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Welcome to Eastern Oregon University

On behalf of the Office of International Student Programs, I welcome you to Eastern Oregon University. We serve as your primary contact for many issues you will face during your stay on campus and we look forward to getting to know you.

While we expect that you will make the most of your time at Eastern Oregon University, we understand that living abroad is an adjustment. This handbook is a tool to ease your transition by providing information relevant to international students like you! Please take the time to prepare for your new experience by reading this handbook. A lot of information will come at you quickly in the days ahead, DO NOT be alarmed if you do not absorb it all.

For those of you returning to EOU, it is recommended that you review this handbook in an effort to refresh and update yourself with the United States immigration regulations.

Remember that ignorance of the law is not an excuse for any violation.

Please remember that the International Student Adviser (ISA) is your primary resource for assistance with immigration questions here at Eastern Oregon University. Feel free to contact the ISA at any time with problems, concerns, or questions. Once again, welcome to Eastern Oregon University and best wishes in your academic and professional pursuits!

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Disclaimer

Eastern Oregon University is not responsible for the accuracy or timelines of the information contained in any of the sources provided here. **Regulations governed by the United States Citizenship and Immigration Services (USCIS) change periodically. Therefore, prior to acting on such information, approve it with the International Student Advisor.**

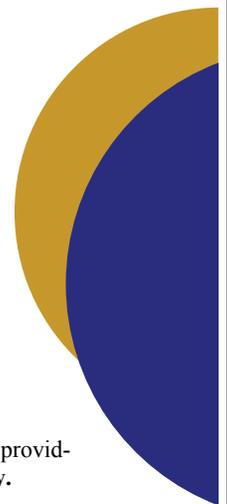
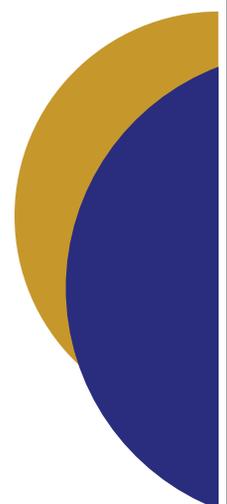


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General Information

Office of International Programs

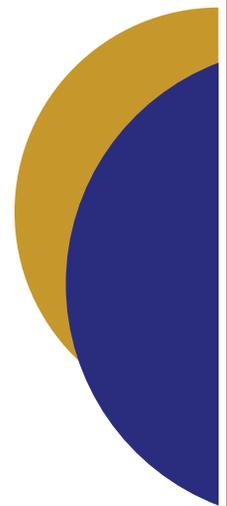
The Office of International Programs oversees International Student Advising and Study Abroad Programs as well as NSE (National Student Exchange). The International Student Advisor is available to help you understand your F-1 status, answer immigration-related questions, and also to help you with cultural adjustment, personal issues, and other concerns.

The Office of International Programs keeps records of all non-immigrant students at Eastern Oregon University for monitoring purposes. We verify that the university and students are in compliance with the United States Citizenship and Immigration Services (USCIS). It is vital that each student maintain a working relationship with the International Student Advisor and meet with this person by the end of the second week of each term to check in and confirm compliance.

Eligibility for F-1 Student Visa Status

To be eligible for F-1 student visa status, international students must prove to the United States Consular Officials that they wish to enter the United States temporarily and exclusively for the purpose of studying full-time at a college or university. Students must have the capability to demonstrate that they can pay for their expenses while in the U.S. and intend to return home after completing their studies.

Like all other countries, the United States has guidelines governing the stay of foreigners within the legal boundaries. The system is complex and changes occur frequently. **Eastern Oregon University's international students are expected to take responsibility for knowing the regulations regarding their particular immigration status.** Questions and concerns can always be directed to the International Student Advisor.



Key Documents

You are probably already well aware of many immigration forms. You may be intimidated by all of the numbers and forms or you may have a solid handle on your documentation. In either case, it is of the utmost importance that you keep all immigration documents issued to you in a safe place. You are responsible for their safety. The International Student Advisor will make copies of such documents to be kept on file; however, copies often do not suffice for the United States government.

Below are the documents you need and the purpose they serve:

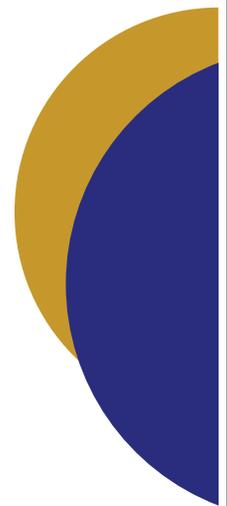
Passport- A passport is basically a permit from your home country to allow you to leave and reenter your own country. Some students may instead hold a Certificate of Identity (“CI”), which is roughly equivalent to the passport. You must have a valid passport (with an expiration date at least six months after your proposed date of entry) for travel into the United States. **Do not allow the validity of your passport to expire.**

I-20 Form “Certificate of Eligibility”- This is the necessary document to apply for an F-1 visa for entry into the U.S. It proves your eligibility for F-1 status. You must make sure that it is accurate and up-to-date at all times. The form indicates the latest date by which you should report to EOU. This date is generally the first day of classes. It also indicates an end date by which your program is expected to be completed. F-1 students need to also have a valid signature from the International Student Advisor on Page 3 of their I-20 in order to reenter the US if they have traveled outside the country during their studies. The signature is valid for one academic year.

Reminder: Save all I-20 forms that have been issued to you and store them in a safe place. It is always a good idea to make copies of all your documents, in case of loss or theft. Immigration officers may require you to submit each I-20 that has been issued to you when traveling outside the U.S. When applying for any benefits available to F-1 visa holders, you will be required to submit all I-20’s in many application processes.

Visa – The visa is entered into your passport at the U.S. Consulate or Embassy where you applied for it. American visas are a computer-printed, adhesive-backed pieces of paper that are placed on a page of the passport. Applicants should be aware that a visa does not guarantee entry into the United States. The Department of Homeland Security has the authority to deny admission.

The visa does not govern the length of your stay; rather, it governs the time period during which you may apply for entry into the USA. Once you have entered the United States with a valid visa, it does not matter if your visa has expired, as long as you have a valid I-20 and passport. However, when you are leaving and reentering the United States, you must be sure that the visa is valid for reentry. The visa indicates the number of allowed entries into the USA. Multiple (“M”) or unlimited applications permit entry into the USA for as long as the visa is valid and you have a valid, endorsed I-20 Form to present at the time of entry.



I-94 (Departure Record) - This card is placed into your passport at the port of entry and shows that you have lawfully entered the United States. It is usually stapled onto the U.S. visa page of your passport. The form identifies your arrival date, your visa status, and your length of stay, usually marked D/S (duration of stay). The duration of stay is the period during which the student:

“is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies...An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study.”

8 C.F.R. § 214.2 (f) (5) (i)

In the top left corner of the form you will find an eleven-digit number called the “**admission/departure number**” which serves as your identification number with the United States Citizenship and Immigration Services. The USCIS uses this to keep track of your arrival and departure from the United States (along with your SEVIS number). This number is added to your I-20 student copy when you enter the USA.

Financial Support Documents- These documents demonstrate your ability to finance your education. They can be in the form of letters of assistantship, scholarship, fellowship, bank statements or some other proof of funding.

******IMPORTANT******

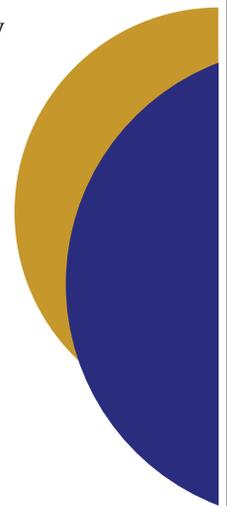
Sometimes when students finish their studies earlier than the date stated on their I-20, they think they have extra time to stay in the USA without being registered as a student. This is not correct. F-1 students must either leave the country, apply for OPT (more details on p. 17) prior to graduation or change their visa status or academic level within 60 days, no matter what the date is on the I-20.

CANADIANS/CANADIENS/CANADIENNES

Citizens of Canada are not required to obtain a U.S. visa to enter the United States. However, a border guard will inspect your papers, either at a pre-inspection site in Canada or upon entry to the United States. You must have with you:

- Proof of Canadian citizenship
- Eastern Oregon University admission letter
- Eastern Oregon University-SEVIS Issued I-20 Form
- Proof of financial support that corresponds to the information on your I-20
- I-94 Card
- Copy of payment receipt for I-901 SEVIS fee

It is essential that you enter the USA in the appropriate status, so be sure to have complete documentation with you. **DO NOT** come in as a tourist!



