

INTERNATIONAL STUDENT HANDBOOK



International Orientation Week

SPRING 2021



American University
International Student & Scholar Services
410 Butler Pavilion
202-885-3350

Disclaimer: The materials in this handbook have been prepared for general information purpose only. They do not constitute legal advice or serve as a substitute for legal counsel. As information may change, please refer to individual websites, offices, or vendors for most current information.

1	General Information
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Academic Calendar Spring 2021

January 11	WCL: Spring classes begin	February 08	Last day to withdraw from a spring course for a 50% refund
January 15	Last day to register for Spring without a late fee	February 15	Last day to withdraw from a spring course for a 25% refund (no refunds after this date)
January 18	Martin Luther King, Jr. Day; no classes, university offices closed	February 22	Schedule of classes for summer and fall published
January 19	Spring classes begin	March 22	Summer and fall registration begins
January 19	Late registration begins	March 29	Fall priority registration for undergraduate students begins
January 20	Inauguration Day; no classes, university offices closed	April 26	Spring classes end
January 22	Late registration for spring ends	April 27	Spring study day; no classes
February 01	Last day to drop a spring course for a 100% refund and without a "W" recorded.	April 28 -May 04	Spring Final Examinations
February 01	Last day to apply for spring graduation	May 07	All full-term spring classes final grades due
		May 09	Official Degree Award Date
		May 15	WCL: examinations end
		May 23	WCL: official degree award date

Key FAQs

Will spring course days/times remain the same as they are on the schedule?

Yes, classes will follow the schedule as published by the registrar.

Will there be online options in the spring for students who are currently outside DC?

Yes. We will continue to have a robust online learning experience. For students who continue to reside outside of the DC area, we will continue to provide online options for continuing their studies and staying on track to complete their degrees.

What ongoing and new support services will be available to help students thrive academically and emotionally in spring 2021?

AU has a robust system in place to support all of our students. We have comprehensive academic support including a writing center, quantitative support center, academic coaching and peer tutoring.

Will there be pass/fail grading options for classes?

Yes. Undergraduate students can take two classes pass/fail for spring 2021 semesters. If a student elects this option, only one P/F course may be counted for major, minor, or AU Core/Gen Ed credit (each semester).

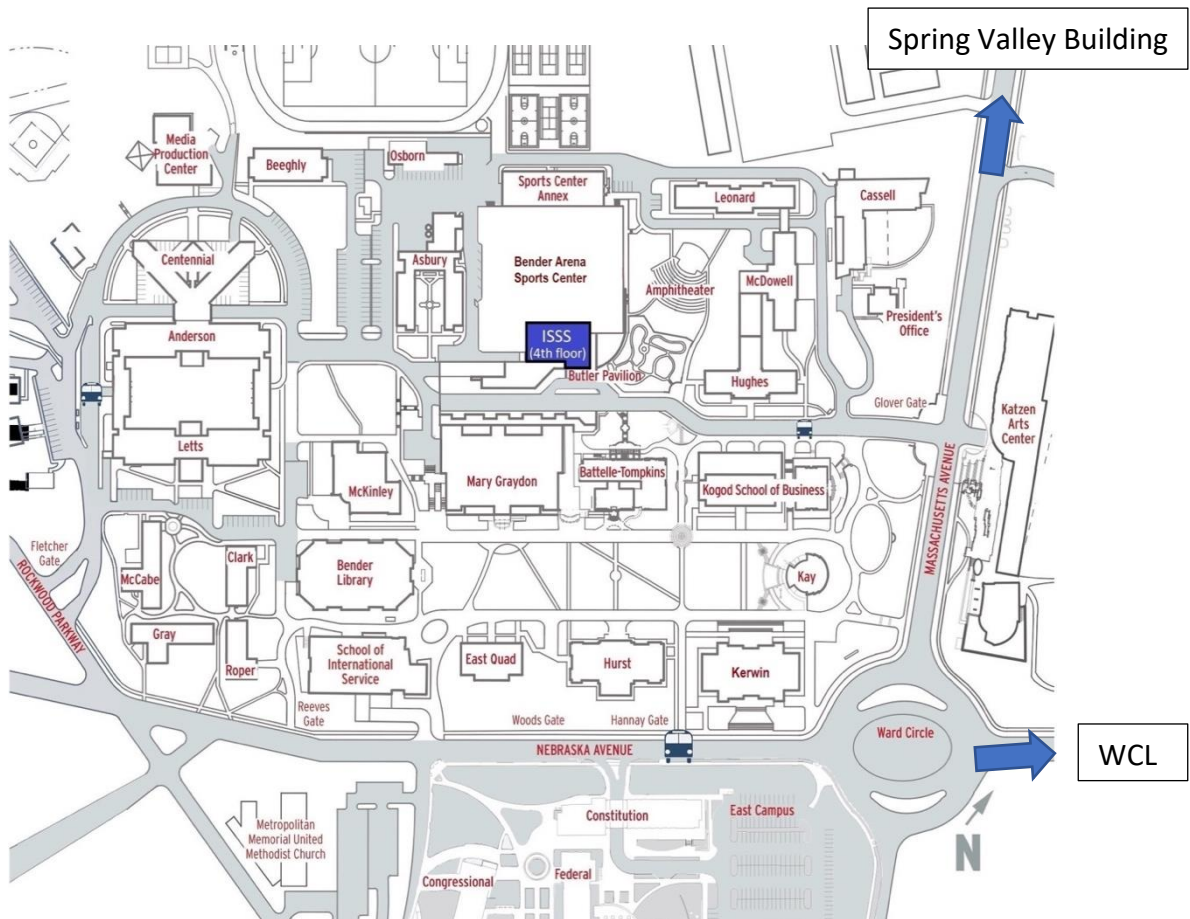
Will resident assistants be on campus in the spring?

