



INTERNATIONAL STUDENT & SCHOLAR SERVICES
AMERICAN UNIVERSITY

W A S H I N G T O N, D C



INTERNATIONAL STUDENT HANDBOOK Spring 2020

American
University
International
Student & Scholar
Services
410 Butler Pavilion
202.885.3350

International Orientation Week Spring 2020

The following schedule only covers the international part of orientation. For information about department orientations, please refer to your department.

International Undergraduate Students:

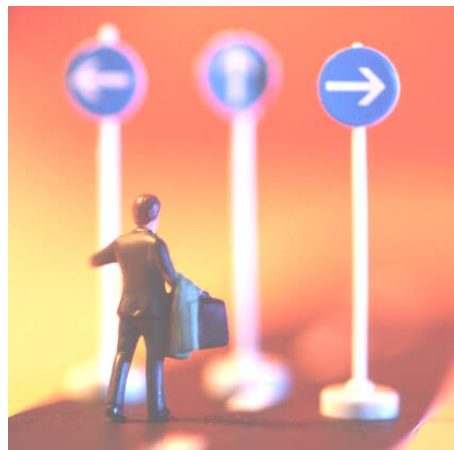
- Wednesday, January 8, 2020 8:00 am – 5:00 pm
International Student Orientation (includes lunch)
- Thursday, January 11th, and Friday, January 12th
 - Orientation for all students at American University
- Contact ISSS: intlorientation@american.edu, or 202-885-3350

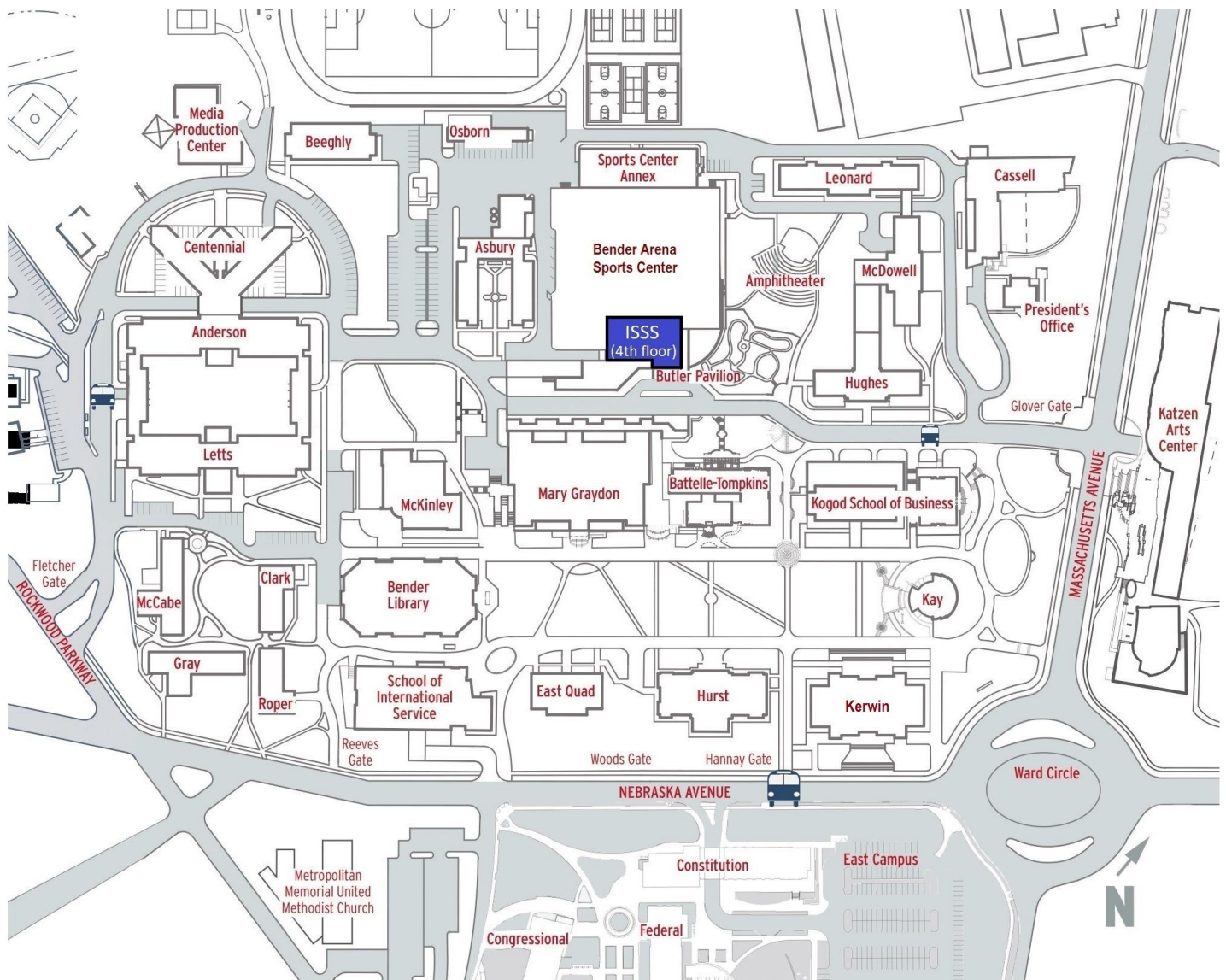
International Graduate Students:

- Wednesday, January 8, 2020 8:00 am – 5:00 pm
International Student Orientation (includes lunch)
- Graduate Orientation: Please contact your department directly for the schedule
- Contact: intlorientation@american.edu, or 202-885-3350

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1 GENERAL INFORMATION

1.1 Campus Maps and List of Buildings

AU Building Guide:

AND	Anderson Hall	KREE	Kreeger Building
ASB	Asbury Building	MCB	McCabe Hall
BAT	Battelle-Tompkins	MCK	McKinley Building
BEEG	Beeghly Building	MGC	Mary Graydon Center
CLRK	Clark Hall	NEB	Nebraska Hall
GRAY	Gray Hall	ROPE	Roper Hall
HRST	Hurst Building	SCAN	Sports Center Annex
KATZ	Katzen Arts Center	SIS	School of International Service
KRW	Kerwin Hall	WATK	Watkins Gallery

1.2 General ISSS (International Student & Scholar Services) Information

International Student & Scholar Services offers a wide range of services for international students, including immigration advising, information sessions, and social events. You will need to come to ISSS to get a signature on your I-20 or DS-2019 any time you travel outside the United States, and in order to get authorization for any type of paid employment. Advisors are available at the front desk for walk-in appointments for travel signatures, work authorization, and basic immigration questions. Individual appointments can be scheduled for more complex issues.

ISSS is located on the 4th floor of Butler Pavilion, over the Bender Arena Sports Center.

Website:

A full list of our services and events as well as immigration information can be found on our web-site:

<http://www.american.edu/ocl/iss>

There are several ways to connect with ISSS & the international community on AU's campus.

Go to the ISSS home page:

<http://www.american.edu/ocl/iss/>- you will find links at the bottom of the page to connect with ISSS:

1. "Like" ISSS on Facebook
2. Join AU's International LinkedIn group to connect with your international alumni network

ISSS walk-in appointment hours:

Monday: 12:00pm (noon) - 5:00pm*

Tuesday, Wednesday, Thursday, Friday: 9:00am - 5:00pm

*You can pick up and drop off forms Mondays from 9:00 am to noon, but advisors will be out of the office.

Contact us

Telephone: +1-202-885-3350

Fax: +1-202-885-3354

www.american.edu/ocl/iss/

E-mail: iss@american.edu

ISSS Staff:

Senem Bakar
Director

James Choi
Associate Director

Juliana Fernandes
Associate Director

Anna Tigan
Associate Director

Mira Hoxha
Assistant Director

Blake Baxter
Senior Advisor, Transition & Retention

Yui Itokawa
Advisor, Immigration & Programming

Nicole Powers
Advisor, Immigration & Compliance

Alyssa Sistare
Advisor, Immigration & Programming

1.3 Important Phone Numbers

Emergency phone numbers:

	Off-campus	On-campus
Police.....	911	3636
Ambulance/Medical emergencies.....	911	3636
Fire Department.....	911	3636
AU Campus Emergencies (Public Safety).....		(202) 885-3636
AU Non-Emergency Police Line (Public Safety).....		(202) 885-2527
AU TTY Line (Public Safety).....		(202) 885-1484
AU Crime Tips (Hotline).....		(202) 885-2583
AU Sexual Assault information line.....		(202) 885-2000
AU Emergency Closing Hotline (in case of weather emergencies).....		(202) 885-1100

Other useful phone numbers:**American University**

AU Central	(202)885-8000
Academic Support and Access Center	(202) 885-3360
Career Center	(202) 885-1804
Center for Diversity & Inclusion	(202) 885-3651
College of Arts and Sciences	(202) 885-2446
Counseling Center	(202) 885-3500
Fitness Center (Jacobs)	(202) 885-6267
Health Center	(202) 885-3380
Help Desk (computer assistance)	(202) 885-2550
Housing and Residence Life	(202) 885-3370
Human Resources	(202) 885-2591
Identification Cards	(202) 885-2273
Insurance Information (Student Health)	(202) 885-3380
International Student & Scholar Services	(202) 885-3350
Kay Spiritual Life Center	(202) 885-3320
Kogod School of Business	(202) 885-1900
Language Resource Center	(202) 885-2396
Library (University)	(202) 885-3232
Lost and Found, AU	(202) 885-2527
Parking and Commuter Services	(202) 885-3111

Payroll	(202) 885-3520
Public Safety (non-emergency)	(202) 885-2527
Registrar (AU Central)	(202) 885-8000
School of Communication	(202) 885-2058
School of Education	(202) 885-3720
School of International Service	(202) 885-1600
School of Public Affairs	(202) 885-2940
Shuttle Transit Service	(202) 885-2349
Student Accounts (AU Central)	(202) 885-8000
Title IX (Sexual Harassment and Discrimination)	(202) 885-8080

Washington College of Law	(202) 240-4000
Washington Semester Program	(202) 895-4900
Writing Center	(202) 885-2991

Off-Campus

Amtrak Trains	1 (800)872-7245
Baltimore-Washington Airport (BWI)	(410) 859-7111
Ronald Reagan National Airport (DCA)	(703) 417-8000
Washington-Dulles Airport (IAD)	(703) 572-2700
Metro (WMATA) Customer Service	(202) 637-7000
Metro Lost and Found	(202) 962-1195
Taxi Lost and Found (DC Taxicab)	1(855) 484-4966

1.4 Academic Calendar Spring 2020

January 10	Last day to register without a late fee	March 25	Fall priority registration for graduate students begins
January 13	Spring classes begin	April 27	Spring classes end
January 17	Late Registration for Spring ends	April 28	Spring study day; no classes.
January 20	Martin Luther King, Jr. Day; no classes, university closed	April 29-May 5	Spring Final Examinations
January 27	Last day to add/drop a class for a 100% refund	May 8-May 10	Commencement Weekend Activities
February 1	Last day to apply for spring graduation	May 10	Official Degree Award Date
March 8	Spring Break, no classes, university offices	May 11-13	Commencement Weekend Activities
March 23	Summer registration begins		

1.5 Academic Calendar Summer 2020

May 1	Payment due for summer classes
May 25	Memorial Day; no classes, university offices closed
July 4	Independence Day; no classes, university offices closed
August 1	Payment due for fall classes



2 ACADEMICS

2.1 Terms and Definitions

Academic Advisor

An academic advisor is a staff member in your school or department who will help you plan your academic program. An academic advisor might not be familiar with the content of specific classes but will be very familiar with general academic requirements and procedures. You need to consult with your academic advisor before you register for classes each semester.

Academic Probation

Students are placed on academic probation when they do not maintain the minimum required Grade Point Average (GPA), which is at least 3.0 for most graduates and 2.0 for undergraduates. Students in F-1 or J-1 status may lose benefits such as employment eligibility, practical training or a scholarship. In general, students are given a limited period of time by their department to improve their academic performance. Failure to do so may result in dismissal.

Change of Grade

Change of grade is a procedure you can initiate if you feel that you obtained an inadequate grade in a particular course. In such a case, you must speak to your professor and explain why you think you deserve a better grade. If the professor agrees after reviewing your coursework, he or she may decide to fill out a Change of Grade Form. Your new grade will then replace the old one on all University records, including transcripts. If your professor does not agree, there is an appeal process through the academic department.

Comp (Comprehensive Exam)

"Comp" is an abbreviation for Comprehensive Examination, which graduate students in some programs are required to take and pass to obtain their Master's or Doctorate degree.

Core Requirements

Compulsory courses required for completion of the degree.

Credits

Units that institutions use to record the completion of courses of instruction (with passing or higher grades) that are required for an academic degree. The American University Catalog defines the number and the kinds of credits that are required for its degrees and states the value in terms of degree credit — "credit hours" or "credit units" — of each course offered. Most first semester classes at AU are for 3 credits.

Drop / Add

After registering, students may add or drop classes by filling out a Drop/Add Registration Change Form and submitting it to the Registrar's Office, or online through the myau.american.edu portal. Such changes must be made within the appropriate deadlines, which are published in the *Schedule of Classes* and in the Academic Calendar. However, as an F-1 or J-1 student, you must study full time to maintain your immigration status. If you are considering dropping a course, please speak with an ISSS advisor beforehand.

Dismissal

A student can be prohibited from continuing at AU under certain circumstances, such as failure to maintain an adequate GPA, failure to meet financial obligations, or for disciplinary reasons. Once dismissed, a student cannot enroll for one calendar year. A student on an F-1 or J-1 visa is not authorized to remain in the U.S. after being dismissed. Please contact ISSS with any questions.

Electives

Courses that students may "elect," or choose to take for credit toward their intended degree, as distinguished from courses that they are required to take.

Faculty Advisor

A faculty advisor is a professor in your department who is assigned to you to give advice on academic matters. Faculty advisors are usually only assigned to graduate students. Your faculty advisor is often familiar with the content of certain classes and may provide useful guidance regarding your academic program and career goals.

Gen Ed (General Education)

"Gen Ed" is the abbreviation for the General Education Program, which all undergraduate students are required to take. This program is designed to provide students with a well-rounded intellectual foundation and a vast array of knowledge. Students are required to select a specific number of classes from five designated areas. For more information, consult the *University Catalog* or your academic advisor.

<http://www.american.edu/provost/gened/>

GPA

GPA is the acronym for Grade Point Average, which is the average of all the grades you received in your program. It is calculated by using a specific formula which can be found in the *University Catalog* or in the Office of the Registrar website.

ISSS Advisor

ISSS Advisors are employed by the office of International Student & Scholar Services (ISSS). They are available to sign AU-issued immigration document and advise you on a variety of subjects, including immigration and employment, as well as personal, cultural and academic matters.

Major

The subject or area of studies in which a student concentrates. Undergraduates often choose a major after exploring different subjects during the first two years of general education courses.

Plagiarism/ Academic Integrity

To plagiarize is to use the work, ideas, or words of someone else without giving the original author credit for them. For instance, using an author's ideas in a paper without clearly referring to him or her, thus making it look like you came up with the idea yourself, constitutes plagiarism. What is considered plagiarism in the United States may not be considered such in your country. Be safe and ask if you are in doubt. Plagiarism is a serious offense which may result in your dismissal from the University.

Survey Course

A course that covers briefly the principle topics of a broad field of knowledge.

Syllabus

An outline of topics to be covered in an academic course, and generally includes the class objectives, assignments, assignment due dates and how the course grade will be determined.

Transcript

A transcript is a permanent record of your grades which is kept in the Registrar's Office. You can request either an official or unofficial transcript for a small fee. The official transcript is placed in a sealed envelope and is used primarily when applying to another university, while the unofficial one is directly issued to you for your personal records.

Withdrawal

The administrative procedure of dropping a course or leaving an institution.

Freshman

A first-year student at high school, college, or university.

Sophomore

A second-year student at a high school, college, or university.

Junior

A third-year student at a high school, college, or university.

Senior

A fourth-year student at a high school, college, or university.

2.2 Advising

The following information and suggestions are designed to help you use the time and expertise of your academic advisor most effectively.

The academic system in the United States is very different from that of many other countries. It is important for you to learn what you can expect from faculty and academic advisors and what is expected of you. In the United States, responsibility is placed on you for learning about academic regulations and following them, planning your academic program, registering for classes, and meeting academic expectations. To stay informed at all times you should carefully read University publications, such as the *Catalog*, *Schedule of Classes*, and *Student Handbook*.

An academic advisor is assigned to help you in matters affecting your progress toward your degree. Your advisor's role is to provide you with information and assist you in your decision-making. However, it is ultimately *your* responsibility to make the actual decisions.

In some cases, you may have both a faculty *and* an academic advisor. Faculty advisors tend to counsel students on the subject matter of particular programs or courses, while academic advisors focus on academic requirements, regulations and administrative procedures. To find out who your academic advisor is, contact the academic department of the school which admitted you, or see the department's website.

Knowing Your Advisor

In order to provide quality assistance, the advisor needs to know more about you than just your name and your field of study. In addition to helping with academic planning, advisors provide students with other services such as writing letters of reference for employment or scholarships. To do so, they need to be familiar with your background, interests, extra-curricular activities as well as academic and career ambitions

Discussing Long-Term Goals

During your first semester, outline a plan for the duration of your program to reflect your personal and career interests. This may

also help avoid unnecessary delays in your studies. Advisors can offer useful advice and tips regarding prerequisite courses, the times certain courses will be taught, or when certain professors may be on a sabbatical, i.e. temporary leave from the University.

Planning Ahead

Remember that advisors are very busy people. Indeed, they have many advisees as well as other university duties to perform. During registration periods in particular, their availability may be very limited. Therefore, it is best to plan ahead and schedule your appointments to discuss coursework, long-term academic plans,

or other concerns. Some advisors might have less flexibility than the others.

Making an Appointment

Before making an appointment, you should try to research as much relevant information about your concern as possible. Often, you may find the answer to your concern/question in the *University Catalog*, *Schedule of Classes*, departmental handouts, or other University publications or websites. Having reviewed the literature, you will be able to use your time with the advisor more effectively by asking specific questions not covered in these publications. Advisors have many responsibilities. They usually schedule their day in order to serve students and the University most effectively. Please notify the advisor immediately if you will be late or must cancel an appointment. Failure to do so is

perceived as irresponsible and inconsiderate of others.

Seeking Help

In general, the sooner you seek help, the more options you have in resolving the problem. Academic advisors are trained to help students with a variety of academic difficulties. If they are unable to help you directly, they can usually refer you to someone who can.

2.3 Course Registration

First-Time Student Course Registration

You have most likely completed course registration for your first semester before arriving at American University. If not, please contact your academic advisor immediately to begin this process.

New undergraduates **must contact their advisor to make any changes to their course registration** prior to the first day of classes for the semester. After classes begin, courses can be added and dropped online through myau.american.edu.

New graduate students may add and drop courses online at any time after their initial registration by logging onto myau.american.edu.

Continuing Student Course Registration

Currently enrolled students receive registration information through their American University e-mail account each fall (for spring registration) and spring (for summer and fall registration). After receiving this information, follow the steps below to register for classes:

1. Check your AU e-mail account for information concerning registration.
2. Schedule an appointment with your academic advisor.
Non-degree students receive academic advising and registration assistance through the academic department in which they intend to study.
3. Before meeting with an academic advisor, students should fill out a degree audit report on their myau.american.edu account.

Students should make sure that there is no conflict in their class schedule.

4. Students confirm or revise their semester course schedule with their advisor.
5. Students must meet all prerequisites and obtain all required approvals and authorizations for the courses in which they intend to register. They are only permitted to register for courses for which they have met the prerequisites or received a waiver/permission.

Students who wish to take courses in Applied Music (Department of Performing Arts), Kogod School of Business, and the School of Communications, must obtain permissions or prerequisites waivers from the appropriate departments prior to registration.

