

International Student Handbook 2017-2018

International Student Services
University of Hawai‘i at Mānoa

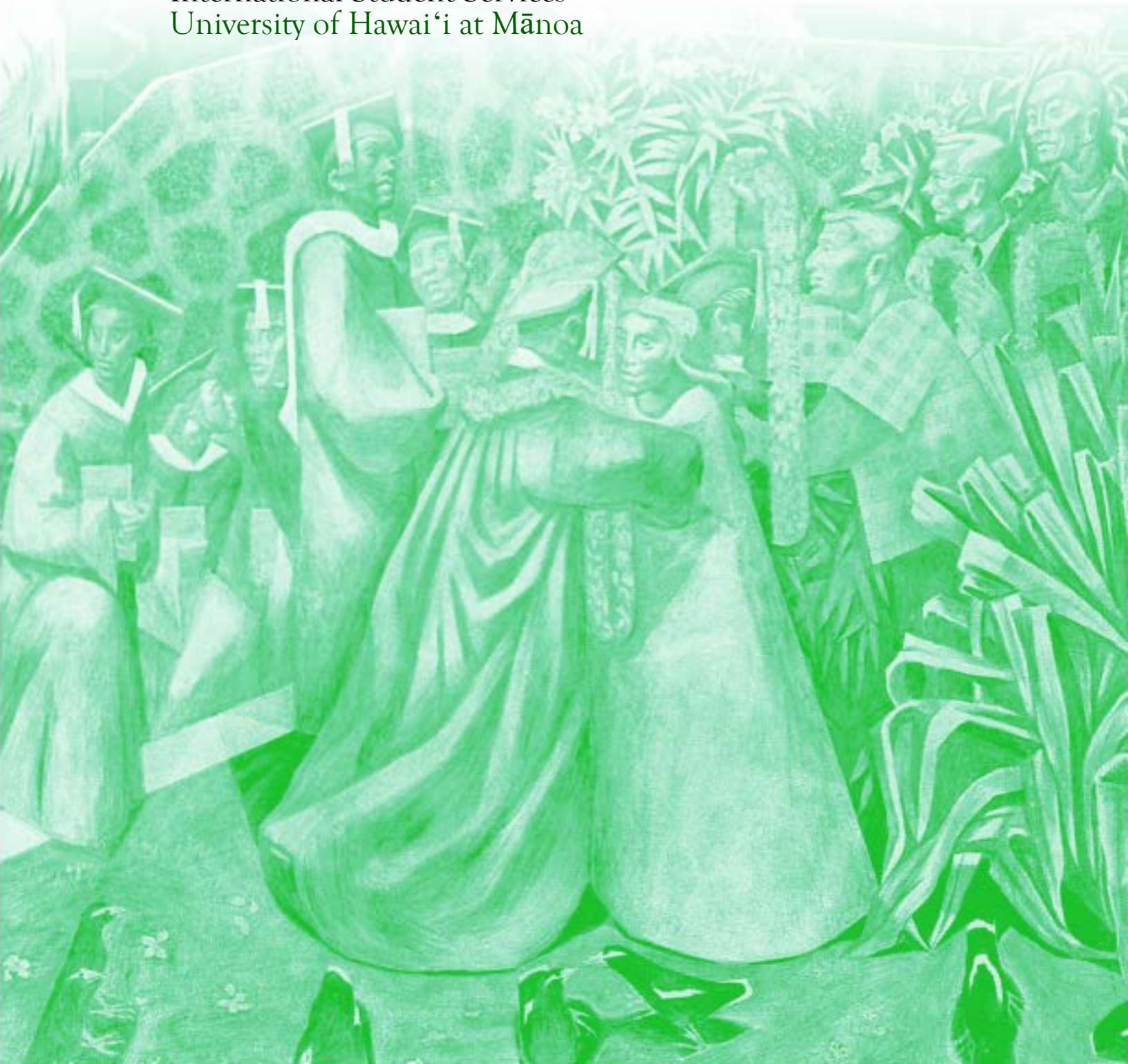


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Dear International Student

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 values 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, ISS provides 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 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 "ohana," 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 may 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 trade winds, 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), Diamond Head (East), and Ewa (West) are used.

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

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.

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. When someone says "See you later" it does not necessarily suggest a later appointment, but is instead a friendly way to say goodbye.

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 classrooms, in businesses, and in many forms of American recreational activities.

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 prescribes 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.

Finances, Banking, U.S. Taxation

FINANCES

At the time of admission to UH Mānoa, you are expected to document funding for study. This requirement is a federal law. Fraudulent presentation of financial resources is a serious matter. You will need 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 with work authorization from ISS or your J-1 sponsor). Off campus work requires special authorization.

E-Refund

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.