Expiration of Important Documents

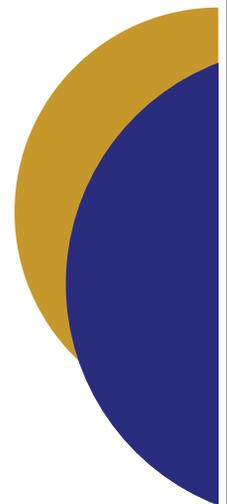
Expired Visa Stamp

As indicated earlier, the visa stamp does not govern your stay; rather, it governs the time period during which you may apply for entry into the U. S. Once you have entered the United States with a valid visa, it does not matter if your visa has expired as long as your I-20 is valid. However, when you are leaving and reentering the United States, you must be sure that the visa is valid for reentry.

***It is only necessary to renew your visa stamp if** you intend to travel outside the United States and re-enter, following the expiration of your visa stamp.

If your visa stamp expires, it is not necessary to renew it if you simply stay in the United States. However, if it has expired and you wish to travel outside the USA, then it will need to be renewed at an American consulate or embassy outside the United States.

Non-immigrants that traveled from approved countries traveling to Canada, Mexico, and some Caribbean countries for stays of thirty days or less can reenter the USA on their expired visas (“automatic revalidation”). Check with the ISA each time you plan to use automatic revalidation. A valid travel authorization signature is required.



Expiring I-20 Form

If your I-20 will expire before you complete your program, you must apply for an extension of your I-20. To do so, consult the International Student Advisor. **You must apply for an extension at least 30 days prior to expiration (please review page 11 of this handbook for program extension information).**

There are serious penalties for “overstaying” your I-20 expiration.

- If you stay beyond your authorized stay for 1-179 days, your F-1 visa will become invalid and you will fail to maintain your status.
- If you remain in the country beyond your authorized stay for 180-360 days, your visa becomes invalid and you will have to wait three years to obtain a new visa.
- If you stay beyond your authorized stay for more than 360 days, your visa becomes invalid and you will have to wait 10 years to obtain a new visa to enter the USA.

Renewing your Passport

You must keep your passport valid at all times. Consult your Consulate or Embassy in the United States to renew your passport. The officials there will tell you what forms and fees, if any, are required. If you are required to supply a letter affirming that you are a student at EOU, you can request such a letter from the International Student Advisor.

Expiring I-94 Form

There may be a date written in the upper right-hand corner of your I-94. You must leave the USA by that date, or you must apply to extend your stay. If there is no date, but rather the inscription “D/S” (duration of status), you are admitted for the length of your program of study as indicated on your I-20, plus any period of optional practical training, plus 60 days. If you graduate before the completion date indicated on your I-20 you are considered to have completed your program of study and your I-20 is no longer valid.

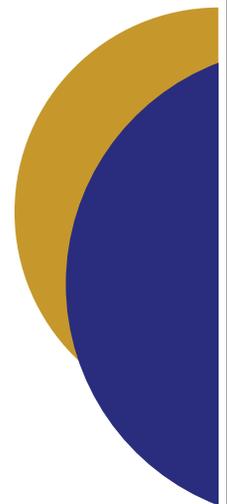
Checklist regarding Expiring Forms

Visa Stamp - It is necessary to renew your visa stamp only if you plan to leave and reenter the United States after your visa has expired.

I-20 Form - If your I-20 will be expiring in a month or two and you have not completed your degree in time, you must apply for an extension of your I-20.

Passport - You must keep your passport valid at all times. Consult your consulate or embassy in the U.S. to renew your passport.

I-94 Card - If your I-94 Card has an inscription “D/S” (duration of status), you are admitted for the length of your program of study as indicated on your I-20 including any period of optional practical training and a 60-day grace period.



Maintaining Legal Status

You are the navigator of your success, know your responsibilities!

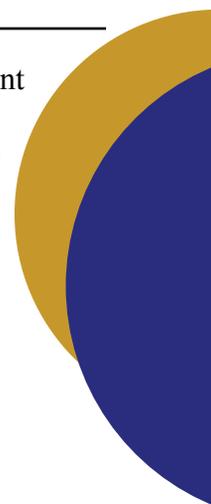
It is very important that students are aware of their responsibilities and follow them precisely. Consequences of failing to maintain legal status can be severe. The following principles will help you make choices directly associated with maintaining legal immigration status. An additional component to these guidelines is the **“Instructions to Students” on page 2 of your I-20**. If you read those instructions and following guidelines, you should have no trouble maintaining your F-1 status during your stay in the United States. Always ask your International Student Advisor if you have any questions.

The following responsibilities must be obeyed:

- Follow all immigration rules and regulations.
- Keep your passport valid at all times (if you need to extend your passport, contact your consulate).
- Keep your I-20 Form valid at all times (if any information on your I-20 changes, you should stop by the ISA’s office to see if a new document is required).
- Pursue and complete 12 credits each term and at least 9 credits must be on-campus (see page 9).
- Attend only the school indicated on your I-20 Form.
- You may not work off-campus without authorization from USCIS (see page 15).
- Limit authorized employment (both on and off-campus) to a total of 20 hours per week while classes are in session. You are authorized to work full-time during vacation periods only when you will be enrolled in classes full-time the following term (see page 14).
- Apply for a Program Extension within the 30-day period before the completion date on your I-20 if you need extended time to complete your current program. Failing courses is not a valid reason for a program extension.
- Follow specific USCIS procedures to record your change of educational program or level within 15 days of beginning the new program or level.
- Follow specific USCIS procedures to record your transfer to another school within 15 days of attending the new school.
- Report every change of address to your International Student Advisor within 10 days of each move.
- Traveling outside of the United States requires an up-to-date I-20 and travel endorsement from your International Student Advisor.

Maintaining Full-time Student Status

1. Complete 12 credits of coursework each term to meet the full-course of study requirement
2. At least 9 credits a term must be on-campus (not Distance Education)
3. You must earn a letter grade of A, B, C, D or F for your coursework for the credits to be counted towards the 12-credit requirement.
4. Receiving W for a course will eliminate those credits from being counted towards your 12-credit requirement.

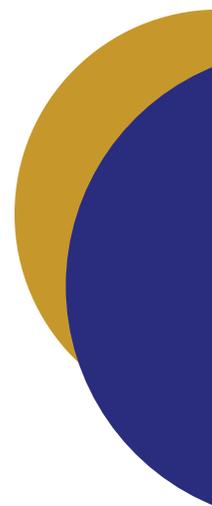


Violating Student Status

The following actions will result in a violation of student status. While other violations do exist, these are among the most common violations that committed by F-1 students. Penalties will be imposed if such actions occur:

- Drop out of school
- Register for less than full-time (less than 12 credit hours) or not complete at least 12 credit hours without prior approval from ISA
- Work without authorization
- Make a procedural error in transferring from one school to another
- Fail to apply for a program extension in a timely manner
- Fail to respond to an I-515 in a timely manner

The consequences of these violations include the loss of privileges associated with your student status, such as employment, eligibility to transfer schools or extension of stay. In addition, visa limitations for visa over-stay, including entry visa being no longer valid, is likely. You must apply for all future U.S. visas only in home country or country of permanent residence if such violations exist. **There is also a possibility of being barred for 3 years from the USA, if deemed to be unlawfully present for more than 6 months, or for 10 years, if deemed to be unlawfully present for more than 1 year.**



Reinstatement

Reinstatement to F-1 Status

When you have been admitted to the United States in F-1 status, there are certain obligations you must meet in order to maintain status. Failure to do so results in your being “out of status” and the need to be “reinstated” to lawful F-1 status by the United States Citizenship and Immigration Services. **USCIS does not reinstate students easily.** Reinstatement is necessary when any of the conditions of maintaining status have been violated. USCIS now has a new system called ELIS which allows students to apply for reinstatement electronically.

Reinstatement will be possible **only** if you:

- Are pursuing or intend to pursue a full course of study
- Have always had proper authorization while being employed
- Can establish that the violation of status resulted from circumstances beyond your control or that failure to be reinstated would result in extreme hardship
- Are not deportable on any grounds

To apply to be reinstated, a student must meet with the ISA to review the process and receive a new I-20. In order to issue a new I-20, updated financial documentation is required. Students may either submit an application to USCIS for reinstatement or leave the U.S. and apply for a new visa to re-enter. The ISA does not have a role in endorsing the application; however, she is willing to look it over to make sure everything is in order. In that case, please submit the following forms to the ISA for review:

- Financial documentation for the program of study
- Your written request to the USCIS for reinstatement, explaining the circumstances for your being “out of status”
- Completed Form I-539

The International Student Advisor will review your application and return everything to you. Sign and date both pages of the new I-20. Make sure your dependents are included on the I-20. You are advised to photocopy all of your application materials for your own records before sending it to the USCIS. *Remember to include a check or money order payable to the USCIS.*

Your application will consist of:

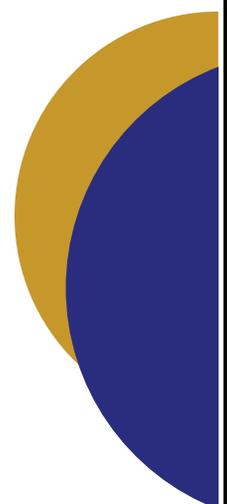
- Completed Form I-539
- An I-20 for reinstatement, financial documentation for the program of study, and your written request to the USCIS for reinstatement explaining your situation
- An I-94 card for you and each of your dependents
- A check or money order for the fee required by USCIS

Form I-539 and the USCIS Service Center address can be found at:

<http://uscis.gov/graphics/formsfee/forms/index.htm>

Important

If your application for reinstatement is pending approval, you are not eligible for any privileges



Completion of Program

At EOU you must apply for graduation. Request a graduation application from the EOU Registrar's Office. Meet with your academic advisor two terms ahead of your expected graduation date and have your completed application to the Registrar's Office by the 2nd Friday of the term prior to the term you are graduating.

