroad Coordinator at LIM College at the time of the International Student Orientation. *Participation in International Student Orientation is mandatory.*

Students must also report the following information:

#### **Program Extension**

If a student is unable to complete a course of study before the completion date noted on the DS-2019, he/she must notify the SAC and request an extended DS-2019 before the current DS-2019 expires. If a student plans to engage in Academic Training (AT), he or she must request an extension from the SAC.

#### **Change of Funding**

If there is a substantial change in the source or amount of funding, this change must be reported to the SAC to obtain a new DS-2019.

#### **Name Change**

The name on the DS-2019 should match exactly the name on the passport. If a student changes any part of the legal name on his/her passport, this change must be reflected on the DS-2019.

## **Address Change**

Any change of address must be reported to the SAC within ten (10) days of the change.

## **Insurance Requirements for J-1 Students**

J-1 students are required by federal law to have specific amounts of sickness and accident insurance for the duration of their program. Minimum coverage must provide medical benefits of at least US\$100,000 per accident or illness; a deductible not to exceed US\$500 per accident or illness; and cover expenses associated with the medical evacuation to the home country of at least US\$50,000; and repatriation of one's remains US\$25,000.

All LIM undergraduate students, including exchange students, are automatically enrolled in the College's insurance plan. If you believe that your existing insurance meets the J-1 visa requirements as listed above, you must provide the complete policy for your current insurance plan to the Study Abroad Coordinator with the specific requirements mentioned above to prove that your coverage is sufficient to waive out of LIM's insurance plan. Such documentation must be submitted no later than July 1 (fall semester students) / November 1 (spring semester students) and will be evaluated for comparability. Students whose plans are found to be comparable will be allowed to be covered under their current plan and will not be enrolled in LIM's insurance plan. All students who do not submit sufficient documentation by this date will be automatically enrolled in LIM College's insurance plan and billed for the coverage. The cost of coverage for 2018-2019 exchange students is US\$1733 per year.

## **Working in the United States: On-Campus Employment and Academic Training**

J-1 students who receive written authorization from the LIM College's Responsible Officer (RO) or the Alternate Responsible Officer (ARO) of their exchange program and are maintaining status may work part-time on campus while classes are in session. Students may not work on campus after completing their course of study.

J-1 status allows limited employment, such as Academic Training (AT), which is training related to your field of study. Students must request pre-completion or post-completion AT authorization from the Study Abroad Coordinator before starting their internship or job. Students must be able to provide the following documentation:

- Offer letter from your internship. The offer letter must contain: position and description of duties, start and end dates of the training (internship), number of hours per week, whether it is a paid or unpaid position, the address of your training, and the first and last name of your supervisor. This letter must be on official letterhead.

- Academic Advisor's recommendation form (can be obtained from the SAC)

The training may be paid or unpaid. The total training period may not exceed the amount of time spent enrolled in a full course of study. If a student is planning to engage in AT after the completion of his/her studies, he/she must notify the SAC before the end date of the program. LIM College requires all J-1 students who apply for Post-completion AT submit all the required paperwork at least two (2) weeks before the program end date. Failure to submit required paperwork for Post-Completion AT in a timely manner will result in automatic deactivation of the student's SEVIS record and, thus, inability to be authorized for the post-completion academic training (internship). If

a J-1 student is paid while doing AT, he/she must apply for a Social Security number. Please refer to Living in the United States section of this handbook for more details (page 27).

### **Travelling Outside the United States**

At the port-of-entry after a temporary absence from the United States J-1 students must present:

- A valid passport
- A valid J-1 visa
- A valid Form DS-2019, signed for re-entry by the RO/ARO
- A copy of your transcript
- A copy of the current course schedule
- Proof of financial funding

If the J-1 visa expires while a student is in the United States, the next time he/ she travels abroad or to his/her home country, a new visa must be obtained in order to re-enter the United States.

### **Two-Year Home Residency Requirement**

In some cases, the J-1 visa may carry with it a two-year home residence requirement (also known as Section 212(e)) which requires J-1 visa holders and their J-2 dependents to return to their home country for two years before they can be eligible to apply for an immigrant visa or a non-immigrant H or L visa. The requirement also makes J-1 visa holders and J-2 dependents ineligible to change status to any other visa within the United States. Not all J-1 visa holders are subject to this requirement. The requirement applies to those individuals in one of the following situations:

- If the J-1 student receives funding from the United States government, home government, or an international organization
- If the J-1 student worked or studied in a field that appears on the “Skills List,” which identifies fields of specialized knowledge and skills that are needed for the “development” in the J-1's last country of permanent residence. The list is available at [www.travel.state.gov](http://www.travel.state.gov)
- If the J-1 student participated in a graduate medical training program in the United States under the sponsorship of the Educational Commission for Foreign Medical Graduates

### **Are you subject to 212(e)?**

J-1 visa holders should check both their Form DS-2019 and J-1 visa to see if they are subject to the two-year home residence requirement, 212(e). If either or both of these indicators appear, please contact the SAC. Any student who is not sure whether the Home Residency Requirement applies to them should contact the SAC.