6. Students must clear any outstanding financial or other stops before attempting to register.
7. Students should confirm the dates when registering for courses. Undergraduate students may register starting on the date corresponding to their completed credits (see [Undergraduate Priority Registration](#)).
8. Log onto myau.american.edu, go Eagle Service and select "Student Planning." To view section availability, navigate to the "Catalog" tab. Before processing registration, verify that the desired course sections are still open.

Admission to courses is subject to space availability and confirmation of eligibility. Enrollment in courses will be confirmed immediately, but validation of registration is subject to settlement of student accounts within the stipulated period for payment of tuition and fees. Failure to comply with payment schedules may result in cancellation of registration and will necessitate re-registering for courses.

Note: students will not be allowed to re-enroll in course sections that have closed.

The following are not available for web registration: internship, independent study or reading, community service-learning projects, AU Abroad programs, alumni audit, maintaining matriculation and any courses with a variable credit value.

2.4 The Credit System

Students at U.S. universities complete their degrees when they have accumulated a certain number of “credits.” It usually takes somewhere between 120 and 180 credits to earn a Bachelor’s Degree, between 30 and 42 credits to earn a Master’s Degree and about 72 credits to earn a Doctorate degree.

Degree Courses

The individual courses that make up the degree program can be divided into the following types

- Core courses: These provide the foundation of the degree program and are required of all students. Students take a variety of courses in mathematics, English, humanities, physical sciences, and social sciences. Some majors require students to take many core courses, while others require only a few.
- Major courses: A major is a field of study in which a student chooses to concentrate. Most students major in one subject; however, some colleges offer the option of pursuing a double major with a related subject. Your major courses represent one-quarter to one-half of the total number of courses required to complete a degree.
- Minor courses: A minor is a subject in which a student may choose to take the second greatest concentration of courses. The number of courses required for a minor is usually half the number of major courses.
- Elective courses: These courses may be chosen from any department. They offer opportunities to explore other topics or subjects you may be interested in and help make up the total number of credits required to graduate.

Make sure that you know from the very beginning what the course and credit requirements for your program is – taking the “wrong” courses in the beginning may cause you to have to take extra courses in the end! Also, since many courses are not given every semester, and some courses are only given every few semesters or years, make sure to plan ahead in order to get the most out of your academic experience.

2.5 Grades and Transcripts

U.S. universities employ a system of continual assessment and assign grades for each course taken. Almost everything you do for a class will influence your final grade. Examinations and tests, essays or written assignments, laboratory reports, laboratory or studio work, class attendance, and class participation may all be used to determine your final grade. This means it is essential to keep up with the reading and course work and to attend classes on a regular basis.

The following is a general percentage/letter grade scale for classes taken at U.S. colleges and universities, although the percentages may differ from college to college and from professor to professor. school to school, and from professor to professor:

100 – 90% =	A	79 – 70% =	C	Below 59% =	F
89 – 80% =	B	69 – 60% =	D		

A term you will hear a lot is GPA, which means Grade Point Average. A cumulative grade point average is the GPA for all courses taken throughout the degree program. To work out your GPA, take the numerical value assigned to the letter grade you achieve for each course (At American University, A = 4 points, A- = 3.67 points, B+ = 3.3 points, B = 3 points, B- = 2.67 points, C+ = 2.33 points, C = 2 points, C- = 1.67 points, and D = 1 point), then multiply this number by the number of credits each course is worth. Finally, add these numbers together and divide by the total number of credits for all courses. You can see your GPA under ‘Academics’ on your myau.american.edu portal.

A transcript is a certified copy of your educational record, issued by the Office of the Registrar. You may need an Official Transcript for many occasions while in the U.S., including when you apply for an internship, a job, or a scholarship. You may also need to present it to immigration authorities after overseas travel. The easiest way to obtain an Official Transcript is to request it online from AU Central through the student portal (myau.american.edu). Log in, and under Academics click on the link *Request Official Transcript (AU students)*, fill in the form, and submit it. You can choose to either have your transcript mailed to an address of your choice, or you can pick it up at AU Central, generally the day after you submit your request. Former AU students can request an Official Transcript by downloading and submitting a transcript request form to AU Central either by fax (202-885-1016), mail, or in person.

2.6 Office of the Registrar

The Office of the Registrar manages the entire university's course registration process, although you will communicate with your academic advisor on these matters, and register for courses online. There are a few other instances, however, when you may need to visit the Registrar's representatives at AU Central, or its website, such as:

- To pick up Official Transcripts (these can be ordered from myau.american.edu).
- To request and pick up enrollment verifications – requests must be in writing and include your name, AU ID or SSN, dates of attendance, and, specifically, what you want the university to certify (the necessary forms are available in the Office of the Registrar).
- To file an application to graduate (you do this through myau.american.edu when you register for what you expect is your final term of study).

Location: AU Central, Asbury Building, 201
Phone: 202-885-8000
Website: <http://www.american.edu/aucentral/index.cfm>
Email: aucentral@american.edu

Hours of operation:
 Monday, Tuesday, Thursday and Friday, 9:00am - 12:00pm & 1:00pm- 5:00pm. Wednesday, 10:00am-5:00pm.

2.7 Academic Support Services

The Academic Support and Access Center (ASAC) supports the academic development and educational goals of all American University students and is committed to promoting access for individuals with disabilities within the university's diverse community.

Topics of interest to all students include time management and procrastination, effective writing, textbook reading, note taking, critical thinking, memory skills, and test taking. Graduate students can receive assistance in their coursework or preparing for comprehensive exams. International students may want help with writing or with the transition to American classroom culture. Student-athletes work with dedicated counselors who provide individual academic support as well as life skills programming, and first-year students can take advantage of the services offered to better adapt to the college environment.

ASAC Learning Resources

- Individual instruction in time management, reading and note taking strategies, and exam preparation
- Writing Lab appointments
- Study skills and writing workshops
- Free, in-house, peer tutoring and referrals for peer tutors
- Supplemental Instruction (group tutoring in traditionally difficult classes)
- Dedicated staff for student-athletes, international students, and graduate students

ASAC counselors are master's level professionals with backgrounds in education and counseling. Peer tutors are students who have received an A or A- in the classes they tutor. Most of them are majors in the field. Writing counselors are graduate students with experience in teaching and tutoring. Both peer tutors and writing counselors also receive ongoing training and supervision, with a focus on students for whom English is not their first language and students with disabilities.

Services for students with disabilities

The ASAC works with students with disabilities to provide equal access to university programs and services. The Center is dedicated to educating the university community on increasing accessibility, and to working individually with students arranging for accommodations, encouraging self-advocacy, and building academic and assistive technology skills. Entering freshmen with learning disabilities may be interested in applying for first-year transition support through the Learning Services Program.

Location:
 Mary Graydon Center 243
Phone: (202) 885-3360
Website:
www.american.edu/ocl/asac/
Hours of operation:
 Monday – Thursday
 9:00am - 7:00pm
 Friday, 9:00am - 5:00pm
 Summer & semester break:
 Monday - Friday,
 9:00am - 5:00pm



2.8 Writing Support

The Department of Literature's Writing Center is a service offered by American University students for AU students. The writing consultants are undergraduate and graduate students themselves, so they understand your writing needs.

The Writing Center welcomes international students who wish to improve their writing skills, including academic style writing. Because academic writing styles vary by nationality and culture, they offer special coaching on American academic writing styles and documentation of sources.

In the Writing Center, you will work as a partner with a fellow student, who will not correct grammatical errors, but instead will help you recognize patterns of grammatical errors. You will be offered the opportunity to work one-on-one with consultants to improve your fluency in American writing style. The Writing Center also has [handouts](#) of specific interest to non-native speakers.

In **free, 45-minute consultations**, your partner will work with you on topics, as:

- Interpreting a writing assignment
- Generating ideas
- Locating and sharpening a thesis statement
- Organizing ideas and research

- Developing logical arguments
- Polishing your prose
- Finding strategies for revising
- Identifying recurrent errors

At the Writing Center, you can **make an appointment** by calling (202) 885-2991. Walk-ins are possible but the space is limited. Sessions begin on the hour and usually last about 45 minutes. You should bring a copy of your **assignment** and any work – even scattered notes – you have already done as well as any sources or materials you are using. You cannot schedule more than one 45-minute session a day, but you may schedule up to two sessions per week.

Location: Bender Library
Phone: (202) 885-2991
Website: www.american.edu/cas/writing/index.cfm
Hours of operation:
 Monday-Thursday, 11:00am - 8:00pm
 Friday, 11:00am - 4:00pm
 Sunday, 4:00pm - 7:00pm

2.9 Center for Language Exploration, Acquisition & Research

Center for Language Exploration, Acquisition & Research (CLEAR) in the Department of Language and Foreign Studies (LFS) is a multimedia facility created to support the study of foreign languages and cultures through the use of advanced audio, video, film, computer, and satellite telecommunication technologies. The center supports self-paced independent study as well as instructor-directed classes utilizing the facility's separate audio, video, and computer labs. During fall and spring semesters, the CLEAR administers university-wide Tool of Research (TOR) language examinations for master's and PhD candidates. The CLEAR also provides personal tutoring by language instructors, graduate assistants, and native speakers, at no charge, to university language students. The center maintains extensive course material holdings in these media for language classes taught at the university, with a focus on Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Russian, and Spanish.

Location: Asbury Building, Room B36 (Department of Language & Foreign Studies)
Phone: (202) 885-2396
Website: <http://www.american.edu/cas/clear/index.cfm>
Email: clear@american.edu
Hours of operation: Monday - Thursday, 9:00am - 8:00pm Friday, 9:00am - 5:00pm

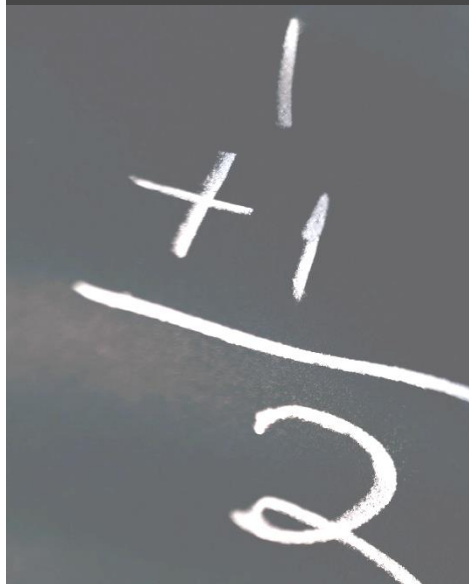
2.10 Mathematics and Statistics Tutoring Lab

The Mathematics & Statistics Tutoring Lab provides tutoring to American University students in the following courses:

Basic Algebra	Applied Calculus
Finite Mathematics	Calculus
Finite Mathematics: Elementary Models	Basic Statistics
Pre-calculus	

For more information concerning the Tutoring Lab, please contact Dr. Behzad Jalali, Director of Mathematics and Statistics Education Services at (202) 885-3154 or via email bjalali@american.edu

Location: Gray Hall, Room 110
Phone: (202) 885-3154 or (202)-885-3120
Website: www.american.edu/cas/mathstat/tutoring.cfm
Hours of operation: Monday - Thursday, 11:00am - 8:00pm
 Friday, 11:00am - 3:00pm
 Sunday, 3:00pm - 8:00pm



2.11 Internships

American University encourages students to integrate academic studies with professional experience gained through internships that may earn them academic credit. Internships vary from unpaid service to work for pay and may be either full- or part-time positions. Interns work with businesses, in labs, with different levels of government and with arts, community, social and international organizations.

You can find guidelines on how and where to find an internship, and links to the regulations of the different academic departments at AU on the Career Service website:

www.american.edu/careercenter/

Doing an internship as an international student may require some paperwork, depending on various factors of each individual case. The following is a brief overview of the regulations, but to avoid engaging in illegal employment we strongly recommend that you speak with one of the ISSS advisors well before starting an internship, regardless of its type.

Paid or Unpaid Internships

A paid or unpaid internship, whether for academic credit or not, is considered off-campus employment. There are strict requirements for work authorization that apply to both F-1 and J-1 students. If you are considering participating in a paid or unpaid internship, talk to an ISSS advisor and your academic advisor before you start looking for an internship to make sure that you are eligible for employment authorization and can file the required paperwork in time.

Internships for University Credit

To participate in an internship for academic credit, you need permission from your department. Since the regulations may differ from school to school, we suggest that you talk to your academic advisor and to an ISSS advisor well before you start looking for an internship.

2.12 Library Resources

The University Library (also known as Bender Library) supports student research through a vast array of services and collections. The library's collections include over one million volumes, which are supplemented by more than one million microforms and 21,500 print and electronic journal subscriptions. Other material formats include DVDs, CDs, VHS tapes, LPs, and audio cassettes.

With more than 150 electronic databases, you have online access to the full text of many additional publications. The library's web site, <http://www.american.edu/library> provides access to internet subject guides, citation formats, information for contacting a librarian, etc. The website for American University Library and seven other libraries in the Washington Research Library Consortium, WRLC, provides access to the online catalog and electronic databases.

The library offers many services to enhance your research. Reference librarians are available in the library at the Reference and Research Desk to assist with locating information, developing research strategies, and finding useful resources. Reference librarians may also be contacted by:

- Email: research@american.edu
- IM Chat (AIM): askaulibrary
- Office Hours, call (202) 885.3238 to sign up or drop by the Reference Desk
- And by personal appointment

Tours and workshops on ALADIN, Internet information resources, citation formats, and other research topics are offered each semester. Workshop schedules are available at the Reference Desk and online at the library's home page at <http://www.american.edu/library>

Students must have their university ID to check out materials from the library or to use other DC consortium libraries. WRLC materials can be ordered through the ALADIN Consortium Loan Service. Materials found outside the WRLC may be requested through interlibrary loan.

- Telephone: (202) 885-3232

Hours of Operation:

Fall and Spring Semesters

Sunday

Friday

Saturday

24 hour schedule

9:00am - open 24 hours

close at 9:00pm

9:00am - 9:00pm

During holidays, the hours of operation changes. For the library's schedule during session breaks, please check their website at <http://www.american.edu/library/about/hours.cfm>

2.13 Computer Resources

Computer Labs on Campus

Staffed Computer Labs

- American University Library Lab – Bender Library, lower level
- Anderson Computing Complex – Anderson Hall, north lower level (the largest computing facility on campus, Anderson operates from 8:00am-12:00am every day during the fall and spring semesters and is open until 10:00pm on most days during the summer sessions.
- Battelle-Tompkins Technology Resource Center – Battelle-Tompkins Building T-10
- New Media Center – Bender Library, lower level
- School of Public Affairs Lab – Kerwin Hall, sub terrace
- Social Science Research Lab – Hurst Hall 203 (offers help with statistics)
- Washington Semester Tenley Lab – Federal Hall 157
- Academic Support and Access Center – Mary Graydon Center, 2nd floor (limited access)
- CAS Art Design Lab – Katzen Art Center 203, 204 (limited access)
- CAS Chemistry Lab – Beeghly Building 316 (limited access)
- CAS Computer Science Labs – Clark Hall 114 (limited access)
- CAS Electronic Studio – Katzen Arts Center 135 (limited access)
- CAS Language Resource Center – Asbury Building, north lower level (limited access)
- CAS Multimedia Design Lab – Katzen Arts Center 310 (limited access)
- CAS Physics Lab – McKinley Building 14-15 (limited access)
- CAS Psychology Lab – Asbury Building, north 212 (limited access)
- KSB/CAS Economics Lab – Anderson Hall, south lower level (limited access)

For information on technology services, visit https://www.american.edu/library/services/tech_services.cfm

Help Desk

The technology help desk answers software questions and provides general computer troubleshooting assistance via telephone, Web, and electronic mail 24 hours a day. Contact the help desk at (202) 885-2550, <help@american.edu>, or <helpdesk@american.edu>.

The New Media Center

The New Media Center offers free technical workshops on common software applications. A workshop calendar is located on their website at <http://www.american.edu/cte/training/index.htm>.

If you wish to borrow electronic equipment from the CTE, such as a video camcorder or a digital camera, contact the New Media Center in Bender Library lower level, by phone at (202) 885-2560, or by e-mail at ctenmc@american.edu.

2.14 myau.american.edu

The myau.american.edu web portal integrates countless aspects of academics and technology for students at AU. To access your pages on the web portal, you must create an EagleNet user ID, by clicking on Create Your Account at the center of the page <https://myau.american.edu>. Among the many useful portals on myau.american.edu are:

Academics

Which includes course-related information (such as class schedules, web course registration, course descriptions), academic records (including grades, current grade point average, and online transcripts), and academic planning information (such as degree audit, the course catalog and university regulations). You will also find a link to Blackboard, the University's primary software application for online learning, which will be used in many AU classes.

Life@AU

Which provides links to your email, calendar, email forwarding, AU and DC telephone directories, and other resource documents.

Finances

Which includes your student account statements, ePayment (the option to pay tuition with a credit card via the web), and information on any financial stops.

Technology

Which provides links to your network drives, the IT Help Desk, resetting your password, designing and managing your webpage, downloading software, and viewing IT information and guidelines. For IT recommendations for new students on what technology to bring to campus (new computers to buy and general tips) go to:

<http://www.american.edu/oit/hardware/Recommendations.cfm>

You will be using the student web portal throughout your time at AU, so get started now and familiarize yourself with all its features!

2.15 Blackboard

Blackboard is the university's primary software application for online learning. You can access Blackboard through a link on the myau.american.edu portal or directly at <https://blackboard.american.edu/>. To log on, you use the same username and password as when you log into the student web portal. These are some of the main features of Blackboard:

- Blackboard automatically lists all the courses you are registered for
- You can access information about the course, course readings, direct links to articles, your grade, and much more that has been posted by your professor
- You can communicate via e-mail or message boards with your professor and with the other students in your course
- You can post papers, comments, PowerPoint files, and other course related materials directly on Blackboard
- Your professor can post announcements about the course

This is an extremely useful tool for students at all levels, so take some time to familiarize yourself with Blackboard as soon as possible.

2.16 Academic Integrity Code

"Academic integrity lies at the heart of intellectual life. As members of a diverse community committed to the advancement of knowledge, we affirm the importance of respecting the integrity of one another's work."

From American University's Academic Integrity Code

Academic integrity essentially means "intellectual honesty": honesty in the use of information, in formulating arguments, and in other activities related to the pursuit of knowledge and understanding. It is a core principle that underpins how we live and learn in a community of inquiry. As described in the Academic Integrity Code, students are responsible for adhering to academic standards, conventions of documentation, course requirements, and institutional policies. By registering as a student at American University, all students acknowledge their awareness of the code. It is extremely important that you understand what is meant in the U.S. by academic integrity, as there may be different conventions than in universities in other countries.

Academic dishonesty has very serious consequences, such as a grade "F" for the course, a notation indicating an academic integrity violation on your permanent academic record, and even dismissal from the university. It is therefore essential that you familiarize yourself with the Academic Integrity Code to ensure that you never find yourself in a situation of violating it.

Examples of what constitutes academic dishonesty are:

- plagiarism (using the work, ideas, or words of someone else without attribution)
- inappropriate collaboration with other students
- dishonesty in examinations
- dishonesty in papers
- work done for one course and submitted to another
- deliberate falsification of data
- interference with other students' work
- copyright violations

Plagiarism is by far the most common violation of the Academic Integrity Code, and in many cases the student may even be unaware of the violation. There are countless resources for learning the U.S. system of how to cite sources and avoid plagiarism. You can find online references on the library website (<http://www.american.edu/library>), and on the AU website on academic integrity.

<http://www.american.edu/academics/integrity>

1. **Keep your syllabus handy for each class.**

It is your guide for the entire semester. Start each semester by creating a binder that contains all of your syllabi. As you receive handouts in each class, add them to the binder. When it comes time to study for a final or write a paper for one of your classes, you'll have everything your professor has handed out.

2. **Talk with your professors and your academic advisor.**

Office hours are an excellent time to get to know your professors and to ask any questions that you might have about a class or particular assignment. Professors and academic advisors love talking to students, and they respect students who take responsibility for their education and "go the extra mile" to ensure success. Get to know your professor *before* you need help, and it will be easier to get help if you need it.

