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www.hawaii.edu/issmanoa | 2012-2013
Dear International Student

E Komo Mai! (Welcome!) to the University of Hawai’i at Mānoa, where the beautiful Mānoa valley serves as a lush backdrop for our school, the flagship campus within the University of Hawai’i system. The philosophical underpinnings are the common values that bind our academic community, namely: aloha, respect, integrity, academic freedom, intellectual vigor, fairness and accountability. We hope you will come to know each of these through your time at UH Mānoa.

We are proud that many of UH Mānoa’s programs are regionally and internationally recognized for their excellence. This is the case largely because of the quality and diversity of our faculty and student body. As part of this student body, international students bring many skills, talents and perspectives that enrich the campus community and the people of Hawai’i. We encourage each of you to seek out ways to share your culture and your perspective during your stay in these islands.

As an individual holding a student visa, your study in the U.S. is governed by a particular set of rules and regulations. Since it is your responsibility to maintain your student status at all times, the International Student handbook is designed to help you know and follow the regulations that apply to you. Please read the handbook and refer to it as a resource.

Additionally, at ISS we provide a wide variety of other information to help you adjust to the campus and community. Whenever you need assistance during your study, we are available for advising, referrals and employment authorizations. Please stop by to meet our staff, student employees and interns.

Also, we would like to give special thanks to UH academic departments and other student services offices that have contributed to this handbook.

Sincerely,

International Student Services
Living in Hawai‘i

Originally peopled by seafaring Polynesians, Hawai‘i became a resting spot for sailing vessels trading with the East. The Hawaiian race intermingled with whalers, missionaries, immigrant laborers, soldiers of fortune and businessmen, surviving an interesting history that included an independent kingdom, a republic and territory, and finally, statehood.

Hawai‘i has been described as the ultimate melting pot, a place where the East and the West meet, both literally and figuratively. The world sees us as an idyllic paradise where people of all races, cultures, and religions co-exist peacefully.

The university community in Hawai‘i is a reflection of this multicultural society, with women and men from all over the world opting to pursue higher education here. In fact, the University of Hawai‘i at Manoa has been called “futuristic” in its ethnic representation when compared to other college campuses across the U.S.

Studying and living in Hawai‘i present challenges and opportunities to learn about a variety of cultures and lifestyles. This is a dynamic and culturally exciting hub in the middle of the Pacific Ocean.

The capital of the state of Hawai‘i is Honolulu, “The Safe Harbor.” It is situated on the island of Oahu, “The Gathering Place.” The state of Hawai‘i is made up of eight major inhabited islands: Hawai‘i (the largest), Maui, Kaua‘i, O‘ahu, Lana‘i, Moloka‘i, Kaho‘olawe, and Ni‘ihau. Ni‘ihau is privately owned and inhabited by Native Hawaiians.

Hawai‘i’s location in the middle of the Pacific Ocean has been the dominant force in her history. Traders crisscrossing the vast ocean stopped to unload cargo, trade, replenish supplies, or simply rest. The rich fertile land from the volcanic soil nourished sugar cane and later, pineapple, which led to the immigration of Chinese, Japanese, Portuguese, Filipino, and other ethnic groups to harvest the crops.

The “Crossroads of the Pacific” is today a prominent tourist haven as well as a social laboratory of a variety of small business, technological and communication ventures, even a grassroots effort for Hawaiian sovereignty.

The Hawaiians are universally known for their loving and gentle ways, steeped in the tradition of respect for the “o‘hana,” or family, and for the land, or “aina.” “Aloha” is Hawaiian for “hello,” “I love you,” “please come back,” “good-bye,” and “until we meet again.”

Contemporary Hawaiians are debating the meaning of their history, and sovereignty in some shape or form will likely be adopted to reclaim some indigenous rights. Newcomers and visitors to Hawai‘i are encouraged to learn about native Hawaiian issues such as health, economic status, land and water rights, the rebirth of Hawaiian language, and music and dance traditions.

Because of the tradewinds, Hawai‘i has mild temperatures all year round. The rainy season brings more showers and cooler evenings. Some even say Hawai‘i has the “best weather in the world.”

The weather and ocean environment create a wonderland of activities: swimming, surfing, wind and body surfing, snorkeling, fishing, sailing, hiking, sky-diving, camping, island-hopping, and shopping. With tourism as the leading industry, every conceivable kind of shop is here, from clothing to black pearls, the “Gap” to “McDonalds.”
# The Hawaiian Language:

Hawaiian, one of the world’s most melodious languages, has only 12 letters—the five vowels, a (ah), e (a), i (e), o (oh), and u (oo), and the consonants h, l, m, n, p, and w, and ‘ (glottal stop). In Hawai‘i, the directions north, south, east, west are rarely used. Instead, the terms mauka (toward the mountains), makai (toward the ocean) are used.

<table>
<thead>
<tr>
<th>Common Hawaiian</th>
<th>Local Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>aloha (ah-low-ha)</td>
<td>hello, goodbye, love</td>
</tr>
<tr>
<td>aloha Kakahia (ah-low-ha ka-ka-hee-a-ka)</td>
<td>good morning</td>
</tr>
<tr>
<td>mahalo (ma-ha-low)</td>
<td>thank you</td>
</tr>
<tr>
<td>ano’ai (ah-no-ay)</td>
<td>greetings; hello</td>
</tr>
<tr>
<td>akama‘i (ah-ka-my)</td>
<td>wise, smart</td>
</tr>
<tr>
<td>a’ole (ah-ho-lay)</td>
<td>no</td>
</tr>
<tr>
<td>hale (ha-lay)</td>
<td>house</td>
</tr>
<tr>
<td>hāole (ha-oh-lay)</td>
<td>foreigner; used to indicate a Caucasian or white person</td>
</tr>
<tr>
<td>hapa (ha-pā)</td>
<td>half (as in hahalo)</td>
</tr>
<tr>
<td>holo holo (ho-low-ho-low)</td>
<td>going someplace; relaxing</td>
</tr>
<tr>
<td>huhu (hoo-hoo)</td>
<td>angry</td>
</tr>
<tr>
<td>hui (hoo-ee)</td>
<td>group, club</td>
</tr>
<tr>
<td>hula (hoo-la)</td>
<td>Hawaiian dance</td>
</tr>
<tr>
<td>imu (ee-moo)</td>
<td>underground oven</td>
</tr>
<tr>
<td>inu (ee-noo)</td>
<td>drink</td>
</tr>
<tr>
<td>kai (kye)</td>
<td>sea (hence “makai” means “towards the sea”)</td>
</tr>
<tr>
<td>kama’a ina (ka-ma-ai-na)</td>
<td>old timer, long time resident of Hawai‘i</td>
</tr>
<tr>
<td>kane (ka-nay)</td>
<td>man, a male person</td>
</tr>
<tr>
<td>kapu (ka-poo)</td>
<td>forbidden, keep out</td>
</tr>
<tr>
<td>kaukau (kow-kow)</td>
<td>food (taken from the Chinese word chowchow)</td>
</tr>
<tr>
<td>kokua (ko-koo-ah)</td>
<td>to help</td>
</tr>
<tr>
<td>kula (koo-la)</td>
<td>school</td>
</tr>
<tr>
<td>lanai (la-nye)</td>
<td>porch, balcony</td>
</tr>
<tr>
<td>lei (lay)</td>
<td>garland (usually of flowers)</td>
</tr>
<tr>
<td>lād kahi (low-ka-hee)</td>
<td>harmony</td>
</tr>
<tr>
<td>lū ‘au (loo-ow)</td>
<td>Hawaiian-style feast</td>
</tr>
<tr>
<td>maika‘i (my-ka-ee)</td>
<td>good, fine</td>
</tr>
<tr>
<td>malihini (ma-lee-hee-nee)</td>
<td>newcomer, stranger</td>
</tr>
<tr>
<td>muʻumuʻu (moo-oo-moo-oo)</td>
<td>colorful, loose-fitting dress</td>
</tr>
<tr>
<td>nui (noo-ee)</td>
<td>big</td>
</tr>
<tr>
<td>ono (oh-no)</td>
<td>delicious</td>
</tr>
<tr>
<td>paʻina (paw-ye-nah)</td>
<td>party</td>
</tr>
<tr>
<td>pali (pah-lee)</td>
<td>cliff, precipice</td>
</tr>
<tr>
<td>pilau (pee-lau)</td>
<td>dirty, smelly</td>
</tr>
<tr>
<td>pilikia (pee-lee-kee-ah)</td>
<td>trouble, problem</td>
</tr>
<tr>
<td>puka (poo-kah)</td>
<td>hole, space</td>
</tr>
<tr>
<td>pupu (poo-poo)</td>
<td>snack</td>
</tr>
<tr>
<td>wahine (wah-hee-nay)</td>
<td>woman, girl, female</td>
</tr>
<tr>
<td>wiki wiki (wee-kee-wee-kee)</td>
<td>to hasten, to hurry</td>
</tr>
</tbody>
</table>
American Values and Behavior: A Brief Overview

Hawai’i is part of the United States, but its culture is different from “mainland” America. Nevertheless, some basic values and attitudes considered “American” are basic to living in Hawai’i.