## **FREQUENTLY ASKED QUESTIONS: Maintaining Your F-1 or J-1 Visa Status**

### **What do I do after I graduate?**

When an F-1 student is preparing to graduate, he or she has the following options: transfer to another school, apply for post-completion Optional Practical Training (OPT), or leave the United States before the 60-day grace period expires.

Students will have 60 days from the last day of classes to inform the CISS of their plans to transfer to a new school. If you do not inform LIM College that you wish to have your record transferred to another institution, it will automatically be marked “completed” in the SEVIS system.

**Can I study part-time?**

Students can be part-time only if there are compelling academic or medical reasons that must be properly documented and proven. If these criteria are *not* met, part-time study cannot be authorized. In order to study part-time, an international student must receive from the CISS authorization to maintain a Reduced Course Load (RCL).

**Do I need to enroll full-time during my last semester, if I have less than 12 (undergraduate) or 9 (MPS) credits required for the degree?**

No. If you need less than 12 (undergraduate) or 9 (MPS) credits to complete your degree requirements, you will be allowed to enroll part-time in your last semester.

**What happens if my visa expires?**

A visa is an entry document used to lawfully enter the United States. If you plan to leave the United States, you will need a valid visa for reentry into the United States. If you plan to leave the United States, please make sure you see the CISS prior to departure.

**What happens if my I-20 or DS-2019 expires?**

You are considered out of status if your I-20 or DS-2019 expires. If either document has expired, immediately schedule an appointment to meet with the CISS or SAC.

**What if my I-20 or DS-2019 expires before I complete my program?**

You must schedule an appointment, in a timely manner, to process an extension of your I-20 or DS-2019 if either expires earlier than your anticipated completion date. *An extension of status is granted only for compelling academic or medical reasons. Extensions are limited and a student may apply for one extension only.*

**I lost my I-20 or DS-2019. What should I do?**

If your I-20 or DS-2019 is lost, damaged, or stolen, you must request a new I-20 or DS-2019 from the CISS or SAC. If your I-20 or DS-2019 is stolen, you should also file a police report with the New York City Police Department (NYPD) as soon as possible.

**I am a J-1 student interested in getting a job/internship. What should I do?**

J-1 students are eligible for off-campus work both during and after their course of study through Academic Training (AT). Please schedule an appointment with a Career Advisor in the Department of Experiential Education & Career Management (EECM) and the SAC if you are interested in applying for AT. You must have an internship offer letter prior to applying for AT.

**I am an F-1 student interested in getting a job/internship. What should I do?**

After one (1) academic year, F-1 students are eligible to pursue off-campus work that is integral to their course of study. This is known as Curricular Practical Training (CPT). F-1 students can also apply for Optional Practical Training (OPT). Please see the CISS if you are planning to apply for OPT.

**Can I work on campus?**

Yes. F-1 and J-1 students are authorized to work on campus. Please refer to the Working in the United States section of this handbook for more information (page 9).

## **Can I travel within the United States after I graduate?**

If you are an F-1 student, you must leave the United States within 60 days of your program end date. If you are on a J-1 visa, your grace period is 30 days. You may travel within the U.S. during your grace period.

## **SUPPORT SERVICES AT LIM COLLEGE**

The following is a partial list of services that LIM College provides to all of our students to help them succeed.

### **International Student Services**

The office of International Student Services provides information and services to students concerning international F-1 student status and immigration regulations. In addition, the office is here to support international students in adjusting to college life at LIM College, as well as life in New York City, one of the fastest moving cities in the world.

### **International Student Success Coach**

The International Student Success Coach (ISSC) supports international students in pursuing their educational goals, helps with accessing information pertaining to academics, housing, life coaching and overall student experience in the U.S. The ISSC serves as a critical advising and a primary source of information for international student success.

### **Coordinator of International Student Services**

The Coordinator of International Student Services (CISS) advises new and returning F-1 international students on how to maintain legal F-1 status and advises students on regular and complex F-1 status issues as well on overcoming cultural adjustment issues. The CISS provides regular on-campus workshops about CPT, OPT, travel and others.

### **Counseling & Accessibility Services**

The Office of Counseling & Accessibility Services provides the following support services to help students achieve their educational and personal goals, and to assist students overcome personal or educational challenges, such as adjusting to life in a new country:

#### **Personal Counseling**

Free and confidential counseling services are available to all enrolled students. Students seek counseling for many reasons, such as anxiety, depression, relationships, and cultural adjustment. We encourage students who are finding it difficult to adjust to life in the United States to utilize the counseling services on campus.

#### **Accessibility Services**

Academic and non-academic accommodations are provided to any student with a qualified disability to ensure equal access to the programs and activities of LIM College. Students must register for these services by supplying appropriate documentation and meeting with the Disability Services Specialist. This documentation must be in, or translated into, English. Please find more detailed information regarding accessibility services in the LIM College Accessibility Services Handbook, located at [www.limcollege.edu/accessibilityserviceshandbook](http://www.limcollege.edu/accessibilityserviceshandbook).