3. **Familiarize yourself with the campus and its resources.**

AU has tons of offices devoted to ensuring your academic success. You are paying for these services, so please take advantage of them. To see who is here to help you, check out the Learning Resources at AU section in this chapter or go to <myau.american.edu> and click on Learning Resources at the top of the page.

4. **Set priorities in your life and get control of your time.**

Time has a way of slipping away in college. Whether it's because you've filled your schedule with a heavy load of classes, a job, and community service, or you simply like to sleep until 4 p.m., you're going to have to set up some sort of routine.

5. **Arrange a regular study area—comfortable, but not too comfortable—where you are most effective.**

Choose wisely! There isn't one type of study area that works for everyone. Some people like to work in isolation; others can concentrate amidst activity and noise. Try out some different locations and see what works best for you.

6. **Develop successful strategies for reading textbooks, taking notes, and studying for exams.**

These can be some of the most challenging aspects of the transition to college. You're going to get a lot of assignments, and sometimes the work will seem to overtake your life. Take the time to develop a strategy for tackling work, and you'll find it won't be as hard as you thought. The planner section of this book contains more information on how to develop a study strategy. The Academic Support and Access Center offers workshops to help you develop these skills. For more information, please see their website at <http://www.american.edu/ocl/asac/>

7. **Continually improve your writing skills.**

No matter how many classes you've taken in college, you can always improve your writing skills. AU's Writing Center and Writing Lab are devoted to helping you improve your writing skills, no matter what major or the school you're in.

8. **Take academic integrity seriously.**

Consult a writer's handbook, a faculty member, a reference librarian, or writing assistant if you're not sure how to cite sources or what constitutes plagiarism. By following the Academic Integrity Code, you'll be able to create unique work that you can be proud of. You're here to learn how to make an impact in the world – make sure that impact is all yours.

9. **Stay healthy and reduce stress.**

Sleep enough hours at night, eat well, exercise regularly, and have fun. Everything you do in college relates to other aspects of your life. Playing an intramural sport or exercising at the Jacobs Fitness Center provides a great outlet for class-related stress, and it's a great way to get to know other AU students. Try to spend as much time in the salad line as you're spending in the ice cream line—eating right keeps your mind focused and your body healthy.

10. **Ask for help when you need it, before there's a problem.**

Waiting until the last minute never helps. Make sure you understand an assignment before you start it. If you wait too long, you might end up stuck in a hard place.

2.17 Top Ten Tips for Being a Successful Student



Useful Workshops Offered at AU Each Semester

Library workshops

The library offers useful workshops during the year. These workshops are a great opportunity to familiarize yourself with the multitude of resources available to you on campus, so take advantage of them! For more information about what workshops are offered and their dates, please see the library's website at

<http://www.american.edu/library/instruction/index.cfm>

Academic Skills, Research and Writing Workshops

The Academic Support and Access Center (ASAC) is dedicated to helping students develop effective study strategies. Students may want to meet individually with a counselor to discuss their own skills on topics such as time management, reading assignments, studying for exams, or obtain materials on study skills topics. The ASAC also offers [workshops](#) each fall and spring on a variety of reading, writing, and study skills topics. Previous workshops included such as topics as note taking skills, time management skills, studying for and taking exams and writing research papers (specifically for international students. Students are welcome to attend any workshop and reservations are not required. For more information about these workshops, please see the ASAC website <http://www.american.edu/ocl/asac/>



3 IMMIGRATION & EMPLOYMENT REGULATIONS

3.1 Required Online Immigration Registration & Immigration Check-in

As an F-1/J-1 student, you are required to register and update your immigration information online at the beginning of **every** semester, no later than two weeks after the semester starts.

- Log on to ieagle.american.edu using your AUID username and password.

New Students

- Use the New Student menu to complete the Immigration Registration e-form after you have entered the United States.

Current Students

- Use the Current Student menu to complete the Immigration Check-in e-form after you have entered the United States.

3.2 Immigration Responsibilities – F1

Below is a summary of the immigration responsibilities for F-1 students. If F-1 students do not fulfill any one of these responsibilities, they may jeopardize their eligibility for immigration benefits, including employment on- or off- campus.

- **Register for and successfully complete a full course of study each semester.**

The following are the minimum credit hour requirements for F-1 students to maintain full time registration:

<u>Level of Study</u>	<u>Credit Hours Per Semester</u>
Undergraduate or Undergrad Certificate	12 credit hours
Graduate or Graduate Certificate	9 credit hours
Master of Business Administration	9 credit hours
Master of Laws (LLM)	8 credit hours
J.D.	12 credit hours

Exceptions:

Under certain circumstances, F-1 students may be authorized to enroll for less than a full course of study and still be considered full time. However, an ISSS advisor must review the case with the student to determine if a valid academic or medical reason exists before approving the request. Failure to speak with an ISSS advisor and receive approval may jeopardize the student's immigration status. This requires that you fill out a *Reduced Course Load form*.

Summer:

F-1 students are not required to register during the summer vacation, unless summer is the first semester of admission.

- **Obtain a new I-20 before changing schools or academic programs.**

F-1 students must obtain a new I-20 each time they transfer schools or change academic level* (i.e., Bachelors to Masters).

*If you are applying for a new program at American University, please submit a new Personal and Immigration Information Request Form and new financial documents (no more than three months old).

*Transfers must be completed no later than 15 days after beginning classes.

- **Complete your program before your I-20 expires (Get a program extension if necessary).**

F-1 students have permission to study in the United States up to the expected program end on the I-20.

To qualify for a program extension, students must demonstrate that the additional time is needed because of compelling academic reasons or a documented medical illness. F-1 students who require additional time to complete their academic program must submit a Program Extension form to ISSS and submit new financial documents to extend the I-20. It is important to submit the form to ISSS at least 30 days before the current I-20 expires.

- **Always obtain Employment Authorization BEFORE you begin working.**

Students must ALWAYS obtain written employment authorization from ISSS and/or U.S. Citizenship and Immigration Services before beginning any employment, including on- and off-campus employment.

This includes department internships, Cooperative Education, or course work for which you receive any compensation (including salary, tuition, books, supplies, food, or transportation). F-1 students interested in employment should refer to the ISSS handout "A Summary of Employment Eligibility for F-1 Students" to learn about the ways for F-1 students to qualify for work authorization.

You are not allowed to work off-campus unless you have specific written permission from ISSS and/or USCIS (U.S. Citizenship and Immigration Services). F-1 students may, however (with ISSS permission), work on-campus up to 20 hours total per week during the school year, and full-time on-campus during summers and vacation periods. Please see an ISSS Advisor if you have questions concerning on- or off-campus work permission.

- **Keep your passport valid at all times.**
USCIS will not approve applications for employment or other immigration benefits unless your passport is valid or in the process of being re-validated.
- **Notify USCIS & ISSS of any address change.**
Inform International Student & Scholar Services of your address change through your myau.american.edu within 10 days of any change. ISSS will update your SEVIS record with your change of address.
- **Travel outside the United States.**
Have an ISSS advisor sign the travel authorization on your I-20 before you depart the United States temporarily.
To re-enter the United States, you will need a valid F-1 visa, passport and I-20. Contact ISSS regarding automatic revalidation of status for brief visits to Canada, Mexico, and most Caribbean islands if your F-1 visa has expired.
- **Leave the U.S. within 60 days after completing your program.**
Once you complete all requirements for your program, even if your I-20 has not expired, you have only 60 days to either:
 1. leave the United States
 2. change to another visa status
 3. begin a new program of study or transfer to a new school

Failure to Comply

1. Failure to comply with these regulations will mean the loss of your F-1 student status and has very serious implications. For example, you could be prevented from re-entering the U.S. for three to ten years, depending on the length of your status violation. For violations of 180-360 days, a three-year exclusion is imposed; violations of more than 360 days, you may be prevented from re-entering the U.S. for ten years.
2. Simply registering full-time in the next semester or stopping the unauthorized work does not put you back in status.
3. There are steps you can take with USCIS to recover your status, but the sooner you begin, the better your chances for approval.

Meet with an ISSS Advisor immediately if you have questions or concerns about your F-1 student status.

3.3 Immigration Responsibilities – J1

State Department Expectations & Benefits

Below is a summary of the responsibilities and benefits placed on students in J-1 status by the U.S. State Department. For more information, please consult with the International Student & Scholar Services (ISSS) or the Responsible Officer of the J-1 program that issued your DS 2019.

• Full-Time Study

You must register for and complete a full course of study each semester:

<u>Level of Study</u>	<u>Credit Hours Per Semester</u>
Undergraduates	12 credit hours
Graduates	9 credit hours
Master of Laws (LLM), SJD	8 credit hours

Coursework is optional during the summer vacation (May-August)

Exceptions may be granted for valid academic and medical reasons. Consult with your J-1 Responsible Officer before registering or dropping a course that places you in part-time status.

• Health Insurance

You are required to maintain the following minimum level of health insurance for you and your family's entire stay in J-1 or J-2 status:

- Medical benefits of \$100,000 per accident or illness
- Repatriation of remains in amount of \$25,000
- Expenses associated with medical evacuation in amount of \$50,000
- Deductible does not exceed \$500 per accident or illness
- Meet minimum rating requirements

Your J-1 program may be cancelled if you fail to meet this requirement. In addition, your Responsible Officer may request proof of this coverage each time you request a new DS-2019 or apply for employment.

Please see the State Department's Exchange Visitor Program website for further information about the health insurance requirements (jvisa.state.gov).

More information about factors to consider in choosing your insurance, eligibility for AU health insurance, and other health insurance options is available on our Health Insurance Compliance web page.

• Employment

- a. You must obtain written authorization from your Responsible Officer before beginning any kind of employment whether on or off-campus.
- b. Employment authorization is limited to 20 hours during the Fall and Spring semesters; full-time during semester breaks, summer vacation, or after completion of your academic program.
- c. Employment is any type of work performed or services in exchange for money, tuition, fees, books, supplies, transportation, room, board, or any other benefit.
- d. Unpaid internships or volunteering may be considered employment according to the U.S. Department of Labor. Please consult with your responsible officer before engaging in these activities.

You may be eligible for the following types of employment authorization:

1. Employment required by a scholarship, fellowship, or assistantship
2. On-campus jobs unrelated to study
3. Off-campus jobs to meet urgent, unforeseen need
4. Academic training (work directly related to your field of study)

Social Security Number:

To pay you, your employer will need your Social Security number, which you can obtain by applying for a Social Security card. Come to ISSS to get our handout on applying for a Social Security Number or see the information on the ISSS website.

• Authorized Stay in the United States

Your permission to stay in the United States is determined by your I-94 (<https://i94.cbp.dhs.gov/i94/#/home>) and DS-2019. As long as your I-94 is noted J-1 and D/S, you have 30 days to leave the United States after the completion of your program, even if this date is before the end date on your DS-2019 (this date cannot exceed the expiration date in item 3 of your DS-2019).

If additional time is needed to complete your program, you must obtain a new DS-2019 and be granted a program extension before the expiration date of your current DS-2019.

- **Travel Outside the United States**

Have your Responsible Officer sign the travel authorization on your DS-2019 before you depart the United States temporarily.

To re-enter the United States, you will need a valid J-1 visa, passport and DS-2019. Contact ISSS regarding automatic revalidation of status for brief visits to Canada, Mexico, and most Caribbean islands if your J-1 visa has expired.

- **Two-Year Home Country Physical Presence Requirement**

As a J-1 exchange visitor, you may be subject to the two-year home country physical presence requirement, indicated on your DS-2019 and visa. In this case you must return home for a minimum of two years after completing your J-1 program before you can change or adjust your status to an H, L, or other immigrant status.

The home country requirement applies to you if:

1. You received funding from the United States Government, your own government, or an international organization in connection with your participation in the Exchange Visitor Program.
2. The education, training, or skill you are pursuing in this country appears on the Exchange Visitor Skills List for your country.
3. You acquired J-1 status on or after January 10, 1977, for the purpose of receiving graduate medical education or training.

Applying for a Waiver:

You may petition to the U.S. State Department for a waiver of this requirement under any of these specific circumstances:

- "No Objection" from the home government
- Request by an interested (U.S.) Government agency
- Risk of persecution in home country
- Exceptional hardship to a United States citizen (or permanent resident) spouse or child of an exchange visitor
- Request by a designated State Department of Health, or its equivalent

Please see the State Department website:

<https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor.html>

for information about these circumstances and the application process.

3.4 Travel and Re-entry into the United States



When you travel outside the United States the following documents are required to re-enter the United States and may be requested by the U.S. Immigration service inspector at the port of entry. Please be aware that the U.S. Immigration service officer may ask many questions to verify whether you are a student making normal progress in your program.

Documents needed:

- Valid passport and visa
- Valid I-20 or DS-2019
- Current ISSS travel signature on your I-20 or DS-2019
- Financial documents dated within the past three (3) months to cover at least one full academic year
- University Transcripts (available from the Registrar's Office – allow several days to process)
- Receipt of SEVIS-fee payment

If applicable:

- Proof of pre-registration for the next semester (available from the Registrar's Office - allow several days to process)
- Reduced Course Load form or forms signed by an ISSS advisor and your academic advisor for any semester you were registered less than full-time
- Copy of Leave of Absence form
- Original Employment Authorization Document (EAD card for OPT)
- Letter of Employment from employer if on OPT


Also, please check the following web site for additional information on travel: U.S. Embassies overseas:

<https://travel.state.gov/content/travel/en/international-travel.html>

3.5 Employment Regulations for F1-Visa Holders

On-Campus Employment

As a full-time F-1 student, you can work up to 20 hours per week during the academic year, and an unlimited number of hours per week during vacation periods as long as you work on campus and you are in good academic standing. To start an on-campus job, you need to take the following steps:

- Find employment on campus
 - **The AU Career Center** keeps a listing of part-time jobs available on campus; these lists are updated frequently. Check the student jobs listing web site (<http://www.american.edu/studentjobs/index.cfm>) for listings (please note that F-1 and J-1 students are NOT eligible for Federal Work Study-FWS-positions). It is also helpful to take your resume around to offices and vendors on campus.
 - Complete an application for employment
- Have your employer process the hiring online
- Receive work authorization from ISSS
 - If you are registered as a full-time student for the semester and have completed immigration check-in, request employment authorization from ISSS through iEagle (<https://ieagle.american.edu>). This authorization must be renewed each semester.
- Go to the Human Resources/Payroll Office to complete hiring and tax forms
 - Make an appointment on-line to see the HR foreign tax specialist:
 -  - log onto myau.american.edu
 - On the top bar click on Work@AU, then click on Payroll
 - On the right menu, click on Foreign National Appointment Schedule
 - Select and click on an available time; check the time and click on Appointment Schedule
 - click on Schedule Appointment
- Bring the following documents with you to your appointment at Human Resources
 - I-20 or DS-2019
 - Passport
 - I-94 Record: <https://i94.cbp.dhs.gov/i94/#/home>
 - Hiring Action Form (or memo from employer) including a start date
 - Social Security Card if you already have one
 - AU ID card or U.S. driver's license

You will complete an I-9 form and discuss taxation issues. You will obtain an employment social security letter at this meeting.
- Go to ISSS to endorse the employment social security letter and get advice on applying for a Social Security Number.
- Go to the Social Security office to apply for a Social Security Card.

Off-Campus Employment

Off-Campus Employment Before Graduation

There are several types of off-campus employment authorization processes that apply to F-1 students. To ensure that you follow the rules accurately, you must speak with an ISSS advisor before you take any other steps to begin an off-campus job. The following is an overview of the different options.

What is *paid* (compensated) employment?

U.S. law defines compensated employment as work performed in exchange for a benefit. Employment authorization is necessary for any type of compensated employment:

1. If you receive a salary, hourly wage, fees, books, supplies, meals, transportation, or any other benefit in exchange for work performed.
2. If the individual normally holding your position receives payment.

Note that you may need work authorization even if you are not being paid! Speak to an ISSS advisor before engaging in volunteer or unpaid work.

1. Paid or Unpaid internship for credit

If the internship is with an International Organization (you can check the list of eligible organizations on the ISSS website) you can apply for either International Organization Employment (see below) or Curricular Practical Training (CPT).

If the internship is NOT with one of the listed international organizations, you can apply for either Curricular Practical Training (CPT) or Pre-Completion Optional Practical Training (OPT). To be eligible for CPT, you must have completed your

first academic year. Also, an off-campus job must be part of an academic program, i.e. you must register for and receive academic credit for an internship. To learn more about the application process for CPT status, see the ISSS website or talk to an ISSS advisor. To be eligible for Pre-Completion OPT, an internship must be related to your field of study, and you must have completed two semesters of full-time study to be eligible to apply. To learn more about the application process for OPT, see the ISSS website or talk to an ISSS advisor. Approval of OPT can take up to three months, so be sure to plan ahead.

2. International organization employment

If you want to work for an international organization but will NOT receive internship credit, you may apply for International Organization Employment. To apply for authorization to work for an international organization, you must have a job offer from an eligible organization (see complete list on the ISSS website). To learn more about the application process for work for an international organization, see the ISSS website or talk to an ISSS advisor. The approval process can take up to three months, so be sure to plan ahead.

3. Off-campus work (not for internship credit)

If you plan to do off-campus work *in your field of study*, but

not for internship credit, you can apply for Pre-Completion Optional Practical Training (see above). Under extremely unusual unforeseen circumstances of severe financial hardship you can apply to the USCIS for Severe Financial Hardship Employment Authorization which allows you to work outside your field of study. Very few F-1 students are approved each year. To learn more about the application process, see the ISSS website and talk to an ISSS advisor.

Note: You **cannot** work legally off-campus in F-1 status unless you have been approved for one of the employment authorizations listed above.

Off-Campus Employment After Graduation

F-1 students can apply for up to one year of post-graduation work authorization called Optional Practical Training (OPT). OPT is a continuation of your F-1 status. You must apply to the USCIS before you complete your program, and the job must be related to your field of study. Any pre-completion Optional Practical Training will be subtracted from the total 12 months of post-completion Optional Practical Training available upon completion of studies. Part-time OPT is deducted at half the rate (1 month will be deducted for 2 months of part-time authorization). Students may receive a maximum of 12 months of Optional Practical Training per degree in F-1 status (with the exception of certain majors in science, technology, engineering and mathematics, who can apply for a 24 month extension). After completing a second degree (at a higher level) in F-1 status, students become eligible for a second 12-month period of OPT status.

To learn more about the application process, see the ISSS website and talk to an ISSS advisor. The approval process may take up to three months, so apply well in advance of graduation.

A final option for authorization of off-campus employment after graduation is for an employer to – if they choose to – help you apply to change your visa status (to another type such as G-4, A1, or H1-B) based on your employment after you graduate. You can talk to an ISSS advisor to get more information about this option.

3.6 Employment Regulations for J1-Visa Holders

On-campus employment

J-1 visa holders are eligible for part-time on-campus work during the school year (full-time during vacation periods), with permission of the Responsible Officer.

Off-campus employment

Academic Training is the name for certain types of study-related employment for J-1 students. The following is an overview of the conditions that you must meet in order to qualify for Academic Training and how to apply. Academic Training is flexible in its format and offers a variety of employment situations to supplement your academic program in the United States. It is available before completion of your program of study as well as afterwards. J-1 students in degree programs and non-degree programs are eligible for Academic Training. For advice and for further information, consult your responsible officer.

Approval from your J-1 Responsible Officer

To qualify for Academic Training, you must first obtain approval in writing from your J-1 Responsible Officer (RO), who represents your J-1 sponsor and issues your Form DS-2019. The RO must evaluate the proposed employment in terms of your program of study and your individual circumstances, and then decide whether it would be appropriate or not. If American University is your sponsor, your J-1 Responsible Officers are in ISSS. If your J-1 sponsor is an agency, and if you are uncertain how to reach your J-1 Responsible Officer, ISSS can provide you with general contact information, but has no authority to grant employment permission.