Individualism: Since the U.S. developed by expanding across frontiers, survival often depended on individual self-sufficiency. Americans traditionally admire independence, self-reliance, and individual initiative.

Informality: Americans are informal with respect to language, dress, and social protocol. People, including professors may ask students to call them by their first names! Dress is very informal on campus, with T-shirts, shorts, and rubber slippers being acceptable attire for both men and women. When someone says “See you later” it does not necessarily suggest a later appointment, but is instead a friendly way to say goodbye.

Friendliness: Americans are sometimes accused of having shallow knowledge of and interest in their friends. Friendships may develop more quickly than in other countries. However, the depth and sincerity of the friendship may be different than you expect.

Honesty and Directness: Americans value honesty and directness over politeness. For example, if you cannot or will not attend an event to which you are invited, it is best to decline graciously, rather than to pretend to accept, just to be polite.

Competition: Americans believe competition is positive and healthy, and that a competitive environment brings forth a person’s best effort. Competition is present in the classroom, in business, and in many forms of American recreation.

Egalitarianism: Americans typically believe all people are created equal and deserve equal treatment, and have equal rights and equal opportunities to develop their own potential. Most Americans admit that such equality is more an ideal than a reality. In addition, Americans generally downplay rank and authority in social situations and may be seen as disrespectful by those from other cultures.

Timeliness: In the U.S. punctuality is considered very important. If someone is expecting you at a certain time and you know you will be late or unable to make the appointment, good manners prescribe telephoning to explain.

Gender Roles: Relations between men and women may be very different from what you know in your own culture. The women’s movement of the past several decades has brought new legal attention to discrimination against women, creating both legal and attitudinal changes. The dress and behavior of women in social situations may initially be difficult for male students, especially when they encounter female faculty and other women in authority positions. International students may also be surprised by open homosexuality.

Prejudice: The U.S. has a diverse population but many people have rigid ideas about those that are different. One of the ugliest types of prejudice is racism, and despite laws prohibiting it in the public domain, you may see or experience it in Hawai’i or other parts of the U.S.

Problem Solving: Americans typically believe that problems can and should be rationally identified, analyzed, discussed and solved fairly rapidly. Americans feel compelled to confront problems directly, get the facts, talk to those involved, and make a plan of action to change something. Even when a counselor is utilized, the idea is to confront and change the situation. This may offend or frustrate those from other cultures where a more indirect and patient approach is taken, and those who believe some problems have no solution, or are not even problems.

Dating: Dating behaviors are informal and may be vastly different than in your culture. Couples go out or visit each other in their rooms unchaperoned and may even consider it a “date” to study together. Traditionally, men invited women and paid for dates. Today, it is fairly common for a female to ask a man out and for each person to pay (“Dutch Treat”). Dating does not necessarily imply a long-term emotional commitment or sexual involvement. (See also Sexual Harassment in the Safety section of this handbook.)

Hawaiian Values and Behavior: Hawaiian values and behavior are a blend of Asian, Polynesian and Western values and behaviors. You may find less individualism and competition in some groups than would be the norm elsewhere in the U.S., for example. Humor, including ethnic humor, is a greatly valued part of local culture.
Housing

On-Campus Housing

www.housing.hawaii.edu
Student Housing Services manages housing for full-time students attending the Mānoa campus. Students may also apply for any mid-semester openings. All students residing in UH Dormitories are required to purchase a meal plan. Applications available online.

Off-Campus Housing

www.housing.hawaii.edu/och
In addition to the resources listed on the website, International Student Services (ISS) sometimes posts housing advertisements (ads) in the office. Housing ads are commonly listed by district (i.e. Mānoa, Makiki, etc.). For reference, see map below.
FINANCES
At the time of admission to UH Mānoa, all students needing I-20 or DS-2019 forms have to document their funding for study. This requirement is a federal law. Fraudulent presentation of financial resources is a serious matter. We expect that you will have sufficient funds for tuition, fees, health insurance, and living expenses as indicated on your forms. (To assist you with funding your study, all F-1 and most J-1 students may work on campus. Off campus work requires special authorization. Seek advice from an ISS adviser if you wish to work off campus.)

E-Refund for Students
The University of Hawaii recommends that all students enroll in “e-refund.” Log into MyUH for details.

BANKING
Checking and Saving Accounts
It is not considered safe to carry or keep in your residence large amounts of cash. We recommend that all students open a checking account at a Hawai‘i bank or financial institution and pay bills such as rent and UH tuition by check or debit card. Checks or debit cards are also commonly used at grocery and retail stores. You will usually be asked for photo identification when you write a check. A driver’s license, state card, UH Student card, or passport may be presented. Students with excess funds not needed for their daily expenses may wish to open a savings account or invest in a certificate of deposit. To open either a checking or savings account, you must have a social security card number (SSN) or individual taxpayer identification number (ITIN) and a valid form of I.D. such as a passport, U.S. driver’s license, or a Hawai‘i State ID card. You may want to spend some time shopping for the bank that will provide you the most services at the most convenient location. Bank services and costs vary considerably.

ATM (Automated Teller Machines)
You may wish to have access to money in your checking or savings account after normal business hours. Many banks, UH Campus Center, and many grocery stores have 24-hour automatic cash machines that provide services such as making deposits and withdrawing cash from checking or savings accounts. Be sure you know the system used by your bank before using one of these ATMs away from your bank. Your bank will provide you with details about how to apply for the card that is used to access these 24-hour machines.

Debit Cards
You can also get a “debit card” from your bank, which is used to deduct the amount of purchase from the funds in your bank account. Don’t mistake a debit card for a credit card, and keep track of the amount of money you have spent in order to manage your funds for needed items.

Connections with your bank at home
Once you know your Honolulu bank account number, send the information to your home bank in order to make transferring money easier and faster. It’s also a good idea to make sure that your parents or relatives understand the different transfer alternatives and how to use them.

Banks On Campus
• UH Federal Credit Union
• American Savings Bank

Banks in Puck’s Alley/Moili‘ili Area
• Bank of Hawai‘i, 1010 University Avenue
• First Hawaiian Bank, 2411 South King Street
• First Hawaiian Bank, 1580 Kapi‘olani Blvd.
• Central Pacific Bank, 2615 South King Street

Banks in McCully Area
• Territorial Savings, 1111 McCully Street
• Loan Association, 1111 McCully Street
• University of Hawai‘i Federal Credit Union, 2019 South King Street

Banks in Mānoa Marketplace
• Bank of Hawai‘i, 2752 Woodlawn Dr. #5-100
• Bank of the Orient, 2851 E. Mānoa Road
• American Savings Bank, 2855 E. Mānoa Road
• First Hawaiian Bank, 2764 Woodlawn Drive
Transferring Money
A major concern for international students is how to transfer money into their U.S. bank account from their bank at home. This concern includes the prevailing exchange rate as well as how to get the money to the U.S. cheaply, speedily, and safely. You should consult your bank at home to see what they advise and if there are charges for international money transfers. Listed below are several ways you can transfer money to the U.S. Remember, CASH should never be sent through the mail unless it is absolutely unavoidable. In such a situation, you should send it by registered mail.

The following methods of transfer are much safer:

• **International Money Transfer**: This can be done once you have a bank account in the U.S. It is best suited for lower-value, less urgent payments. The money usually arrives five (5) to seven (7) working days after it has been sent. A fee may be charged to the person sending the money.

• **Express International Money Transfers**: This is said to be the fastest method of sending money overseas and hence the most expensive. The money can be paid to the beneficiary by electronic transfer within two (2) working days after it has been sent. The fee for this will be high for the person sending the money, so be sure it will be the best way to solve your money needs.