Deadlines 2012-13: **Winter Graduation applications due October 12, 2012**
 Spring Graduation applications due November 9, 2012
 Summer Graduation applications due November 9, 2012
 Fall Graduation applications due April 6, 2013

Nearing completion of your program of study

Once you have completed your degree or training you need to do one of the following within **60 days**, unless addressed otherwise:

- Change to another immigration status (such as B, J, H)
- Change degree level
- Change program of study
- Transfer to another institution
- Return to your home country

* Graduating students wishing to participate in Optional Practical Training must submit their applications prior to graduation. (see page 17)

Extension of Program

Q: How do I qualify for an extension to my program?

If you will not be able to complete your program of study by the date indicated on your I-20 form, you will need to seek a "program extension." To do so, you should contact the International Student Advisor **at least 30 days before the I-20 will expire** (See Program End Date on page one of your I-20).

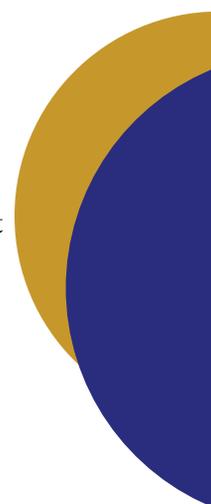
In order to qualify for a program extension, you must show that you have continually maintained status and that the extension is needed due to **compelling** academic or medical reasons. Delays in completing the program due to academic probation or suspension are not acceptable reasons for an extension. **Failure to apply for a program extension in a timely manner is a violation of F-1 status and can result in serious penalties.**

Q: What do I need to do to extend my stay?

1. Complete an EOU request for program extension form (available in the ISA office) and meet with your Academic Advisor
2. Request that your academic advisor complete a recommendation letter in accordance to the Program Extension Form
3. Obtain proof of financial support for the upcoming years' expenses (affidavit of support and bank statement)
4. Include your most recent I-20

There is no fee to apply for an extension. The materials should be turned into the International Student Advisor. The ISA will review the materials for approval. Please allow 5-10 working days to process the application. After it has been processed, a new I-20 will be generated.

If your program end date has expired or you do not qualify for a program extension, it will be necessary to file for reinstatement to F-1 status (please review reinstatement procedures on page 10 of this handbook).



Transferring Schools

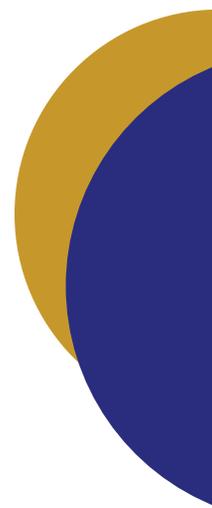
F-1 students who will be attending another U.S. college or university to either complete a degree started at EOU or to begin a new degree program, will require a transfer of the SEVIS record to the new university. **This includes students who have graduated with a bachelor's degree from EOU and plan to pursue a graduate degree elsewhere.** Students who will be out of the U.S. for more than 5 months between programs will not require a SEVIS transfer. Instead, they should receive a new I-20 directly from the new university and apply for a new F-1 visa.

To be eligible for a school transfer, an F-1 student must be in status with USCIS, must be pursuing a full-time course of study in the term immediately preceding the transfer, or must be engaged in optional practical training (OPT). Any F-1 student not meeting these requirements is not entitled to a transfer application and therefore must apply for reinstatement through USCIS to be accepted for F-1 status. If the student is out of status, another option is for the student to return to his/her home country and apply to the new school and receive a new I-20 form from the new school upon admittance.

EOU Checklist for transfer to another school:

1. Apply for admission to new institution and get accepted
2. Inform the EOU International Student Advisor of your intent to transfer to a new school with a copy of your letter of acceptance and written request for a SEVIS transfer and transfer date
3. Obtain a "transfer form" from the institution to which you intend to transfer, to be completed by your EOU International Student Advisor
4. EOU International Student Advisor will transfer your SEVIS record
5. Obtain a new I-20 from the new institution

A new transfer student must report to the new school's ISA within 15 days of the start date on the I-20 form otherwise he/she may be considered a "no show" and be reported to USCIS as such. Transfer processes must be complete by the 15th day of classes at the new school.



Employment

International students are responsible for complying with immigration employment regulations and policies. The USCIS enforces civil and criminal penalties against those who work without the required authorization as well as employers who do not verify employment eligibility.

Employment opportunities are limited for international students due to the restrictions that are imposed by the law. These laws were created to protect job opportunities for American citizens and permanent residents by minimizing the number of foreign nationals competing for jobs. It is illegal for employers to deliberately hire non-immigrants who are in immigration status that does not allow them to be employed off campus.

Unless you have applied for and been approved for employment off campus through the ISA and USCIS, don't do it!

**ILLEGAL EMPLOYMENT IS
A DEPORTABLE OFFENSE.**

Required Documents for Employment in the United States

Social Security Card: Before a student can be employed at Eastern Oregon University, the student must have a social security number (SSN) and be able to present the card for a personnel file. Prior to applying for a SSN, a student must secure employment and the employer must write a letter of intent to hire/employ the student. This letter must be submitted along with all other required documents at the time of application. The letter should include: identity of student employee, job description, anticipated or actual employment start date, expected number of hours worked per week, Employer Identification Number, employer contact information (including name and telephone number of immediate supervisor), original signature, signatory's title, date. The ISA will also write a letter verifying your valid F-1 status. La Grande's Social Security Office is located at 2205 Cove Ave. (behind Rite Aid Drug Store). Please visit the Social Security Administration website for details. <http://www.ssa.gov/>

I-9 Form for employment: Prior to beginning employment all individuals must complete an I-9 Form. This form verifies a person's eligibility for employment. If you are applying for jobs on EOU's campus you will need to complete this form and be approved to work on campus through the Human Resources Office in Inlow Hall 212. For further examination of the required forms, please visit the following website:
<http://www.USCIS.gov>

Working on Campus

International students in lawful F-1 status and registered for 12 credits or more, are eligible for employment on campus at Eastern Oregon University. EOU students who are employed on campus are limited to working 20 hours per week when classes are in session. Students may work up to 40 hours per week during vacation and holiday breaks (**only** if they intend to register for the next academic term). USCIS employment authorization is **not** required for international students who are employed on campus.

Given that non-immigrant students do not qualify for government financial assistance, they cannot be employed in positions that are reserved for Federal work-study programs at Eastern Oregon University. You are encouraged to visit departments on campus and apply for positions, drop off your resume or visit Career Services in Inlow Hall 109 to ask questions about resume, interview techniques, etc. You are encouraged to visit their website at <http://www.eou.edu/career/>

Transferring Institutions & Employment

F-1 students maintaining lawful status who plan to enroll at a new school for the next academic term may continue on-campus employment at EOU until the transfer release date of the student's record to the new school. Once a student's SEVIS record is transferred the student may begin on-campus employment at the new institution.

Initial Hire Paperwork

When an on-campus employer has agreed to hire you, visit the Human Resources office located in Inlow Hall 212 to complete payroll paperwork. Please bring the following pieces of identification:

- Visa
- Passport
- I-94
- I-20
- Social Security Card (when received from the Social Security Administration)

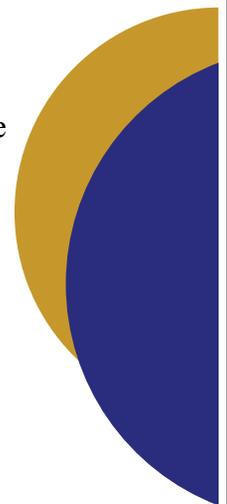
You will need to complete the following documents in order to be eligible to work on-campus:

1. **CO-NRA** (Alien information request form)
2. **W-4** (tax withholding form)
3. **I-9** (employment eligibility verification)
4. **Student Employee Information Sheet**

Optional forms:

Only complete the following forms if you are from a tax treaty country and if you will be claiming exempt under the tax treaty.

- **8233 form** (Tax exemption from withholding on Compensation for Independent and Certain Dependent Personal Services of a Nonresident Alien Individual)
- **Treaty letter** (Form for the country under whose treaty you claim exemption)



Annual Paperwork

Please note: At the beginning of each calendar year or if visa status changes you will be required to complete a new CO-NRA form at the Human Resources office.