General limitations

1. Your employment may be authorized for “the length of

time necessary to complete the goals and objectives of the training, provided that the amount of time... is approved by [both] the academic dean or advisor and ...the responsible officer.” It may not exceed the “period of full course of study” or 18 months, whichever is shorter. If you receive a Ph.D., however, you may under some circumstances be authorized for an additional 18 months of training for post-doctoral training.

2. Part-time employment for Academic Training counts against the 18 or 36 month limit the same as full-time employment.
3. Earning more than one degree does not increase your eligibility for Academic Training.

After completion of your program of study

1. Academic Training approved for the period **after** completion of your program will be reduced by any **prior** periods of Academic Training.
2. Academic Training following completion of your program of study must involve **paid** employment.
3. You must obtain a written offer of appropriate employment and a letter from your department and present this paperwork to your J-1 Responsible Officer **no later than 30 days before the end of your program**. Otherwise you will **lose eligibility** for Academic Training after completion of your program.
4. While you are on post-completion academic training, if you travel outside the US you will need a travel signature on your DS-2019 before departure.

The Application

See your responsible officer for information on the application process for Academic Training.

Note: As a J-1 student you are eligible for a variety of work opportunities in the United States, but employment without proper authorization is a serious violation of your status. **Remember** that before you start any kind of employment, **you must first consult with your J-1 Responsible Officer, whose written approval is necessary in advance.**

3.7 Social Security Card

A **Social Security Card** is required for anyone to be paid in the United States. As an F-1 or J-1 international student, you can only be issued a Social Security Number (SSN) if you have legal paid employment in the US (such as an on-campus job).

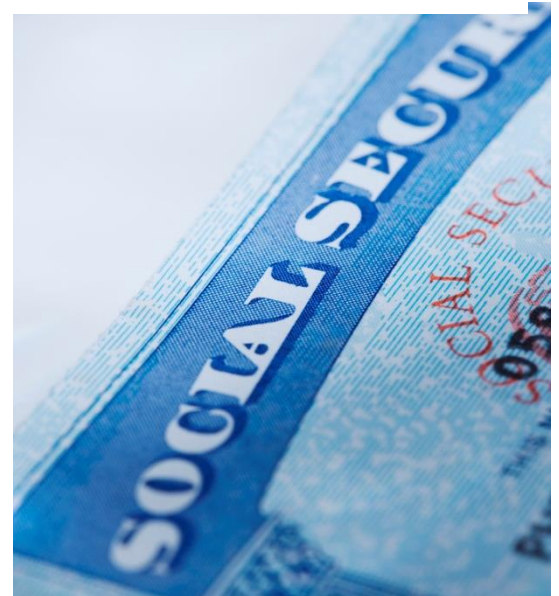
A social security card is NOT proof of work authorization.

Student Checklist for obtaining a Social Security Card:

- Request an employment letter from the Human Resources office of your employer.
- Bring the letter to ISSS or to your Responsible Officer for a signature (if you are engaging in on campus employment)
- Go to a Social Security Office (see information below) with the following documents:
 - I-20 (F-1 visa holders) or DS-2019 (for J-1 visa holders)
 - I-94 (immigration entry record. You can obtain your record here: <https://i94.cbp.dhs.gov/i94/#/home>)
 - Passport (if your passport is less than one year old, bring additional forms of identification, such as a driver's license, student ID, insurance card, national identity card, or birth certificate)
 - Employment letter from Human Resources with a signature from ISSS (or from your sponsoring agency if not American University)
- Complete an application form at the Social Security Office (applications are also available online at <http://www.ssa.gov>). A clerk may interview you and ask a few routine questions. It is important to answer truthfully.

Social Security Offices are open Monday through Friday, from 9:00 AM to 4:00 PM except federal holidays. There are multiple Social Security offices in the Washington, DC area and you may go to any office, however we recommend that you go to Dupont Circle (2100 M St., NW, Washington, DC), as they are very familiar with international student documents. For Social Security Office information, call 1-800-772-1213 or check their website-<http://www.ssa.gov>.

Your Social Security card will be mailed to you. It may take **up to 3 months** before you receive your Social Security card due to routine security checks. Your employer may allow you to work while you are waiting to receive your card. If you lose your Social Security Card, you will need to follow the same procedure (including getting a new letter from your employer) to apply for a replacement card. The replacement card will have the same number. This is your Social Security number for life, so please keep track of it. Please **do not carry your Social Security card with you daily**, as this is a valuable document which may be targeted by identity thieves.



3.8 Tax Issues

2019 taxes will be due on April 15, 2020. This affects every F-1 and J-1 international student or scholar who was in the US in 2018, even if you did not work. Please refer to the category below that applies to you. **Please note that ISSS advisors are not trained as tax advisers and therefore are not legally allowed to give tax advice.**

International students or dependents living in the U.S. during 2019, who did NOT work or receive taxable scholarships

For the first five years you are in the U.S. in F-1, F-2, J-1, or J-2 status (including dependents), even if you do not earn money in the U.S., you must file form 8843, a very simple form, which asks for your address and the dates you were in the U.S. in previous years.

You can either download the form directly from the IRS website (see example from 2018 <http://www.irs.gov/pub/irs-pdf/f8843.pdf>) or you can access Glacier Tax Prep (Non-Resident Alien Tax Software) for free to complete the 8843 form. Instructions for accessing Glacier Tax Prep will be given to all F and J students by ISSS in January 2020.

International students who had been in the U.S. for a total of 5 years or less and worked or received scholarships in 2018

International students who had been in the U.S. for a total of 5 years or less and worked or received scholarships in 2018 are responsible for filing both **federal** and **state** tax forms by **April 15, 2020**.

Federal Tax Return

For the federal taxes, you must file either form 1040NR or 1040NR-EZ (the EZ is a less complicated form for people with a less complicated tax situation, such as no dependents or property), and the forms can be found online at www.irs.gov, or at any public library. You can also file the federal taxes online using Glacier Tax Prep (Non-Resident Alien Tax Software) for free. *Call the IRS for tax-related questions (toll free): 1-800-829-1040*

State Tax Return

You are responsible for filing State Taxes as well as federal, based on the state where you live. If you lived in more than one state in one year, you will need to file tax forms for each state. Glacier Tax Prep does not assist you with your state taxes. State tax forms can be found at your local public library or online. You can find online links to the DC, Maryland, Virginia tax forms on the ISSS website.

International students who had been in the U.S. for over 5 years and worked or received scholarships in 2019

After being in the US for 5 years, you are generally considered a resident for tax purposes, and fill out the 1040 or 1040EZ form rather than the 1040NR or 1040NR-EZ. To determine whether you are considered a resident for tax purposes for 2017, you will need all the dates when you have been in the U.S. in past years, then take the Substantial Presence Test: You can find information on this test, and on how to determine whether you are considered a resident for tax purposes, through the Glacier Tax Prep software.

As a resident for tax purposes, you are responsible for filing both federal and state tax forms by April 15, 2020.

Federal Tax Return

For the federal taxes, you must file either form 1040 or 1040-EZ (the EZ is a less complicated form for people with a less complicated tax situation, such as no dependents or property), and the forms can be found on-line at www.irs.gov, or at any public library. You will need your W-2 (for compensated employment) and/or 1042S (fellowship or scholarship). If you have not received your W-2 or 1042-S, contact the Payroll department of your employer. If you are paid by AU, or received an AU scholarship or fellowships, you should be able to download your W-2 from my.american.edu. Questions about your W-2 or 1042-S can be directed to Simona Assenova (202) 885-3506 or Tarek Mahfouz (202) 885-6171, Foreign Tax Specialists in HR.

State Tax Return

You are responsible for filing State Taxes as well as federal, based on the state where you live. If you lived in more than one state during 2019 you will need to file tax forms for each state. Glacier Tax Prep does not assist you with your state taxes. State tax forms can be found at your local public library, or online. You can find online links to the DC, Virginia, and Maryland tax forms on the ISSS website.





4 OTHER CAMPUS SERVICES & RESOURCES

4.1 Career Center

The Career Center offers career advising; internship and job search preparation; self-assessment instruments and interpretations; a career resource library and computer lab; online postings of internships and part-time and full-time jobs; graduate school advising; preparation and advising for merit awards and fellowships; employer panels; job fairs; on-campus recruiting; résumé referral; and alumni career networking. It is never too early to visit the Career Center to talk about your career goals. It is a good idea to start talking with an advisor during your first semester at AU.

Location: Butler Pavilion, 5th Floor

Phone: (202) 885-1804

Website: <http://www.american.edu/careercenter>

4.2 Center for Diversity & Inclusion

The mission for the CDI is to enhance LGBTQ, multicultural, first generation, and women's experiences on campus. This Center's vision is to create an American University where people of all identities & experiences are understood, appreciated, and fully included in the community and where equitable treatment and outcomes prevail.

CDI will host events throughout the year, including National Coming Out Day events, lectures, Safe Space training, and various Heritage Months. A library of books, movies, scholarly articles, newspapers, and magazines is available to all members of the campus community. To stay up to date about events and activities, visit the Center for Diversity & Inclusion's website to sign up for one of their newsletters.

Location: Mary Graydon Center 201

Phone: (202) 885-3651

Website: <http://www.american.edu/ocl/cdi/index.cfm>

4.3 Student Conduct & Conflict Resolution Services

Student Conduct & Conflict Resolution Services consists of two separate and distinct programs. The first, Student Conduct, provides administrative and organizational support for adjudicated alleged violations of the Student Conduct Code. Our website provides resources to any AU Community Member who needs to file a complaint as well as resources for any student being heard through the adjudication process.

Student Conduct and Conflict Resolution Services' second program, American University Conflict Resolution Services, provides an alternate forum for the resolution of conflict. Mediation Services and Conflict Coaching are free and confidential for any member of the AU community. In addition to direct conflict resolution services, we provide training for those interested in volunteering as well as educational programs for the general AU community.

Location: Butler Pavilion 408

Phone: (202) 885-3328

Website: <http://www.american.edu/ocl/sccrs/>

4.4 Kay Spiritual Life Center

The round building at the north end of the quad—the Kay Spiritual Life Center—is an interfaith house of worship and home to a rich array of faith communities, cultural and educational programs, student organizations, feasts, festivals, circles of prayer, and activism. In keeping with the university's commitment to inquiry and diversity, the center seeks to be not only a center for religious life, but also a crossroads where people of conscience, intellect, and spiritual curiosity find a place for their questions, dreams, and struggles. The center seeks to foster a climate of interfaith understanding and openness, in which matters of faith and value are recognized as an integral part of human growth and university life.

Regular services of worship and religious observances are held throughout the year by Baha'i, Buddhist, Catholic, Jewish, Muslim, Protestant, Unitarian Universalist, and Hindu/Vedic communities. Meditation from a variety of traditions is also offered. In addition, the center sponsors special interfaith celebrations, as well as a variety of workshops, panels, retreats, outings, and social action opportunities.

Chaplains from the diverse faith traditions assist in organizing events and are available to students, faculty, and staff for spiritual direction, advisement on issues of faith and ethics, personal counseling, and life cycle events, such as baptism, bar and bat mitzvah, weddings, and memorial services.

For a list of houses of worship near AU refer to appendix 10.4.

Location: Kay Spiritual Life Center

Phone: (202) 885-3320

Website: <http://www.american.edu/ocl/kay>

Hours of operation:

Monday - Friday, 9:00 am - 9:00pm

4.5 Shops on Campus

The Campus Store

The Campus Store serves as the main bookstore on campus, selling new and used books for all courses, including those in the Washington College of Law. Textbook buyback is available every day for students who wish to sell unwanted textbooks back to the store. The books are not located in the campus store; therefore, students have to use an online portal to order the books. The campus store also sells software, AU-imprinted boosters, clothes, and gifts, paper products, writing instruments, electronics, and housewares. Additional services include class ring sales, and on-campus delivery of gifts and balloons.

Location: Butler Pavilion, 2nd and 3rd floors

Phone: (202) 885-6300

Website: <http://www.bkstr.com/americanstore/home>

Hours of operation:

Monday - Thursday, 9:00am - 7:00pm

Friday, 9:00am - 5:00pm

The Eagle's Nest

The Eagle's Nest convenience store stocks an assortment of soft drinks, snack food products, laundry needs, personal sundries, magazines, newspapers, supply items, and gifts. They accept EagleBuck\$, American Express, Discover, MasterCard, Visa, and cash.

Location: Butler Pavilion (in the tunnel)

Phone: (202) 885-6318

Hours of operation:

Monday - Friday, 7:00am - 2:00am

Saturday & Sunday, 10:00am - 2:00am

The UPS Store

Copying, binding, computer services, UPS, DHL, Federal Express, facsimile, passport photos, mailbox rentals, check cashing, and summer storage.

Location: Butler Pavilion (in the tunnel)

Phone: (202) 885-2030

Hours of operation:

Monday - Friday, 8:30am - 6:00pm

Saturday, 11:00am - 5:00pm

4.6 Places to Eat on AU's Main Campus



Asian Flavors (Asian)

Location: Butler Pavilion (in the tunnel)

Hours of operation:

Monday - Friday, 11:00am - 7:00pm

Phone: (202)885-6600

American Café (sandwiches)

Location: Ward Circle Building, lobby

Hours of operation:

Monday - Thursday, 7:00am - 9:30pm

Friday, 7:00am - 5:00pm

Saturday, 9:00am - 3:00pm

Phone: (202) 885-6371

The Davenport Lounge (Coffee shop)

Location: SIS Building, 1st floor

Hours of operation:

Monday - Thursday, 8:00am - 8:15pm

Friday, 8:00am - 5:00pm

Saturday - Sunday, 11:00am - 5:00pm

Phone: (202) 885-1841

Einstein's Bros. Bagels

Location: Mary Graydon Center, 1st floor

Hours of operation:

Monday - Friday, 6:30am - 3:00pm

Phone: (202) 885-3195

Freshii

Location: Mary Graydon Center, 1st floor

Hours of operation:

Monday - Thursday, 11:00am - 7:00pm

Friday, 11:00am - 3:00pm

Megabytes Café (sandwiches)

Location: Butler Pavilion (in the tunnel)

Hours of operation:

Monday - Thursday, 7:00am - 8:30pm

Friday, 7:00am - 6:00pm

Saturday, 8:00am - 5:00pm

Sunday, 9:00am - 5:00pm

Phone: (202) 885-6111

The Mudbox Café

Location: Bender Library, Lower Level

Hours of operation:

Monday - Thursday, 9:00am - 2:00am

Friday, 9:00am - 6:00pm

Saturday, 10:00am - 6:00pm

Sunday, 10:00am - 2:00am

Phone: (202) 885-5163

Subway (sandwiches)

Location: Butler Pavilion (in the tunnel)

Hours of Operation:

Monday - Friday, 11:00am - 2:00am

Saturday - Sunday, 11:00am - 12:00am

Phone: (202) 885-6318

The Tavern (pizza and grill)

Location: Mary Graydon Center, 1st floor

Monday - Thursday, 11:00am - 11:00pm

Friday, 11:00am - 6:00pm

Saturday, closed

Sunday, 4:00pm - 11:00pm

Phone: (202) 885-3198

The Bridge Café

Location: Bender Arena, 2nd floor

Hours of Operation:

Monday - Friday, 7:00am - 2:00am

Saturday - Sunday, closed

Phone: (202) 885-1000

Starbucks Coffee

Location: Butler Pavilion (in the tunnel)

Hours of Operation:

Monday - Friday, 7:00am - 12:00am

Saturday - Sunday, 9:00 am - 12:00am

Phone: (202) 885-7497





5 HEALTH & SAFETY

5.1 Student Health Center

The AU Student Health Center provides primary care medical services and health education and wellness programming to AU students. The Health Center is staffed by a dedicated team of medical and administrative professionals who comprise an important part of an overall network of care providers available to AU students. When you need medical attention, whether for a routine exam, allergy injection, or an urgent medical problem, call 202-885-3380 or stop by during operating hours to schedule an appointment.

An appointment at the Health Center costs \$20 for all students. For more detailed information about other fees, and for more general information see the Health Center website at

Location: McCabe Hall, 1st Floor
Phone: (202) 885-3380
Website: <http://www.american.edu/ocl/healthcenter>

Operating Hours: (during the semester)
 Monday and Tuesday, 8:30am - 8:00pm
 Wednesday, 9:45am - 6:00pm
 Thursday and Friday, 8:30am - 6:00pm

5.2 AU Student Health Insurance

At American University medical insurance is **mandatory** for all full-time degree students, resident students, and international students on F-1 or J-1 visas. Enrollment in the university-sponsored Student Health Insurance Plan is automatic and billed to a student account unless the student submits a waiver that identifies alternate and comparable coverage. If you want to waive the AU health insurance, contact the Student Health Center about the procedure and deadline.

The insurance company that carries the AU Student Health Insurance Plan is called United Healthcare, and you can find comprehensive information about the insurance plan on their website at <https://www.uhcsr.com/american>. If you are thinking about waiving the AU health insurance plan, the Student Health Center has prepared an insurance comparison worksheet, available on their website at <http://www.american.edu/ocl/healthcenter/>, that you can print out and use to make the decision of which insurance to choose.

Keep in mind that health care in the United States is very expensive. Without insurance, a visit to the doctor may cost \$100 or more and hospital rooms alone may cost \$500 or more per day. It is essential, therefore, to have sufficient health insurance coverage.

5.3 Health Insurance Terms

Benefits

Benefits refer to the amount of money and/or services the insurance company will provide for each sickness or injury. This sum may be divided into separate categories, e.g. hospitalization, surgical, emergency and laboratory.

Coverage

Coverage refers to those medical expenses that will be paid by the insurance company. Some pay the whole amount up to a certain figure, then a percentage of any amounts above that. Some policies allow you to have more coverage, such as maternity benefits and accidental death insurance, at additional expense.

Deductible

Deductible is the amount of money you must pay before the insurance company begins to cover your medical expenses.

Dental Benefits

Dental benefits are very limited because dental maintenance is expensive and few insurance companies pay for it. In fact, most companies will only pay for dental work which is needed as a result of an accident.

Exclusions

Exclusions are the conditions which the insurance company places on its coverage. A common exclusion is that pre-existing conditions will not be covered by the company.

Fee for Services

Fee for services refers to the U.S. system of insurance coverage, which is based on payment at the time of treatment. Unlike some other systems, you are expected to provide proof of insurance or payment at the time you are treated. As a result, you should keep your insurance card with you at all times.

Group Insurance

Group insurance is a plan in which you enter into a collective insurance agreement. Generally, group insurance plans cover preventive medicine as well as post-accident and illness treatment.

Policy

Policy refers to the formal statement of coverage, benefits, and exclusions provided by the insurance company to the insured.

Pre-Existing Condition

Pre-existing condition is an injury or illness, which occurred before you enrolled in the insurance plan.

Premium

Premium is the monthly, quarterly or annual payment you must pay the insurance company in order to ensure continued coverage.

5.4 Medical Emergencies

If you become ill or have a medical emergency when the Health Center is closed, you can do one of the following things. If you live on campus in a university residence hall, you should notify the resident assistant on duty. The resident assistant will help mobilize the resources of the AU HELP system, a coordinated effort among residence staff, Public Safety, DC emergency medical services, contract taxi services, and two nearby hospitals. The student or another able person should also call the Suburban On-Call hotline, which connects the caller to a registered nurse who will assess the student's condition and refer him or her to appropriate care. Suburban On-Call is administered by Suburban Hospital in Bethesda, Maryland, and can be reached 24 hours a day at 1-888-675-3939.

Students who live off campus or who are traveling in the continental United States may also call the Suburban On-Call hotline at 1-888-675-3939 for non-emergency help. For emergencies that occur off campus, however, students should call 911 or contact emergency assistance in the local area.