Banks On Campus

- UH Federal Credit Union www.uhfcu.com
- American Savings Bank www.asbhawaii.com

Banks Off Campus

- First Hawaiian Bank www.fhb.com
- Bank of Hawai‘i www.boh.com
- Central Pacific Bank www.centralpacificbank.com

ATM (Automated Teller Machines)

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.

To avoid usage charges at ATMs, be sure you know the system used by your bank.

Debit Cards and Credit Cards

You can get a “debit card” to deduct the amount of purchase from the funds in your bank account. Credit cards provide you with a loan from the bank, which issued you the credit card, and you will pay it back in full each month or with interest if payment is made after payment deadline.

Connections with your bank at home

If you have a bank in your home country and one in Hawaii, you may be able to electronically transfer funds from one bank to the other quite easily. See your Hawaii bank for details.



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.



Example of American bills in \$1, \$2, \$5, \$10, \$20, \$50, and \$100 denominations.



Example of American coins in 1 cent, 5 cents, 10 cents, 25 cents, 50 cents, and 1 dollar.

TAXATION (www.irs.gov)

There are many kinds of taxes in the U.S., such as federal, state, and city taxes. 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, and possibly state, 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. For more information, see Tax Resources page at www.hawaii.edu/issmanoa

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 accurately calculate the taxes you owe. Accurate 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

<http://manoa.hawaii.edu/commuter/rainbowshuttle.html>

The Shuttle is a free transportation service that leaves from various locations on campus and stops at surrounding areas. Schedules are 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 Students who pay the \$20 mandatory U-Pass fee at the time of registration receive a U-Pass sticker on their student ID, which provides a bus pass for the entire semester. The sooner you pay your tuition and fees, the sooner you can take advantage of your bus pass.

BICYCLES

www.cyclemanoa.org

www.honolulu.gov/bicycle

UHM has its own student-run bicycle organization that buys, sells and maintains used bicycles for students. Purchase a helmet for safety. 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 a 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 or The Cab. The fare from the airport either to the University of Hawai’i at Manoa or to Waikīkī could be \$35.00 to \$45.00. Some companies like Star Taxi and City Taxi offer a discount rate to/from the airport to/from Waikīkī. Shuttles are also available to and from the university area and Waikīkī which typically cost less than taxis.

MOPEDS

Mopeds are another alternative mode of transportation in Hawai’i. They are recommended only 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. Drive a moped on the right side of the road to allow cars and other vehicles to pass. Mopeds must be registered and licensed; a special driver’s license is required to drive a moped.

CARS AND MOTORCYCLES

<http://www.co.honolulu.hi.us/csd/vehicle>

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 annually. Gas stations that are certified to do safety checks have signs posted with their safety check numbers.

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. The rental company may offer kama’aina rates—lower rates for people who live in Hawai’i.

HAWAI’I DRIVER’S LICENSE

www.honolulu.gov/csd/dlicense.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. Check the website above for procedures and an application.

To apply for a license, go to:
Kapalama Hale, 925 Dillingham Blvd.
Monday – Friday 8 AM – 4 PM

Remember to bring the following:

- Social Security Card or obtain a “Non-eligible verification letter” from Social Security Administration.
- Valid Passport
- Driver's License from another place (if applicable)
- Original I-20 (for F-1/F-2) or DS-2019 (for J-1/J-2)
- I-94 printout from <https://i94.cbp.dhs.gov/>
- Proof of your Hawaii residential address (2 documents, i.e. utility bills or current bank statement listing your name and address, etc.)

For most updated process and required documents please see:
<http://www.honolulu.gov/csd/dllicense.htm>

Driver's Licensing Testing: Written and road testing is required for a first time Hawaii driver's license. General information: (808) 532-7730. Road test information: (808) 768-9127.

Once there, you will pay a fee and take a multiple-choice exam, which tests your knowledge of the driving laws of the driving laws of the State of Hawai'i. You can find a Hawai'i's drivers manual at most bookstores or supermarkets. If you fail, you must wait one week before you can take the test 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 Services: <https://myuh.hawaii.edu>
- ITS Webpage: www.hawaii.edu/its/

To get a hawaii.edu username account go to your MyUH Services. Or, contact the ITS Help Desk:

<http://www.hawaii.edu/its/help-desk/>

Phone: (808) 956-8883

Toll Free: (neighbor isles) (800) 558-2669

Fax: (808) 956-2108

Email: help@hawaii.edu

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 dominations.

To acquire a telephone line for your home, go to: www.hawaiiantel.com

FAX SERVICES

<http://www.hawaii.edu/campuscenter/services/faxservices.html>

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.

Social Security Number

<https://www.ssa.gov/>

To be employed in the U.S., international students must first obtain employment authorization and a Social Security Number (SSN).