#### **Immunization Recordkeeping**

New York State law does not allow students on campus without proof of immunization on file. All students must submit immunization forms prior to the start of classes. These forms must be in, or translated into, English. For more detailed information about the LIM College immunization policy, please visit <https://www.limcollege.edu/immunization>.

### **Workshops**

Programs that promote healthy living, skills development, and a sense of community are provided. Some examples include free yoga classes in the residence hall, self-defense training, nutrition seminars, and time management and study skills workshops.

### **Medical Withdrawals**

Medical withdrawals are granted to students who have a medical or mental health condition that necessitates a leave from school. Students seeking a medical withdrawal must submit supporting documentation from a licensed healthcare provider. Please find more detailed information regarding LIM College's Medical Withdrawal Policy at <https://www.limcollege.edu/medical-withdrawal-policy>.

The Office of Counseling & Accessibility Services is located on the 14th floor of Maxwell Hall and can be reached at 646.218.6048 or by email at [counseling&accessibility@limcollege.edu](mailto:counseling&accessibility@limcollege.edu).

### **Housing & Residence Life**

#### **1760 Residence Hall**

Living on campus allows you to become a part of the College community and provides an environment conducive to academic, social, cultural, and personal growth. Students who live on campus are invited to participate in a variety of programs and activities that complement the in-classroom experience. Students who are interested in learning more about on-campus housing at our 1760 Residence Hall are encouraged to contact the Office of Housing & Residence Life at 212.752.1530 Ext. 330 or at [residencelife@limcollege.edu](mailto:residencelife@limcollege.edu).

#### **Living Off Campus**

Some students may choose to live off campus. Should you choose to explore off-campus housing, here is some important information to consider:

New York City is among the most expensive cities in the world in which to live. Moreover, international students often find it challenging to deal with real estate brokers and landlords, who often require international students to pay upwards of a full year's rent *in advance* of occupancy. A landlord may also require an international student to have someone who resides in the United States co-sign an apartment lease. If you have any questions about off-campus living, please consult with the staff in the Office of Housing & Residence Life using the contact information above.

#### **Common Rental Terms**

**Furnished:** Housing is equipped with furniture and large appliances. Kitchen utensils and bedding supplies are not included.

**Utilities:** Electricity, water, gas, trash/sewer, telephone, Internet, cable television. Except for water and, in some cases, heat, the renter pays all other utility charges.

Deposit: A deposit is money that is used by the landlord to ensure that terms of an agreement will be met, or for cleaning or the repair of damages at the end of your tenancy. A landlord usually requires a tenant to pay a damage deposit when renting an apartment or house. As noted above, renting an apartment in New York City is an expensive and complicated process.

Lease: A lease is a legal and binding contract between you and your landlord. Failure to abide by the terms of the agreement can lead to legal complications. **Before you pay a lot of money and before you sign any documents, it is a good idea to have someone who speaks English well and knows the New York City rental market carefully review your lease or rental agreement.**

Payment of Rent: It is your responsibility to pay the rent each month, even if you are on vacation, unless your lease states otherwise. Failure to pay your rent on time could result in eviction.

Maintenance: General upkeep of your house or apartment

When you sign a lease, you usually have to pay a security deposit. As noted above, it is not uncommon for international students to be asked to pay, at the point you sign your lease, between six months and up to a full year's rent. When your lease is over, and if you leave the apartment undamaged, the deposit may be returned to you. If there is damage to the apartment, the landlord is entitled to keep the amount of the deposit necessary to return the apartment to the condition it was when you first occupied it. If you are required to pay for utilities in addition to your monthly rent, ask the landlord how much utilities will cost per month. When reviewing your lease, pay particular attention to those sections regarding deposits, advance rent payments, or other restrictions, such as the number of people allowed to live in the apartment, and what, if any, alterations can be made to the apartment.

If you need assistance locating off-campus housing, or if you have questions regarding what you can expect living off campus, you are encouraged to contact LIM's Office of Housing & Residence Life at 212.752.1530 Ext. 330 or [residencelife@limcollege.edu](mailto:residencelife@limcollege.edu).

### **Student Life**

The Office of Student Life at LIM College organizes student clubs, organizations, activities, leadership opportunities, community service, diversity education programs, and new, transfer, and international student orientation. International students are encouraged to visit the Office of Student Life to learn about the many ways you can meet people, socialize, stay active, and participate in programs related to the fashion industry and college life in the United States. Each semester the Office of Student Life organizes a Campus Life Fair where all student clubs/organizations representatives are available to share their activities and accept new members. Staff in the Office of Student Life can be reached at 212.752.1530 Ext. 305 or by email at [studentlife@limcollege.edu](mailto:studentlife@limcollege.edu).