You must file paperwork for tax purposes every year, even if you do not owe money. See page 19 for more information about income taxes.

Approved to Work

Upon completion of payroll paperwork an “approved to work” sticker will be placed on your Eastern Oregon University identification card. Please show this to your supervisor upon request to verify payroll paperwork completion.

Monthly Paperwork

Make sure that you complete a **timesheet** each month to give to your supervisor by the 14th of every month.

Working Off Campus

Off-campus employment qualifies as any kind of work that is done in exchange for money, tuition, fees, books, supplies, room, food or any other benefit.

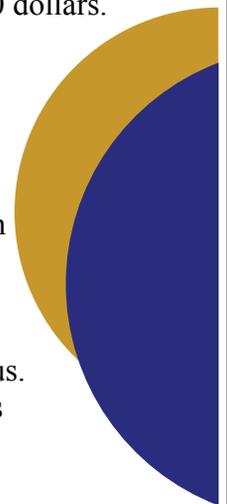
Private employers or off campus organizations **CANNOT** employ F-1 students unless they have met restricted eligibility requirements or have prior written authorization in the form of an Employment Authorization Document (EAD). Working illegally is a violation of F-1 student status.

Severe Economic Hardship

F-1 students cannot be employed off-campus unless they meet very restricted guidelines. However, if a student demonstrates “severe economic hardship” due to unforeseen circumstances, they may qualify for approved off-campus employment (OCE). This kind of authorization is evaluated on a yearly basis, meaning a student must apply for Economic Hardship every year. The USCIS must approve such employment, taking approximately three to four months to process. Authorization must be obtained in the form of an Employment Authorization Document (EAD), which must be accompanied by a fee of \$380 dollars.

The regulations require that the student make a good faith effort to locate employment on campus before applying for employment authorization based on economic hardship. An example of unforeseen circumstances which may cause economic hardship may include the loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rates, significant increase in tuition and/or living costs, unexpected changes in the financial condition of a student’s sponsor, medical bills, or other substantial and unexpected expenses.

Employment authorization is automatically terminated when a student fails to maintain status. Students may work for an employer at any job, anywhere in the United States. A job offer is NOT required in advance of obtaining employment authorization.



Economic Hardship Employment Eligibility

You **MUST**:

- Have maintained lawful F-1 status for nine consecutive months
- Have been enrolled in a full-course of study (minimum of 12 credits per term)
- Show proof that unforeseen circumstances have occurred that have made it impossible for your sponsor to continue complete support in the form of a statement of assets, income and expenses
- Show that you are unable to secure sufficient on-campus employment to meet your needs
- Receive a recommendation in SEVIS from your International Student Advisor

It is important that students meet with the International Student Advisor to secure an endorsement for the request. At that time, students will be given the complete mailing information.

It may take three months or more for the Employment Authorization Card to be processed by the USCIS. Employment **CANNOT** begin until the student has received the EAD. For this reason, the student should allow sufficient processing time and submit their paperwork early.

Checklist for Applying for the Employment Authorization Document (EAD) under Economic Hardship:

- Written evidence of unforeseen circumstance with supporting letter
- Form I-765
- Photocopy of I-20's and I-94 (front and back)
- EOU Off-Campus Employment Application form
- 2 photographs
- Photocopy of identity passport pages
- Check or Money order for \$380 dollars payable to USCIS

Permanent Employment Opportunities

Some students may decide to remain in the United States after they have completed their optional practical training in order to find permanent employment.

To do this you must change your F-1 status to another type of nonimmigrant classification--the most common being the H status (non-immigrant) and Lawful Permanent Resident status (immigrant). The H classification (usually H-1B, Specialty Occupations) and employment-based permanent resident petitions almost always require a job offer from an American employer and a USCIS application signed by the employer. If you need continued work authorization, it is important to discuss the alternatives with your employer at a very early stage because the petitioning process can be lengthy.

Job conditions, your current work eligibility, and your desire to become a permanent resident in the United States may determine which type of classification would be most appropriate for you.

It is important to remember, however, that the F visa is a temporary non-immigrant category. Both the Department of Homeland Security and the Department of State view an intention to depart the United States at the conclusion of an F-1 stay as a condition of obtaining F-1 status or visas.

OPT

Practical training is a form of off-campus employment that must be *directly related to the student's major of field of study*. An international student who has maintained lawful F-1 status *and* has been a full time student for one full academic year or more is eligible to apply for practical training. There are two distinct types of practical training:

Curricular Practical Training (CPT)

Curricular Practical Training is employment that is an integral component of the student's major curriculum, such as a paid internship, practicum, or any professional experience that occurs concurrently with course work. Currently, Eastern Oregon University does not offer any curricular options that meet the criteria for CPT. However, you may be able to find an internship in the area that would meet the criteria for CPT.

Optional Practical Training (OPT)

Optional Practical Training is employment that must also be directly related to the student's field of study or degree program but is not required to be integrated into a student's curriculum. F-1 students who have maintained lawful status can qualify for OPT after they have completed one academic year at a college or university. OPT can be either part time or full time, but the maximum amount of time it can last is 12 months. Part time OPT occurs prior to a student's degree completion and is limited to 20 hours a week or less with a full time enrollment in coursework. If a student works part time, the length of employment is only counted as half. For example, if a student works for 6 months part time, only 3 of the total 12 months allowed is used. Full-time OPT occurs when a student is not currently taking courses and is not limited to a certain number of hours per week.

OPT can be completed in the following ways:

- Full or part-time OPT during a student's annual vacation period or at another time when classes are not in session if the student is currently enrolled and eligible and intends to register for the following academic term.
- Part-time OPT while classes are in session, provided the employment does not exceed 20 hours per week and the student is registered for the 12 credit minimum.
- Full-time employment after completion of a full course of study.

To obtain authorization for OPT you must apply for it through USCIS. You can apply for OPT after completing an undergraduate degree, masters degree and doctoral program. Eligibility for a second and third OPT occurs when a student changes to a higher level of education. The twelve month maximum requirement for OPT time allowance must be completed within fourteen months of the student's degree completion date. Authorization for OPT is automatically terminated when a student transfers to

Optional Practical Training Application Checklist:

- Pick up a OPT application packet
- Complete EOU Off-Campus Employment Application form
- Complete Form I-765
- Complete academic advisor's recommendation
- Complete Student Responsibility Statement
- Photocopies of all I-20 forms, I-94, passport and visa
- Check or money order for \$380 (do not send cash)
- 2 passport-style photographs

The International Student Advisor's Roles

You will need to get an endorsement on your I-20 from the EOU International Student Advisor prior to sending in your application. The International Student Advisor will need to make an electronic endorsement in SEVIS with the OPT beginning and ending dates to create a new I-20 for you.

A few things to think about when considering OPT...

If your OPT is to start after you have completed your degree program, then your application can be completed anytime during your final term but must be received by USCIS before your program end date. You must get approval from your International Student Advisor to apply for OPT. **Beware**, the application processing time can take up to four months and is highly variable and difficult to predict when you will receive your Employment Authorization Document. You should submit your application 90 days prior to the completion of your program.

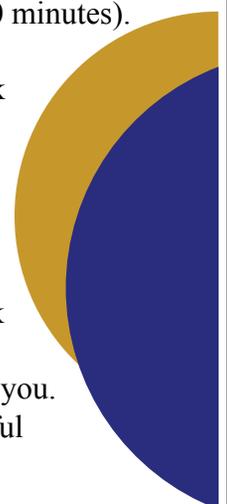
OPT Travel Advisory

If you wish to travel while your OPT approval is pending, you must do so carefully and with proof of your pending application. Plan accordingly and always seek advice from your ISA. Once OPT has been approved, you must provide proof of the approval (your EAD card) and proof of employment. Proof of employment can be provided by a letter from your employer. Immigration regulations describe that travel can only take place if the individual will be returning to the U.S. to "resume authorized employment". Therefore, you should secure employment prior to traveling and be sure that your F-1 visa is valid for re-entry.

Work Expectations

Cultures vary in many ways, and you may find that expectations at work are not what you are used to. It is important that you are aware and conscious of employer expectations in the U.S., so that you don't learn the hard way. You should always discuss expectations with your employer when you start a new job. Getting them out in the open can help avoid confusion and problems later. Below are some general expectations that most employers will assume that you understand:

- Arrive at work on time.
- If you know that you will be late, call in as soon as possible, and get there as quickly as you can.
- Set your work schedule so that it does not interfere with your school work, classes, project due dates, and study time. Your employer should be understanding that school is your first priority, however, he/she will expect you to manage your time and stick to your schedule.
- If you know that you will need time off for something specific, make arrangements in advance.
- If you can't make it to work, call in ahead of time (several hours in advance, not just 30 minutes). This allows time for your employer to find a substitute or make other plans.
- Be honest and talk with your employer. Making excuses for being late or missing work will not lead to a good relationship.
- If you are thinking of leaving your job, notify your employer. It is common for employers to require 2 weeks notice before leaving a job. Whether it is required or not, it is courteous to give notice that you will be leaving a position instead of just not showing up.
- Follow the dress code. Ask what the appropriate dress would be for your place of work and stick to it.
- Speak clearly and ask questions if you don't understand the directions that are given to you.
- Remember that wherever you work, departmental information is confidential. Be careful about the information you give out to friends and other students.