Social Security Number and State I.D. <https://www.ssa.gov/>

The Social Security Administration (SSA) will only issue a SSN to non-immigrants who have on-campus or off-campus work authorization (i.e. Graduate assistant or student who is on CPT), and will only accept applications within 30 days of the employment start date or the employment start date on your Employment Authorization Document (EAD) is a future date.

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

(1) Obtain On or Off-campus verification letter(s) issued by an employer and ISS. Templates available at the following: www.hawaii.edu/issmanoa/pages/home/forms.php

(a) ON-CAMPUS Employment:

- F-1 students: obtain employment authorization stamp on page 2 of I-20 form and employment verification letter printed on employer letterhead (UH Department). Use “On-line campus Employment” template.
- J-1 students: obtain employment authorization letter from J-1 adviser. Obtain employment verification letter printed on employer letterhead (UH Department); use “On-campus Employment Template.”

(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.

(c) Newly arrived students to the U.S.

- ISS must activate your SEVIS record before you can apply for a SSN. You also must wait at least 10 business days after your arrival in the U.S. and no earlier than 3 days after SEVIS record has been activated by ISS before applying for SSN.

(2) Visit Social Security Administration (SSA) office:
Mon, Tue, Thurs, Fri 8:30am - 3:30pm
Wed 8:30am - 11:30am Sat, Sun Closed
Closed on Federal holidays.

Prince Kuhio Federal Building
300 Ala Moana Boulevard, Room 1-114
Honolulu, HI 96813
Tel: 1-800-772-1213
<https://www.ssa.gov/ssnumber/>

(3) Present the following documents to the SSA:

- ISS form for employment verification and eligibility.
- I-20 or DS-2019
- Valid passport with visa.
- Paper I-94 printed from <http://cbp.gov/I94/#/home> unless you still hold an I-94 in your passport.
- SSN Application (<http://www.socialsecurity.gov/ssnumber/ss5.htm>)

Processing time takes approximately 10 business days 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 if they have been in the U.S. for less than 5 calendar years. Please refer prospective employers to <http://www.irs.gov/Individuals/International-Taxpayers/Foreign-Student-Liability-for-Social-Security-and-Medicare-Taxes>

STATE OF HAWAI’I IDENTIFICATION CARD

www.honolulu.gov/csd/stateid.html

Obtain a SSN: If not eligible for a SSN, go to the SSA to request for a “not-eligible verification letter” to be issued to you.

Go to Kapalama Hale, 925 Dillingham Blvd. Mon-Fri
8 AM to 4 PM.

Present the following documents:

- Valid passport with visa and entry stamp.
- I-94 printed from <https://i94.cpb.dhs.gov/I94/#/home> unless you still hold a paper I-94 stapled in your passport.
- Form I-20 or Form DS-2019.
- Social Security card (if you do not possess, you must request a letter from the Social Security Administration stating that you are eligible for a SSN).
- Proof of your Hawaii residential address (2 documents, i.e. utility bills or current bank statement listing your name and address, etc.)

You will be fingerprinted and photographed and an identification card will be issued to you immediately.

For more information, application forms, fees and list of acceptable documents see link below:
State I.D.:

<http://www.honolulu.gov/csd/stateid.html>

BUS DIRECTIONS FROM UHM

Board the #4 Nu'uuanu 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

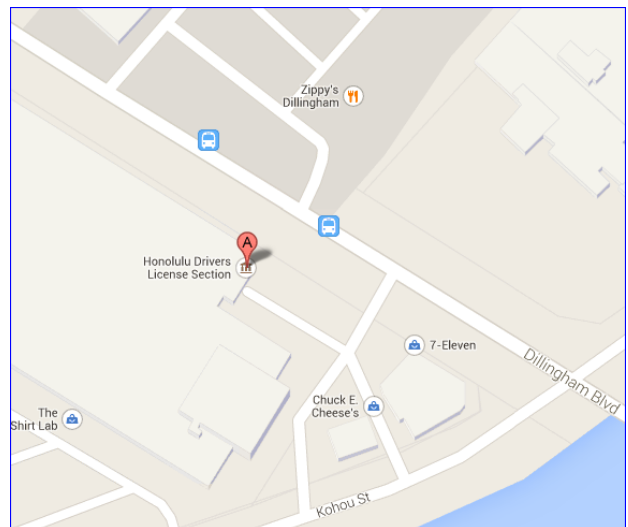
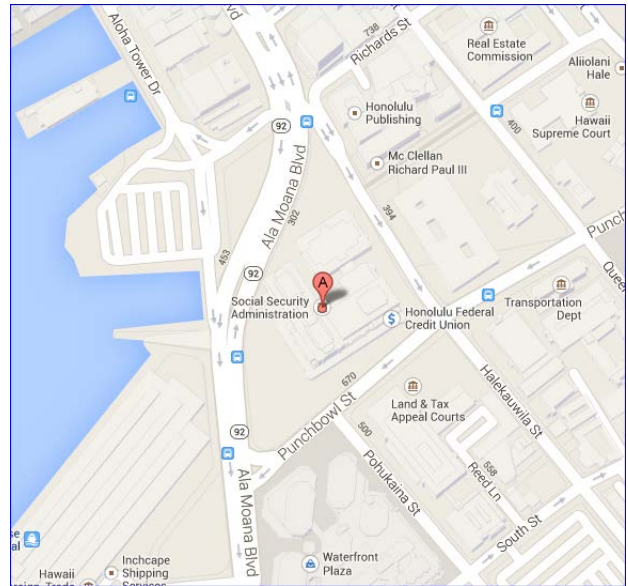
Ask the bus driver to please let you off the bus at the corner of Punchbowl Street and Queen Street. Walk on Punchbowl Street toward the ocean until you reach the Prince Kuhio Federal Building.