### **Student Financial Services and Insurance Information**

The Office of Student Financial Services (SFS) is located on the third floor of The Townhouse, at 12 East 53rd Street (between 5th and Madison Avenues). No appointment is necessary. SFS is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. SFS is closed on most Fridays in the summer. Phone 212.310.0689 or email [sfs@limcollege.edu](mailto:sfs@limcollege.edu).

### **Payments**

Your student account statement is available in your SonisWeb account, under “Billing.” Payments may be made by check drawn on a United States-based bank account and payable to “LIM College”, a United States or international money order, or cash. If paying in cash, the United States Internal Revenue Service (IRS) requires students to complete IRS Form 8300 for any cash payments over US\$10,000. This includes the payment for tuition and fees.

Students who wish to make an international wire transfer may use “flywire” (formally known as peer Transfer), a service that allows you to pay securely from any country and any bank, generally in your home currency. Please visit <https://www.flywire.com/limcollege> for more information. Payment deadlines for each semester can be found in the academic calendar <https://www.limcollege.edu/academics/calendars>.

### **Scholarships**

LIM College encourages students to apply for scholarships to assist with tuition and related expenses. Web-based scholarship search engines, such as [www.internationalscholarships.com](http://www.internationalscholarships.com), allow students to search for a variety of need- and merit-based scholarships. Please visit [www.limcollege.edu/admissions/financial-aid](http://www.limcollege.edu/admissions/financial-aid) for additional scholarship resources. You are also encouraged to consult your home government about grants or scholarships that allow its citizens to study abroad. There are many LIM College students whose home countries pay all or a portion of the student’s tuition and related expenses.

### **Student Health Insurance**

LIM College requires all full-time undergraduate and all graduate students to carry health insurance. LIM students are automatically enrolled in the College’s insurance program through Gallagher Student Health and Special Risk. If students are interested in waiving out of the health insurance provided by Gallagher Student Health and Special Risk the following conditions must be met:

- Student must have health insurance with appropriate coverage options.
- The health insurance company must have a United States-based claims office.
- Student must complete the online waiver at [www.gallagherstudent.com/LIM](http://www.gallagherstudent.com/LIM). Please also visit this website for resources on finding a doctor or pharmacy and submitting an insurance claim.

**J-1 students have special insurance requirements, which are explained on page 14.**

### **The Writing Center**

The LIM College Writing Center, which is located on the third floor of Maxwell Hall, prepares students for academic and career success by offering one-on-one tutoring and providing opportunities for students to publish their written or creative work. The Center also collaborates with all departments across the College to foster excellence in writing, speaking, reading and critical thinking.

To schedule an appointment to see a tutor, go to <http://limcollege.mywconline.com>. Tutoring in both writing and in computer-aided design (CAD) are available. The Writing Center also offers online writing tutoring; you can access this option by visiting the website above. All tutoring sessions last up to 50 minutes, and you can make appointments with faculty or staff tutors depending on your preference. Great writing always comes from collaboration, so consider coming early and often —

schedule an appointment as soon as you get an assignment so you can develop a plan; then come back once you have a draft. This consistent focus will allow you to develop a piece of writing and structure your process during what will inevitably be a very busy semester. The Center seeks to help writers with all levels of experience, at every stage of the process, whether you are working on a paper, an article, a cover letter, APA-formatted documentation, or something else entirely.

The Writing Center is pleased to offer broad support to international students. Like most things, English is best learned with constant repetition and exposure, so if you are interested in setting up a recurring appointment, contact the Writing Center to develop a plan that best suits your needs.

The Writing Center is open Monday through Friday from 9:00 a.m. to 9:00 p.m.

### **The Math Center**

The Math Center serves as a multi-functional resource and instructional support facility for all LIM College students. Through peer tutoring, study groups, and one-on-one sessions, the Math Center strives to assist students in fulfilling their academic potential. The Math Center provides students with a supportive and motivating environment for cooperative learning and student-teacher interaction.

The Math Center utilizes a talented group of peer tutors. Peer tutors work with students on specific course content, based on their area of expertise. In addition, the Math Center offers faculty-led review sessions, which enable faculty to meet with students in groups or individually to review course content. These review sessions are often scheduled in advance of an exam.

Priority access to tutoring is given to students with scheduled appointments. All math tutors work with no more than four students at a time. Forty-eight-hour advance notice is required to book a tutoring session. During the common lunch period, on Mondays and Wednesdays, all tutoring sessions are done on a walk-in basis. Students are required to bring their class notes to all tutoring sessions.

The Math Center has a culturally and ethnically diverse group of faculty and peer tutors who speak several languages that often include Spanish, Chinese, Japanese, Russian, German, French and Korean. Students who are interested in meeting with a tutor who speaks a specific language are encouraged to contact the Math Center to discuss options.

Students can make tutoring appointments online by visiting the Math Center webpage <https://www.limcollege.edu/academics/academic-resources/math-center>. Appointments can also be made in person. If you have questions, please email [mathtutor@limcollege.edu](mailto:mathtutor@limcollege.edu).