Income Taxes

Certain taxes are deducted from your paycheck each month. Regardless of immigration status, each employed individual is required to pay taxes at the federal and state level. Each year those individuals receive income they must file an income tax statement to the Internal Revenue Service (IRS). The IRS is an agency of the federal government, which is part of the United States Department of Treasury. This income tax statement reports the correct amount of taxes owed at the state and federal levels. If an individual pays more than is required they get money back, otherwise they are required to pay more taxes.

International students, regardless of employment, must file a tax return each year to report their earnings from interest earning bank accounts, dividends, etc. The tax statement will determine if the taxpayer paid the correct amount of taxes in the previous year.

Lawful F-1 visa holders are not required by law to pay Social Security Tax or Medicare Tax, so be sure to inform your employer of your status. There are other taxes that will be deducted from your paycheck on a regular basis or earnings from an interest earning account.

At the end of each year, your employer, bank and or investment broker will provide you and the IRS with a W-2 statement reporting any withholdings from your earnings as well as taxes paid. **You need to file your return no later than April 15th each year.**

Income tax laws are difficult to understand, especially for individuals who are in non-immigrant status. If you have questions, view the IRS website at www.irs.gov

Social Security

Any person seeking employment or a credit card will be required to apply for a social security number (SSN). This number is unique to each individual and is issued on a paper card, called your social security card. Your SSN is sacred and should not be shared for unofficial reasons. Often universities, banks, creditors, employers and various government agencies will use your SSN for tracking purposes and that is acceptable. However, sharing this number with unknown individuals or letting this number lie loosely is never a good idea. The purpose of a SSN is for withholdings that are designated to retired individuals, disabled persons without income or to help support people who do not have adequate financial support.

Applying for a Social Security Number

You will need to apply in person at *2205 Cove Avenue (behind Rite Aid)* and you will need to bring with you:

- Valid Passport and Visa
- I-94 Form
- Current I-20 Form
- Letter from the International Student Advisor verifying your employment authorization
- Employment verification/or intent to hire letter from your employer
- Social Security Application
- Turn completed documentation into a Social Security Representative. Request a receipt from the representative for your personal records

Travel and Transportation

Boise Airport – BOI

Administration, Boise Airport

Phone: (208) 383-3110

www.cityofboise.org/departments/airport

Eastern Oregon Regional Airport

2016 Airport Rd., Pendleton, OR 97801

Phone: (541) 276-7754

www.pendleton.or.us/airport.htm

Portland International Airport – PDX

7000 NE Airport Way, Portland, OR 97218

Phone: 877-739-4636

www.flypdx.com

Seaport Air

Phone: 888-573-2767

www.seaportair.com

Greyhound

800-231-2222

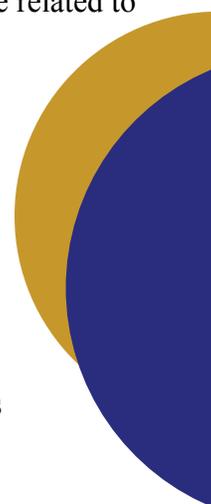
www.greyhound.com

Holiday Observations

In the United States, there are many holidays that are observed at the national, state and personal level. No single person is required to participate in the observation of any holiday. You are encouraged to participate in the observation of any holiday, but only as much as you feel comfortable with. You might have an opportunity to learn about some of the common American holiday customs and symbols. There are several times during the academic year that Eastern Oregon University closes to allow students and staff to participate in holiday traditions with family and friends. Some holidays are religious and others are related to well-known historians or war related observances.

Thanksgiving Break	November 22-25, 2012
Winter Break.....	December 8, 2012 – January 6, 2013
Martin Luther King Jr.	January 21, 2013
Spring Break	March 23-31, 2013
Memorial Day	May 27, 2013

Often times, families in the community enjoy hosting international students during holiday observances to teach and share their customs. You are never required to participate in any holiday you do not feel comfortable with, but if one of your American friends or roommates invites you, we encourage your consideration.



TRAVEL OUTSIDE the UNITED STATES

A good idea...

You should make photocopies of all your travel/immigration documents and keep them in a safe place in case of theft or loss of the originals. Your International Student Advisor will need copies for school records, but you should also keep copies for your personal records. Even when traveling within the U.S., you should carry your travel/immigration documents when traveling long distances. You never know when you might need them. It is always a good idea to inform someone of your travel plans in case of an emergency.

Plan Ahead

Make sure you always have the proper documentation when traveling. Don't forget to make copies of them before you pack.

- Valid passport identity pages
- Valid F-1 visa stamp (valid for more than one entry)
- I-94 departure card (front and back)
- All I-20 forms, with the most current having a **travel endorsement** on the 3rd page
- Proof of financial support (bank statement & affidavit of support)
- Transcripts showing full-time enrollment and good academic standing
- EOU student ID card

Travel Endorsements

Get your I-20 endorsed (signed) by your International Student Advisor before you leave the country, otherwise you will not be allowed to reenter the U.S. All students must complete a Travel Endorsement Form in the International Student Advisor's office to get travel approved before receiving and endorsement. You need to make an appointment with the International Student Advisor to get your I-20 approved. Set your appointment well in advance in case the ISA is out of the office. If you take a trip and forget any documents you may need at customs, the ISA will be happy to FedEx the documents to you. However, you will be responsible for the fees involved.

Traveling to Canada

Many countries require visa issuance for entry into Canada. Citizens of the many countries and territories **require a Visa to visit or cross through Canada**. To obtain a Canadian visa, you may apply by mail or in person. Payment of a fee is required.

Please visit the Canadian Consulate in Seattle's website for complete and up to date information:
www.dfait-maeci.gc.ca/

Non-immigrants from approved countries traveling to Canada, Mexico, and some Caribbean countries for stays of thirty days or less can reenter the USA on their expired visas ("automatic revalidation"). Check with the ISA each time you plan to use automatic revalidation. A valid travel authorization signature is required.

F-1 Visa Holders Resources

U.S. Citizenship and Immigration Services – www.uscis.gov

Inviting Relatives and Guests to Visit

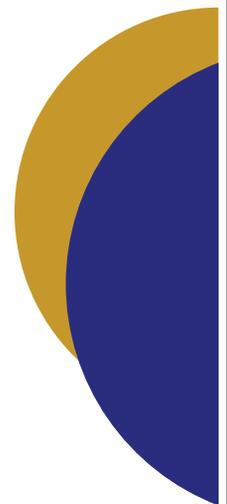
To invite any friends or family from outside the United States (other than a spouse or dependents) you must send the following information to the individuals you are inviting so they can apply for a tourist visa (if required):

- A letter of invitation written in English, stating that you would like to invite the person for a visit to the U.S. Complete the letter request form at www.eou.edu/intprogs/forms.
- You will also need to provide a photocopy of your current I-20 to prove your status
- Proof of financial support will be required for the person visiting the country, bank statement/letter

Working with the Department of Homeland Security

To make the easiest possible entrance through any Port of Entry, it is in your best interest to remember the following guiding principles:

- Answer all questions truthfully, clearly and concisely
- Take time to think about your answers so you do not create confusion
- Always carry the required documentation
- Do not joke around or discuss personal issues with a consular officer or border guard
- Carry your International Student Advisor's business card to offer to the Consular



On Campus Essentials

EOU Email is Mandatory

Eastern Oregon University requires all students to access and use their assigned EOU email account. Please view this website for further details on this policy.

If you have an alternate email address, you will need to follow the instructions for routing your mail from your EOU email account to your alternate account if this will be your primary email address.

EOU Student Handbook can be found at:

<http://www.eou.edu/saffairs/student-handbook>

WEBSTER is the online Student Information System. Every Mountaineer is assigned a Webster account and must access his/her student information regularly to keep accurate and up to date records. Logging on to Webster requires your Student Identification Number or Social Security Number for the User ID and your very first PIN is your date of birth in the format YYMMDD. You should change your password as needed and never share this password with anyone else.

Webster is a versatile online program that can show up to date information in a student's personal records as well as academic record. You can register for classes, view your daily schedule, check grades, view charges on your bill, check holds on your account, make payments and update your address, Email, phone number and more.

If you have difficulty logging on to Webster, you should contact the Registrar's Office in Inlow Hall 105 or by phone at (541) 962-3519.