To the State ID office

Ask the bus driver to please let you off the bus at the corner of Dillingham Blvd and Kohou 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-1 visa. Issued by the school to which the student has been admitted.

Duration of Status

Noted as D/S on entry stamps in passport. 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 U.S. Department of Homeland Security (DHS) to issue I-20s and to represent the school in matters relating to F-1 students.

Port of Entry (POE)

Location 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

The Student and Exchange Visitor Information System, a national monitoring and reporting database administered by the U.S. Department of Homeland Security.

Electronic I-94

Arrival information, including status and length of stay, is recorded at the POE. Most recent entry information is stored electronically and may be accessed and printed via

this website: <http://cbp.gov/i94>

Visa

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



(1) Visa Category.

(4) # of Entries.

(2) Issue Date.

(5) School at first entry (Present school may be different).

(3) Expiration Date.

Visa Status

Conferred by the U.S. Customs and Border Protection (CBP) 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) is noted on the entry stamp given in the passport at the POE. Note: visa status is not the same as a visa.

Sample I-20 Form (F-1 Status)

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0004705859			
SURNAME/PRIMARY NAME Sample STEM PREFERRED NAME COUNTRY OF BIRTH UNITED KINGDOM DATE OF BIRTH 05 FEBRUARY 1957 FORM ISSUE REASON CONTINUED ATTENDANCE		GIVEN NAME Student PASSPORT NAME COUNTRY OF CITIZENSHIP UNITED KINGDOM ADMISSION NUMBER LEGACY NAME Jay SamOne	
		CLASS <h1 style="font-size: 2em;">F-1</h1> ACADEMIC AND LANGUAGE	
SCHOOL INFORMATION			
SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson FDSO		SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744 SCHOOL CODE AND APPROVAL DATE BAL214F4444000 03 APRIL 2015	
PROGRAM OF STUDY			
EDUCATION LEVEL BACHELOR'S NORMAL PROGRAM LENGTH 36 Months PROGRAM START DATE 01 SEPTEMBER 2011	MAJOR 1 Mechanical Engineering 14.1901 PROGRAM ENGLISH PROFICIENCY Required PROGRAM END DATE 30 MAY 2015	MAJOR 2 Forest Engineering 14.3401 ENGLISH PROFICIENCY NOTES Student is proficient	
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 4 MONTHS		STUDENT'S FUNDING FOR: 4 MONTHS	
Tuition and Fees	\$ 1	Personal Funds	\$ 5
Living Expenses	\$ 2	Funding.School.Remarks	\$ 6
Expenses of Dependents (0)	\$ 3	Funding.Other.Remarks	\$ 7
Expense.Other.Remarks	\$ 4	On-Campus Employment	\$ 8
TOTAL	\$ 10	TOTAL	\$ 26
REMARKS			
finished program - applying for OPT			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered 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 courses 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 to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
<input checked="" type="checkbox"/> SIGNATURE OF: Helene Robertson, FDSO		DATE ISSUED 15 October 2015	
		PLACE ISSUED Ft. Washington, MD	
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. 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 program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
<input checked="" type="checkbox"/> SIGNATURE OF: Student Sample STEM		DATE	
		<input checked="" type="checkbox"/>	
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

Sample DS-2019 Form (J-1 Status)