The Math Center is located on the third floor of Maxwell Hall and is open Monday through Thursday from 9:00 am to 5:00 pm and Friday from 10:00 am to 3:00 pm.

### **Academic Success at LIM College**

You may find that the United States' education system is different from that of your home country. Many new international students find they have to adjust how they prepare and study for their courses. You may find additional information on the U.S. education system, via Education USA, at

<https://educationusa.state.gov/experience-studying-usa/us-educational-system>. LIM College is dedicated to providing international students with the resources they need to succeed.

#### Tips to help ensure your success at LIM College:

- Attend every class. Attendance is monitored at LIM College and failure to attend could result in a negative impact to both your grades and your F-1 or J-1 status.
- Introduce yourself to all your professors. If you are having academic difficulties with a course, speak with your professor, and he/she can provide you with direction on how to improve or provide resources where to get further assistance.
- Thoroughly read the syllabi that your professors hand out at the beginning of each semester. Each syllabus will outline course expectations and list assignments due dates and examination dates. The grading scale will also be provided, so that you know what you need to earn to achieve a passing grade—hopefully an “A.”
- Prepare for class ahead of time and take notes while in class.
- Allow sufficient time to complete assignments and study for mid-semester and final examinations.
- Surround yourself with focused individuals and develop study groups to help prepare for examinations and other assignments.
- Participate in classroom discussion, ask questions or answer questions posed by your professors or other students; share your opinion.
- Make sure to use all the student services available on campus such as the Math Center, the Writing Center, and the Adrian G. Marcuse Library. In addition, please see other academic resources, via LIM College’s website, at <https://www.limcollege.edu/academics/academic-resources>.
- Communicate with staff in the Office of Counseling & Accessibility Services (see contact information page 19) and/or the office of International Student Services to help if you feel overwhelmed, stressed, anxious, etc.
- Make sure to get enough sleep and exercise.
- Make sure you eat well.
- Practice and try to always speak English. Doing this will assist you in adjusting to the United States and LIM College. Contact the Office of International Student Services for additional information on additional resources to improve English language proficiency.

#### **Expectations**

Keep in mind that there is a period of adjustment to acclimating to a new educational system. In a short time, you will begin to feel more and more comfortable with the English language and the American style of college-level instruction. The study habits appropriate for the education system in your home country may not serve you well in the U.S. You may have to learn to approach your studies in a different way while you are studying at a U.S. college or university. Remember, there are plenty of people at LIM College who are ready to help you succeed and realize your fullest potential. You may watch or read about personal experiences from international students in other U.S. schools via Education USA at <https://educationusa.state.gov/experience-studying-usa/stories-international-students>.

#### **The Semester System**

The academic year at the undergraduate level includes two semesters that are approximately 15 weeks each. In addition, LIM College offers two summer sessions. Please consult with your academic advisor to determine which, if any, summer courses might be appropriate for you.

The academic year at the graduate level includes three consecutive semesters that are approximately 15 weeks each.

### **Credits**

The academic work a student undertakes at LIM College is measured in credits. The number of credits assigned to a course usually depends on the number of hours per week the course meets. A three-credit course, for example, will meet three hours weekly for one 15-week semester. Students must earn a specified number of credits to graduate. This number varies for undergraduate and graduate students. Information about graduation requirements can be found in the College's undergraduate and graduate catalogs. Most undergraduate and graduate courses carry three credits.

### **Grades**

Undergraduate students must achieve a cumulative grade point average of 2.00 and satisfactorily complete all requirements for their degree and major. To find out more about Satisfactory Academic Progress, please refer to the current Undergraduate College Catalog.

<b>Letter Grades</b>	<b>Numeric Range</b>	<b>Quality Points</b>
A	94-100	4.00
A-	90-93	3.70
B+	87-89	3.50
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.50
C	70-76	2.00
C-	68-69	1.70
D	65-67	1.00
F	Below 65	0

### **Grade Point Average**

The cumulative grade point average (GPA) is an average of all grades received in LIM College credit-bearing courses. It is obtained by multiplying the point value of each grade by the number of credits for the course. Add those totals and then divide that sum by the total number of credits attempted. Semester GPAs and cumulative GPAs are calculated at the end of each semester.

Graduate students enrolled in a degree program are required to obtain a grade of C or better in order to successfully complete any course requirement. In order to graduate from the program, a minimum cumulative GPA of 3.00 must be maintained. If a student's cumulative GPA drops below 3.00 at any time, the student will be placed on academic probation. A student's GPA dropping below 3.00 may also have financial aid implications.