AU will not have resident assistants for the Spring 2021 semester. See our [Spring Emergency Housing FAQs](#) for more information about support for our residents.

More information is available on the COVID-19 Resources Page.

<https://www.american.edu/coronavirus/spring-plan-2021.cfm>

1. General Information



AND Anderson Hall
 ASB Asbury Building
 BAT Battelle-Tompkins
 BEEG Beeghly Building
 CLRK Clark Hall
 GRAY Gray Hall
 HRST Hurst Building
 KATZ Katzen Arts Center
 KRW Kerwin Hall

KREE Krieger Building
 MCB McCabe Hall
 MCK McKinley Building
 MGC Mary Graydon Center
 NEB Nebraska Hall
 ROPE Roper Hall
 SCAN Sports Center Annex
 SIS School of International Service
 WATK Watkins Gallery

See also [Campus Vicinity Map](#)

ISSS (International Students & Scholar Services)

International Student & Scholar Services offers a wide range of services for international students, including immigration advising, information sessions, and social events. Until further notice, all services offered by the ISSS are offered in a virtual format. **Please follow this link to schedule time with an advisor:**

<https://issau.youcanbook.me/> Appointments are currently done via Zoom, [Skype for Business](#) (login with your AU username e.g.'aa1234a@american.edu'). or by phone (US phone only).

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. Follow [ISSS on Instagram](#)
3. Join [AU's International LinkedIn group](#) to connect with your international alumni network.

International Student FAQs:

In the link below you will find the most important implications of the AU Spring announcement based on the U.S. Department of Homeland Security (DHS) fall 2020 guidance. If and when a new DHS spring 2021 guidance becomes available, this advice might change.

<https://www.american.edu/ocl/iss/faq.cfm>

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

International Student & Scholar Service TEAM



Senem Bakar
Director



James Choi
Associate Director
Immigration &
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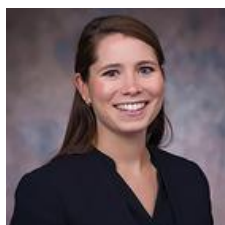
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2. ACADEMICS

Essential 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. 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.

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.

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.

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.

Major

The subject or area of studies in which a student

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.

GPA

GPA is the acronym for Grade Point Average, which is the average of all the grades you received in your program

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.

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.

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.

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. 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.

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

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

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

Major Courses

Minor Courses

Elective courses

Grade Point Average (GPA)

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:

A = 4 points, A- = 3.67 points, B+ = 3.3 points, B = 3.0 points, B- = 2.67 points, C+ = 2.33 points, C = 2.0 points, C- = 1.67 points, and D = 1.0 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 portal.

Pass / Fail Grading Options

During spring 2021 semester, **most graduate students may convert one course** from an A-F grade to a pass/fail grade after each semester is complete and final grades have been posted. This option is **not available to students at the Washington College of Law or in the Master’s Accelerator Program**. We strongly encourage you to consult with your academic advisor to explore these issues.