DRAFT



1. Family Name: Doe		First Name: Johan	Middle Name:	Gender: MALE	N0001234567
Date of Birth (mm-dd-yyyy): 08-08-1988	City of Birth: Lodz	Country of Birth: POLAND	Citizenship Country Code: PL	Citizenship Country: POLAND	J-1
Legal Permanent Residence Country Code: PL	Legal Permanent Residence Country: POLAND	Position Code: 215	Position: UNIVERSITY UNDERGRADUATE STUDENTS		
Primary Site of Activity: 123 Main Street Anywhere, NY 10013					
2. Program Sponsor: InterExchange, Inc.			Exchange Visitor Program Number: P-1-0000		
Participating Program Official Description: SUMMER TRAVEL/WORK					
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.					
3. Form Covers Period:		4. Exchange Visitor Category:			
From (mm-dd-yyyy): 06-01-2011		SUMMER TRAVEL/WORK			
To (mm-dd-yyyy): 09-30-2011		Subject/Field Code: 1234		Subject/Field Code Remarks: Labor	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:					
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).			7. JEAN DUPONT		Alternate Responsible Officer
			Name of Official Preparing Form InterExchange, 161 6th Ave New York, NY 10013		Title
			Address of Responsible Officer or Alternate Responsible Officer		Telephone Number 212-924-0446
			Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy) 01-13-2011
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Signature of Responsible Officer or Alternate Responsible Officer			Date (mm-dd-yyyy) of Signature		
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2).			TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*)		
The Exchange Visitor in the above program:			*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.		
1. <input type="checkbox"/> Not subject to the two-year residence requirement.			(1) Exchange Visitor is in good standing at the present time		
2. <input type="checkbox"/> Subject to two-year residence requirement based on:			Date (mm-dd-yyyy)		
A. <input type="checkbox"/> Government financing and/or			(ALL SAUID PARTICIPANTS G-2-00263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-04510 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)		
B. <input type="checkbox"/> The Exchange Visitor Skills List and/or					
C. <input type="checkbox"/> PL 94-484 as amended					
Name			Title		
Signature of Consular or Immigration Officer			Date (mm-dd-yyyy)		
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e).			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 of Applicant		Place		Date (mm-dd-yyyy)	

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 16).
- (4) Online coursework used to fulfill the full course of study requirement is limited to 3 credits per semester.
- (5) File for extension of I-20 if you will not complete your program by end date on form. File 30 days before expiration of current I-20.
- (6) Follow procedures to change from one level of study to another in the same school.
- (7) Follow procedures to transfer from one school to another 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) Update residence and U.S. mailing address to your MyUH account within 10 days of change.
- (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) Enroll in a full course of study (as defined on page 16). (On-line course work cannot be applied to full course of study requirement.)
- (4) File for extension of DS-2019 if you will not complete program by end date noted on form. File 30 days before expiration of DS-2019.
- (5) Follow 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. Do not begin any unauthorized employment. Obtain authorization for work at ISS.
- (7) Update residence and U.S. mailing address to your MyUH account within 10 days of change.
- (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 listserve. The ISS transmits important information regarding federal and UH policy and regulations on this listserve. 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. (<http://www.hawaii.edu/issmanoa/health-insurance>).
- 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: _____

SEVIS Address Requirements

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.

TO ENTER THE U.S. IN STUDENT STATUS, 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 (<https://www.fmjfee.com>) 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 the U.S. no more than 30 days PRIOR to entering the U.S.
 - g. Report to the ISS to validate program no later than 15 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 U.S. visa to study in the U.S., student must still pay the SEVIS fee instituted by the U.S. Department of Homeland Security. The SEVIS fee is required of all students and exchange visitors entering the U.S. (See 1b above.) You will need to show your I-20/ DS-2019 AND a receipt showing proof of payment of the SEVIS I-901 fee at the U.S. port-of-entry. 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 departs 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 your passport with your entry information, including date of entry, visa status, and length of stay in the U.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 untrue. The student visa is only an "admission ticket" which must be unexpired on the day you pass through USCBP admission processing.

SUBSEQUENT STUDENT ADMISSION TO THE U.S.

If you choose to leave the U.S. during your study, in order to be re-admitted to the U.S. again, you must present an unexpired passport which is valid for at least 6 months beyond your next date-of-entry to the U.S. and an unexpired I-20 or DS-2019 form, endorsed (travel signature on the back) by an ISS adviser. Travel signatures on I-20 and DS-2019 forms are good for one year from the date of signing. 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> regarding the need to pay a SEVIS fee prior to applying for a new student visa. In general, continuing students do not need to pay another SEVIS fee.

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. Check travel.state.gov. Visa issuance is often done by mail and may take as long as three months. Seek advice from ISS and plan carefully.

TRAVELLING TO CANADA, MEXICO, OR CONTIGUOUS (PACIFIC/CARIBBEAN) ISLANDS

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.

SPECIAL TRAVEL ADVISORIES

Before travelling, it is advisable to check for any

special travel advisories from ISS, the U.S. State Department (www.state.gov) and the website(s) of the countries you plan on visiting.