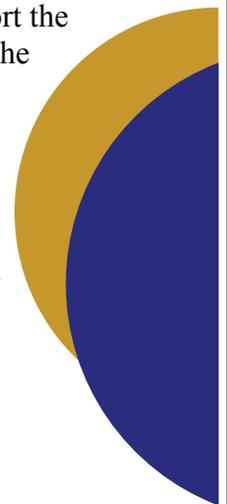
WEBSTER can be found at <http://www.ous.edu/webster/>

Reporting a Change of Address

According to F-1 regulations, every time you move and change your address, you must report the change to your ISA. This is required even if you have a mailing address that has remained the same.

Checklist for reporting a new address:

- Update WEBSTER with your new address immediately
***Both physical and mailing address need to be updated**
- Inform the International Student Advisor of your new address within 10 days of moving
***Both physical and mailing address need to be updated**
- Complete mail forwarding request at Post Office
- Inform any company who sends you bills, bank, etc.



CAMPUS SERVICES

Registrar's Office

Inlow Hall 105

541-962-3607

Hours: 8-5, M-F

Registration, Transcripts, Student ID and much more!

The Registrar's Office can answer all your questions regarding registration. You can also register online at <http://www.ous.edu/webster/>

. Please make sure you know your SS# or EOU ID and PIN number. Instructions on how to use Webster are provided, along with online lists of open and closed classes to make registering easier.

Adds: During the first week of the term, you may add online. During the second through fourth weeks of the term, you may add classes at the discretion of the instructor, who must provide a signature on an add form (available online). Thereafter, only the College Dean may approve exceptions, when appropriate. Requests for exceptions may be brought to the Dean's only upon the instructor's prior approval of the request. No classes may be added after the end of the regular instruction period under any circumstances. This means that no course may be added during finals week, or after the end of the term.

Drops for on-campus courses: During the first four weeks of the term, you may drop a class via Webster without being held responsible for a grade. **NO DROP FORMS WILL BE ACCEPTED AFTER THE END OF THE WEEK Four UNDER ANY CIRCUMSTANCES.** After the 4^h week, you must follow the withdrawal policy.

To request a transcript go to: www.eou.edu/registrar and print out and complete the form provided. You can also visit the office to request a transcript.

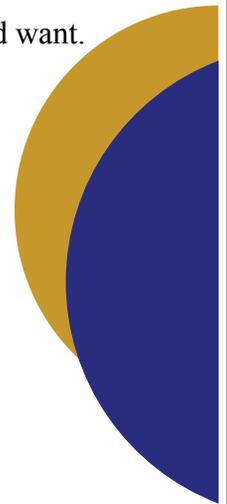
Transcript fees: \$5.00 for each official transcript ordered. There is no fee for unofficial transcripts. Transcripts are free for advisors and scholarship purposes.

**** Your signature is needed to release your transcript to anyone outside of EOU. Don't forget to sign the form!**

NOTE: Pre-registration is recommended for all terms. You can get the classes you need and want. It also gives you ample time to drop and add. Pre-register for peace of mind!

The Registrar's Office is also the place to get your official school seal when need for scholarship applications. The school seal is free, so don't hesitate to get it when required.

EOU ID cards are also provided by this office. You will be provided with an ID when you first enroll at EOU. Replacement ID's cost \$5. You will need it to check out books at the library, get into computer labs and the gym, and eat in the cafeteria if you have a meal plan.



Student Accounts Office

101 Inlow Hall • 541-962-3590 • 541-962-3872 fax

Hours of Operation: 8:30am – 4:30pm, M-F

The Student Accounts Office manages student refunds, tuition and fee payments, revolving charge contracts, parking passes, and much more. For more detailed information, please review the Student Accounts website at: <http://www.eou.edu/staccts/>. Your billing statement detail and online payment options are available through your student Webster account. If you have any questions about your student account or billing statement, please stop by our office or give us a call. We are here to help!

Payment Terms

Payment is due by the 14th day of each term. Students are expected to have all current term charges paid by this date. This includes all tuition, fees, housing charges, insurance, etc. There is a \$100 late payment penalty for all past due accounts.

Should you wish to pay on an installment basis, a revolving charge contract allows you to pay 1/3 of your current term charges, and all past due charges by the 14th day of the term without incurring a \$100 late payment penalty. A copy of the Revolving Charge Contract can be found at:

www.eou.edu/staccts/revolving-charge-contract/. Interest will be charged each month on any unpaid balance at the rate of 1% per month.

International Student Insurance

Insurance for international students is paid in the Student Accounts Office but is administered by the Division of Student Affairs. For more information on insurance rates and policies, please visit the Student Affairs webpage at: <http://www.eou.edu/saffairs/health-insurance/>.

Long-Distance Calling Cards

Calling cards are available through the Student Accounts Office. Long-distance calls using this card must be made from an “On-Campus” phone and will be charged to your student account. For rate details and to obtain a card, please contact our office.

Financial Aid

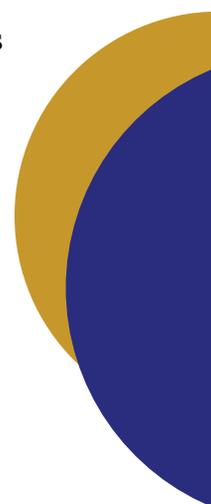
Inlow Hall 104 • 541-962-3550

Hours: 8-5, M-F

Financial Aid is a great resource, and every student should make an appointment at least once. The staff in Financial Aid can provide you with information for many different sources that can help you pay for your expenses while in college.

A Financial Aid Counselor can tell you which scholarships you may be eligible for. In addition, you can obtain information on private loans. Remember, there are deadlines to apply for all of these, so make an appointment early to find out what your options are!

A table of Tuition and Fees can be found on line at: <http://www.eou.edu/admissions/international-costs/>. You should review this table every year to create a budget for yourself. Please be aware that some courses, such as labs and sports classes, charge an extra fee for supplies. If an extra fee is required, it will be noted in the course schedule below the course listing. Don't forget to set a budget for room and board, books and supplies, insurance, personal expenses, and transportation.



Student Health Center

Corner 6th St. and L Ave.

541-962-3524

Hours: 8:30-11:30, 1:00-4:30, M-F

The Student Health Center is CONFIDENTIAL, FREE and available to STUDENTS ONLY! Appointments are recommended, but if you have a condition that requires immediate attention, please do not hesitate to walk-in and ask to be seen. Regular appointments are free, and you only need to pay for tests, prescriptions, and/or on-counter medications. The Health Center does not directly charge insurance but you may ask for a receipt copy to bill your insurance yourself. Payments for any medication or tests are due at the time of your visit. However, if money is tight you may request a payment arrangement.

Some of the many services offered:

- Over the counter medications such as Tylenol, cough medicine, etc.
- Annual Exams for both men and women
- Birth Control Contraceptives
- Nutrition, Weight Management

1st Visit - be ready to:

- Present EOU I.D.
- Fill out some paperwork

Counseling Center

Located in the basement of the Student Health Center

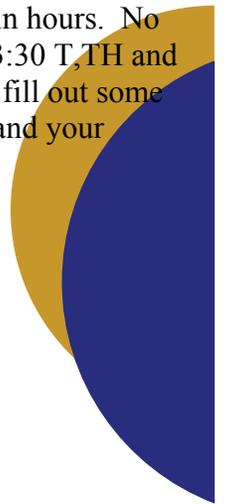
Corner 6th St. and L Ave.

541-962-3392

Stressed? Academic Problems? Time Management Problems? Personal Issues? The Counseling Center provides FREE and STRICTLY CONFIDENTIAL professional service to help you deal with the problems that you may need assistance with.

Counseling is the process of talking with a trained professional to assist you with sorting out emotional and school difficulties. This may include educational and/or career goals, and it may take the form of individual or group sessions. This process can help you become more aware of yourself and the personal options available to you for effective problem solving and decision making.

If seeing a counselor at EOU for the first time, we encourage you to visit during our drop-in hours. No appointment is necessary. Come to the Student Health Center 9:30-11:30 M,W and 1:30-3:30 T,TH and tell the receptionist that you would like to see one of the counselors. You will be asked to fill out some paperwork, and then you'll meet with a counselor. During the 20-30 minute session, you and your counselor will determine how to go about getting the help you need.



International Student Health Insurance

International students attending Eastern Oregon University are required to have the supplemental student health insurance coverage and are automatically assessed the premium each term (Fall, Winter, Spring, and Summer). For questions regarding the international student health insurance requirement, click here. <http://www.eou.edu/saffairs/health-insurance/>

2012-13 International Student Health Insurance Rate = \$391/term

Academic and Career Advising

Inlow Hall 112
541-962-3378
Hours: 8-5, M-F

The Academic and Career Advising Office coordinates all of the advising and career activities and policies. You will be assigned an advisor in your field of study; many advisors are also professors. Your academic advisor will help you register for classes your first term, explain general education and major requirements, and help you plan for graduation.