Website

<https://www.american.edu/coronavirus/spring-plan-2021.cfm#passfail4>

Grades and Transcripts

U.S. universities employ a system of continual assessment and assign grades for each course taken. 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

89 – 80% = B 69 – 60% = D Below 59% =

Blackboard

What is Blackboard? Blackboard Learn is an online multimedia content management system used by faculty members to host video, audio and text documents relevant to your class. Faculty members can also use Blackboard to collect assignments, give online test and quizzes, and even hold live lectures.

Accessing Blackboard

We strongly recommend that you use the most up-to-date versions of Apple's Safari, Mozilla Firefox, or Google Chrome (all free). These browsers have no known issues. Internet Explorer **does not** properly render Blackboard's Grade Center, and we do not advise you use Internet Explorer with Blackboard.

There are two ways to access Blackboard:

- Go to the AU Portal at <http://myau.american.edu> and click on the Academics drop-down menu on the left-hand side of the screen. Then click on Blackboard.

- Point your browser directly to <http://blackboard.american.edu>

Logging in

- Blackboard uses the same username and password created by students and faculty for the University's network accounts so new students first need to create network accounts. These can be created at <http://myau.american.edu>

- Go to <http://blackboard.american.edu> and click the blue Login button.
- Enter your username@american.edu and password. DO NOT type in @STUDENT.american.edu after your username or the login will fail.
- Click the Log In button to access Blackboard environment.

More information:

<https://www.american.edu/library/technology/blackboard/>

Canvas

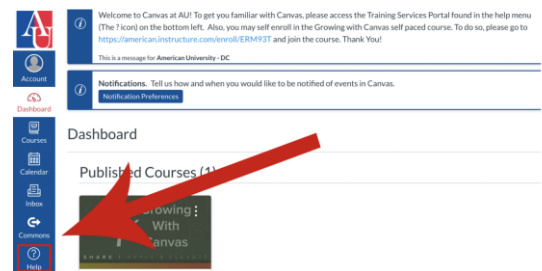
What is Canvas? Canvas provides intuitive design, modern interface, and enhanced communication tools to deliver engaging and high-quality learning experiences for students. Canvas support section has a detailed list of FAQs, including how to access your Canvas courses with the Canvas Student and Canvas Teacher mobile apps.

How do I use Canvas?

Starting your first online course using Canvas? We recommend checking [this overview video](#). Learn how to use Canvas, set your notification preferences, use the Canvas Student app, navigate the dashboard, and access and submit assignments.

Canvas Support

Still unsure about how to use Canvas? Use the Help menu located at the bottom of Global Navigation after you [log in](#) to Canvas. Please also visit the global Canvas community [website](#) for how-to guides and tutorials.



Technical Support and how-to for Canvas courses for students

https://help.american.edu/lss?id=lss_canvas_stu

If you need additional support, visit the [Quick Start Knowledge Base](#) for detailed instructions on the features of Canvas

COVID-19 Canvas Resources:

<https://community.canvaslms.com/t5/COVID-Resources/gh-p/contingency>

myAU Portal (Student Portal)

The student portal integrates crucial information on academics and technology support for students at AU. To access the portal, you must create an EagleNet user ID. You can do so by clicking on Create Your Account at the center of the page: <https://myau.american.edu>

Useful links on myAU portal include: Academics, Life@AU, Finances, and Technology.

Library Resources & Writing Support

The University Library (also known as Bender Library) supports students' research through a vast array of services and collections. The library's web site provides access to internet subject guides, citation formats, information for contacting a librarian, etc.

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

Mathematics and Statistics Tutoring Lab

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

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

Website: www.american.edu/cas/mathstat/tutoring.cfm

Internships

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 on **AU Career Service website:**

www.american.edu/careercenter/

Academic Support and Access Center 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.

ASAC Learning Resources

- Individual instruction in time management, reading and note taking strategies, and exam preparation
- Writing Lab appointments
- Free peer tutoring

Academic support appointments are all virtual and can be scheduled online. For the Tutoring Lab, Writing Center, and Quantitative Support, visit: <https://american.mywconline.net/>.

For Academic Coaching

visit: <https://auacademiccoaching.youcanbook.me/>.

Students in courses with Supplemental Instruction (SI) will receive information from their SI Leaders about how to access services via Blackboard Collaborate. For more information, visit: www.american.edu/ocl/asac/

Center for Language Exploration, Acquisition & Research

Center for Language Exploration, Acquisition & Research (CLEAR) 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.

During fall and spring semesters, CLEAR administers university-wide Tool of Research (TOR) language examinations for master's and PhD candidates. CLEAR also provides personal tutoring by language instructors, graduate assistants, and native speakers to university language students.