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 Page 2 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 off-campus permits, students must have been in F-1 status for 2 semesters. 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 must be required for, or integral to, a student's program of study. Examples of situations appropriate for CPT are through the Cooperative Education Program (through Mānoa Career Center), 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 2 of the I-20 form. It is for a particular job with a specific employer during a defined period as noted on the 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 36 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 2 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 2 of the I-20 with suggested start and end dates. The official work permit is the Employment Authorization Document (EAD) issued by USCIS 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 may 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 on-campus work permit letter 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 a "Certification of Employment for J-1 Student Graduate Assistants." Forms downloadable from ISS website.

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. After ISS reviews and certifies student eligibility and after you receive a written job offer, economic hardship employment authorization will be issued in the form of a letter.

(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 students.

The U.S., unlike many countries, does not offer socialized national health care that automatically

Health Care

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. For more details, visit the ISS [Health Insurance](#) web page.

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.

Health and Well-Being

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:

- *American Ways: A Guide for Foreigners* (1988) by Gary Althen, Intercultural Press.
- *Living in the U.S.A.* (1988) by Alison Lanier, Intercultural Press.
- *A Foreign Visitor's Survival Guide to America* (1992) by Shauna Singh Baldwin and Marilyn M. Levine, John Muir Publications.
- *On Being Foreign: Culture Shock in Short Fiction, an International Anthology* (1986) edited by Tom Lewis and Robert Jungman, Intercultural Press.
- *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:

- *Cold Water* (1987). Noriko Ogami, Producer, Intercultural Press.

WATER SAFETY

Hawai'i's oceans can be dangerous and turn fun into tragedy. Use care and caution for all water activities, including swimming pools, and always read and obey safety signs. They could save your life!

- (1) Never go swimming alone.
- (2) Be aware of high surf warnings and strong currents.
- (3) Never turn your back to the ocean.
- (4) If walking on ledges near water, be aware of large waves, which can sweep over you. Stay away from wet, rocky areas.
- (5) Be careful of dangerous breaking waves at the shoreline.
- (6) Know the various beaches on the island and select the ones you are most comfortable in.
- (7) Learn about strong currents. They may not be noticeable on the surface but can be dangerous beneath.
- (8) Always use protective sunscreen, preferably SPF 15 or above.
- (9) If you would like to learn how to swim, call the following places for more information:
YMCA: 536-3556, or YWCA: 538-7061

UH also offers several swim classes as credit courses. Check in your class schedule. For recreational swimming, call Intramural Sports Office at 956-7694 for open hours at the Duke Kahanamoku Pool on lower campus.

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:

Advocacy Office
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	
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
24 hour hotline..... 748-5911	
The Bus: Information Office.....	848-5555
Department of Education.....	586-0170
Provide Information on neighborhood schools for children kindergarten through grade 12.	
Hawaii Gas.....	811
Hawaiian Telecom.....	643-3456
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.....	586-2630
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.....	832-9316
Emergency Shelter for abused spouses and children.	

Civil Defense Agency.....	733-4300
Coast Guard Search/Rescue Center	
Emergency..... 535-3333	
Non-Emergency..... 535-3230	
Defense Criminal Investigative Services..	541-2590 /2575
Federal Bureau of Investigation.....	566-4300
National Weather Service Forecast.....	973-5286
Sex Abuse Treatment Center.....	535-7600
Confidential counseling and medical assistance for rape victims.	
Access Suicide and Crisis.....	832-3100
24-hour phone service for persons who need counseling or someone with whom to talk. (Additional number: 1 800 SUICIDE (1-800 784-2433))	