• **International Money Order**
An “international money order” can be purchased from 7-Eleven stores, from Western Union locations or from check cashing businesses located throughout Honolulu.

American Bills and Coins
American bank notes or bills are all the same size and, with some variation, all in the same color. Bills come in $1, $5, $10, $20, $50, and $100 denominations ($2 bills are rare). Sometimes a business will refuse to accept $50 or $100 bills because they are too large or because the business is concerned about counterfeit or illegal bills. You are safest in getting $20 bills from the bank for cash. Americans coins are 1 cent (penny), 5 cents (nickel), 10 cents (dime), 25 cents (quarter), 50 cents (half dollar) and 1 dollar.

There are many kinds of taxes in the U.S. Federal tax is complicated. In general, it is levied on nearly all income, with the exclusion of “foreign source” income. If you work while you are a student, you will have federal income tax withheld from your paycheck. The tax withheld is an estimate only. In April of every year, all working individuals in the U.S. are required to file a Federal Income Tax statement with the U.S. Internal Revenue Service (IRS) in which the actual tax for the preceding calendar year is calculated. If your withholding has been less than what you owe, you will have to send the federal government additional money. On the
other hand, if the tax withholding was more than you owe, you will receive a refund. If a tax treaty exists between the U.S. and your home country, you may be exempt from paying certain federal taxes. For tax treaty overview, search for “Tax Treaties” on the IRS website. State tax will also be withheld. A state tax form is required by some, but not all foreign students. However, even if you learn you are not required to file a state tax form, you may want to file in order to obtain a refund.

Tax Tips
Keep a file of all bank receipts and transactions. Also keep a file of all medical and dental bills you pay, the cost of your health insurance, and receipts for all donations to charity that you make. Keep a good record of all scholarships you receive and the tuition and fees you pay. You may need some or all of these records to calculate your taxes. Good record keeping can often lower your taxes. Under federal tax law, only the amounts of a scholarship used for tuition, fees, and books are tax-exempt.

Taxation and Banking
If you start a bank account with foreign-source funds, request that the bank exempt this account from taxation on the interest it will earn by filling out a W-8 form. Funds you deposit from work you do in the U.S. is U.S. source income and is taxable. Keep your foreign-source income separate from your U.S. source income for ease in filing your tax returns.
Transportation

THE RAINBOW SHUTTLE
www.hawaii.edu/parking/campusshuttle.html
The Shuttle is a free transportation service that leaves from various locations on campus and stops at surrounding areas. Schedules online.

“THEBUS”
www.thebus.org
O’ahu’s bus system offers island-wide service. However, people carrying large suitcases or baggage are not allowed on. You will need EXACT change. Transfers to other buses are free. Bus schedules are available at UHM Campus Center and Queen Lili‘uokalani Center for Student Services. UHM Student who pay the $20 mandatory U-Pass fee at the time of registration at payment receive a U-Pass sticker on student ID, which provides a bus pass for the entire semester.

BICYCLES
www.cyclemanoa.org
www.honolulu.gov/dts/bikereg.htm
UHM has its own student-run bicycle organization that buys, sells and maintains used bicycles for students. You may want to purchase a helmet for protection. Lights are required for riding your bike at night. All bicycles must be registered. To obtain registration information, go to the nearest satellite City Hall. Usually the store where you buy the bicycle will help arrange the license for you.

TAXI
When selecting a taxi be sure to choose the established companies with good reputations such as Charley’s, Sida, or The Cab. The fare from the airport either to the University of Hawai‘i at Manoa or to Waikīkī should be $30.00 to $40.00. Star Taxi offers a discount rate of $30.00 to/from the airport to/from Waikīkī. Shuttles are also available to and from the university area and Waikīkī which typically cost $10 to $20 per person.

MOPEDS
Mopeds or scooters are another alternative mode of transportation in Hawai‘i. They are only recommended when you have been in Hawai‘i long enough to know the road and the traffic regulations on the island. Mopeds are not allowed on the freeways or sidewalks and generally should be ridden on the right side of the road to allow cars and other vehicles to pass. Mopeds are required to be registered and licensed. Insurance for mopeds costs between $150 to $250 a year. A special driver’s license is required to drive a moped or motorcycle.

CARS AND MOTORCYCLES
www.co.honolulu.hi.us/csd/vehicle/mvehicle.htm
Before buying a motor vehicle, please consider that insurance and parking fees can be expensive (especially in Waikīkī and downtown areas). Insurance and a valid driver’s license are mandatory for all car owners. Insurance policies differ widely in rates and benefits, so it is wise to obtain information from several companies before you buy insurance. All cars must be registered annually with the Department of Motor Vehicles. All cars must also be safety-checked. Gas stations that are certified to do safety checks have signs posted with their safety check numbers. Safety checks must be renewed every 6 months for older cars and every 12 months for newer cars.

CAR RENTAL
In addition to paying the daily rental price, a person usually has to be at least 25 years old and have a major credit card in his or her name in order to rent a car. Some companies charge younger drivers an additional daily rate. Basic liability insurance is usually included in the rate, and more coverage may be purchased at the time of rental. There is no need
to duplicate automobile coverage that you may already have. Ask the rental company about kama'aina rates—lower rates for people who live in Hawai'i (you will need to show a Hawai'i driver’s license).

**HAWAI'I DRIVER’S LICENSE**

[www.honolulu.gov/csd/vehicle/dlicense.htm](http://www.honolulu.gov/csd/vehicle/dlicense.htm)
[www.state.hi.us/dot/highways/hwy-v/mvso.htm](http://www.state.hi.us/dot/highways/hwy-v/mvso.htm)

An International Driver’s License plus a driver’s license from your home country will allow you to drive in Hawai'i for up to one year from the date of your first port-of-entry into the United States. After that time you must obtain a Hawai'i driver’s license to continue driving privileges.

To obtain a license go in person to the following:

Department of Motor Vehicle and Licensing Division
City and County of Honolulu
City Square Driver License Station
1199 Dillingham Boulevard

Remember to bring:

1. Social Security Card, or obtain a letter from Social Security Administration stating that you are not eligible to receive a Social Security Number (SSN) for employment purposes.

2. Passport, Hawai'i State ID card, or Driver’s License from another place

Once there, you will have to take a 30-item multiple-choice exam, plus a fee. It tests your knowledge of the driving laws of the State of Hawai'i. You can find a Hawai'i’s drivers manual at most bookstores or supermarkets. To pass the test, you must get at least 24 items correct. If you fail, you must wait one week before you can take it again, and you must pay the fee again. For the license, you will have your photo taken, and you must pay a fee for the license. You may also have to take a “road test” with a driving examiner for an additional cost. If you pass the exam and the road test, you will be issued a license the same day.
Communications

INTERNET SERVICES ON CAMPUS
• MyUH Portal: myuh.hawaii.edu
• ITS Webpage: www.hawaii.edu/its/index.php
To use internet services on campus you must have a University of Hawai‘i username account. To get a Hawaii.edu username account go to MyUH. Or, bring your UH student identification card or present the 8-digit UH ID# to the ITS Help Desk in Keller Hall, Room 105 and you will receive an e-mail address immediately. The account is free of charge and will give you access to any of the computer labs on campus. Some academic departments will also have labs that you can use, just check with the department secretary. ITS computer lab locations and times are listed on the website.

TELEPHONES
Cellular phone accounts are popular and available from many vendors. Ask for a student discount as many vendors have special plans for students. You can call home by using coins at a pay phone, using a credit card, using an international calling card or by placing an operator-assisted or collect call. Collect calls are the most expensive way to place long distance calls. If you are living in a dorm or have not yet acquired a phone line for your apartment, you might want to purchase international calling cards from a local convenience store or supermarket. Calling cards can be used 24 hours a day on any touch-tone phone and can be purchased in several denominations. To acquire a telephone line for your home, go in person to the following:

Hawaiian Telcom Phone Mart
1409 Ala Moana Blvd
Honolulu, HI 96814
www.hawaiiantel.com

Be sure to bring your passport and/or social security card and your University of Hawai‘i student identification card. Long distance accounts are an additional cost to your monthly bill and can be obtained through Hawaiian Telcom, or many other long distance account carriers such as AT&T, Sprint, MCI and others. Long Distance phone costs will vary depending on the carrier and what country you will be calling so shop carefully.

FAX SERVICES
UH students and visiting scholars can send and receive faxes at the Campus Center for a minimal fee. This service is located at the information window in the central area of the Campus Center.
To be employed in the U.S., international students must first obtain employment authorization and a Social Security Number (SSN).