The Advising website includes lots of helpful information, such as sample plans for 4 years of study, major/minor checklists, and forms for students. <http://www.eou.edu/advising/>

If you are looking for a job on or off campus, we can help! Our staff has the resources and the knowledge to help you look for a job while you are in school and for a permanent job after graduation. Use our website, career library and computer lab to work on your resume or prepare for an interview.

Jobs for students are posted on the website <http://www.eou.edu/career/>. We also have information on applying to graduate schools.

The Learning Center

Loso Hall 234
541-962-3663
www.eou.edu/lcenter/

The Learning Center provides academic support to all Eastern students in the form of peer tutors who are available to provide tutoring assistance for most first and second year courses. The math and writing labs are housed in the Learning Center while the small group study sessions take place across campus. The Learning Center also houses a networked computer lab for student use.

Multicultural Center

Hoke 212

541-962-3741

<http://www.eou.edu/oma/>

The Multicultural Center develops and delivers programs and services designed to support and retain students from socially and culturally diverse backgrounds. The Center provides students a place to engage in multicultural activities and offers an inclusive educational environment that nurtures cross-cultural communication and fosters the exchange of diverse perspective and ideals.

Support services available through the Multicultural Center:

Individual academic planning and preparation
Cultural and transitional issues
Drop in math and writing tutors
Financial Aid and scholarship assistance
Space for individual and group study sessions
Multicultural club support, in an advisory capacity
Presentation and workshops that encourage diversity awareness, and understanding
General questions and inquiries

In addition to the support services, the Multicultural Center has a fully networked computer lab with up-to-date hardware and software for ALL students and an expert student assistant to help with any issues.

Human Resources

Inlow Hall 209

541-962-3548

Hours: 8-5, M-F

Human Resources can help you with employment issues once you have been hired on campus. After being hired for an on campus job, you will need to report to Human Resources to complete required paperwork. Feel free to ask questions, they'll be happy to help!

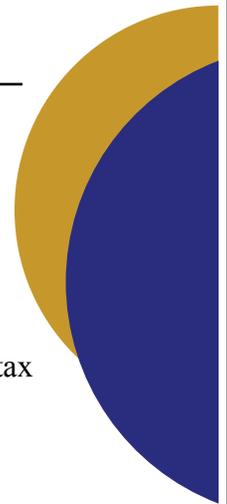
Payroll

Inlow Hall 205

541-962-3286

Hours: 8-5, M-F

Payroll is where your paycheck comes from! This office will help you complete necessary tax documents, keep track of the hours you work, and issue your paycheck. Make sure to keep them updated on any change of address.



Residence Life

Hoke Union Building 111
541-962-3553

Living on campus is a great opportunity to meet new people, get involved in student activities, and be close to all the action at EOU! Many students make life-long friends living in the residence halls. Also students who live on campus tend to do better in their classes and are more likely to graduate because they have a built-in support system and are surrounded by other students.

The Residence Life Office is responsible for the on campus housing facilities and services. This office also helps plan events and activities for residents. If you have questions or concerns about on campus housing, check out the website (www.eou.edu/reslife) for helpful information.

Student Activities

Hoke Union Building 321
541-962-3704
<http://www.eou.edu/sao/>

Wondering what to do around here? Look no further than the Center for Student Involvement! This office oversees all 70 student clubs and organizations at EOU. In addition, it helps with volunteer and student leadership opportunities, student government, movies, concerts, lectures, and special events.

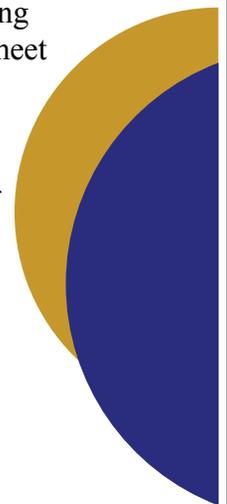
Student Clubs and Organizations

Students are encouraged to join and participate in the variety of student clubs and organizations. Clubs are open to all students who want to learn and contribute their personal experiences for the benefit of others. The Student Government and Ambassador programs are open for applications at various times of the year and all interested are encouraged to apply.

Intramural Sports

Intramural sports are available to Eastern Oregon University students interested in competing athletically with other Eastern Oregon University students. Intramurals are a great way to meet other students, stay in shape and have a great time!

Learning doesn't just happen in the classroom...so join a club, check out intramural sports, attend a theatre production, go to an art show, listen to a musical performance, or volunteer in the community. These are just a few possibilities of involvement here at EOU. Enrich your international experience in La Grande by involving yourself in a variety of activities. It is up to you to enjoy yourself and learn both in and out of the classroom.



LIVING OFF CAMPUS

Living Off-Campus

Living off-campus entails a lot of responsibility. Whether you choose to live in an apartment, or house, there are several things you need to be aware of. You may be required to pay a security/cleaning deposit as well as the first and last month's rent. Renting requires legal agreements to be made between the landlord and the tenant, so if you do not understand the rental agreements, you need to ask questions before signing. The rental agreement becomes a binding contract once signed by both parties (tenant and landlord) and you could be held liable for any rules or regulations not followed.

Utilities

You need to know if any utilities are included in the rent before an agreement is signed. Often apartments will include garbage, water and sewer, but houses usually require more maintenance. Any rental may require hook-up for electricity, gas, water, sewer, garbage, phone, and cable. It is highly recommended that you research the average monthly electricity and or gas bills during the winter months so that you are aware of the possible energy expense increase during cold weather.

Landlords

Landlords must follow guidelines as well to protect the tenant. Prior to renting you should do a "walk-through" with the landlord to determine the condition of the living space before signing an agreement. During the "walk-through" the rental is examined for imperfections or flaws, such as carpet stains, damage to the walls and doors, broken fixtures or appliances, and more. Landlords are typically required to give a 24-hours notice prior to entering the living space, unless an emergency has been discovered. You are normally required to give a 30-day notice to the landlord prior to moving out of the rental. Violating any rule can result in extra fees or legal action.

Looking for a Place to Rent

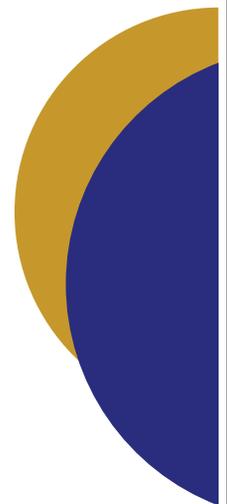
Century 21—Eagle Cap Realty Property Management
(541) 963-1210
www.lagrandrentals.com

North Eastern Oregon Rentals
(541) 962-7708 or (541) 963-2544
www.neorental.org

Pinehurst Apartments
1502 21 Street, La Grande
(541) 963-9292

Cimmaron Manor Apartments
1904 H Ave.
(541) 963-1210

Sac Annex Building
105 Fir
(541) 963-3733



Mail and Postal Services

If you EVER move while you are on F-1 status you will need to not only report your changes of address to WEBSTER and to your International Student Advisor, but you will need to report your change of address to the local post office to have your mail forwarded. Forwarding your mail is a free service and ensures that your mail reaches the correct destination.

At the post office you can purchase money orders, stamps, security envelopes, and a variety of express mail services.

Many cultures address mail in different ways, however it is in your best interest to remind your friends and family who send you mail to underline your family name. This will help the mail carrier delivering your package.

Remember to complete all the required customs procedures when sending packages overseas.

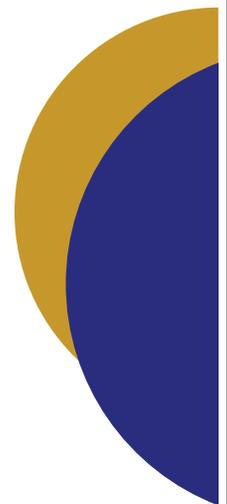
United State Postal Services can be found online at www.usps.gov



**La Grande Post Office
1202 Washington Ave
La Grande, OR 97850
(541) 962-7539**

Storage

The college will not store your items on campus during an extended leave of absence or during summer break. You must make arrangements to store your belongings either with friends or with a local storage unit. If you plan to leave your rental for a long period of time, you need to make payment arrangements with your landlord and utility service providers. You can find information on local storage providers in the yellow pages of the telephone book under "Storage-Household & Commercial"



BANKING

Opening a Bank Account

Your International Student Advisor strongly recommends that you establish a bank account in the United States instead of trying to deal with exchange rates from your home country. Eastern Oregon University houses a US Bank Automated Teller Machine (ATM) in Hoke near the bookstore, however you are not required to do your banking through US Bank. Many of EOU's international students choose banks that have several locations around the United States for versatility purposes.