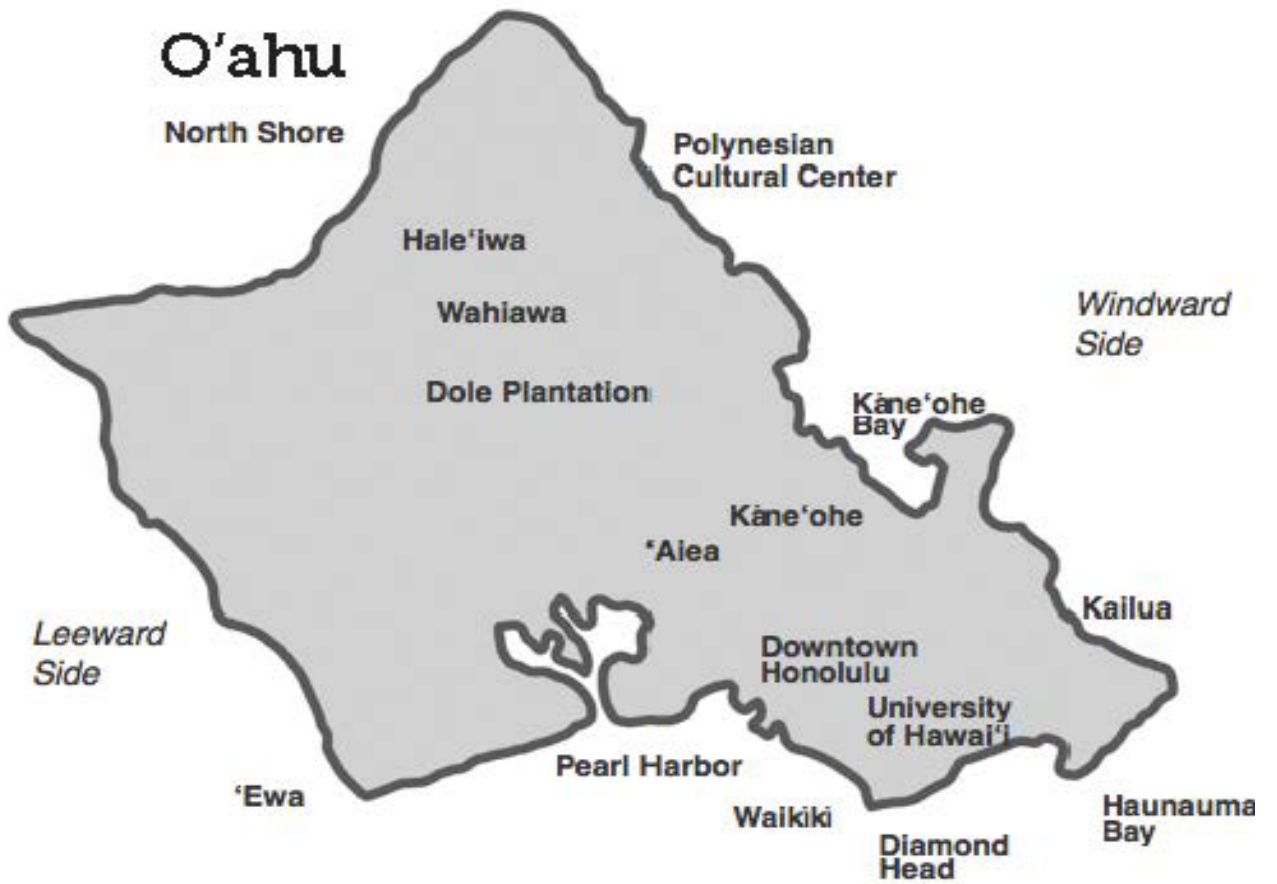
Area Churches and Campus

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.....	944-4224
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 (Jewish Reform).....	395-4760
Temple Emanu-El (Jewish).....	595-7521
United Church of Christ.....	536-8418
Muslim Association of Hawai'i.....	947-6263