The Social Security Administration (SSA) will only issue an SSN to non-immigrants who have on-campus or off-campus work authorization (i.e. Graduate assistant or student who is on CPT).

The SSN is used by the U.S. federal government to record wages earned. To request a SSN, please do the following:

1. Obtain employment authorization from the ISS:
   a. On-Campus Employment:
      • F-1 students: obtain employment authorization stamp on page 3 of I-20 form.
      • J-1 students: obtain employment authorization letter from J-1 adviser.
   b. Off-Campus Employment:
      • F-1 students: obtain CPT, economic hardship, or OPT employment authorization.
      • J-1 students: obtain economic hardship or academic training employment authorization.

2. Complete ISS form for employment verification and eligibility to the Social Security Administration (http://www.hawaii.edu/issmanoa/pages/forms.php; scroll down to Social Security Number); must be completed by prospective employer and ISS.

3. Visit Social Security Administration (SSA) office between 8:30 a.m. to 3:30 p.m., Monday through Friday, at the following address:

   Prince Kuhio Federal Building
   300 Ala Moana Boulevard, Room 1-114
   Honolulu, HI 96813

4. Present the following documents to the SSA:
   • ISS form for employment verification and eligibility.
   • I-20 form (F-1 student) or DS-2019 (J-1 Student).
   • Valid passport with visa.
   • Form I-94 (arrival/departure card in passport).
   • Application for SSN (available at the SSA office).

Processing time takes approximately 3 to 4 weeks for you to receive your SSN.

NOTE: The U.S. federal government automatically withdraws a percentage of earnings from each employee’s paycheck called the Federal Insurance Contributions Act (fica) tax. F-1 and J-1 students are exempt from paying the fica tax within limitations. Please refer prospective employers to http://www.irs.gov/businesses/small/international/article/0,,id=129427,00.html

STATE OF HAWAI’I IDENTIFICATION CARD
stateid.hawaii.gov/

1. Go to 465 South King Street, Room 102

2. Present the following documents:
   • Valid passport with visa
   • Form I-94 (arrival/departure card in passport).
   • Form I-20 ID or Form DS-2019.
   • Social Security card (if you do not possess, let the State ID office staff know and an alternate ID number will be issued).
   • Appropriate fee in cash (see Website).

3. You will be fingerprinted and photographed and an identification card will be issued to you immediately.
BUS DIRECTIONS FROM UHM
Board the #4 Nu‘uanu Dowsett bus (corner of University Ave. and Metcalf St.). You will need exact change for the bus fare or a bus pass.

To the SSA office
Ask the bus driver to please let you off the bus at the corner of Punchbowl Street and Queen Street. Walk on Punchbowl Street toward the ocean until you reach the Prince Kūhio Federal Building.

To the State ID office
Ask the bus driver to please let you off the bus at the corner of Punchbowl Street and King Street.

Return to UHM
Board the #4 University bus at the corner of Punchbowl Street and King Street.
Student Visa Basics

Definitions

I-20
Certificate of eligibility for nonimmigrant student status; one of the documents used in applying for the F-1 visa. Issued by the school to which a student has been admitted.

DS-2019
Certificate of eligibility for nonimmigrant exchange visitor student status; one of the documents used to apply for J-I visa. Issued by the school to which the student has been admitted.

Duration of Status
Noted as D/S on I-94 and I-20/DS-2019. Student may stay in the U.S. while pursuing a full course of study at an authorized school, or engaged in practical or academic training following completion of studies, plus a grace period.

Full Course of Study
The number of credits that defines a full-time student, established by the school.

PDSO/DSO
Primary Designated School Official or Designated School Official: employee of school authorized by the DHS to issue I-20s and represent the school in matters relating to F-1 students.

Port of Entry (POE)
City where person is admitted to U.S. (airport, seaport or border crossing).

RO/ARO
Responsible Officer or Alternate Responsible Officer: employee of school authorized by U.S. Department of State to issue and sign DS-2019 forms and represent school in matters relating to J-1 exchange visitors.

SEVIS

I-94 Departure Record
“Departure card” issued by USCIS at POE. Immigration status and length of authorized stay in the U.S. are noted. Those in F-1 or J-1 student status should have a duration of status (D/S). See below.

Visa
Travel document issued by the U.S. Department of State in a consular office abroad. It allows bearer admission to the U.S.

Visa Status
Conferred by the U.S. Customs and Border Protection upon admission to the U.S. at POE or by Change of Status application within the U.S. Student visa status (F-1 or J-1) should be noted on the I-94 card. Note: visa status is not the same as a visa.
# Sample I-20 Form (F-1 Status)

**U.S. Department of Justice**  
Immigration and Naturalization Service  
Certificate of Eligibility for Nonimmigrant (F-1) Student  
Status - For Academic and Language Students  
(DOS NO. 1633-0038)

## 1. **Family Name (surname)**

- **First name (given name):**
- **Middle name:**
- **Country of birth:**
- **Date of birth (day/month/year):**
- **Country of citizenship:**
- **Admission number:**

## 2. **School (School district) name:**

- **University of Hawaii at Manoa**  
- **University of Hawaii at Manoa**

**School official:**

- **Graduate Admissions Specialist**

**School address:**

- **1680, 2409 Campus Rd., Honolulu, HI 96822**

**School code:**

- **1044**  
- **0923 (if any) and approval date:**

- **Approved on:**

## 3. **This certificate is issued to the student named above for:**

- **Initial attendance at this school.**

## 4. **Level of education the student is pursuing or will pursue in the United States:**

- **MASTERS**

## 5. **The student named above has been accepted for a full course of study at this school, majoring in **

- **Biology**

**Note:** The student is expected to report to the school no later than **JANUARY 2012**.

The normal length of study is **24 months.**

## 6. **English proficiency:**

- **This school requires English proficiency.**

**This student is not yet proficient. English instructions will be given at the school.**

## 7. **This school estimates the student's average costs for an academic term of:**

- **(up to 12 months to be)**

  a. Tuition and fees  
  b. Living expenses  
  c. Expenses of dependents (if any)  
  d. Other (specify):  
  Total

## 8. **This school has information showing the following as the student's means of support, estimated for an academic term of 9 months:**

- **(Use the same number of months given in item 7)**
  a. Student's personal funds  
  b. Funds from this school  
  c. Funds from another source  
  d. On-campus employment  
  Total

## 9. **Remarks:**

- **Must maintain adequate health insurance for self & accompanying dependents.**

## 10. **School Certification:**

- **I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of course taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission in the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(b)(4); I am a designated official of the above named school and am authorized to issue this form.**

**Signature of Designated School Official:**

- ** Graduate Admissions Specialist **

- **09/06/2012**  
- **Honolulu, HI**

## 11. **Student Certification:**

- **I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(a) to determine my nonimmigrant status.**

**Signature of Student:**

**Date:**

- **Name of parent or guardian:**
- **Address (city):**
- **State or Province (Country):**
- **(Date)**

**For Official Use Only:**

- **Microfilm Index Number**

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**www.hawaii.edu/issmanoa | 2012-2013**
# Sample DS-2019 Form (J-1 Status)

## U.S. Department of State

### CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

<table>
<thead>
<tr>
<th>1. Full Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Date of Birth</th>
<th>City of Birth</th>
<th>Country of Birth</th>
<th>Citizenship Country Code</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tbody>
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</tbody>
</table>

**Primary Site of Activity:**

- **Address:**
  - 2414 Maili Way, Social Science 542
  - Honolulu, HI 96822

### Program Sponsor:

- **University of Hawaii**

**Exchange Visitor Program Number:**

- 89-000-00

**Participating Program Office Name:**

- PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERNS; STUDENT MAESTERS; STUDENT NON-DEGREE

**Purpose of this Form:** Begin new program; accompanied by number (0) of immediate family members.

### Form Category:

- **Exchange Visitor Category:** STUDENT DOCTORATE

<table>
<thead>
<tr>
<th>4. Subject Field Code</th>
<th>Subject Field Code Description</th>
<th>Student is a candidate for the PhD degree in Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.0601</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of Entry into Program:**

- **From:** 07-01-2012
- **To:** 12-30-2017

**Total Program Period:**

- 6 Months

**Total:** 303,799.00

### U.S. Government Official Liability:

- **Name:**
  - U.S. Embassy Bangkok

- **Address:**
  - 12 July 2011

**Signature of Exchange Visitor**

### Attachments:

- **Attachment:**
  - [Sample DS-2019 Form (J-1 Status)](attachment)

### Additional Information:

- **TRAVEL VALIDATION BY RESPONSIBLE OFFICER**
  - **Except:** Minimum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work, Intern.
  - **Validation:**
    - Exchange Visitor is in good standing at the present time
    - Date (mm/dd/yyyy): 12 July 2011
  - **Signature:**
    - Signature of Responsible Officer or Alternate Responsible Officer

- **EXCHANGE VISITOR CERTIFICATION:** I have read and agree with the statement in item 2 on page 2 of this document.