Website:

<http://www.american.edu/cas/clear/index.cfm>

3. IMMIGRATION & EMPLOYMENT REGULATIONS

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

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

New Students

Click on “New Student” after logging in through the link above to complete the Immigration Registration e-form after you have entered the United States.

Current Students

Click on “Current Student” after logging in through the link above to complete the Immigration Registration e-form after you have entered the United States.

Immigration Responsibilities F-1

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 full course of study each semester: The following are the minimum credit hour requirements for **F-1 students to maintain full time registration each semester**:

Level of Study	Total Credits per Semester
Undergraduate degree or Undergrad certificate	12 credits
Graduate or Graduate Certificate	9 credits
Master of Business Administration	9 credits
Master of Laws (LLM)	8 credits
Juris Doctor Degree (J.D.)	12 credits

- Obtain a new I-20 before changing schools or academic programs.
- Complete your program before your I-20 expires (or get a program extension if necessary).
- **Always** obtain Employment Authorization **before you begin working**.
- Keep your passport valid at all times.
- Notify USCIS & ISSS of any address change.
- Have an ISSS advisor sign the travel authorization on your I-20 before you depart the United States temporarily.
- Leave the U.S. within 60 days after completing your program.

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 might not be able to re-enter 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; for 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

Immigration Responsibilities J-1

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.

Level of Study	Total Credits per Semester
Undergraduate degree	12 credits
Graduate degree except LLM (Master's and PhD's)	9 credits
Master of Laws (LLM)	8 credits
Doctor of Judicial Science (S.J.D)	8 credits

- **Health Insurance** (<http://exchanges.state.gov/jexchanges/index.html>).

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.

- You must **obtain written authorization** from your Responsible Officer (ARO) **before beginning any kind of employment** on or off-campus

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

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

Travel and Re-entry into the United States

Documents needed:

- Valid passport and visa
- Valid I-20 or DS-2019
- Receipt of SEVIS-fee payment
- 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)

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

For COVID -19: <https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>

Employment Regulations F1 - Visa Holders (on-campus)

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.
- Have your employer process the hiring online
- Receive work authorization from ISSS
- 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
- 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.

Note: You **cannot** work legally off-campus on an F-1 status unless you have an employment authorization (either from ISSS or the U.S State Department).

Employment Regulations 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 an employment authorization. It can be used during or after your academic program. To apply, you need an approval from your J-1 Responsible Officer.

After completion of your program of study

- Academic Training following the completion of your program of study must involve paid employment.
- 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.
- 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.

F-1 Employment off campus

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.

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.

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 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. To learn more about the application process for CPT status, **see the ISSS website or talk to an ISSS advisor.**

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).

For Social Security Office information, call 1-800- 772-1213

Website- Coronavirus (COVID-19) Updates
<http://www.ssa.gov>

Tax Issues

2020 taxes will be due on April 15th, 2021. This affects every F-1 and J-1 international student or scholar who was in the US in 2019, even if you did not work.

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.

Website: www.american.edu/ocl/iss

4. OTHER CAMPUS SERVICES & RESOURCES

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.

Website

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

Center for Diversity & Inclusion (CDI)

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.

Connect with CDI

<https://www.american.edu/ocl/cdi/connect.cfm>

Website

<https://www.american.edu/ocl/cdi/>

Student Conduct & Conflict Resolution Services

If you're involved with an alleged violation of the Student Conduct Code, the Student Conduct staff will facilitate administrative and organizational support to resolve the issue.

To schedule a meeting, please contact

conduct@american.edu

Website

<https://www.american.edu/ocl/scrcs/>

Kay Spiritual Life Center

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

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

Student Health Center

The AU Student Health Center provides primary care medical services and health education and wellness programming 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.

Patient Appointments

Hours of operation are currently Monday-Friday, 8 am 4:30 pm.

COVID Announcements:

- COVID-19 Update: AU's *Coronavirus Update* includes recent statements and a link to Frequently Asked Questions
- Be prepared: Check out the *Student Health Center Recommendation for a Basic Healthcare Kit*!
- Screening News: The Tuberculosis screening form is not yet available. Students will receive an email when it is available to download.
- Telemedicine Visits: *Telemedicine visits* may be available for students exhibiting mild COVID-19 types of symptoms.
- Free Flu Shots: Flu Shots are now available. Please schedule a Flu Vaccine appointment on the Student Health Portal.
- In-person Symptomatic Testing: Starting October 19, 2020, any student exhibiting COVID-19 types of symptoms should schedule testing at the Student Health Center.