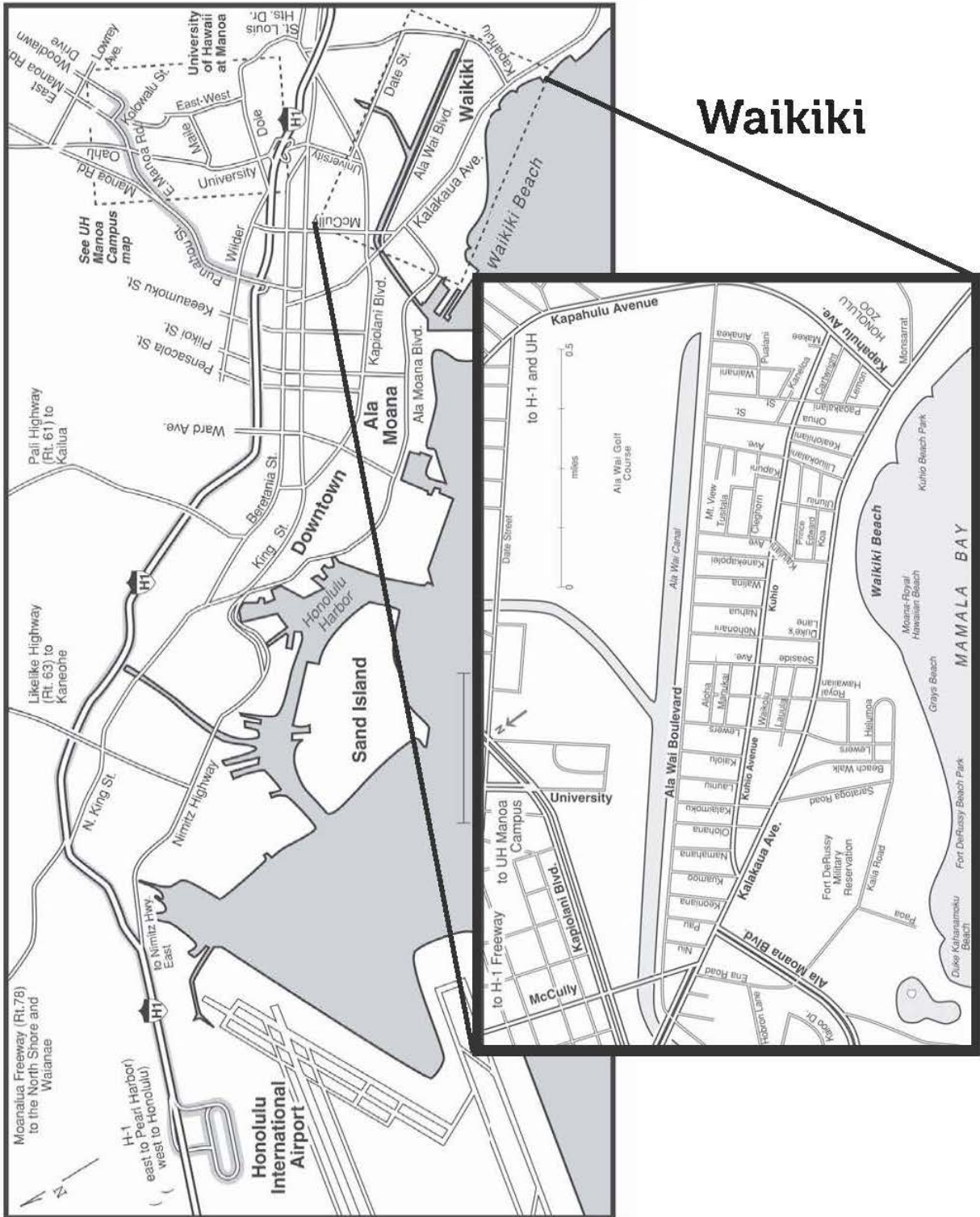
Hawaii Telecom

Customer Service	643-3456
24/7 Tech Support	643-6111

Maps



Maps



Waikiki

Resources at University of Hawai'i at Mānoa

TELEPHONE NUMBERS

Admissions and Records Undergraduate	956-8975	Hamilton Library	956-7214
Associated Students of University of Hawai'i (ASUH) Undergraduate Organization	956-4822	Library Services Fax	956-5968
Registrar	956-8010	International Student Services	956-8613
Manoa Bookstore	956-9645	Intramural Sports	956-7694
Campus Center Information and Ticket Center	956-7235	Learning Assistance Center	956-6114
Campus Center Leisure and Rental Programs	956-4849	Off-Campus Housing Service	956-7356
Campus Tours	956-7137	Sinclair Library	956-8308
Cashier Tuition Payment	956-7554	Student Academic Services	956-8755
Graduate Admission	956-8544	Arts and Sciences Students	956-7007
Office of Graduate Education	956-8544	Manoa Career Center	956-8965
Graduate Student Organization (GSO)	956-8776	Student Health Services	956-8177
East-West Center	944-7111	Student Housing	956-8177
English Language Institute (ELI)	956-8610	University Librarian	
		Hamilton Administration	956-7205
		Women's Center	956-8059

WEB PAGES

University of Hawai'i at Manoa (Main Page)	http://manoa.hawaii.edu/
Employment	www.hawaii.edu/sece
Hamilton Library	http://library.manoa.hawaii.edu/
International Student Services	www.hawaii.edu/issmanoa
Off-Campus Housing Service	https://manoa.hawaii.edu/housing/offcampus
MyUH Services online	https://myuh.hawaii.edu/
Student Health Services	www.hawaii.edu/shs/
Graduate Education	https://manoa.hawaii.edu/graduate/
Office of Student Equity, Excellence, and Diversity	www.hawaii.edu/diversity/
UH Manoa Bookstore	www.bookstore.hawaii.edu/manoa
Computer Store	www.uhbooks.hawaii.edu/computers
Arts & Humanities Advising	www.manoa.hawaii.edu/advising
English Language Institute (ELI)	www.hawaii.edu/eli
Hawaii English Language Program (HELP)	http://manoa.hawaii.edu/eslhelp/wordpress/
New Intensive Courses in English (NICE)	www.nice.hawaii.edu/nice/default.asp
LGBT Student Services	https://manoa.hawaii.edu/lgbt

CAMPUS LEADERSHIP OPPORTUNITIES

International Student Association (ISA)	www.isauhm.com
Student Life and Development	http://manoa.hawaii.edu/studentlife
Associated Students of the University of Hawai'i at Manoa (ASUH)	http://asuh.hawaii.edu