**Signature:**

### Additional Notes:

- **Page 1 of 2**

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**www.hawaii.edu/issmanoa | 2012-2013**

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Maintenance of Status Requirements

FOR F-1 STUDENTS

(1) Keep passport valid (unexpired).
(2) Attend school indicated on your I-20.
(3) Enroll in a full course of study (as defined on page 18).
(4) Restrict enrollment in on-line coursework to no more than 3 credits each semester.
(5) File for extension of I-20 if you will not complete your program of study by the date indicated at #5 on the I-20. File 30 days before expiration of current I-20.
(6) Follow transfer procedures to change from one level of study to another in the same school.
(7) Follow transfer procedures to transfer from one school to another school. You must maintain continuous enrollment, enrolling in the next term at the new school.
(8) Limit authorized employment, both on campus and off-campus, to a total of 20 hours per week while school is in session. Do not begin any unauthorized employment. Obtain authorization for work at ISS.
(9) Report change of residence and local U.S. mailing address within 10 days of change to your MyUH account.
(10) Maintain adequate health insurance each semester enrolled. The University stipulates minimum standards of coverage for F-1 students.
(11) Depart the US within the grace period of 60 days after completion of study or post-completion practical training or change to another visa status by filing application with USCIS within grace period.
(12) Report all employers, address and name changes during OPT to the ISS during post-completion Optional Practical Training.

FOR J-1 STUDENTS

(1) Keep passport valid (unexpired).
(2) Attend school indicated on your DS-2019.
(3) Maintain full-time status; pursue a full course of studies (at UHM, 12 credits for undergraduates, 8 credits for graduate students, except 6 credits for Graduate Assistants). Please refer to page 18.
(4) File for extension of DS-2019 if you will not complete program by date noted on form. File 30 days before expiration of DS-2019.
(5) Follow transfer procedures to transfer from one school to another. Your sponsor needs to approve such transfer in advance.
(6) Limit authorized employment, both on and off-campus, to a total of 20 hours per week while school is in session and do not begin any unauthorized employment. Obtain authorization for work at ISS.
(7) Report change of residence and local mailing address to your MyUH account within 10 days of moving.
(8) Maintain adequate health insurance coverage for self and accompanying dependents that includes repatriation and medical evacuation insurance. Keep the insurance coverage during the entire duration of your stay in the U.S. as a J-1. Cover all J-2 dependents. The U.S. Department of State stipulates required coverage levels for J-1 students.
(9) Depart the U.S. within the grace period of 30 days after completion of study or post-completion academic training. (Most J-1 students are prohibited from changing to another visa status.)
Responsibilities of a UHM F1/J-1 Student

The U.S. Department of Homeland Security (DHS) and the U.S. Department of State (DOS) regulations implementing the Student & Exchange Visitor Information System (SEVIS) require time-sensitive reporting by students and universities. Student visa holders must be aware of and comply fully with the following in order to maintain student visa status. Forms mentioned below may be printed from: www.hawaii.edu/issmanoa

- Maintain a valid passport at all times. (Renewing your passport 6 months prior to expiration is recommended.)

- Complete a full course of study during normal enrollment periods (Fall & Spring Terms). If not enrolled full-time you must receive authorization from an ISS adviser in advance. You and your Academic Adviser must complete the form, “Request for Reduced Course Load” and submit it to the ISS prior to registering for less than a full course load or prior to dropping below a full course load. Definition of full-time enrollment:
  
  **Undergraduate**: 12 credits per semester.
  
  ** Classified Graduate**: 8 credits per term, except in the following cases
  6 credits per term for a .25% or .50% Research or Teaching Assistant, or
  1 credit if enrolled in 700F or 800 of thesis/dissertation writing

- There are strict limitations on including on-line courses (i.e., courses that do not require your presence in a campus classroom) in your full-time course of study. For details, click on “distance learning” at www.hawaii.edu/issmanoa.

- Apply for “Extension of a Program of Study” (use form) 30 days prior to the expiration date on your I-20 or DS-2019 if you cannot complete your program on time. Funding documentation for the period of extension must be attached to the form. When approved by ISS, a form reflecting a new end date will be processed.

- Obtain a new Form I-20 or DS-2019 from the Graduate Admission office (first time Grad Students) or the ISS (those who have in the past been admitted to a Grad program) when you change your academic program from one degree level to another. Obtain a new I-20/DS-2019 from the ISS when you change your major/field of study. Obtain a new Form I-20/DS-2019 form from the ISS when your funding changes.

- You are NOT allowed to work in the United States without prior authorization. See the ISS for specific information on working both on campus and off campus.

- Report any change of US resident address directly in your MyUH account (under mailing address) within 10 days of the change. The ISS electronically notifies DHS/SEVIS of US address changes within 21 days, as required by SEVIS regulations.

- Report any change of name directly to the ISS and to the UHM Records Office. Bring legal evidence of your name change. Note that your name on your passport and on your SEVIS documents should match with your name in the UH Records system. See the ISS to receive a visa form reflecting a legal name change.

- Report any change of visa status to the ISS (i.e., F-1 to F-2, F-1 to H1B, F-1 to Resident Alien).

- Prior to traveling outside the U.S. complete the Travel Notification & Document Request Form so that your visa documents can be endorsed or new forms issued, if required. If taking a leave of absence or departing for research travel, or departing for study abroad, consult an ISS adviser. Additional certifications may be needed.

- Your Hawaii.edu email address will be automatically subscribed to the ISSUH-L email listserv. The ISS transmits important information regarding federal and UH policy and regulations on this listserv. There may be other times the ISS will contact you by email. It is your responsibility to regularly check your email, read the messages from ISS, and respond as requested in a timely manner.

- Obtain adequate health insurance coverage each semester enrolled. The University reserves the right to require proof of coverage for F-1s. Proof of coverage is required for J-1 and J-2 dependents. (www.hawaii.edu/issmanoa/index_health_insurance.htm).

- I acknowledge and understand my responsibilities as stated above. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to the ISS.

Signature: _______________________________ Print Name: _____________________________ Date: _________________________
ALL INTERNATIONAL STUDENTS MUST HAVE TWO ADDRESSES IN THE SEVIS SYSTEM.

(1) Your permanent home address (outside the U.S.). This is usually the address of your family back home.
(2) Your U.S. address. This is usually the address where you reside. However, it may be the address where you receive mail, such as a post office box address.

• Your permanent address is entered into the UH system at the time you are admitted to study (using the permanent address you reported on your admission application). To change your PERMANENT HOME ADDRESS, report to the Admission & Records office, ground floor of QLCSS, and fill out the address change form. Only the Records staff has permission to change this address.

• SEVIS requires international students to report a U.S. address to the University within 10 days of moving to a new residence. The UHM has a self-reporting system, which means that it is your responsibility to MAINTAIN YOUR US ADDRESS in your student portal (MyUH). Whenever you change your address in MyUH, the ISS will automatically receive an alert and will then transmit your new address to the SEVIS system, fulfilling the student and university address reporting requirement.

• At the beginning of each semester, the University (ISS) is required to report your enrollment (registration) and at the same time, a US address (UH mailing address). This is called SEVIS registration. If you have NO MAILING ADDRESS or an incorrectly formatted MAILING ADDRESS in MyUH, the SEVIS registration event will fail. When SEVIS registration fails, a student’s SEVIS record may be TERMINATED for FAILURE TO ENROLL. It is wise to avoid a termination of this type as there may be serious visa consequences.

• Students who have a U.S. Address (MAILING ADDRESS in MyUH) which is different from the place they reside must report their residence address to the ISS. This residence address is not entered into a computer, but must be reported to SEVIS if a Department of Homeland Security official officially requests this address.
Travel and Admission to the U.S.