### **IMPORTANT: Add/Drop Period and Course Registration**

Beginning on the first day of classes each semester, there is a five-day period during which students may add or drop a course without any financial or academic penalty. The procedure to add and/or

drop a course(s) is outlined in the LIM College Student Handbook. You may also consult with your assigned academic advisor. An academic advisor helps you plan your program of study in a way that will best enable you to fulfill your graduation requirements and, at the same time, tailor your studies to your interests. Your academic advisor will handle all course registrations and course changes. If an international student drops a course, he/she must absolutely ensure that doing so does not cause them to fall below full-time status. Regardless of whether an international student intentionally or unintentionally drops a course(s), doing so may put him/her in violation of their F-1 or J-1 international student visa status.

- Full-time Undergraduate must take a minimum of 12 credits per semester.
- Full-time Graduate must take a minimum of 9 credits per semester. Due to the graduate program design and course availability each semester, international students should register for 12 credits per semester in first and second semesters and take the remaining 6 credits in the final semester.

### **Dictionaries**

Many international students rely heavily on a bilingual dictionary to translate words from their native language to English and vice-versa. However, bilingual dictionaries provide a very limited amount of information. A good dictionary should give all the definitions and meanings of a word in different uses and contexts.

### **Appropriate Behavior**

Attendance is very important. Be present for the first day of class. If you miss a day of class, talk to the professor to explain your absence and get notes from a classmate on what you missed. If you are sick and miss several classes, be sure to inform your professor(s) and the Associate Dean of Academic Affairs if you are an undergraduate student and the Dean of Graduate Studies if you are a graduate student, so they are aware of your situation and are able to assist you. It is crucial to communicate with professors as they are the individuals who will evaluate your academic performance and mark your attendance. In addition, contact the CISS and ISSC for assistance and guidance.

There are some U.S. student behaviors that you may find surprising or that might be considered disrespectful in your home country. For example, students may interrupt professors as they lecture to ask questions or raise objections to what is being said. In the U.S. this is not disrespectful conduct. On the contrary, one way for American students to show respect for teachers is by being active participants in classroom discussions. Raising questions and giving your opinion is considered to be proper class behavior. In fact, class participation is usually a positive factor in determining your grade.

### **Academic Integrity Policy**

LIM College does not tolerate any act of academic dishonesty, intentional or unintentional. A student who is involved in an academic dishonesty incident is subject to a range of sanctions including but not limited to a failing grade for the assignment or exam, a failing grade for the course, suspension, and expulsion. Any infractions of the academic integrity policy will also result in lost eligibility for any graduation honors or awards.

Academic dishonesty includes but is not limited to the following.

**Plagiarism:** Plagiarism refers to representing words or ideas of another as one's own in any academic exercise without providing proper documentation of source. Examples include but are not limited to:

- Copying information from a source without using quotation marks and giving proper citation
- Paraphrasing information from a source without giving proper citation
- Representing another's intellectual work as one's own, including but not limited to, audio-visual and computer-based materials, slide presentations, computer files, artistic compositions, graphic design, photographs, paintings, and/or drawings

*It is the responsibility of the student to learn the correct APA method of documenting sources, which allows the incorporation of the works of others into papers, reports, and assignments. This information is available from the Adrian G. Marcuse Library and the Writing Center.*

**Facilitation:** Facilitation refers to assisting any person in the commission of an academic integrity violation. Examples include but are not limited to:

- Allowing another student to copy one's answers during an examination
- Giving another student one's assignment or paper
- Taking an examination or writing a paper for another student
- Signing an attendance sheet for a student who was not present in class
- Providing to another person an examination or portions of an examination prior or subsequent to the administration of the exam

**Cheating:** Cheating refers to intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples include but are not limited to:

- Copying from another student's examination, homework assignment, computer program, report, or project
- Gaining or attempting to gain unauthorized access to examination materials
- Looking at another student's exam before or during an examination
- Possessing and/or using an electronic device that contains unauthorized information
- Talking, whispering, or using a cell phone during an examination
- Submitting, without prior permission, any work submitted to fulfill another academic requirement at LIM College or any other institution
- Allowing another person to do one's work and submitting it as one's own
- Having or providing unauthorized outside help when completing online tests or assignments

**Unauthorized Collaboration:** Unauthorized collaboration is working with another student(s) without the instructor's permission in the preparation of homework assignments, take-home exams, term papers, research projects, reports, or projects, or otherwise failing to abide by the instructor's rules governing the academic exercise.

**Fabrication and Misrepresentation:** Fabrication refers to the falsification, misrepresentation or invention of any information, data, or citation in any academic exercise. Misrepresentation refers to misrepresenting or tampering with or attempting to tamper with any portion of one's transcripts or academic record, either before or after coming to LIM College. Examples include but are not limited to:

- Forging a change of grade form
- Tampering with computer records
- Falsifying or omitting academic information on an application or resume

*Special Note - Online Plagiarism:* At LIM College, significant effort is made to maintain the integrity of online work including, but not limited to, exams, projects, and papers. Your online work must be your own and the following rules must be followed.