Website

<https://www.american.edu/ocl/healthcenter/>

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.

Student Health Insurance will be provided by CareFirst for the 2020-2021 policy year.

The Rates for the 2020-2021 Policy Year

	Annual	Fall*	Spring/Summer	Summer
Student	\$1,952	\$814	\$1,139	\$488
Spouse/Partner+	\$1,952	\$814	\$1,139	\$488
Each Child+	\$976	\$407	\$570	\$244
All Children+	\$1,952	\$814	\$1,139	\$488
All Dependents+	\$3,912	\$1,630	\$2,282	\$978

For more information:

<https://www.american.edu/ocl/healthcenter/about-student-health-insurance-plan.cfm>

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. 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.

Website

<https://www.american.edu/ocl/counseling/>

Medical Emergencies

If 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.)

COVID -19 Testing Options

Students **with symptoms** (such as cough, fever, etc.) may have an **in-person visit** in the Student Health Center, during which time a COVID-19 test may be performed. (**NOTE:** In-person COVID-19 tests at the Student Health Center will be sent to LabCorp).

Students who wish to receive antibody testing (which evaluates for **PAST** infection only, not current illness) can receive it by making an in-person appointment.

COVID – 19 Help Information

<https://www.american.edu/ocl/healthcenter/covid-19-help-information.cfm>

Psychiatry During the COVID-19 Pandemic

All psychiatric appointments are now being conducted via telepsychiatry. This service is only available **for students who are physically located in Washington, DC**, as our psychiatrist and psychiatric nurse practitioner are not licensed to offer telepsychiatry to students who reside outside of DC. When scheduling your appointment, please let the Patient Service Representative know where you are currently located.

If you are out of state and have questions for your provider, please send a secure message to your psychiatric provider through the Student Health Portal.

For psychiatry appointments, please call: 202-885-3565 or email Psychiatry@american.edu (Please provide your **First Name, Last Name, Date of Birth, and AUID Number**). Before your scheduled appointment, you will be sent a secure message through the student health portal with instructions on how to connect for your telepsychiatry appointment. You can use any device to connect as long as it has audio and video capabilities. Limited appointments for students residing in Maryland and Virginia are located in the Student Health Center.

Website

<https://www.american.edu/ocl/healthcenter/>

Disability Support Services

The Disability Support Services 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.

Website:

<http://www.american.edu/ocl/asac/Resources-Homepage.cfm>

6. FINANCE & SAFETY

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.

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. **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.

Using Check

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.

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.

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

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, under Finances.

ANNOUNCEMENT:

One Card & Dining Services expands Eaglebucks Program with Grubhub partnership! Find out details on how you can utilize your Eaglebucks with Grubhub: <https://www.acceptinglocations.com/eaglebucks/grubhub/>

7. GETTING AROUND DC & COMMUNICATION

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.

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.

U•Pass Announcement for Spring 2021:

Due to the impact of COVID-19 on the DC community and area universities, WMATA's temporary suspension of the U-PASS® Program will continue for the spring 2021 semester. Read the [announcement](#) for more details.

Mail

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

Sending mail to a Post Office box:

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

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

Getting a U.S. Driver's License

At the **DC Department of Motor Vehicles**, you must:

- Provide the DMV official with the following original documents to (no photocopies!):
 - Unexpired foreign passport with unexpired nonimmigrant visa issued for six or more months,
 - Unexpired lease or rental agreement with your name listed as the lessee or renter
 - 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
 - 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.
 - A foreign driver's license, or an out-of-state driver's license. 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
 - Take and pass the written knowledge test
 - Have taken and passed the skills road (driving) test

DC DMV (COVID-19) Appointment

<https://nqa5.nemoqappointment.com/Booking/Booking/Index/DCDMV>

8. *KNOW YOUR RIGHTS*

Know your Rights When Encountering Law Enforcement

Retrieved from ACLU

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

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

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

A: No. You have the constitutional right to remain silent.

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.

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.

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**. Failure to comply carry these documents can be a misdemeanor crime. It is **never a good idea** to show an officer fake immigration documents or to pretend that someone else's immigration documents are yours.

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 driver's license, registration and proof of insurance if you are asked for these documents.

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.

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

A: Yes. Non-citizen 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.

This information 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 your rights have been violated

For additional information: https://www.aclu.org/sites/default/files/pdfs/immigrants/kyr_english.pdf



Campus Vicinity Map



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

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