Who to call in case of a medical emergency:

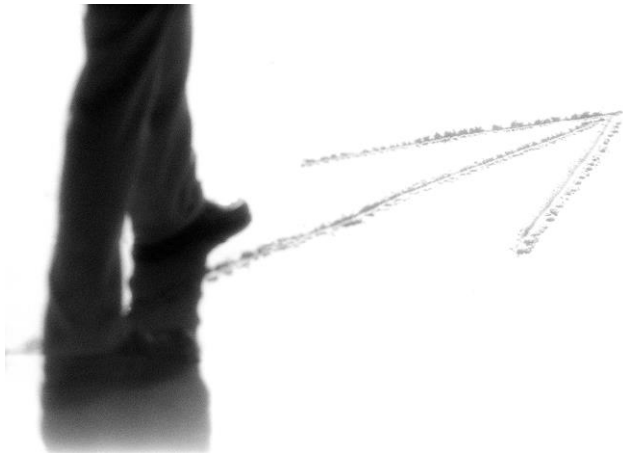
In a Residence Hall: Contact RA

On campus outside of a Residence Hall: 202-885-3636 (Public Safety)

Off-Campus: 911 (anywhere in the U.S.)



5.5 Counseling Center



The Counseling Center offers individual counseling (primarily for crisis intervention, assessment, short-term support, and referrals to private mental health care); psychotherapy and discussion groups; workshops and presentations; consultation and outreach; and self-help and web resources. While the center generally considers ongoing mental health care a personal responsibility, not a service provided by the university, there are excellent services available in the surrounding community. Center staff will help students locate and connect with any off-campus services they need, and insurance usually assists with the cost of off-campus care.

The counseling staff is composed of psychologists, social workers, and graduate and postgraduate trainees. Counseling is confidential, in accordance with ethical and legal standards. There is no charge for services.

Location: Mary Graydon Center 214
Phone: (202) 885-3500
Website: <http://www.american.edu/counseling>

Hours of operation:
 Monday & Thursday, 9:00am - 6:00pm
 Tuesday, Wednesday, Friday, 9:00am - 5:00pm
 (Summer and vacation hours: Monday - Friday, 9:00am - 5:00pm)

5.6 Disability Support Services

The Disability Support Services is now a part of the Academic Support and Access Center. The staff here works to ensure that persons with temporary or permanent disabilities have an equal opportunity to participate in and enjoy the benefits of the university's programs, services, and activities. This office also provides consultation and in-service training for faculty, staff, and students, with the overall goal of ensuring a campus environment that is welcoming to individuals with disabilities.

Location: Mary Graydon Center 243
Phone: (202) 885-3360
Website: <http://www.american.edu/ocl/asac/Resources-Homepage.cfm>

Hours of operation:
 Monday - Friday, 9:00am - 5:00pm

5.7 General Remarks on Safety

Unfortunately, as everywhere else in the world, there is crime in the United States. We urge you to be vigilant until you know the area better. Every town has unsafe areas, and you should figure out where you feel comfortable. Remember that good judgment, precaution, and common sense can significantly reduce chances of having an unpleasant and possibly harmful experience. Basic safety rules include the following:

Personal Safety Tips on the Street:

- Travel in groups of people, especially at night
- Let someone know where you are going and when you are returning
- Travel through well lit and heavily used areas
- Walk facing traffic so that people can see you
- Don't stop to talk to strangers
- Be aware of your surroundings
- Never hitchhike or accept rides from strangers
- Avoid carrying large sums of money. Try not to display expensive watches and jewelry.

Basic Street Smarts:

- Always stay alert and tuned into your surroundings, no matter where you are. Don't wear headphones on the street.
- Make people believe that you are calm, confident, collected

and know exactly what you are doing and where you are going (Try not to look lost)

- Know the area around your living and working space
- Trust your instincts
- Learn the locations of police, fire stations, public telephones, hospitals, restaurants and stores that are open late

Preventing Assaults:

- Try not to let arguments get out of hand. Walk away if someone seems to want to prove themselves. They may be carrying a weapon.
- Do not carry a weapon yourself
- Avoid excessive drinking as it changes your temper. Stay in control of your emotions.
- If you see an assault in progress find help and call the police. Do NOT try and end the situation on your own.

Safety for Runners, Walkers and Bikers:

- Follow basic street smarts guidelines on the road
- Don't wear headsets so you can hear your surroundings.
- Stay in familiar areas. But vary your route.
- Ignore verbal harassment. Be careful around strangers.
- If you think you are being followed, change direction and head for open stores, theaters or a lighted house
- Have your door key ready before reaching your home
- Stay alert at all times. Do not only focus on exercising.
- Make sure people can see you at all times
- At night or in the early morning wear reflective clothing
- Always wear a helmet when biking
- Lock your bike – bikes are frequently stolen on & off campus.

Pickpockets:

- *Tips for men:* Do NOT keep your wallet in your back pocket. Keep it in your front pants pocket or in a zippered or buttoned shut area of your clothing. Only carry things that you can afford to lose in non-secure pockets. Do not pat your pocket to make sure your wallet is there – through this you are letting a pickpocket know its exact location.
- *Tips for women:* Use a purse that is difficult to open. Never leave your purse unattended, keep it in your reach and in your sight. If you are carrying a shoulder bag, hang it across your body from the opposite shoulder. Make sure your bag is not easily snatched away from you.
- *Tips for Travelers:* Make a photocopy of your airline tickets, passport, credit cards and any other important documents that would be inconvenient or impossible to replace if stolen. Keep a list of phone numbers outside of your wallet so that you can contact your embassy about the stolen passport or your bank about your stolen credit card. Leave expensive

possessions at home.

ATM Safety Tips:

- Memorize your Pin Number. Do NOT write it down anywhere. Do NOT tell anyone the number/code.
- Use familiar ATM locations (AU Campus, in public view, well lighted at night, etc.)
- Be aware of what is going on around you. Make sure it is safe before beginning the transaction.
- Put away your cash before leaving the machine. Keep your receipts.

If your card is stolen or lost, report it to your bank immediately. There is a 24-hour telephone hotline to do so.

Theft from Auto:

- Keep anything and everything that is remotely valuable out of sight. (Even pairs of shoes). Take all items with you.
- If you can unfasten your stereo, take it with you
- Lock all doors and close all windows at all times

Sexual Assault:

- Check out the free Rape Aggressive Defense (RAD) course that Public safety offers (for information see the Public Safety brochure at <https://www.american.edu/ocl/orientation/neweagle4.11/upload/public-safety-brochure.pdf>)
- Remember the Responsible Citizenship and Relationships presentation from orientation

Drunk Driving Prevention:

- The legal drinking age in the United States is 21
- Drinking and driving is prohibited and punished by law
- Your driver's license is a privilege in the U.S. It can be and will be taken away from you, especially if you drink and drive.



Safety doesn't happen by accident.



6 FINANCES

6.1 Opening a Bank Account

Checking accounts are convenient for paying ordinary bills and for shopping. To open a checking account, go to the “New Accounts” department at the bank you have chosen. You will need to bring your passport and proof of residence (such as your lease). A bank officer will help you to open an account by explaining the different kinds of accounts available and the costs and services of each one. Interest rates on savings and checking accounts vary from bank to bank. Research and compare various banks and their rates of interests on checking and savings accounts before you decide where to open an account. Some banks have special free banking packages for students, including basic banking features such as a Visa check card and internet banking.

Note: In many cases banks will ask for a Social Security number when you open an account, however, most can open an account for you even if you do not have one. But in some cases they will not let you open an account without a Social Security number. The Capital One Bank, located here on the AU campus, does not require a Social Security number.

Banks in Washington, D.C.:

The following locations are the banks closest to AU. Most banks have other branches in D.C. This is not a complete list of banks and not an endorsement of these banks.

Bank of America

Location: 4301 49th Street, N.W.

Phone: (202) 624-4700

Website: www.bankofamerica.com

Directions: Take the AU shuttle to the old AU Law School. The bank is located at Massachusetts Avenue and 49th Street.

Hours of Operation:

Monday - Thursday, 9:00am - 5:00pm, Friday, 9:00am – 6:00pm

Saturday and Sunday, closed

Location: 5201 Wisconsin Avenue, N.W.

Phone: (202) 624-4850

Hours of Operation:

Monday - Thursday, 9:00am - 5:00pm

Friday, 9:00am - 6:00pm

Saturday, 9:00am - 12:00pm

Sunday, closed

Directions: Take the AU shuttle to the Tenleytown metro station. Take the 34, 35 or 36 bus, or metro to Friendship Heights. The bank is located three blocks south from the Friendship Heights metro station, at Harrison Avenue.

Capital One Bank

Location: AU main campus (in tunnel)
Phone: (202) 537-2800
Website: www.capitalone.com

Hours of Operation:
 Monday - Friday, 9:00am - 5:00pm
 Saturday and Sunday, closed

Location: 4860 Massachusetts Ave., N.W.
Phone: (202) 363-2253

Hours of Operation:
 Monday - Friday, 9:00am - 5:00pm
 Saturday, 9:00am - 12:00pm Sunday, closed

Directions: Take the AU shuttle to the Spring Valley Building. It is across the street from the Spring Valley Building.

Location: 5370 Westbard Ave, Bethesda, MD 20816
Phone: (301) 961-2060

Hours of Operation:
 Monday - Friday, 9:00am - 5:00pm
 Saturday, 9:00am - 12:00pm Sunday, closed

Directions: Take the AU shuttle to Park Bethesda. Walk around the building and cross the street (Westbard Avenue) to the Westbard Shopping Center. Capital One Bank is between the Rite Aid Pharmacy and the Giant Grocery Store.

Wells Fargo

Location: 4841 Massachusetts Ave., N.W.
Phone: (202) 879-7190
Website: <https://www.wellsfargo.com/>
Directions: Take the AU shuttle to the Spring Valley Building. The bank is in the Spring Valley shopping center.

Hours of Operation:
 Monday - Friday, 9:00am - 5:00pm
 Saturday, 9:00am - 2:00pm Sunday, closed

PNC Bank

Location: 4835 Massachusetts Ave., N.W.
Phone: 888-762-2265
Website: www.pncbank.com
Directions: Take the AU shuttle to the Spring Valley Building. The bank is located next to the Spring Valley Building.

Hours of Operation:
 Monday - Friday, 9:00am - 5:00pm
 Saturday, 9:00am - 2:00pm Sunday, closed

Sun Trust Bank

Location: 3301 New Mexico Ave., N.W.
Phone: (202) 364-6686
Website: www.suntrust.com
Directions: Two blocks down New Mexico Avenue from AU main campus.

Hours of Operation:
 Monday - Friday, 9:00am - 5:00pm
 Saturday and Sunday, closed

AU campus ATM locations:

- Capital One Bank:**
1. Tunnel (next to Megabytes Café and Capital One Bank)
 2. Mary Graydon Center
 3. Constitution Hall (Tenley Campus)
 4. Ward Circle Building

6.2 Using Checks

One thing about banking that may be very different from your home country is the extensive usage of paper checks, both to pay bills and when you get paid for something. Checks are an easy way to pay bills, especially by mail. Never send cash through the mail.

Starter checks

When you first open a bank account, you will have to wait for your permanent checks to be issued. In the meantime, the bank will provide you with temporary Starter Checks. Your permanent checks are usually mailed to you at a later date. Because Starter Checks do not have your name and address printed on the top, some businesses may be reluctant to accept them.

Paying by check

Checks that you write are called “personal” checks. You will most likely be asked to pay your rent, electricity, and other bills by personal check. To pay by check at a store, you will be asked to provide two forms of identification, usually a credit card and photo ID. However, some stores only accept cash or credit cards.

Cashing a check

To cash a check, you must go to a) the bank that issued the check; or b) to any branch of your bank(s). You will be asked to provide proper identification (e.g. passport, driver's license, credit card). Some grocery and drug stores will cash your personal and payroll check if you have a "check-cashing" card, and possibly for a fee. For information on the application procedure and policy, contact individual stores.

Bounced checks

If you write a check for an amount which exceeds the balance in your account, the bank will "bounce" your check. In other words, it will not honor (i.e. accept) it and will return it to the store. Banks and stores generally charge you a fine for bouncing a check. Some banks offer special services, such as overdraft protection, to protect you against bouncing a check. It is a violation of U.S. law to write or cash a check *when you know* that you do not have sufficient funds in the account.

6.3 Transferring Money to the U.S. from Overseas

International students may wire (i.e. transfer) money to their bank account in the U.S. from a bank account overseas. The money is available as soon as the US bank receives it, but it may take up to a week for the home country bank to send the transfer. The cost is approximately \$10. You should verify the cost with your bank, as it may differ from one bank to another. If you want to wire money:

- 1) Call a wire service and request that your money be sent to the main branch of your bank;
- 2) Instruct the main branch to send the money to your local branch;
- 3) Instruct the bank to "Pay Upon Proper Identification" and give your name as the recipient;
- 4) Collect your money at the bank with proper identification after your arrival.

6.4 Direct Deposit

When you work on campus AU's Payroll office will deposit your bi-weekly payment directly into your bank account. Please follow these simple steps to sign-up for direct deposit on-line:

- Go to AU Portal at myau.american.edu
- Click on Work@AU
- Click on HR/Payroll Online
- Click on Payroll
- Click on Change Direct Deposit
- Follow the instructions

6.5 EagleBuck\$

EagleBuck\$ is a no-fee, prepaid convenience account that is accessed via the AU ID card and can be used to pay for goods and services at various on- and off-campus retailers, residence hall laundry machines, Bender Library and WCL copiers and laser printers, and select university services. An EagleBuck\$ account is activated when the student deposits funds into his or her account at the office of Student Accounts; Housing and Dining Programs office; EagleBuck\$ Value Stations at different locations on campus (Mary Graydon Center, 1st floor and Bender Library, lower level by the Copy Center); or on-line through myau.american.edu, under *Finances*.

On the first day of classes every semester, \$25 will be deposited on your EagleBuck\$ account by the university. This money will only be available for copying and printing, and if you don't use it by the last day of classes, you will lose it.

By depositing funds into the EagleBuck\$ account, the account bearer is bound to certain terms and conditions. A full description of these terms and conditions, as well as an updated list of EagleBuck\$ merchants, is available at Student Accounts, at the Housing and Dining Programs office, via e-mail at eaglebucks@american.edu, or on the Web site

6.6 Identity Theft

As our lives become more integrated with technology, keeping our private information confidential becomes more and more difficult. Your information is often requested, partially completed credit card applications may be mailed to your residence often, and electronic transactions have become commonplace.

What about passwords?

Whether on the Internet or using an online banking program, you are often required to use a password. Avoid breaks in your security by doing the following:

- Change your password regularly.
- Memorize your password. If you have several, develop a system for remembering them.
- If you have the options of letting your computer or a website remember a password, **DON'T USE IT!** Anyone who uses your machine will have automatic access to information that is password protected.

Shopping online:

When you shop in cyberspace, you can prevent problem **BEFORE** they occur by:

- Doing business with companies you know and trust. If you haven't heard of the company, research it or ask for a paper catalog before you decide to order electronically. Fraudulent companies can appear and disappear very quickly in cyberspace.
- Checking to see if your computer connection is secure. In Internet Explorer, for examples, you should see a small lock highlighted in yellow in the lower left corner of the screen. If it not seen, consider calling the company's 800 number, faxing your order, or paying with a check.
- Never giving a bank account or credit card number or other personal information such as your Social Security Number and date of birth to anyone you don't know or haven't checked out. And **DON'T** provide information that is unnecessary to make a purchase. If you have a choice between using you credit card and mailing cash, check or money order, use a credit card. You can always dispute fraudulent credit card charges, but you can't get cash back.

Protecting your Credit Cards

- **AVOID** providing card and account information to anyone over the telephone.
- Only give your credit card account number to make a purchase or reservation you have initiated. And **NEVER GIVE THIS INFORMATION OVER CELLULAR PHONE.**
- **NEVER** give your credit card to someone else to use on your behalf.
- **WATCH** your credit card after giving it to store clerks to protect against extra imprints being made.
- **DESTROY** any carbons. **DO NOT** discard into the trashcan at the purchase counter. Keep receipts slips in safe place.
- **SAVE** all receipts and compare them to your monthly statement. **REPORT ANY DISCREPANCIES IMMEDIATELY!**
- **KEEP** a list in a secure place at home with all account numbers and phone number for reporting stolen or lost cards.

Law Enforcement

Report the crime to the law enforcement agency with jurisdiction in your case. If you are a resident of the District of Columbia, contact the Financial Crimes and Fraud Unit for an appointment:

*Metropolitan Police Department
Financial Crimes and Fraud Unit
300 Indiana Avenue, NW Room 3019
Washington, DC 20001
202-727-4159*





7 LIVING IN D.C.

7.1 Geography and Population

American University is nestled in residential, northwest Washington, D.C., and the city center is just a few steps away. Washington is one of the most exciting cities in the world. Home to the U.S. governing offices as well as many world-class businesses, attractions, and cultural centers, Washington offers a fast-paced, vibrant setting for your studies, work, and play. While AU offers many services on campus, you should be sure to take advantage of the resources available on your extended campus—the capital city Washington, D.C.

The District of Columbia is 67 square miles and divided into four quadrants: northwest, southwest, northeast, and southeast. The U.S. Capitol building marks the center point where the quadrants meet. Numbered streets run north-south. Lettered streets run east-west (there are no J, X, Y, or Z streets), becoming two-syllable names, and then three-syllable names, as you travel farther out from the center. Avenues named for U.S. states run diagonally, often meeting at traffic circles and squares. Since AU is located at 4400 Massachusetts Avenue, NW, you know that you'd need to travel diagonally northwest for 44 blocks from the Capitol to reach campus.

The population of Washington, D.C., is approximately 800,000, and about 6.1 million people live in the entire metropolitan area. AU's population is about 10,000 split evenly between graduate and undergraduate students, with approximately 3,500 students residing on campus.



7.2 Neighborhoods Near AU

Below you'll find brief descriptions of both large sections of Washington and smaller neighborhoods close to AU. More information, as well as downloadable pamphlets, is available at <www.washington.org>, the city's official tourism site.

Adams Morgan

One of Washington's most exciting neighborhoods, centered around 18th Street and Columbia Road, NW, Adams Morgan features an array of ethnic restaurants, boutiques, hip specialty stores, and late-night entertainment.

Gallery Place - Chinatown

Surrounding the world's largest single-span Chinese arch at 7th and F Streets, NW, DC's small Chinatown boasts numerous restaurants, the U.S. Mint Museum, the MCI Center, and the annual Chinese New Year's Day Parade.

Downtown Mall

The cultural heart of Washington, the Mall is bordered by the U.S. Capitol, the Smithsonian Institution museum buildings, the Ellipse, the White House, and the Lincoln Memorial. The Washington Monument is the epicenter of the Mall. The Mall is readily accessible on the blue and orange lines of Metro, and many attractions located here are free of charge, including the Smithsonian museums. Information about the Smithsonian, including the National Zoological Park, can be found at www.si.edu

DuPont Circle

DuPont Circle, at Connecticut and P Streets, NW, is the hub of a lively neighborhood of Victorian row houses and Beaux Arts mansions. The area features many museums, including the Woodrow Wilson House, Textile Museum, and National Museum of American Jewish Military History. DuPont Circle is also known as a gathering place for many in the LGBTQ community.

Foggy Bottom

This riverfront neighborhood east of Georgetown is home to the John F. Kennedy Center for the Performing Arts, George Washington University, and the Watergate complex. Many federal government buildings are located here as well.

Friendship Heights

This area is close to campus and claims some of Washington's finest shopping, including Saks Fifth Avenue, Neiman Marcus, and Bloomingdales, as well as shopping malls Chevy Chase Pavilion and Mazza Gallerie. Restaurants and movie theatres are also abundant here. You will find shopping store including

Bloomingdales, as well as shopping malls Chevy Chase Pavilion and Mazza Gallerie, which also include discount clothing/houseware shops like TJ Maxx. Restaurants and movie theatres are also abundant here.

Georgetown

Once a thriving colonial port, this charming historic neighborhood, centered on Wisconsin and M Streets, NW, features specialty stores, nightclubs, restaurants, and historic sites including the C&O Canal, the Old Stone House, and Dumbarton Oaks.