To open a bank account you will need:

- Money
- 2 forms of identification such as:
 - Passport
 - Student ID
 - Oregon ID or Driver's License

Bank of America

1503 Washington Ave.
Phone: (541) 963-2101

Banner Bank

10901 Island Ave.
Phone: (541) 963-0252

Community Bank

904 Adams Ave.
Phone: (541) 962-7600

Sterling Savings Bank

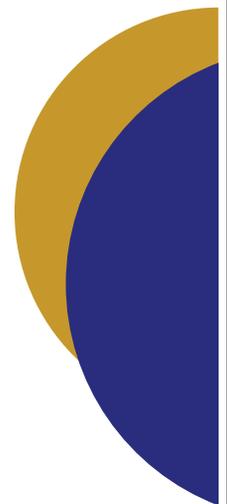
1215 Adams Ave.
Phone: (541) 963-4126

US Bank

1402 Adams Ave.
Phone: (541) 963-2141

Wells Fargo Bank

1320 Adams Ave.
Phone: (541) 963-2995



Driving in Oregon

Information on obtaining an Oregon Driver's License is at this website:

<http://cms.oregon.gov/odot/dmv/pages/driverid/index.aspx>

If you are interested in applying for a driver's license, you will need to take with you the following documents: I-94 cards and a document stating your current address such as an enrollment verification form from the registrar's office. It is NOT necessary to obtain a social security card.

Traffic-Related Laws and Regulations

As a licensed driver you are expected to obey Oregon's driving and traffic laws. Consequences for failing to follow traffic laws are directly related to the level of violations. Oregon maintains your driving records and any violations will remain on your record for three years. Oregon's Department of Transportation (ODOT) website has helpful information for all person's interested in learning more about transportation laws and regulations: <http://www.oregon.gov/ODOT/index.shtml>

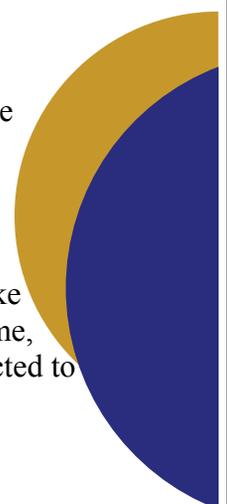
Pulling Over for a Police Officer

If at anytime you are driving and you see in your rearview mirror red and blue flashing lights, you are expected to pull over to the right shoulder of the road and stop. If the police officer doesn't pull over behind you, he/she was chasing someone else. If the officer does pull you over, then you are expected to pull over on the right hand side of the road. Do not block any driveways or parking spots. Pull over in a clear area and park, turn off your engine, remain in your seat until the officer approaches your car, keep your hands on your steering wheel, and do not make any sudden movements. Regardless of the officer's gender and age, it is in your best interest to be polite, respectful and honest at all times. It is never a good idea to argue with an officer.

Oregon law does not tolerate driving under the influence of drugs or alcohol. Oregon's blood alcohol level is not to exceed 0.08 or 8%. If you are pulled over for suspicion of driving under the influence, you may be asked to perform a sobriety test or to blow into a Breathalyzer. You could possibly be arrested and taken to the local jail. Depending on the severity of the infraction, your punishment may vary following a scheduled court hearing. Your driver's license may be revoked or suspended.

Involved in an Accident?

If you are involved in an automobile accident or are a witness to a collision, regardless of the Severity of the accident you are expected to stop/pull over and get out of the way of traffic. Always call the police (in the case of minor accidents, at least file a report) and report any injuries and follow police instructions. If the other person or party involved in the accident refuses to stop and wait for the police to arrive, be sure to get their license plate number and the state of the license plate. It is also a good idea to write down a description of the car make and model, and if possible describe the person behind the wheel. When possible, get the name, address, phone number and insurance provider from the other driver. You will also be expected to provide this information to the other driver and police at the scene of the accident. Never assume responsibility at the site of an accident.



Shopping in La Grande

Grocery shopping

La Grande's local grocers usually have the most economical prices for groceries and home commodities. Many students are on a limited budget, therefore are recommended to watch for sales and coupons at the local grocers and merchants. The food/diet in the U.S. differs from most cultures and many foods are processed and are high in sugar.

Grocery Stores:

- Safeway Food & Drug, 2111 Adams Avenue, (541) 663-2700
Food, pharmacy, cleaning supplies, personal hygiene, coffee shop
- Grocery Outlet, 11301 Island Avenue, (541) 963-6666
Discounted food, cleaning supplies, personal hygiene
- Nature's Pantry Natural Foods, 1907 4th Street, (541) 963-7955
Natural Food and Healing Products

Large Discount Stores:

- Wal-Mart, 11619 Island Avenue, (541) 963-6783
Clothing, furnishings, pharmacy, garden, groceries
- Bi-Mart, 2510 Adams Avenue, (541) 963-2166
Home furnishings, pharmacy, hunting/fishing & garden

Rummage, Yard and Garage Sales

Often during the late spring, summer and early fall community members will have garage, yard or rummage sales to get rid of items they no longer need. These sales are normally announced in the Classified Advertisement section of the newspaper or on street-corner signs. Often students can find great bargains for home furnishings, clothing and much more!

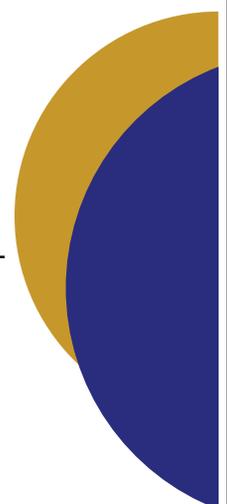
Mail-order, Catalog and Internet Shopping

This type of shopping requires an individual to mail or electronically send his or her payment, prior to receiving the item. Be careful when making purchases online or by phone. Some websites are not secure to give credit card information and there are also dishonest salesmen. Look for websites that begin with https:// instead of http:// before giving payment information. However, this type of shopping can sometimes be the most convenient way to purchase an item due to our rural location.

Farmers' Market: www.lagrandefarmersmarket.org

Located in beautiful Eastern Oregon, the La Grande Farmers' Market is a seasonal open-air market featuring fresh local produce, baked goods, specialty foods, quality meat, eggs, garden products, arts, crafts, and live music. Enjoy shopping locally while interacting with farmers, artists, musicians, craftsman and friends.

2012 Schedule thru October 20—9am to Noon Saturdays and 3:30 to 6pm Tuesdays



DRUGS AND ALCOHOL

Use of Alcohol

The legal age limit for using and purchasing alcohol in Oregon is 21. When purchasing alcohol you must show your photo identification with proof of age (driver's license, passport, visa, etc.) It is against the law to contribute alcohol to a minor (anyone under the age of 21). Contributing to a minor is a serious offense and can have severe consequences. Consuming alcohol as a minor is also a serious offense and can have negative outcomes as well. Driving under the influence of alcohol is not only life threatening, but also illegal. The legal blood alcohol level is 0.08 or 8%.

Do not drive if you have consumed alcohol or ride with anyone who has been drinking!

Use of Tobacco

The use of tobacco products is prohibited for anyone under the age of 18. Purchasing tobacco products may require photo identification and proof of age. Contributing tobacco products to a minor is illegal and has serious implications. There are areas on Eastern Oregon University's campus as well as in the community where tobacco products are prohibited, so be aware of your surroundings before lighting up.

The use of any illicit drug is a serious legal offense and can have severe implications!

Personal Safety & Security

While La Grande is considered to be a generally "safe" town, you are only as safe as you allow yourself to be. It is in your best interest to take precautions at all times. It is always important to be aware of your surroundings (neighbors, roommates, safety measures, lighting, parking, etc.). Always lock the doors behind you, close windows when your residence is unattended, never leave your belongings unattended on campus or in the community (purse, backpack, bike), always lock your car doors and keep your windows rolled up. The use of credit, debit and checking accounts allows you the freedom from carrying hard cash; you should always keep these items in a secure place. Take action to protect your self from potentially dangerous situations. Walking after dark has potential dangers, so walk in well-lit areas or walk with a friend. If you feel uncomfortable walking on campus after dark, you can always call campus security to meet you and walk you to another building on campus or to the edge of campus. Campus security can be reached in two ways: by phone at 962-3911 or with the blue emergency light poles on campus near Ackerman and the KEOL building. If you call campus security from a blue light pole you need to stay there until they arrive.

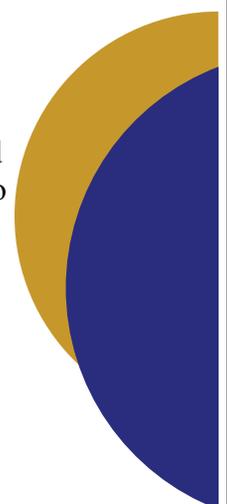
Unwanted Sexual Advances

Any unwanted sexual advances are prohibited and punishable by law. When a person says "no", the action must be stopped immediately. If you have been sexually violated or assaulted you should contact the local police right away to report the crime. You are always welcome to contact your International Student Advisor in the office, or at home, in case of an emergency.

La Grande Police Department, 911 or (541) 963-1017

Eastern Oregon University Campus Security, (541) 962-3911, 23911 using campus phones

Shelter From the Storm Hotline for Domestic Violence and Sexual Assault, (541) 963-9261



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