ENTER THE U.S. IN STUDENT STATUS, YOU NEED TO DO THE FOLLOWING:

(1) Apply for the F-1 or J-1 student visa abroad:
   a. Receive I-20 (used for F-1 visa) or DS-2019 (used for J-1 visa) from UH Manoa.
   b. Submit SEVIS fee payment to DHS by using Form I-901 (www.fmjfee.com) electronically in time to allow DHS to process payment at least 3 business days prior to visa interview. Fee will NOT be payable at the consulate.
   c. Printout of SEVIS fee receipt to submit with visa application.
   d. Make visa appointment with U.S. Embassy/Consulate abroad using the SEVIS number, which begins with the letter ‘N’ in the upper right hand corner of the I-20 or DS-2019.
   e. Receive F-1 or J-1 visa stamp in passport from U.S. Embassy/Consulate.
   f. Use the I-20 or DS-2019 to enter U.S. up to 30 days PRIOR to the report date indicated on I-20 or DS-2019.
   g. Report to the ISS to validate program no later than 30 days AFTER the I-20 or DS-2019 report date.

(2) Students exempt from visa requirement: (i.e., citizens from Canada, Bermuda, and other island countries listed in 8 CFR 212.1), although not required to obtain a US visa to study in the U.S., student must still pay the SEVIS fee instituted by the US Department of Homeland Security. The SEVIS fee is required of all students and exchange visitors entering the US. You will need to show your I-20/DS-2019 form AND a receipt showing proof of payment of the SEVIS/I-901 fee at the US port-of-entry. The easiest way to do this is to log on to the website: www.fmjfee.com pay the SEVIS fee with a credit card, and print out the receipt. The receipt that you print out will be adequate as proof of payment of the fee. Be sure to pay the fee as early as possible as it normally takes about three days for information to be registered into the computer database that is used at the U.S. port-of-entry. Fees will NOT be payable at the U.S. port-of-entry.

Note:
There are three divisions of the Department of Homeland Security:
(1) The U.S. Customs and Border Protection (USCBP) approves the admission of a non-citizen at a U.S. port-of-entry and deports or excludes those who are not legally present in the U.S.
(2) The U.S. Citizenship and Immigration Services (USCIS) processes applications for reinstatement to student status or change of status and issues temporary employment authorization documents.
(3) The U.S. Immigration and Customs Enforcement (USICE) oversees the Student and Exchange Visitor Information System (SEVIS) and enforces regulations affecting the status of non-citizens.

FIRST ADMISSION AS A STUDENT VISA-HOLDER IN THE U.S.

Once you have applied for and obtained a student visa in your home country’s U.S. Embassy or Consular office, you are ready to get on the plane. When you land in Honolulu or any other U.S. POE, the U.S. Customs and Border Protection (USCBP) will admit you. Your approved admission in student status will be for “duration of status” (D/S). You will present your passport with student visa (inside passport), and the I-20 or DS-2019 for the school you wish to attend. The USCBP may also ask you for financial verification. The USCBP will stamp the top right corner of your I-20 or DS-2019 with admission date and give you a white I-94 card, which is also stamped with the admission date, visa status, and information on how long you may remain in the U.S. (usually D/S). Once you are admitted as a student with D/S, if you remain a full-time student, enrolled continuously every semester (excluding
summer) and do not work without authorization, you are lawfully present in the U.S. You are NOT required to leave the U.S. unless you want. Many students believe that they MUST leave the U.S. before their student visa in their passport expires. This is completely untrue. The student visa is only an “admission ticket” which must be unexpired on the day you pass through USCBP admission processing.

SUBSEQUENT STUDENT ADMISSIONS TO THE U.S.

If you choose to leave the U.S. during your study, in order to be readmitted to the U.S. again, you must present an unexpired visa which is valid for at least 6 months and an unexpired I-20 or DS-2019 form, endorsed (signed on the back) by an ISS adviser. Students who plan to travel outside the U.S. are strongly advised to visit the ISS Office 30 days before travel to request an endorsement and determine if other documentation is needed. If your travel is unusual or you will visit several countries, seek advice several months before travel is to begin. To return to the U.S., you must present an unexpired student visa. It is our experience that most students will need to renew their visa while abroad at least once during their student years and this is most easily done in your country of citizenship or permanent residence.

Check https://www.fmjfee.com/i901fee/ regarding the need to pay a SEVIS fee prior to applying for a new student visa.

STUDENTS SEEKING TO ENTER OTHER COUNTRIES

Students planning to visit any country other than their own country of permanent residence may need to obtain an entry visa from the government of the country to be visited. Visa issuance is often done by mail and may take as long as three months. Seek advice from ISS and plan carefully.

SPECIAL TRAVEL ADVISORIES

When you travel to Canada, Mexico and islands in the Pacific and Caribbean be advised there are special rules. Check government websites, seek advice from ISS and plan carefully.

TRAVEL OF F-2 AND J-2 DEPENDENTS

The ISS offers services to assist students whose family members will be travelling internationally. Each family member must have his/her own I-20 or DS-2019 and SEVIS number. F-2 and J-2 family members depend on the F-1 and J-1 for their status and should not remain in the U.S. when the student is abroad.
F-1 Student Work Permits

ON-CAMPUS EMPLOYMENT
All F-1 students maintaining their bona fide student status are eligible to work on-campus up to 20 hours per week during the academic year and up to full-time during university vacation periods. An on-campus work permit is stamped on p. 3 of the I-20 form by ISS once the student has proven his/her valid status to the International Student Services. On-campus work permission expires at the earlier date: passport expiration, I-20 completion date, or actual completion date.

OFF-CAMPUS EMPLOYMENT
For all types of permits, students must have been in F-1 status for 2 semesters or 9 months. Work is limited to 20 hours per week during the academic year (may work full time during university vacation periods). There are some exceptions for graduate students and those in alternating work/study programs. The ISS is responsible for authorizing or recommending employment authorization for the following types of employment:

(1) Curricular Practical Training (CPT)
Employment required for, or integral to, a student’s program of study (eligible after declaring a major). The Cooperative Education Program (thru SECEO), those degrees requiring internships and practicums, work while enrolled in an elective internship course, and work necessary to gather data for a thesis or dissertation are all examples of situations appropriate for CPT. CPT is not available after completion of study. Limitations apply and may effect OPT eligibility.

What documents constitute the CPT work permit? The work permit is granted on page 3 of the I-20 form. It is for a particular job with a specific employer during a defined period as noted on I-20. Employment authorization is given for only one semester or academic year at a time, but may be renewed with the same or a different employer.

(2) Optional Practical Training (OPT)
F-1 Students may apply for 12 months of OPTIONAL practical training during or after a degree or certificate program. Some students are also eligible for an extension of OPT, with the maximum length of an OPT period being 29 months for students in selected science, technology, engineering or math degree programs. It is also possible to have a new 12 months of OPT for each degree earned at a higher level (i.e., 12 months each for BA, MA, and PhD degree programs). Because the application process must be carefully done, the ISS requires students to attend a workshop to learn how and when to apply for a period of OPT. Please attend the workshop about 4-6 months prior to when you wish to begin OPT work.

After ISS reviews and certifies student eligibility, a recommendation is indicated on page 3 of the I-20 with suggested start and end dates. The official work permit is the EAD (Employment Authorization Document) card issued by the USCIS. Only USCIS can approve the actual validity dates. Therefore, if dates on the card are inconsistent with those on the I-20, the card prevails.

(3) Economic Hardship
Available only to students who can document that they have an unforeseen financial hardship occurring after they came to the U.S. It is not available after completion of study and is lost/invalid if the student transfers to another school.

After ISS reviews and certifies student eligibility, a recommendation is indicated on page 3 of the I-20 with suggested start and end dates. The official work permit is the EAD card issued by to and after completion of studies and employment based on Economic Hardship prior to completion of studies. The USCIS establishes the duration of the EAD. Duration may be the same or different than dates recommended by the DSO on the I-20.
J-1 Student Work Permits

All J-1 student work permits are authorized by the student’s Exchange Visitor Program sponsor. If the sponsor listed on your form DS-2019 is the University of Hawaii (see item #2), then the International Student Services will authorize your work permit. If another organization is listed as your sponsor, please contact your sponsor directly for advising on requesting a work permit.

All J-1 student work permits must be authorized in advance of any period of work. These work permits can be authorized up to 12 months at a time and will expire at the earlier date: passport expiration, DS-2019 completion date, or actual employment completion date. Students will need to meet with an ISS adviser to obtain a work permit and may begin work upon receipt of employment authorization from ISS.