- Use of textbooks or class notes is not allowed unless the professor explicitly identifies the exam as open book or open notes.
- In certain instances, a professor may allow students to use websites, books, or publications to complete or support all or part of an exam. In these instances, students must properly cite their sources in their answers.
- Unless allowed by the professor and clearly stated in the exam or project instructions, collaborating with other students on an online exam or project is strictly forbidden.
- Using a surrogate to complete online work such as papers and exams is strictly forbidden.

### **Succeeding On Examinations and Papers**

Even if you attend all your classes, take good notes, complete the required reading, and study hard, you still may not do as well as you expected on your first exams and papers. A common problem for many college students (not just international students) can be found in this typical comment from a professor: “You know the facts, but I want to see evidence of critical thinking.” This points to an important aspect of the American culture of higher education. To succeed, you must do more than just learn the facts and repeat them back to the professor. In most courses you are asked to evaluate and interpret the facts. Merely memorizing the contents of your textbook or lectures is not enough. As a college student studying in the U.S., you are expected to use the content as the basis for your own analysis. Your professors want you to express opinions, make judgments, and say what you think. They also want you to support your opinions, judgments and thoughts with factual information.

Your best resource for improving your critical thinking skills is your professor. He or she is eager to help you communicate your ideas and thoughts in a compelling and convincing way, using both factual information from your textbooks or lecture notes and your analytical skills.

## **LIVING IN THE UNITED STATES**

The United States is one of the world's most ethnically diverse nations. Choosing to study here is a decision that you will value for the rest of your life. To appropriately navigate your new life in the U.S. it is important to know the following:

### **Social Security Number**

Social Security numbers generally are assigned to people who are authorized to work in the United States. Social Security numbers are used to report wages to the government and to determine eligibility for Social Security benefits.

All F-1 and J-1 students in legal status are eligible to apply for a Social Security number, provided that they have already secured a job on- or off-campus, and have been authorized to work by a Designated School Official or Alternate Responsible Officer.

For more information and requirements for obtaining a Social Security number (and a Social Security card), please contact the CISS. J-1 students should contact the SAC. You should also visit the Social Security Administration's website at <http://www.ssa.gov/pubs/EN-05-10181.pdf>.

### **Driving in the United States**

Students interested in applying for a New York State driver license should visit a local Department of Motor Vehicles office. Be sure to bring with you your passport, I-94, and I-20 or DS-2019. International students will also need to have either a Social Security number or a letter from the Social Security Administration stating that they are not eligible for a number.

For more information on obtaining a New York State driver license, go to the New York State Department of Motor Vehicles website at <https://dmv.ny.gov/>, or visit the CISS. J-1 students should visit the SAC.

### **Banks and Financial Transactions**

Most international students will need to open a bank account at a U.S. bank. As an international student, you will be required to provide more information and documentation than would normally be required of a U.S. citizen or resident alien. When you go to a bank to open an account, you will need to bring:

- Your full name, home address, home telephone number, LIM College's telephone number (212.752.1530 or 800.677.1323), and your address in the United States. You will need to provide documentation proving your local address. This could include your LIM College housing contract, or, if you rent an apartment, a copy of your lease.
- Unexpired passport
- I-94 card
- I-20, DS-2019, or I-797 approval notice
- A second form of identification, such as your student ID card, a birth certificate, state driver license, or a letter from the Office of International Student Services
- Enrollment verification letter from LIM College, which can be obtained from the Registrar

You will also need the funds, in U.S. dollars, with which to open the account and make an initial deposit. Every bank has slightly different requirements, so make sure you ask beforehand so you don't forget something you need.

There are many banks in New York City near the College's various campus locations. LIM College does not endorse any specific bank. The following is a non-exhaustive list of banks near LIM College:

**Chase Bank**

530 Fifth Avenue  
New York, NY 10036  
Phone: 212.221.3584  
Website: [www.chase.com](http://www.chase.com)

**Citibank**

Madison Avenue & East 42nd Street  
330 Madison Avenue  
New York, NY 10017  
Phone: 212.453.0197  
Website: [www.citi.com](http://www.citi.com)

**Bank of America**

355 Madison Avenue  
New York, NY 10017  
Phone: 212.260.0780  
Website: [www.bankofamerica.com](http://www.bankofamerica.com)

**TD Bank**

317 Madison Avenue  
New York, NY 10017  
Phone: 212.651.2700  
Website: [www.tdbank.com](http://www.tdbank.com)

**PNC Bank**

340 Madison Avenue  
New York, NY 10173  
Website: [www.pnc.com](http://www.pnc.com)

Below is some useful information regarding banking in the U.S.:

**Using an ATM**

Automated Teller Machines (ATMs) allow you to make cash withdrawals, deposits, and transfers between accounts. You can also view your account balance. This is free at your own bank and its branches. But when you use another bank's ATM, both your bank and the bank from which you made a withdrawal could charge you a fee between US\$2.50 and US\$3.50. You will need an ATM card or a debit card to use an ATM machine.