Tenleytown

Tenleytown is a small section of D.C. where you'll find the Tenley Campus of American University, as well as the Tenleytown-AU Metro stop. There are also restaurants, grocery stores, and a 24-hour pharmacy.

Upper Northwest

The Woodley Park and Cleveland Park neighborhoods along Connecticut Avenue north of Calvert Street feature a variety of cuisines from around the world as well as interesting local shops. The National Zoological Park, Washington National Cathedral, Rock Creek Park, Hillwood Museum and Gardens, and the Kreeger Museum showcase the diversity of Washington's cultural and natural attractions. This area is also quite close to AU. The Cathedral is visible from some parts of campus and is only several blocks away.

7.3 Shopping

Grocery Stores:

Giant Food, and **Safeway** are the two large grocery store chains in the DC area, and the following are a few selected locations in the areas surrounding American University. **CVS** is the main pharmacy, which also sells some groceries. A good tip is to get a membership discount card at each of these stores, since you can save a lot of money using discounts and getting cash-back bonuses. All you have to do is fill in a form with your address information, and it does not cost you any money.

Giant Food (groceries)
3336 Wisconsin Ave, NW
Washington, DC
Hours: Monday-Sunday, 6:00am - 12:00am
Phone: (202) 237-5820

Giant Food (groceries)
4303 Connecticut Ave, NW
Washington, DC
Hours: Monday - Sunday, 6:00am - 12:00am
Phone: (202) 364-8250

Safeway (groceries)

5545 Connecticut Ave NW

Washington, DC 20015

Hours: Monday - Sunday, 5:00am - 11:00 pm

Phone: (202) 244-6097

CVS (pharmacy & light groceries)

4851 Massachusetts Ave, NW

Washington, DC

Hours: Monday - Sunday, 5:00am - 10:00pm

Phone: (202) 363-9554

CVS (pharmacy & light groceries)

4555 Wisconsin Ave, NW

Washington, DC

Hours: Open 24 hours

Phone: (202) 537-1587

Ethnic Grocery Stores:

This is a short listing of some of the many ethnic groceries in the DC area. We do not particularly endorse or recommend any of them. Please consult the phone book for additional listings.

Arlington Bodega (Latino food market)

6170 Arlington Boulevard

Falls Church, Virginia

(703) 532-6849

Bestway Supermarket DC

(Latino food market)

3178 Mount Pleasant Street, NW

Washington, DC 20010

(202) 265-3768

Chinatown Market

521 H Street, NW

Washington, DC

(202) 842-0130

India Emporium

6848 New Hampshire Avenue

Takoma Park, Maryland

(301) 270-3322

Mediterranean Bakery, Inc.

352 South Pickett St.

Alexandria, VA

(703) 751-0030

Rodman's Discount Gourmet (European & more)

5100 Wisconsin Avenue, NW

Washington, DC

(202) 363-3466

Shemali's (Greek/Middle Eastern Market)

3301 New Mexico Ave NW, #117

Washington, DC 20016

(202) 686-7070

Taiwan Oriental Gourmet Grocery

4540 Montgomery Avenue

Bethesda, Maryland

(301) 654-8505

Organic Grocery Stores:

Whole Foods Market

4530 40th St. NW, Tenley Circle

Washington, DC 20016

(202) 237-5800

Whole Foods Market

2323 Wisconsin Ave, NW

Washington, DC 20007

(202) 333-5393

Yes Natural Foods

3425 Connecticut Ave, NW

Washington, DC

(202) 462-5150

Yes Organic Market

1825 Columbia Rd, NW

Washington, DC

(202) 462-5150



7.4 WHAT TO DO IN WASHINGTON, DC

<https://washington.org/things-do-washington-dc>

This site helps students discover things to do and see in Washington, DC. For example, the site shows shopping malls, museums, monuments and memorials, free attractions, spas and salons, waterfront attractions, guided tours, places to eat, sports and outdoor recreations nearby.

<https://washington.org/find-dc-listings/dc-events>

This link takes you to a site where DC events are listed weekly or monthly. It is a great source to explore and mark calendars for current or upcoming events. In addition, the site allows students to check out places to hang out, things to do, places to stay, and places to eat.

<https://thingstododc.com/events/all/>

This is another great website that gives students an idea of what students can do in DC—events, places to go, activities to participate in, etc.

<https://www.nps.gov/locations/dc/index.htm>

This website gives information about national parks near DC and some events taking place in them.

<http://www.visitthecapitol.gov/plan-visit/book-tour-capitol>

This website provides you with information on how to request a tour of the United States Capitol. All tours are free of charge. Please note that tour schedules can fill up quickly (particularly in spring), so it is advisable to book your tour well in advance of your visit.

<https://www.loc.gov/visit/>

The Library of Congress is one of the most beautiful buildings in Washington, DC. Docent-led tours of the historic Jefferson Building highlight the building's art and architecture and the history of the Library of Congress.

<https://museum.archives.gov/>

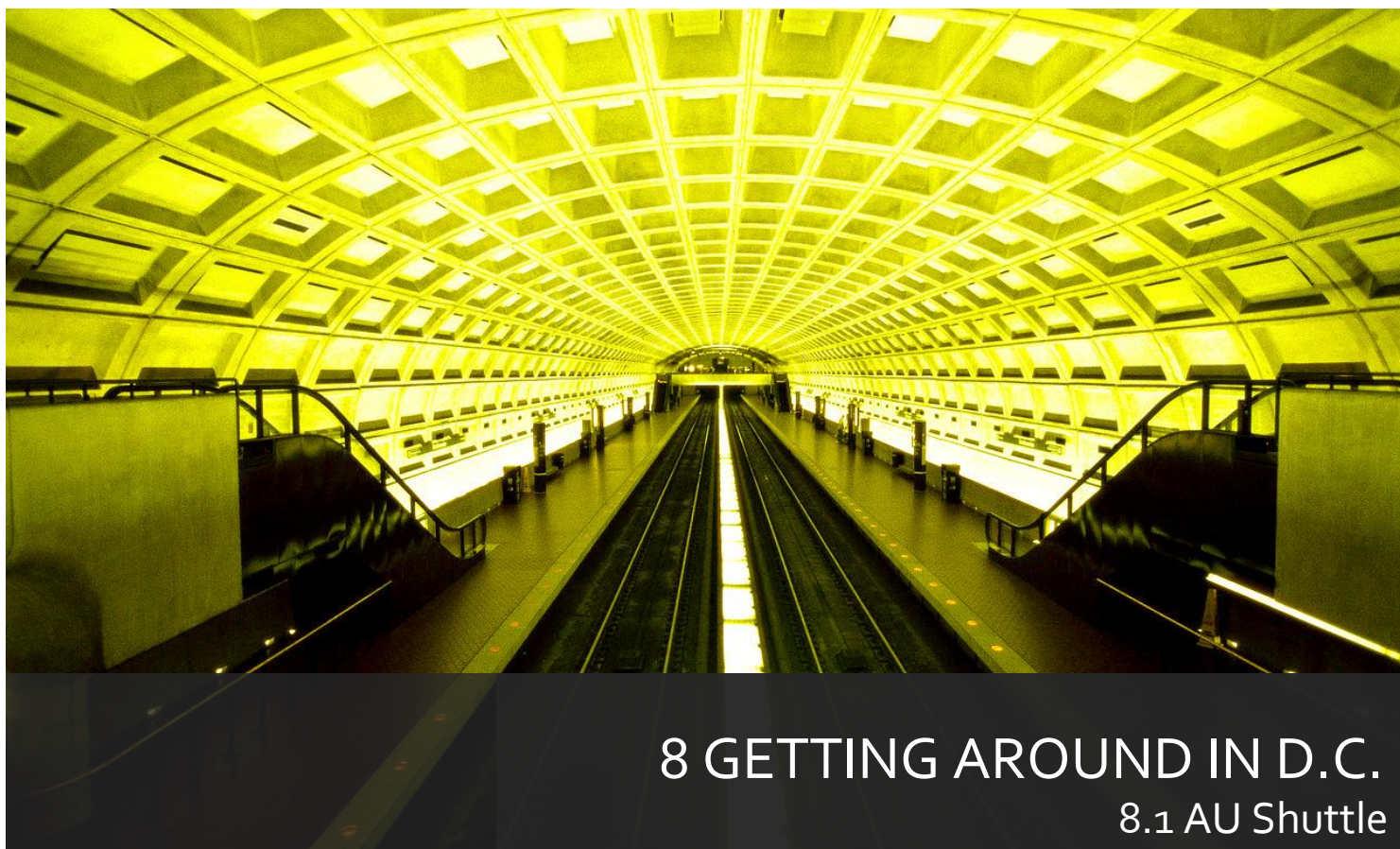
National Archives feature the Declaration of Independence, the U.S. Constitution and other national treasures. Guided tours should be requested in advance. However, students and their guests can also do a self-guided visit of the building.

<https://www.supremecourt.gov/visiting/visiting.aspx>

Although the Supreme Court does not offer guided walking tours, visitors are encouraged to tour the building on their own and take advantage of a variety of educational programs including Courtroom Lectures, a visitors' film, and court-related exhibitions.

<http://www.kennedy-center.org/>

Kennedy Center is a cultural and performance arts center. Not only it offers multiple performance genres such as opera, ballet, symphony orchestra, jazz and others, but it also offers multi-media performances for adults and children. Every night, 365 days a year, the Millennium Stage invites performers from all over the world to promote their art. Millennium Stage performances are free for the public.



8 GETTING AROUND IN D.C.

8.1 AU Shuttle

The American University Shuttle provides free bus service for university students, faculty and staff to the Tenleytown Metro station, Tenley campus, and the Law School. The shuttle normally runs until the metro stops running and the schedules can be found online at <http://www.american.edu/finance/facilities/shuttle.cfm>

8.2 Public Transportation

All of DC and many areas of Maryland and Virginia are accessible by Metro trains, or Metrorail, and buses. To get directions on how to get from one address to another via the Metro system, go to the WMATA (Washington Metropolitan Area Transit Authority) website at www.wmata.com. Here you will be able to search for the fastest, as well as the closest way to get from one address to another by public transportation.

Each Metro station can be identified by a tall brown column with a large white "M" on top. Subway routes are color-coded (blue, green, orange, red, yellow and silver). Metro maps are located in every station and can also be obtained from the ISSS office. The closest Metro station to AU is Tenleytown, which is accessible through the University shuttle bus. During rush hour, the rates for using the Metro increase substantially.

Before boarding a Metro train, you must buy a **farecard** from a machine, located in the Metro station. Your farecard is required to **enter and exit** a station, so make sure not to lose it on the train. To find out how much money you are required to input into the Farecard Machine for your destination, you should consult the Metro map and fare schedule next to the

machine. If you use a farecard with less than the required value, the exit gate will not open to let you out. If this happens, go to the Exitfare Machine, which will tell you how much money you need to insert in order to exit.

Students will be able to utilize the U•Pass using a personal SmarTrip card, provided by the WMATA and AU. Cards will be available for pick-up at the beginning of the semester, and will be linked to a unique serial number for each student. After an initial distribution of cards on Main Campus (August 20 - 31) and Washington College of Law (August 17 - 23), the Office of Parking and Traffic Services will handle replacement requests and late pick-ups. Lost or stolen cards should be reported online to the Office of Parking and Traffic Services. For more information, got to: <http://www.american.edu/finance/transportation/Metro-University-Pass.cfm>

Metrobus Schedules: [https://www.wmata.com/schedules/Rush hour \(higher rates apply\)](https://www.wmata.com/schedules/Rush%20hour%20(higher%20rates%20apply)): Monday-Friday, 5:00am-9:30am & 3:00pm-7:00pm

Metro hours of operation (Hours are subject to change):
 Monday-Friday: 5:00am - 12:00am (midnight)
 Saturday-Sunday: 7:00am - 12:00am (midnight)
 Travel Information (202) 962 - 7000

8.3 Taxicabs

Taxicabs are an expensive mode of transportation (approximately \$1.70 per mile). If you are downtown, you can obtain a cab by hailing, i.e. waving your arm as you see it approaching on the street. Although it may be necessary, ordering a taxi by phone is more expensive because the company charges an additional fee.

Fares are determined by cab meters in DC, Virginia, and Maryland. Additional charges are assessed for rush hour and group travel, with an additional charge for each additional passenger. It is customary to tip the driver an additional 10-15% of the fare. For more information on fares and services, contact the District of Columbia Taxicab Commission website at (202) 645-6018 or <http://dctaxionline.com/>.

8.4 Driving and Owning a Car

Driving in Washington can be difficult, especially because parking spaces are hard to find. Parking garages and lots often cost over \$3.25 per hour and as much as \$20.00 a day. Metered parking, which takes coins, is sometimes available, but usually only for an hour or two. Many streets have parking restrictions during rush hour, which usually lasts from 7:00 a.m. to 9:30 a.m. and from 4:00 p.m. to 6:30 p.m. If you park in a space which is restricted, you could get a parking ticket and your car could be towed.

Parking on the AU campus is restricted. You must comply with AU parking and traffic regulations to avoid fines and other penalties. For information about campus parking regulations, visit the Parking and Traffic Operations website at <http://www.american.edu/finance/ts/>.

If you are considering buying a car, you should take into account the cost of insurance, license and registration. To obtain information on how to register your car and obtain a driver's permit, contact the Department of Motor Vehicles in your area of residence (see next section). The prices of cars or insurance coverage vary among dealers and insurance companies.

To drive in the United States, you must have a U.S. driver's license; or in some cases you can drive using your home country's driving permit or an International Driver's Permit. These rules depend by state (and are different for Washington, DC, Virginia, and Maryland), so please verify before you drive. To obtain a U.S. license, you need to apply to the appropriate agency in your state or district. You must have a social security card to apply or in some cases you can present a letter from SSA that you are not eligible for a Social Security Number. For information about testing & fees, contact one of the following agencies in your area of residence.

Washington, DC

Location: Department of Motor Vehicles
3222 M Street, NW
Washington, DC 20007

Hours: Tuesday - Saturday, 8:15am - 4:00pm
Phone: (202) 727-5000
Website: <http://dmv.dc.gov>

Virginia

Location: Department of Motor Vehicles
4150 South Four Mile Run Drive
Arlington, VA 22206
Phone: (804) 497-7100
Hours: Monday - Friday, 8:00am - 5:00pm
Saturday, 8:00am - 12:00pm
Website: <http://www.dmv.state.va.us>

Maryland

Location: Motor Vehicle Administration
15 Metropolitan Grove Road
Gaithersburg, MD 20878
Phone: (301) 948-3177
Hours: Monday - Friday, 8:30am - 4:30pm
Saturday, 8:30am - 12:00pm
Website: <http://mva.state.md.us>

8.5 Getting a U.S. Driver's License

For a variety of reasons, you may want to obtain acquire a U.S. driver's license – if you plan to drive a car, or if you simply do not want to carry your passport with you at all times and want to have an alternative proof of identification. The processes and regulations for obtaining a U.S. driver's license varies depending what state you reside in, so please refer to the applicable section below.

Getting a Driver's License if you live in Washington, DC

If you already have a valid driver's license from another state or from your home country, you may apply for a D.C. U.S. driver's license if you are at least 16 years of age and a resident of the District of Columbia. A licensed driver who moves to DC from another jurisdiction is required to convert a valid out-of-state driver's license if remaining in DC for more than 30 days. A written test is not required if your prior license is from another U.S. state, and is valid or has not been expired for more than 90 days. The road test is not required if your prior license is valid or has not been expired for more than 180 days. If you have a driver's license from another country, which is valid or has not expired more than one year ago, you may apply by bringing your license and the documents listed below and taking the written exam.

At the DC Department of Motor Vehicles you must:

(for address and hours of operation see above)

- Complete the Driver's License Application (download from <http://dmv.dc.gov> or obtain at the DMV)
- Wait in line (the lines are sometimes very long, so it is good to be there early)
- Provide the DMV official with the following **original** documents to (no photocopies!):
 1. Proof of identity – one of the following:
 - Unexpired foreign passport with unexpired non-immigrant visa issued for six or more months, **together with** I-20 (or DS-2019) and I-94 record
 - Form I-94 stamped Asylee, Refugee, or INS Asylum Approval Letter
 - Unexpired Employment Authorization Card
 - Unexpired Green Card
 2. Proof of current DC residency – one of the following:
 - Unexpired lease or rental agreement with your name listed as the lessee or renter
 - Telephone bill (no cell phone, wireless or pager bills accepted) with your name and current DC address, issued within the last 60 days
 - Utility bill with your name and current DC address, issued within the last 60 days
 - DC property tax bill
 - Unexpired homeowner's insurance policy with your name and current DC address
 - DC Department of Motor Vehicles (DMV) Proof of Residency Form (download from website)
 3. Proof of Social Security Number – one of the following:
 - Social Security Card with your name, signature, and Social Security Number
 - If you do not have a Social Security Number, a letter from ISSS or the Social Security Administration stating why you are not eligible for the Social Security Number

4. Proof of ability to drive: one of the following:
 - A foreign driver's license, or an out-of-state driver's license (If you possess a non-English language driver's license from your country, you must attach an English translation from your Embassy or from a certified translator. The Embassy translation must be on official Embassy letterhead. Certified translator copies must have a raised certification stamp).
 - If you do not have a foreign or out-of-state driver's license: an unexpired DC learner's permit and the successful completion of the skills road test
- Take and pass the vision test
 - Have your photograph taken
 - Pay the appropriate fees (\$47 as of October 2015)
 - Take and pass the written knowledge test
 - Have taken and passed the skills road (driving) test (only if you do not have a valid non-DC driver's license). You can schedule a driver's license road test online or call the DMV customer service at (202) 727-5000. For details on the road test see the DMV website at <http://dmv.dc.gov>.
 - Surrender your out-of-state driver's license (you can keep your foreign driver's license)
 - Pick up your driver's license once your name is called by a DMV employee

Getting a Driver's License if you live in Virginia or Maryland

Please refer to the information on the state DMV websites, or call the applicable DMV office:

Virginia: Phone: (804) 497-7100

Website:

<http://www.dmv.state.va.us/webdoc/citizen/drivers/index.asp>

Maryland: Phone: 1-800-950-1682 or (301) 729-4550

Website:

<http://www.mva.maryland.gov>

8.6 Cycling

Riding a bicycle is an inexpensive alternative to driving a car or riding the metro, especially if you buy a used bicycle. Used bicycles can be found among other places on Craigslist at

<http://washingtondc.craigslist.org/>, or in the

classifieds of the City Paper or the Washington Post. You may also be able to buy a new bicycle as inexpensively as around \$100 in larger sport equipment retail shops. If you decide to ride a bicycle here, keep in mind that this is not the most common way to get around. Therefore, there are very few bike paths in the city. Also, drivers may not be as used to bicycles as in other countries, and you may therefore have to pay extra attention if you ride on the road. Always wear a helmet!

For more information about riding a bicycle in DC, visit the website of the Washington Area Bicyclist Association at <http://www.waba.org/>.



8.7 Airport Ground Transportation

There are several different ways to get from the airport to your final destination. You are encouraged to take a taxicab if you have a lot of luggage. Most locations in the District of Columbia are accessible by public transportation.

Washington Dulles International Airport (IAD)

Please see the [Dulles Airport website](#) for current information.

TAXI

Taxi service from Dulles airport is provided exclusively by [Washington Flyer Taxi](#).

Approximate taxi fare: \$65-70

SUPER SHUTTLE SHARED VAN

Group van service is provided by [Super Shuttle](#) "blue vans." Vans are shared and each person in the van is taken to their destination.

Approximate fare: \$30

BUS TO METRO TRAIN

[Washington Flyer Silver Line Express](#) provides bus service from Dulles Airport to the Wiehle-Reston East [metro](#) station. From the Wiehle-Reston East station take the metro train to the Tenleytown-American University station, then take the [American University shuttle](#) from the metro station to campus.