ON-CAMPUS EMPLOYMENT
All students maintaining bona fide J-1 student status are eligible to work on-campus up to 20 hours per week during the academic year and up to full-time during university vacation periods. You will need to obtain the ISS work permit in order to gain access to on-campus job opportunities listed in the student employment database.

J-1 students employed as graduate teaching or research assistants must have the hiring department complete the “Certification of Employment for J-1 Student Graduate Assistants” (www.hawaii.edu/issmanoa; click on Forms and scroll down) in order for ISS to authorize the work permit.

OFF-CAMPUS EMPLOYMENT
(1) Economic Hardship
All students who can document unforeseen financial hardship occurring after they entered the U.S. in J-1 student status are eligible to request off-campus employment based on economic hardship. This work permit is only available before completion of study and becomes invalid if the student transfers to another school.

(2) Academic Training
Academic training (AT) is integral to the student’s major. AT may be authorized before or after completion of program of study. AT may be authorized part-time (up to 20 hours per week), or full-time (more than 20 hours per week) during university vacation periods, while writing thesis or dissertation, or during a specified post-completion period. AT may involve unpaid work in some cases. Whether paid or unpaid, written authorization from the J-1 sponsor is required prior to starting employment. All authorizations are specific as to employer, location, and dates. Employment without proper authorization is a serious violation of J-1 status. After ISS reviews and certifies student eligibility, academic training authorization will be issued in the form of a letter. In general, academic training may be authorized up to 18 months for undergraduate and pre-doctoral students and up to 36 months for doctoral level students.
Health Care

The U.S., unlike many countries, does not offer socialized national health care that automatically covers everyone. Medical care in the U.S. is also very expensive and having inadequate or no health insurance can result in catastrophic situations for an individual or his family. Consequently, individuals must secure their own health care insurance.

The University of Hawai‘i Board of Regents policy requires that all international students purchase adequate health insurance and remain insured every semester of enrollment. The University sponsors a health insurance plan and will also accept alternative health insurance plans that meet minimum coverage requirements. It is the responsibility of students to select and purchase a plan they believe will be best for their own health care needs. Important information on health insurance is located on the ISS website.

Many students believe that since they are young and healthy, health insurance is not needed and is a waste of money. However, this is not true. Accidents and illnesses happen to anyone and can occur at any time. Once someone becomes ill or has an accident, they are usually grateful they had health insurance. A single day in a U.S. hospital may cost far more than the health insurance premiums for the entire year! Therefore, all international students are required to purchase health insurance coverage.

UNIVERSITY HEALTH SERVICES
www.hawaii.edu/shs/

The University of Hawai‘i at Mānoa operates a relatively comprehensive medical clinic at the University Health Services Building, which is open 8:00 a.m.–4:30 p.m., Monday to Friday. Students are encouraged to use this clinic for most regular health care. The clinic readily accepts HMSA health insurance and is a friendly source of accurate health information. Those interested in the health profession may be able to work or volunteer at this facility.

If you wish to purchase a health insurance plan that is not sponsored by the University of Hawai‘i, you will need to complete a Health Insurance Compliance Form signed by your insurance agent and certifying that your plan meets minimum coverage levels. You must provide proof of the dates of the coverage for which you have paid and the duration of coverage must be at least an entire semester.

Emergency Room and Urgent Care

If you need to visit a doctor in the evening or on the weekend, be aware that emergency room costs are extraordinarily high. If your care need is not a true emergency, do not go to a hospital emergency room. Instead, find an urgent care clinic or if possible wait until normal business hours to visit the UH Clinic or your personal physician. The emergency room should be used in a life-threatening situation or when seriously ill.

Pharmaceuticals and Medication

In the U.S., many common medicines are sold in drugstores, pharmacies, or even grocery and convenience stores “over the counter.” Special medications that are ordered by a physician require a prescription. Prescription medication can be quite expensive, but you can save money by asking for a “generic” rather than a “brand name” drug. The generic drug is chemically identical to the brand name drug. Currently, two of the four HMSA student plan options include prescription drug coverage.

Dental and vision insurance is not required but may be desired by some students. For information on optional dental and vision insurance, contact University Health Services.
CULTURE SHOCK AND THE PROCESS OF CULTURAL ADJUSTMENT

What is it?
Culture shock is the natural reaction that occurs when we are uprooted from our cultural environment and transplanted into a new situation where the words, gestures, customs, signs and symbols that have previously helped us to make sense of our surroundings suddenly have no meaning or have new meanings. While culture shock implies something immediate, the onset is usually gradual and cumulative.

How can I avoid it?
Since culture shock is a natural response, your strategy should not be how to avoid it, but instead, how to manage it. Being able to anticipate the feelings you may encounter and having an understanding of the cycle of adjustment should help minimize much of the difficulty of adjusting to life in the United States. While at times it may be an unpleasant experience to go through, adapting to a new culture provides great opportunities for personal growth and development.

What are the stages of Culture Shock and cultural adjustment?

(1) “Honeymoon stage”—When you first arrive, the differences you observe are new, exciting and interesting. You are optimistic and are likely to focus on the positive aspects of your new environment.

(2) “Hostility stage”—As some time passes, the differences that were once interesting, have now become obstacles for you to get things done or communicate effectively. You may begin experiencing any of the following feelings or behaviors:
- disorientation and confusion
- acute homesickness for family, friends and places
- loneliness

• helplessness
• irritability
• sadness and depression
• frequent frustration
• being easily angered
• fatigue
• withdrawing from friends or other people
• self-doubt, sense of failure

(3) “Humor stage”—gradually, you begin to feel more oriented and comfortable in the new culture. Your confidence builds as you start to adjust to the differences and expand your circle of friends.

(4) “Home stage”—Don’t underestimate the adjustment that will be required when you return home from your sojourn. People go through a similar series of stages upon re-entry to their home culture. Consult your International Student Advisor to make sure you are prepared.

Suggestions on how to make your adjustment as smooth as possible.

- Maintain a sense of humor. Be able to laugh at yourself and at the predicaments you get into.
- Make an effort to learn about the region where you are staying—its people, religions, customs, history, etc.
- Begin to consciously look for logical reasons for anything in the United States that seems strange, confusing, or threatening. There is a reason why Americans do things differently than people do in your country.
- Resist the temptation to constantly disparage the host country. You do not have to agree with the way that Americans view things or do things, but constantly criticizing things in your environment will only leave you feeling more miserable, and may make others wonder why you are here.
- Connect with students from your country can be very helpful when you first arrive, but as time goes on, try not to rely solely on co-nationals for support.
• Find an American (or a few!) who is understanding and sympathetic to your situation, with whom you can share your feelings of confusion. This person can be your “cultural informant” and help explain things to you about American culture and lifestyle.

• Don’t forget to participate in activities you would normally do at home (e.g. sports, reading, taking baths, etc.) These activities will help you manage stress. If those activities are not available here, try to find an activity that gives you the same feeling of happiness or relaxation.

When should I seek professional help?
The international student advisors at ISS and the counselors at the Center for Counseling and Development are trained to help you with all aspects of your adjustment to the United States. If you are having troubles moving into the “humor stage” of adjustment, do not hesitate to seek their assistance. They can give you more suggestions to facilitate your adjustment process.

For more information
Books available at the University of Hawai‘i library:
• The Art of Crossing Cultures (1990) by Craig Storti, Intercultural Press.

Videotape available at the Wong Audiovisual Center of the University of Hawai‘i library:
SEXUAL HARASSMENT

Sexual harassment in an academic environment or in a workplace can threaten a person’s academic performance or economic livelihood. The University defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature constitute sexual harassment when the following happens:

• submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational benefit or services;
• submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the person; or
• such conduct unreasonably interferes with a person’s academic or professional performance or creates
• an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment takes many forms. It can involve insensitive or thoughtless actions that are offensive to others, or it can involve an intentional abuse of power or authority, including the following:

• sexually oriented jokes or remarks
• uninvited remarks about one’s body, clothing, sexual orientation or behavior
• repeated glances or stares
• patting, touching, or other unwelcome bodily contact
• displaying sexually suggestive pictures that humiliate or embarrass
• repeated, unwelcome requests for dates
• physical intimidation or assault

Don’t accept sexual harassment as the “way things are.” You do not have to endure abuse. It is offensive and illegal. For more information or to file a complaint:

Equity Specialist
QLCSS 210
Phone: 956-9977

or:

Director of UH Equal Opportunity
Administrative Services Building 1
Room 102
Phone: 956-6423

SEXUAL ASSAULT/RAPE

Rape, both of men and women, is the most underreported and most rarely convicted crime in the world. Ninety percent of all sexual assaults go unreported. Sixty to eighty percent of sexual assaults happen between persons known to one another.