## **Using a Debit Card**

A debit card is connected to your checking account and is used almost like a regular credit card, except that the charges are deducted from your checking account at the time you make your purchase. You do not get a separate bill at the end of the month, as you would with a credit card. Be sure to keep track of your spending. If you spend more money than is in your account, your bank will charge you a substantial fee every time you overdraw from your account.

Most businesses in New York allow you to pay for your purchase using one of several credit cards, including, most commonly, Visa, MasterCard, Discover, and American Express. Visa and MasterCard are the most widely used credit cards across the globe. If your credit card is issued by a foreign bank, that bank may charge you a foreign transaction fee each time you use your card.

## **Cell Phone Providers**

Virtually all college students in the United States own a cell phone, which probably doesn't come as a surprise. If you look around any college campus, you'll notice students texting, making calls, listening to music, or checking email. Cell phones allow students to stay connected with their school, classmates, friends, and family, which is especially important if you're an international student.

The two most popular mobile phone plans are a contract with a service provider or a prepaid plan.

### **Contract plan**

- Most common option in the U.S. Requires a one- to two-year contract.
- Low monthly rates, but a hefty fee if you break or cancel the contract
- Requires a Social Security number or a security deposit to sign up
- You generally receive a free or deeply discounted phone, depending on the plan and provider.

### **Prepaid plan**

Prepaid plans are easier for new international students to obtain because they do not require a Social Security number and/or a check of your credit history. These "pay-as-you-go" plans use the same cell phone networks and offer the same services as contract plans do, but usually at higher rates. The advantages of these plans include no long-term contracts, security deposits, or penalties for cancellation.

Since you most likely will not have established a credit history in the U.S., cell phone companies may require a refundable deposit before a contract can be approved. If you choose a prepaid plan, please make sure that you read the conditions of the contract carefully. Some companies charge a fee to customers who use a calling card with a prepaid plan. If you choose a plan with a contract, you may be charged a substantial fee if you cancel the service before the contract ends.

There are many different cell phone providers in New York City. LIM College does not endorse any specific providers. The following is a non-exhaustive list of cell phone providers near LIM College.

### **AT&T**

3881 Madison Avenue  
New York, NY  
Phone: 212.687.8910

Website: [www.att.com](http://www.att.com)

**Sprint Store**

57 West 42nd Street  
New York, NY  
Phone: 212.730.4727  
Website: [www.sprint.com](http://www.sprint.com)

**Verizon Wireless**

342 Madison Avenue  
New York, NY  
Phone: 212.856.6100  
Website: [www.verizonwireless.com](http://www.verizonwireless.com)

**T-Mobile**

124 West 34th Street  
New York, NY  
Phone: 212.904.1790  
Website: [www.t-mobile.com](http://www.t-mobile.com)

**MetroPCS**

300 East 42<sup>nd</sup> Street  
New York, NY 10017  
Phone: 212.370.0651  
Website: [www.metropcs.com](http://www.metropcs.com)

**Transportation**

There are three airports in the New York City area: John F. Kennedy International Airport (JFK), LaGuardia Airport (LGA) and Newark Liberty International Airport (EWR).

When flying into any of these airports, it is best to have a plan for how you will travel from the airport to your destination. There are many options for ground transportation, including taxis, car services (e.g. Uber, Lyft, private cars, etc.), buses and trains. An important resource for determining how you will travel to and from New York City's airports is the Metropolitan Transportation Authority (MTA) website at [mta.info](http://mta.info). Maps, timetables, and sample fares for the subway, bus, and commuter rail systems can be found on this site. The site also features a trip planning tool to help you chose the best route to and from your destination.

The most common mode of transportation around New York City is the subway. The subway offers the least expensive, fastest, and most convenient way to get around. The City's bus system is a good way to travel east and west across Manhattan. Maps of the subway and bus systems can be found on the MTA website at [mta.info](http://mta.info). The City's yellow taxis are required to take you to any destination within the five boroughs of New York City. Taxis can, however, be expensive. You will have to pay the metered fare and any extras. You are also expected to pay a tip of 15% of the total fare. Credit cards can be used to pay for City taxis. Uber and other similar services are becoming increasingly popular in New York City.

### **Tax Filing**

As an F-1 or J-1 student, you may be required to file a federal income tax form while you are in the U.S. Federal and state tax forms may be obtained from the Internal Revenue Service (IRS) and/or through state tax offices. LIM College is not able to provide guidance on filing. Students can contact a tax professional or accountant within the U.S. for assistance. Additionally, many students have found success using <https://sprintax.com> or <https://www.glaciertax.com/> to determine their filing needs. LIM College does not endorse any specific person or entity, but there are many resources that students can access, including but not limited to the websites above. It is the student's responsibility to comply with a federal income tax filing duly.

International students can find some additional information about tax filing obligations in the U.S. via this link: <https://www.internationalstudent.com/tax/faqs>. LIM College is neither affiliated with International Student Portal ([www.internationalstudent.com](http://www.internationalstudent.com)) nor endorses any information on this resource.