Approximate fare:

Washington Flyer Silver Line Express: \$5.00

Metro: \$4.00

AU Shuttle: Free

Ronald Reagan Washington National Airport (DCA)

Please see the Reagan National Airport website for more information. <https://www.flyreagan.com/dca/reagan-national-airport>

TAXI

A variety of taxicab companies serve Reagan National Airport. There is a taxi dispatcher at each terminal to assist passengers.

Approximate fare: \$20

SUPER SHUTTLE SHARED VAN

Group van service is provided by Super Shuttle "blue vans." <https://www.airportshuttles.com/washingtondc-dca.php> Vans are shared and each person in the van is taken to their destination.

Approximate Fare: \$20

METRO

The [metro](#) stops adjacent to Terminals B and C. Both the blue and the yellow lines stop at Reagan National Airport. From the airport metro station, take the train to the Tenleytown-American University station, then take the [American University shuttle](#) to campus.

Approximate Fare: \$4

Baltimore Washington International Airport (BWI)

Please see the [BWI Airport website](#) for current information.

TAXI

The BWI Airport taxi stand is located just outside the baggage claim area of the Lower Level Terminal.

Approximate Fare: \$90

SUPER SHUTTLE SHARED VAN

Group van service is provided by [Super Shuttle](#) "blue vans." Vans are shared and each person in the van is taken to their destination.

Approximate Fare: \$37

BUS TO METRO TRAIN

The BWI Express Metro Bus (metro bus B30) runs every 40 minutes from BWI airport to the Greenbelt [metro](#) station. From Greenbelt, take the metro train to the Tenleytown-American University station, then take the [American University shuttle](#) to campus.

Approximate Fare BWI Express Metro Bus: \$7

Greenbelt metro station to Tenley: \$4-5

AU Shuttle: Free



9 COMMUNICATIONS

9.1 Phone Services

If your apartment does not have a phone line, you need to contact a phone service provider to establish phone service and get a phone number. In many cases the company that provides phone services also provide cable TV and high-speed internet services, so you might be able to get a good bundle rate. You may ask your landlord if they can recommend a specific provider (in some cases they may require that you choose a specific provider), or you may consult one of the following phone service provider websites:

Comcast <http://www.comcast.com> (also provides cable TV and internet services)
 RCN <http://www.rcn.com/> (also provides cable TV and internet services)
 Verizon <http://www.verizon.com/> (also provides internet services)

Because you will be asked a series of questions, you should have the following information ready before you call:

- Your name and complete address;
- How you want to be listed in the phone directory (or if you want to be listed);
- Type of phone service you want. You can consult the websites of the phone service providers for this type of information, or you may ask the operator when you call to install your service;
- Name of the long-distance company you want to use;
- Credit information. (A deposit may be required if your credit information is inadequate.)

When you make international phone calls, a much cheaper

alternative than using your home phone provider is to get a **pre-paid calling card**. With a calling card, you dial a toll-free number from your home phone or from any public phone, then enter the PIN of your phone card and the number you wish to call abroad. Rates vary but they can sometimes be as low as a few cents per minute. A good place to obtain pre-paid calling cards is the website <http://www.callingcards.com> where you can search for the cheapest alternatives by entering the country you are calling from, and the country you wish to call. After you create a user account, you can buy the phone card online, and you will receive the PIN by e-mail within a few seconds.

9.2 Mobile Phones

Most cellular companies require a social security number to get a cell phone, or they charge a big fee. This may be required if you want to sign a 12- or 24-month contract with the company. As Social Security Administration requirements changed in 2004, not all international students can get a Social Security Number (SSN). SSN can only be issued if the students have employment. If you don't have a Social Security Number, the best option to obtain a cell phone as an international student is probably to get a pre-paid plan.

Pre-Paid Plans:

Pre-paid plans are offered by several carriers, and to get started with a pre-paid plan, you buy a phone and a set amount of service, either a certain number of minutes, or a certain amount on a calling card. You simply buy the number of minutes each month that best suits your lifestyle and the necessity. When you use up your minutes or your calling card, or your phone stops working, you must buy more cards. Usually you can do this via the carrier's website, or you can buy extra minutes or phone cards in local retailer shops like BestBuy. Before you pick a plan you might want to compare different carriers – how much you have to pay per minute; how often you have to refill your phone, if there is a daily access fee, how much the initial setup of the phone costs, how much the phone costs, and what kind of phones are offered. Below you can find a list of some of the most common carriers.

AT&T GoPhone <http://www.att.com/>
T-Mobile ToGo <http://www.t-mobile.com>
Verizon Wireless Pre-paid <http://www.verizonwireless.com>

Look on-line for information on additional carriers, information about and reviews of a large number of cell phones, and for reviews of prepaid phone plans.

Monthly Plans:

If you do have a Social Security number, you have the option of signing a contract (for one, two, or sometimes three years) with a cell phone provider, and if you plan to use your cell phone extensively, this might be a better option than a pre-paid phone. A multitude of plans are available, and the best thing is to browse the websites listed above, as well as C-Net's guide on how to choose a cell phone plan at <http://reviews.cnet.com>. Remember that by signing a contract, you are legally obligated to pay the monthly fee for the duration of the contract, and if you want to switch plans before the end of the contract you will have to pay a large fee. Therefore, think carefully about whether to sign a monthly plan and which plan you choose.

9.3 Mail

The mail is delivered by the US Postal Service Monday through Saturday to your off-campus apartment or on-campus residence hall. You must inform the Registrar's Office and the Post Office of any changes in your address so your mail can be forwarded to your new home. The following examples illustrate how the mail you receive or send out should be addressed in order to ensure and expedite its delivery.

Sending mail to an on-campus address:

[Student Name]
 The American University
 [Student Residence Hall], [Room Number]
 4400 Massachusetts Ave., NW
 Washington, DC 20016-81XX*
 USA

* Each residence hall has its own nine-digit zip code:

Anderson	20016-8101
Cassell	20016-8035
Centennial	20016-8102
Hughes	20016-8105
Leonard	20016-8103
Letts	20016-8104
McDowell	20016-8106
Nebraska	20016-4114

Sending mail to a Post Office box:

[Student Name]
 Route 187, Box 22
 Washington, DC 20016
 USA

Sending mail to an apartment off-campus:

[Student Name]
 4201 Massachusetts Ave., NW
 Apt. XXXX
 Washington, DC 20016
 USA

The following is a list of some of the closest post offices with their addresses and hours of operation:

The American University Mail Services

Location: Letts Hall, Lower Level (the entrance is on the corner closest to the Student Health Center)
Phone: (202) 885-2575 **Hours:** Monday - Friday, 8:00am - 5:00pm

The UPS Store

Location: Butler Pavilion Promenade Level (in the tunnel)
Phone: (202) 885-2030
Hours: Monday - Friday, 8:30am - 6:00pm
 Saturday, 11:00am - 5:00pm
 Sunday, closed

U.S. Post Office Friendship Station

Location: 4005 Wisconsin Ave., NW
 Washington, DC 20016
Phone: (202) 842-3332
Hours: Monday - Friday, 7:00am - 7:00pm
 Saturday, 8:00am - 4:00pm
 Sunday, 10:00am - 4:00pm

KNOW YOUR RIGHTS

WHEN ENCOUNTERING LAW ENFORCEMENT

KNOW YOUR RIGHTS

WHEN ENCOUNTERING
LAW ENFORCEMENT

This booklet addresses what rights you have when you are stopped, questioned, arrested, or searched by law enforcement officers. This booklet is for citizens and non-citizens with extra information for non-citizens in a separate section. Another section covers what can happen to you at airports and other points of entry into the United States. The last section discusses concerns you may have related to your charitable contributions and religious or political beliefs.

This booklet tells you about your basic rights. It is not a substitute for legal advice. You should contact an attorney if you have been arrested or believe that your rights have been violated.



I. QUESTIONING

Q: What kind of law enforcement officers might try to question me?

A: You could be questioned by a variety of law enforcement officers, including state or local police officers, Joint Terrorism Task Force members, or federal agents from the FBI, Department of Homeland Security (which includes Immigration and Customs Enforcement and the Border Patrol), Drug Enforcement Administration, Naval Criminal Investigative Service, or other agencies.

Q: Do I have to answer questions asked by law enforcement officers?

A: No. You have the constitutional right to remain silent. In general, you do not have to talk to law enforcement officers (or anyone else), even if you do not feel free to walk away from the officer, you are arrested, or you are in jail. You cannot be punished for refusing to answer a question. It is a good idea to talk to a lawyer before agreeing to answer questions. In general, only a judge can order you to answer questions. (Non-citizens should see Section IV for more information on this topic.)

Q: Are there any exceptions to the general rule that I do not have to answer questions?

A: Yes, there are two limited exceptions. First, in some states, you must provide your name to law enforcement officers if you are stopped and told to identify yourself. But even if you give your name, you are not required to answer other questions. Second, if you are driving and you are pulled over for a traffic violation, the officer can require you to show your license, vehicle registration and proof of insurance (but you do not have to answer questions). (Non-citizens should see Section IV for more information on this topic.)

Q: Can I talk to a lawyer before answering questions?

A: Yes. You have the constitutional right to talk to a lawyer before answering questions, whether or not the police tell you about that right. The lawyer's job is to protect your rights. Once you say that you want to talk to a lawyer, officers should stop asking you questions. If they continue to ask questions, you still have the right to remain silent. If you do not have a

lawyer, you may still tell the officer you want to speak to one before answering questions. If you do have a lawyer, keep his or her business card with you. Show it to the officer, and ask to call your lawyer. Remember to get the name, agency and telephone number of any law enforcement officer who stops or visits you, and give that information to your lawyer.

Q: What if I speak to law enforcement officers anyway?

A: Anything you say to a law enforcement officer can be used against you and others. Keep in mind that lying to a government official is a crime but remaining silent until you consult with a lawyer is not. Even if you have already answered some questions, you can refuse to answer other questions until you have a lawyer.

Q: What if law enforcement officers threaten me with a grand jury subpoena if I don't answer their questions? (*A grand jury subpoena is a written order for you to go to court and testify about information you may have.*)

A: If a law enforcement officer threatens to get a subpoena, you still do not have to answer the officer's questions right then and there, and anything you do say can be used against you. The officer may or may not succeed in getting the subpoena. If you receive a subpoena or an officer threatens to get one for you, you should call a lawyer right away. If you are given a subpoena, you must follow the subpoena's direction about when and where to report to the court, but you can still assert your right not to say anything that could be used against you in a criminal case.

Q: What if I am asked to meet with officers for a "counter-terrorism interview"?

A: You have the right to say that you do not want to be interviewed, to have an attorney present, to set the time and place for the interview, to find out the questions they will ask beforehand, and to answer only the questions you feel comfortable answering. If you are taken into custody for any reason, you have the right to remain silent. No matter what, assume that nothing you say is off the record. And remember that it is a criminal offense to knowingly lie to an officer.

II. STOPS AND ARRESTS

Q: What if law enforcement officers stop me on the street?

A: You do not have to answer any questions. You can say, “I do not want to talk to you” and walk away calmly. Or, if you do not feel comfortable doing that, you can ask if you are free to go. If the answer is yes, you can consider just walking away. Do not run from the officer. If the officer says you are not under arrest, but you are not free to go, then you are being detained. Being detained is not the same as being arrested, though an arrest could follow. The police can pat down the outside of your clothing only if they have “reasonable suspicion” (i.e., an objective reason to suspect) that you might be armed and dangerous. If they search any more than this, say clearly, “I do not consent to a search.” If they keep searching anyway, do not physically resist them. You do not need to answer any questions if you are detained or arrested, except that the police may ask for your name once you have been detained, and you can be arrested in some states for refusing to provide it. (Non-citizens should see Section IV for more information on this topic.)

Q: What if law enforcement officers stop me in my car?

A: Keep your hands where the police can see them. You must show your drivers license, registration and proof of insurance if you are asked for these documents. Officers can also ask you to step outside of the car, and they may separate passengers and drivers from each other to question them and compare their answers, but no one has to answer any questions. The police cannot search your car unless you give them your consent, which you do not have to give, or unless they have “probable cause” to believe (i.e., knowledge of facts sufficient to support a reasonable belief) that criminal activity is likely taking place, that you have been involved in a crime, or that you have evidence of a crime in your car. If you do not want your car searched, clearly state that you do not consent. The officer cannot use your refusal to give consent as a basis for doing a search.

Q: What should I do if law enforcement officers arrest me?

A: The officer must advise you of your constitutional rights to remain silent, to an attorney, and to have an attorney appointed if you cannot afford one. You should exercise all these rights, even if the officers don’t tell you about them. Do not tell

the police anything except your name. Anything else you say can and will be used against you. Ask to see a lawyer immediately. Within a reasonable amount of time after your arrest or booking you have the right to a phone call. Law enforcement officers may not listen to a call you make to your lawyer, but they can listen to calls you make to other people. You must be taken before a judge as soon as possible—generally within 48 hours of your arrest at the latest. (See Section IV for information about arrests for noncriminal immigration violations.)

Q: Do I have to answer questions if I have been arrested?

A: No. If you are arrested, you do not have to answer any questions or volunteer any information. Ask for a lawyer right away. Repeat this request to every officer who tries to talk to or question you. You should always talk to a lawyer before you decide to answer any questions.

Q: What if I am treated badly by law enforcement officers?

A: Write down the officer’s badge number, name or other identifying information. You have a right to ask the officer for this information. Try to find witnesses and their names and phone numbers. If you are injured, seek medical attention and take pictures of the injuries as soon as you can. Call a lawyer or contact your local ACLU office. You should also make a complaint to the law enforcement office responsible for the treatment.

III. SEARCHES AND WARRANTS

Q: Can law enforcement officers search my home or office?

A: Law enforcement officers can search your home only if they have a warrant or your consent. In your absence, the police can search your home based on the consent of your roommate or a guest if the police reasonably believe that person has the authority to consent. Law enforcement officers can search your office only if they have a warrant or the consent of the employer. If your employer consents to a search of your office, law enforcement officers can search your workspace whether you consent or not.

Q: What are warrants and what should I make sure they say?

A: A warrant is a piece of paper signed by a judge giving law enforcement officers permission to enter a home or other building to do a search or make an arrest. A *search* warrant allows law enforcement officers to enter the place described in the warrant to look for and take items identified in the warrant. An *arrest* warrant allows law enforcement officers to take you into custody. An arrest warrant alone does not give law enforcement officers the right to search your home (but they can look in places where you might be hiding and they can take evidence that is in plain sight), and a search warrant alone does not give them the right to arrest you (but they can arrest you if they find enough evidence to justify an arrest). A warrant must contain the judge's name, your name and address, the date, place to be searched, a description of any items being searched for, and the name of the agency that is conducting the search or arrest. An arrest warrant that does not have your name on it may still be validly used for your arrest if it describes you with enough detail to identify you, and a search warrant that does not have your name on it may still be valid if it gives the correct address and description of the place the officers will be searching. However, the fact that a piece of paper says "warrant" on it does not always mean that it is an arrest or search warrant. A *warrant of deportation/removal*, for example, is a kind of *administrative* warrant and does not grant the same authority to enter a home or other building to do a search or make an arrest.

Q: What should I do if officers come to my house?

A: If law enforcement officers knock on your door, instead of opening the door, ask through the door if they have a warrant. If the answer is no, do not let them into your home and do not answer any questions or say anything other than "I do not want to talk to you." If the officers say that they do have a warrant, ask the officers to slip it under the door (or show it to you through a peephole, a window in your door, or a door that is open only enough to see the warrant). If you feel you must open the door, then step outside, close the door behind you and ask to see the warrant. Make sure the search warrant contains everything noted above, and tell the officers if they are at the wrong address or if you see some other mistake in the warrant. (And remember that an immigration "warrant of removal/deportation" does not give the officer the authority to enter your home.) If you tell the officers that the warrant is not complete or not accurate, you should say you do not consent to the search, but you should not interfere if the officers decide to do the search even after you have told them they are mistaken. Call your lawyer as soon as possible. Ask if you are allowed to watch the search; if you are allowed to, you should. Take notes, including names, badge numbers, which agency each officer is from, where they searched and what they took. If others are present, have them act as witnesses to watch carefully what is happening.

Q: Do I have to answer questions if law enforcement officers have a search or arrest warrant?

A: No. Neither a search nor arrest warrant means you have to answer questions.

Q: What if law enforcement officers do not have a search warrant?

A: You do not have to let law enforcement officers search your home, and you do not have to answer their questions. Law enforcement officers cannot get a warrant based on your refusal, nor can they punish you for refusing to give consent.

Q: What if law enforcement officers tell me they will come back with a search warrant if I do not let them in?

A: You can still tell them that you do not consent to the search and that they need to get a warrant. The officers may or may not succeed in getting a warrant if they follow through and ask the court for one, but once you give your consent, they do not need to try to get the court's permission to do the search.

KNOW YOUR RIGHTS

Q: What if law enforcement officers do not have a search warrant, but they insist on searching my home even after I object?

A: You should not interfere with the search in any way because you could get arrested. But you should say clearly that you have not given your consent and that the search is against your wishes. If someone is there with you, ask him or her to witness that you are not giving permission for the search. Call your lawyer as soon as possible. Take note of the names and badge numbers of the searching officers.

IV. ADDITIONAL INFORMATION FOR NON-CITIZENS

In the United States, non-citizens are persons who do not have U.S. citizenship, including lawful permanent residents, refugees and asylum seekers, persons who have permission to come to the U.S. for reasons like work, school or travel, and those without legal immigration status of any kind. Non-citizens who are in the United States—no matter what their immigration status—generally have the same constitutional rights as citizens when law enforcement officers stop, question, arrest, or search them or their homes. However, there are some special concerns that apply to non-citizens, so the following rights and responsibilities are important for non-citizens to know. Non-citizens at the border who are trying to enter the U.S. do not have all the same rights. See Section V for more information if you are arriving in the U.S.

Q: What types of law enforcement officers may try to question me?

A: Different kinds of law enforcement officers might question you or ask you to agree to an interview where they would ask questions about your background, immigration status, relatives, colleagues and other topics. You may encounter the full range of law enforcement officers listed in Section I.

Q. What can I do if law enforcement officers want to question me?

A: You have the same right to be silent that U.S. citizens have, so the general rule is that you do not have to answer any questions that a law enforcement officer asks you. However, there are exceptions to this at ports of entry, such as airports and borders (see Section V).

Q: Do I have to answer questions about whether I am a U.S. citizen, where I was born, where I live, where I am from, or other questions about my immigration status?

A: You do not have to answer any of the above questions if you do not want to answer them. But do not falsely claim U.S. citizenship. It is almost always a good idea to speak with a lawyer before you answer questions about your immigration status. Immigration law is very complicated, and you could have a problem without realizing it. A lawyer can help protect your rights, advise you, and help you avoid a problem. Always remember that even if you have answered some questions, you can still decide you do not want to answer any more questions.

For “nonimmigrants” (a “nonimmigrant” is a non-citizen who is authorized to be in the U.S. for a particular reason or activity, usually for a limited period of time, such as a person with a tourist, student, or work visa), there is one limited exception to the rule that non-citizens

who are already in the U.S. do not have to answer law enforcement officers' questions: immigration officers can require nonimmigrants to provide information related to their immigration status. However, even if you are a nonimmigrant, you can still say that you would like to have your lawyer with you before you answer questions, and you have the right to stay silent if your answer to a question could be used against you in a criminal case.

Q: Do I have to show officers my immigration documents?

A: The law requires non-citizens who are 18 or older and who have been issued valid U.S. immigration documents to carry those documents with them at all times. (These immigration documents are often called "alien registration" documents. The type you need to carry depends on your immigration status. Some examples include an unexpired permanent resident card ("green card"), I-94, Employment Authorization Document (EAD), or border crossing card.) Failure to comply carry these documents can be a misdemeanor crime.

If you have your valid U.S. immigration documents and you are asked for them, then it is usually a good idea to show them to the officer because it is possible that you will be arrested if you do not do so. Keep a copy of your documents in a safe place and apply for a replacement immediately if you lose your documents or if they are going to expire. If you are arrested because you do not have your U.S. immigration documents with you, but you have them elsewhere, ask a friend or family member (preferably one who has valid immigration status) to bring them to you.