The primary motives for rape are power, control, and humiliation—not sexual drives or pleasure! Rape is an act of violence with sex used as a weapon.

The Sex Abuse Treatment Center’s purpose is to support the emotional healing process for all children and adults sexually assaulted in Hawai‘i, to increase community awareness about the needs and concerns of sexual assault victims and to eliminate all forms of sexual abuse. Their 24-hour-a-day, 7-day-a-week number is 808-524-RAPE (808-524-7273). This service is free of charge and confidential.

PERSONAL COUNSELING

Problems or difficulties involving academic work, personal relationships, stress, unhappiness, and individual’s view of himself or herself, etc., are viewed and treated differently in different cultures.

If you experience difficulties when you are living in your home country, perhaps you would turn to your family or close personal friends for help and advice. During your stay in the U.S. you may be apart from all family and close friends, or you may feel the need to find substitute sources of emotional support.

In the U.S., many people do not live near their families, and it is not always the custom for Americans to be raised to depend on their families to help solve problems. In many instances, Americans will choose to talk with professional or
trained volunteers about problems.

A counselor can help you or determine what the difficulty is, help you see options that you might not have seen, and help you resolve the difficulty. Any conversations you have with a counselor will be treated as confidential.

Counseling can help you sort out confusing thoughts and feelings, increase your self-understanding, change problematic behaviors, and work out solutions to troubling situations. An important goal of counseling is to help you improve your ability to cope with the difficulties and challenges of living. Some of the many students seek counseling include the following:

- feeling misunderstood if English is a second language
- feeling overwhelmed
- stress caused by academic, economic, family, or social pressures
- feelings of depression, anxiety, or alienation; culture shock
- troubling relationships, loss, or grief
- low self-esteem
- concerns about dating and sex, sexual identity, or health
- suicidal thoughts or feelings
- concerns about a friend or family member.
- distress caused by harassment or violence (sexual, racial, ethnic, homophobic, etc.)

These and other concerns can interfere with your sense of well being and your effectiveness as a student. If you are experiencing difficulties such as these, you may also wish to come and talk to an International Student advisor who can give you information about community support services in Honolulu where you can go for additional counseling.

The University of Hawai‘i offers free counseling sessions by professional psychologists at the Counseling and Student Development Center in the Queen Lili‘uokalani Center for Student Services. For information and appointments, call (808) 956-7927.

You may also wish to discuss your concerns with your International Student Advisor, academic advisor or faculty member with whom you feel comfortable.
Community Resources

EMERGENCY SERVICES
Emergency Dispatch........................................ 911
Police, Fire, Ambulance
Confidential Recorded Message......................... 955-3500
Crime Stoppers.................................................. 955-8300

USEFUL TELEPHONE NUMBERS
ASK-2000...................................................... 275-2000
24-hour service for persons with any kind of problem or who do not know where to go for help.
Board of Water Supply.................................... 748-5000
Emergency..................................................... 748-5000
The Bus: Information Office.............................. 848-5555
Department of Education................................ 586-3230
Provide Information on neighborhood schools for children kindergarten through grade 12.
The Gas Company........................................... 526-0066
Hawaiian Telecom.......................................... 643-6111
Hawaiian Electric Company............................. 548-7311
Hawai‘i Immigrant Justice Center..................... 536-8826
Lawyers Referral Service................................ 537-9140
Provides legal referrals, information service and private attorneys.
Legal Aid Society of Hawai‘i.............................. 536-4302
Provides legal services for non-criminal cases, including family law, housing, and consumer problems; also provides lawyer referral service.
Office of Consumer Protection....................... 587-3222
Investigate complaints by consumers about unfair and deceptive business practices and other problems.
PATCH: Childcare Switchboard......................... 839-1988
Provides child care resource, training, and referrals.

OTHER VITAL SERVICES
Child Protective Services Intake ......................... 832-5300
Domestic Violence Hotline.............................. 841-0822
Emergency Shelter for abused spouses and children.
Civil Defense Agency...................................... 733-4300

Coast Guard Search/Rescue Center
Emergency...................................................... 842-2600
Non Emergency............................................. 824-2640
Defense Criminal Investigative Services........... 541-2590
Federal Bureau of Investigation....................... 566-4300
National Weather Service Forecast................... 973-5286
Sex Abuse Treatment Center............................ 524-7273
Confidential counseling and medical assistance for rape victims.
Suicide and Crisis Center............................... 521-4555
24-hour phone service for persons who need counseling or someone with whom to talk.

Area Churches and Campus Ministries
Agape Mission Baptist Church......................... 735-0011
Buddhist Study Center................................. 973-6555
Catholic Campus Ministry............................... 988-6222
Church of the Crossroads............................... 949-2220
Church of the Jesus Christ of Latter-Day Saints..... 946-9922
Daijingu Temple of Hawai‘i (Shinto)................. 595-3102
International Baptist Center......................... 955-6180
Provides free English conversation classes to student/spouses; also Christian activities.
Our Redeemer Lutheran Church...................... 946-4223
Moiliili Hongwanji Mission......................... 949-1659
Religious Society of Friends (Quaker).............. 988-2714
Temple Bet Shalom........................................ 395-4760
Reform Congregation
Temple Emanu-el (Jewish)......................... 595-7521
United Church of Christ............................... 537-9516
Maps

Hawaiian Islands

O’ahu

- North Shore
- Polynesian Cultural Center
- Hale‘iwa
- Wahiawa
- Dole Plantation
- ‘Aiea
- Kāne‘ohe
- Kāne‘ohe Bay
- Leeward Side
- ‘Ewa
- Pearl Harbor
- Waikiki
- Downtown Honolulu
- University of Hawai‘i
- Kailua
- Diamond Head
- Haunauma Bay
- Windward Side
Resources at University of Hawaiʻi at Mānoa

TELEPHONE NUMBERS

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<td>English Language Institute (ELI)</td>
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WEB PAGES

- University of Hawaiʻi at Manoa (Main Page) Campus Employment: [www.hawaii.edu](http://www.hawaii.edu)
- Hamilton Library: [library.manoa.hawaii.edu](http://library.manoa.hawaii.edu)
- International Student Services: [www.hawaii.edu/issmanoa](http://www.hawaii.edu/issmanoa)
- Off-Campus Housing Service: [www.housing.hawaii.edu/och](http://www.housing.hawaii.edu/och)
- MyUH Registration online: [myuh.hawaii.edu](http://myuh.hawaii.edu)
- Student Health Services: [www.hawaii.edu/shs/](http://www.hawaii.edu/shs/)
- Graduate Division: [www.hawaii.edu/graduate](http://www.hawaii.edu/graduate)
- Office of Student Equity, Excellence, and Diversity: [www.hawaii.edu/diversity/](http://www.hawaii.edu/diversity/)
- UH Manoa Bookstore: [www.bookstore.hawaii.edu/manoa](http://www.bookstore.hawaii.edu/manoa)
- Computer Store: [www.uhbooks.hawaii.edu/computers](http://www.uhbooks.hawaii.edu/computers)
- Art & Sciences Advising: [www.advising.hawaii.edu/artsci](http://www.advising.hawaii.edu/artsci)
- English Language Institute (ELI): [www.hawaii.edu/eli](http://www.hawaii.edu/eli)
- Hawaii English Language Program (HELP): [www.hawaii.edu/eshelp](http://www.hawaii.edu/eshelp)
- LGBT Student Services: [manoa.hawaii.edu/lgb/index.html](http://manoa.hawaii.edu/lgb/index.html)

CAMPUS LEADERSHIP OPPORTUNITIES

- Institutional Research Office (IRO): [www.hawaii.edu/iro](http://www.hawaii.edu/iro)
- Student Association (ISA): [www2.hawaii.edu/~isauhm](http://www2.hawaii.edu/~isauhm)
- Co-curricular Activities, Programs and Services (CAPS): [www.hawaii.edu/caps/](http://www.hawaii.edu/caps/)
- The Associated Student of the University of Hawaiʻi at Manoa (ASUH): [asuh.hawaii.edu](http://asuh.hawaii.edu)