It is never a good idea to show an officer fake immigration documents or to pretend that someone else's immigration documents are yours. If you are undocumented and therefore do not have valid U.S. immigration documents, you can decide not to answer questions about your citizenship or immigration status or whether you have documents. If you tell an immigration officer that you are not a U.S. citizen and you then cannot produce valid U.S. immigration documents, there is a very good chance you will be arrested.

Q: What should I do if there is an immigration raid where I work?

A: If your workplace is raided, it may not be clear to you whether you are free to leave. Either way, you have the right to remain silent—you do not have to answer questions about your citizenship, immigration status or anything else. If you do

answer questions and you say that you are not a U.S. citizen, you will be expected to produce immigration documents showing your immigration status. If you try to run away, the immigration officers will assume that you are in the U.S. illegally and you will likely be arrested. The safer course is to continue with your work or calmly ask if you may leave, and to not answer any questions you do not want to answer. (If you are a "nonimmigrant," see above.)

Q: What can I do if immigration officers are arresting me and I have children in my care or my children need to be picked up and taken care of?

A: If you have children with you when you are arrested, ask the officers if you can call a family member or friend to come take care of them before the officers take you away. If you are arrested when your children are at school or elsewhere, call a friend or family member as soon as possible so that a responsible adult will be able to take care of them.

Q: What should I do if immigration officers arrest me?

A: Assert your rights. Non-citizens have rights that are important for their immigration cases. You do not have to answer questions. You can tell the officer you want to speak with a lawyer. You do not have to sign anything giving up your rights, and should never sign anything without reading, understanding and knowing the consequences of signing it. If you do sign a waiver, immigration agents could try to deport you before you see a lawyer or a judge. The immigration laws are hard to understand. There may be options for you that the immigration officers will not explain to you. You should talk to a lawyer before signing anything or making a decision about your situation. If possible, carry with you the name and telephone number of a lawyer who will take your calls.

Q: Do I have the right to talk to a lawyer before answering any law enforcement officers' questions or signing any immigration papers?

A: Yes. You have the right to call a lawyer or your family if you are detained, and you have the right to be visited by a lawyer in detention. You have the right to have your attorney with you at any hearing before an immigration judge. You do not have the right to a government-appointed attorney for immigration proceedings, but immigration officials must give you a list of free or low-cost legal service providers. You have the right to hire your own immigration attorney.

KNOW YOUR RIGHTS

Q: If I am arrested for immigration violations, do I have the right to a hearing before an immigration judge to defend myself against deportation charges?

A: Yes. In most cases only an immigration judge can order you deported. But if you waive your rights, sign something called a “Stipulated Removal Order,” or take “voluntary departure,” agreeing to leave the country, you could be deported without a hearing. There are some reasons why a person might not have a right to see an immigration judge, but even if you are told that this is your situation, you should speak with a lawyer immediately—immigration officers do not always know or tell you about exceptions that may apply to you; and you could have a right that you do not know about. Also, it is very important that you tell the officer (and contact a lawyer) immediately if you fear persecution or torture in your home country—you have additional rights if you have this fear, and you may be able to win the right to stay here.

Q: Can I be detained while my immigration case is happening?

A: In many cases, you will be detained, but most people are eligible to be released on bond or other reporting conditions. If you are denied release after you are arrested for an immigration violation, ask for a bond hearing before an immigration judge. In many cases, an immigration judge can order that you be released or that your bond be lowered.

Q: Can I call my consulate if I am arrested?

A: Yes. Non-citizens arrested in the U.S. have the right to call their consulate or to have the law enforcement officer tell the consulate of your arrest. Law enforcement must let your consulate visit or speak with you if consular officials decide to do so. Your consulate might help you find a lawyer or offer other help.

Q: What happens if I give up my right to a hearing or leave the U.S. before the hearing is over?

A: If you are deported, you could lose your eligibility for certain immigration benefits, and you could be barred from returning to the U.S. for a number of years or, in some cases, permanently. The same is true if you do not go to your hearing and the immigration judge rules against you in your absence. If the government allows you to do “voluntary departure,” you may avoid some of the problems that come with having a deporta-

tion order and you may have a better chance at having a future opportunity to return to the U.S., but you should discuss your case with a lawyer because even with voluntary departure, there can be bars to returning, and you may be eligible for relief in immigration court. You should always talk to an immigration lawyer before you decide to give up your right to a hearing.

Q: What should I do if I want to contact immigration officials?

A: Always try to talk to a lawyer before contacting immigration officials, even on the phone. Many immigration officials view “enforcement” as their primary job and will not explain all of your options to you, and you could have a problem with your immigration status without knowing it.

Q: What if I am charged with a crime?

A: Criminal convictions can make you deportable. You should always speak with your lawyer about the effect that a conviction or plea could have on your immigration status. Do not agree to a plea bargain without understanding if it could make you deportable or ineligible for relief or for citizenship.

V. RIGHTS AT AIRPORTS AND OTHER PORTS OF ENTRY INTO THE UNITED STATES

REMEMBER: *It is illegal for law enforcement officers to perform any stops, searches, detentions or removals based solely on your race, national origin, religion, sex or ethnicity. However, Customs and Border Protection officials can stop you based on citizenship or travel itinerary at the border and search all bags.*

Q: What types of officers could I encounter at the airport and at the border?

A: You may encounter any of the full range of law enforcement officers listed above in Section I. In particular, at airports and at the border you are likely to encounter customs agents, immigration officers, and Transportation and Safety Administration (TSA) officers.

Q: If I am entering the U.S. with valid travel papers, can law enforcement officers stop and search me?

A: Yes. Customs officers have the right to stop, detain and search any person or item. But officers cannot select you for a personal search based on your race, gender, religious or ethnic background. If you are a non-citizen, you should carry your green card or other valid immigration status documents at all times.

Q: Can law enforcement officers ask questions about my immigration status?

A: Yes. At airports, law enforcement officers have the power to determine whether or not you have the right or permission to enter or return to the U.S.

Q: If I am selected for a longer interview when I am coming into the United States, what can I do?

A: If you are a U.S. citizen, you have the right to have an attorney present for any questioning. If you are a non-citizen, you generally do not have the right to an attorney when you have arrived at an airport or another port of entry and an immigration officer is inspecting you to decide whether or not you will be admitted. However, you do have the right to an attorney if the questions relate to anything other than your immigration status. You can ask an officer if he or she will allow you to

answer extended questioning at a later time, but the request may or may not be granted. If you are not a U.S. citizen and an officer says you cannot come into the U.S., but you fear that you will be persecuted or tortured if sent back to the country you came from, tell the officer about your fear and say that you want asylum.

Q: Can law enforcement officers search my laptop files? If they do, can they make copies of the files, or information from my address book, papers, or cell phone contacts?

A: This issue is contested right now. Generally, law enforcement officers can search your laptop files and make copies of information contained in the files. If such a search occurs, you should write down the name, badge number, and agency of the person who conducted the search. You should also file a complaint with that agency.

Q: Can my bags or I be searched after going through metal detectors with no problem or after security sees that my bags do not contain a weapon?

A: Yes. Even if the initial screen of your bags reveals nothing suspicious, the screeners have the authority to conduct a further search of you or your bags.

Q: What if I wear a religious head covering and I am selected by airport security officials for additional screening?

A: You have the right to wear religious head coverings. You should assert your right to wear your religious head covering if asked to remove it. The current policy (which is subject to change) relating to airport screeners and requiring removal of religious head coverings, such as a turban or hijab, is that if an alarm goes off when you walk through the metal detector the TSA officer may then use a hand-wand to determine if the alarm is coming from your religious head covering. If the alarm is coming from your religious head covering the TSA officer may want to pat-down or have you remove your religious head covering. You have the right to request that this pat-down or removal occur in a private area. If no alarm goes off when you go through the metal detector the TSA officer may nonetheless determine that additional screening is required for non-metallic items. Additional screening cannot be required on a discriminatory basis (because of race, gender, religion, national origin or ancestry). The TSA officer will ask you if he or she can pat-down your religious head covering. If you do not want the TSA officer to touch your religious head covering you must refuse and say that you would prefer to pat-down your own religious head covering. You will then be taken aside and a TSA officer will supervise you as you pat-down your religious head

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covering. After the pat-down the TSA officer will rub your hands with a small cotton cloth and place it in a machine to test for chemical residue. If you pass this chemical residue test, you should be allowed to proceed to your flight. If the TSA officer insists on the removal of your religious head covering you have a right to ask that it be done in a private area.

Q: What if I am selected for a strip search?

A: A strip search at the border is not a routine search and must be supported by “reasonable suspicion,” and must be done in a private area.

Q: If I am on an airplane, can an airline employee interrogate me or ask me to get off the plane?

A: The pilot of an airplane has the right to refuse to fly a passenger if he or she believes the passenger is a threat to the safety of the flight. The pilot’s decision must be reasonable and based on observations of you, not stereotypes.

Q: What do I do if I am questioned by law enforcement officers every time I travel by air and I believe I am on a “no-fly” or other “national security” list?

A: If you believe you are mistakenly on a list you should contact the Transportation Security Administration and file an inquiry using the Traveler Redress Inquiry Process. The form is available at <http://www.tsa.gov/travelers/customer/redress/index.shtm>. You should also fill out a complaint form with the ACLU at <http://www.aclu.org/noflycomplaint>. If you think there may be some legitimate reason for why you have been placed on a list, you should seek the advice of an attorney.

Q: If I believe that customs or airport agents or airline employees singled me out because of my race, ethnicity, or religion or that I was mistreated in other ways, what information should I record during and after the incident?

A: It is important to record the details of the incident while they are fresh in your mind. When documenting the sequence of events, be sure to note the airport, airline, flight number, the names and badge numbers of any law enforcement officers involved, information on any airline or airport personnel involved, questions asked in any interrogation, stated reason

for treatment, types of searches conducted, and length and conditions of detention. When possible, it is helpful to have a witness to the incident. If you have been mistreated or singled out at the airport based on your race, ethnicity or religion, please fill out the Passenger Profiling Complaint Form on the ACLU’s web site at <http://www.aclu.org/airline-profiling>, and file a complaint with the U.S. Department of Transportation at <http://airconsumer.ost.dot.gov/DiscrimComplaintsContacts.htm>.

Other Resources:**DHS Office for Civil Rights and Civil Liberties**

http://www.dhs.gov/xabout/structure/editorial_0373.shtm

Investigates abuses of civil rights, civil liberties, and profiling on the basis of race, ethnicity, or religion by employees and officials of the Department of Homeland Security. You can submit your complaint via email to civil.liberties@dhs.gov.

U.S. Department of Transportation's Aviation Consumer Protection Division

<http://airconsumer.ost.dot.gov/problems.htm>

Handles complaints against the airline for mistreatment by air carrier personnel (check-in, gate staff, plane staff, pilot), including discrimination on the basis of race, ethnicity, religion, sex, national origin, ancestry, or disability. You can submit a complaint via email to airconsumer@ost.dot.gov—see the webpage for what information to include.

U.S. Department of Transportation's Aviation Consumer Protection Division Resource Page

<http://airconsumer.ost.dot.gov/DiscrimComplaintsContacts.htm>

Provides information about how and where to file complaints about discriminatory treatment by air carrier personnel, federal security screeners (e.g., personnel screening and searching passengers and carry-on baggage at airport security checkpoints), airport personnel (e.g., airport police), FBI, Immigration and Customs Enforcement (ICE), U.S. Border Patrol, Customs and Border Protection, and National Guard.

VI. CHARITABLE DONATIONS AND RELIGIOUS PRACTICES**Q: Can I give to a charity organization without becoming a terror suspect?**

A: Yes. You should continue to give money to the causes you believe in, but you should be careful in choosing which charities to support. For helpful tips, see Muslim Advocates' guide on charitable giving—<http://www.muslimadvocates.org/docs/Donor-Guidance101106.pdf>.

Q: Is it safe for me to practice my religion in religious institutions or public places?

A: Yes. Worshipping as you want is your constitutional right. You have the right to go to a place of worship, attend and hear sermons and religious lectures, participate in community activities, and pray in public. While there have been news stories recently about people being unfairly singled out for doing these things, the law is on your side to protect you.

Q: What else can I do to be prepared?

A: You should keep informed about issues that matter to you by going to the library, reading the news, surfing the internet, and speaking out about what is important to you. In case of emergency, you should have a family plan—the number of a good friend or relative that anyone in the family can call if they need help, as well as the number of an attorney. If you are a non-citizen, remember to carry your immigration documents with you.

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REFERRAL CONTACT INFORMATION

American-Arab Anti-Discrimination Committee (ADC):
 (202) 244-2990
<http://www.adc.org/>

American Immigration Law Foundation (AILF):
 (202) 742-5600
<http://www.ailf.org/>

American Immigration Lawyers Association (AILA):
 (800) 954-0254
<http://www.aila.org/>

Asian American Legal Defense and Education Fund (AALDEF):
 (212) 966-5932
<https://www.aaldef.org/>

Council on American-Islamic Relations (CAIR):
 (202) 488-8787
<http://www.cair.com/>

Mexican American Legal Defense and Educational Fund (MALDEF):
 (213) 629-2512
<http://www.maldef.org/>

National Lawyers Guild (NLG):
 (212) 679-5100
<http://www.nlg.org/>

National Immigration Law Center (NILC):
 (213) 639-3900
<http://www.nilc.org/>

NAACP Legal Defense and Education Fund (NAACP LDF):
 (212) 965-2200
<http://www.naacpldf.org/>

National Immigration Project:
 (617) 227-9727
<http://www.nationalimmigrationproject.org/>

Puerto Rican Legal Defense and Education Fund (PRLDEF):
 (800) 328-2322
<http://www.prldef.org/>

South Asian American Leaders of Tomorrow (SAALT):
 (310) 270-1855
<http://www.saalt.org/>

U.S. Commission on Civil Rights (UCCR):
 (800) 552-6843
<http://www.usccr.gov/>

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THE AMERICAN CIVIL LIBERTIES UNION is the nation's premier guardian of liberty, working daily in courts, legislatures and communities to defend and preserve the individual rights and freedoms guaranteed by the Constitution and the laws of the United States.



11 APPENDIX

11.1 Local Embassies

Links with addresses and phone numbers to all local embassies in Washington, DC can be found on the web site <http://www.embassy.org/embassies/>.

11.2 Transfer Table of Weights and Measurements

The United States remains one of the few countries in the world not to use the metric system. As a result, you may have a difficult time getting used to various types of U.S. measurements. The following information may help draw a quick metric estimate of a U.S. measurement (See section below for more detail):

- One mile is a little under two kilometers.
- One pound is approximately half a kilogram.
- One yard is just short of a meter.
- One quart is almost the same as a liter.

Temperature:

To convert degrees Celsius into degrees Fahrenheit, multiply by 1.8 and add 32.

To convert degrees Fahrenheit into degrees Celsius, subtract 32 and multiply by 0.55.

Fahrenheit (°F)	Celsius (°C)
32	0
40	4.4
50	10
60	15.6
70	21.1
80	26.7
90	32.2
100	37.8

Weights and Measures:

U.S. measure	Metric equivalent
1 inch	2.5 centimeters
1 foot	30 centimeters
1 yard	0.9 meters
1 mile	1.6 kilometers
1 ounce (oz.)	28 grams
1 pound (lb.)	0.45 kilograms
1 tablespoon (tbs.)	15 milliliters
1 cup	0.24 liters
1 pint (pt.)	0.47 liters
1 gallon (gal.)	3.8 liters

11.3 Houses of Worship Around AU

Baptist

Briggs Memorial Baptist Church
5144 Mass. Ave. NW
(301) 229-7725
Sunday: 11am

Temple Baptist Church
3850 Nebraska Ave., NW
(202) 363-8371
Sunday: 11am

Wisconsin Ave. Baptist Church
3929 Alton PL., NW
(202) 537-0972
Sunday: 11am

Catholic

Church of the Annunciation
3125 39th St., NW
(202) 362-3323
Sunday: 7am, 8:30am, 10am, 11:30am, 1pm
Saturday: 5:30
Weekdays: 6:30am, 8am, 11am

St. Anne's Catholic Church
4001 Yuma St., NW
(202) 635-9475
Sunday: 11am

Our Lady of Victory Catholic Church
4835 MacArthur Blvd., NW
Sunday: 8am, 10:30am
Saturday: 8:30am, 5:15pm
Weekday: 7am 11:30am
(202) 337-4835

Episcopal

St. Alban's Episcopal Church
3001 Wisconsin Ave., NW
Washington, DC
(202) 363-8286
Sunday: 8am, 9:15am, 11:15am, 5:30pm
Tuesday: 7:30am Wednesday: 11:15

St. Columba's Episcopal Church
4201 Albemarle St., NW
(202) 363-4119
Sunday: 8am, 9:15am, 11:15am
Wednesday: 7am Thursday: 10am

Washington National Cathedral
3101 Wisconsin Ave., NW
(202) 537-6200
Sunday: 8am, 9am, 10am, 11am
Weekdays: 7:30am, 12pm, 4pm

Greek Orthodox

St. Sophia Greek Orthodox Cathedral
2815 36th St., NW
(202) 333-4730

Hindu

Golden Lotus Temple
4748 Western Ave.,
(301) 229-3871
Sunday: 11am

Islamic

Islamic Center
2551 Mass. Ave., NW
(202) 332-8343
Friday: 1:30pm

Jewish

Adas Israel Congregation
2850 Quebec St., NW
(202) 362-4433
Friday: 8:30pm
Saturday: 9:30am

Kesher Israel Congregation
2801 N St., NW
(202) 333-2337
Call for Schedule

Washington Hebrew Congregation
3935 Macomb St., NW
(202) 362-7100
Friday: 5:45pm, 8:30pm
Saturday: 10:30am, 5:30pm

Fabrangen (Havurah)
2300 H St., NW
(202) 595-9138
Saturday: 10:15am

Lutheran

Georgetown Lutheran (LCA)
1556 Wisconsin Ave., NW
(202) 337-9070
Sunday: 10am

St. Paul's Lutheran (LCA)
4900 36th St., NW
(202) 966-5489
Sunday: 10am

Pilgrim Lutheran Church (Mo. Synod)
5500 Mass. Ave., NW
(301) 229-2800
Sunday: 8:30am, 11am

Presbyterian

National Presbyterian Church
4101 Nebraska Ave., NW
(202) 537-0800
Sunday: 8:15am, 9:30am, 11am
Wednesday: 5:45pm

The Fourth Presbyterian Church
5500 River Road, NW
(301) 320-3600
Sunday: 8am, 9:30am, 11am, 7pm

Quaker

Friends Meeting of Washington
2111 Florida Ave., NW
(202) 483-3310
Sunday, 9am, 10am, 11am
Wednesday: 7pm

United Methodist

Metro Memor. United Meth. Church
Nebraska & New Mexico Ave., NW
(202) 363-4900
Sunday: 10am, 5pm

Eldbrooke United Methodist Church
4100 River Road, NW
(202) 362-1444
Sunday: 11am

Dumbarton United Methodist Church
3133 Dumbarton Ave., NE
(202) 333-7212
Sunday: 10am

St. Luke's United Methodist Church
3655 Calvert St., NW
(202) 333-4949
Sunday: 11am

Church of the Brethren

Palisades Community Church
5200 MacArthur Blvd., NW
(202) 966-3824
Sunday: 10am

African Methodist Episcopal Zion

John Wesley AME Zion Church
1615 14th St., NW
(202) 667-3824
Sunday: 11am

United Church of Christ

Westmoreland Congregational
1 Westmoreland Circle
(301)229-7766
Sunday: 10am

International Student & Scholar Services

4400 Massachusetts Ave. NW
410 Butler Pavilion, American University
Washington, DC 20016-8041, USA
(202) 885-3350

www.american.edu/ocl/iss



@issamericanu



@internationalstudentandscholarservices



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