WELCOME HANDBOOK FOR INTERNATIONAL STUDENTS AND SCHOLARS
Welcome to Coffee Hour

Fridays 4 to 6 pm

SPARTAN ROOMS B & C
MSU INTERNATIONAL CENTER

Hosted by
Office for International Students and Scholars
103 International Center

353.1720 www.isp.msu.edu/oiss
Welcome Handbook for International Students and Scholars
On behalf of the staff of the Office for International Students and Scholars (OISS), I welcome you to Michigan State University. OISS serves as your primary contact for many issues you will face during your stay on campus and we look forward to getting to know you.

A lot of information will come at you quickly in the days ahead. Do not be alarmed if you do not absorb it all. New students face understandable confusion during their first days on campus and we hope you will not be shy to ask lots of questions. This Welcome Handbook provides useful information on many of the issues that are common to new international students.

OISS hosts a number of special programs throughout the year and you can find a listing of all programs on the OISS website: www.isp.msu.edu/oiss. Because information can change, we hope you will visit this site regularly.

OISS hosts a weekly International Coffee Hour that has become a popular tradition for gathering, networking and making friends. We invite you to join us every Friday afternoon in the International Center. The coffee is free!

We hope you will visit OISS any time we can be of assistance to you. Please accept our best wishes for a successful and productive year.

Sincerely,

Peter Briggs
Director
The international student orientation takes place in August before the beginning of fall term. Less extensive orientations are offered at the start of spring and summer terms. International students have found the orientation program to be valuable both for making new friends as well as understanding the academic requirements, immigration regulations, and support services available. We urge you to participate in the orientation. The program will give you the basic information you need to get started in your new life at MSU. Many current MSU students serve as orientation volunteers, help with academic advising, lead campus tours, and introduce new students to the community. The orientation program also gives you a good opportunity to become acquainted with some of the staff with whom you will associate during your stay here.

Please refer to the Orientation Schedule Book for information specific to your term of admission -
Mission Statement

The mission of the Office for International Students and Scholars is to provide support services to MSU’s international students and scholars. Services include:

- Advising and interpreting U.S. government regulations pertaining to immigration and visas.
- Conducting orientations and other special programming that help international students and scholars integrate into and adjust to the academic, cultural and social life of Michigan State University.
- Serving as a liaison with foreign embassies, sponsoring agencies and educational foundations that support international students.
- Contributing to the internationalization of Michigan State University by coordinating programs that brings students from diverse backgrounds into contact with each other and making use of cultural differences as an educational resource.

Office for International Students and Scholars

103 International Center
Michigan State University
East Lansing, MI 48824
Phone: (517) 353-1720
Fax: (517) 355-4657
oiss@msu.edu
www.isp.msu.edu/oiss

Office Hours:
Monday - Friday
8AM - 12PM; 1PM - 5PM

We hope this handbook will help you adjust to life at MSU and in our community. We invite you to contact us anytime you have questions.
Immigration Information
Immigration Information

Immigration Documents

Passport: Your passport, issued by your country of citizenship, should be valid at least six months into the future. To renew your passport, contact your home government.

Certificate of Eligibility (I-20 or DS-2019): This certificate is an immigration document that correlates with the particular immigration status you hold. An I-20 is used for F-1 students and F-2 dependents. A DS-2019 is used for J-1 exchange visitors and J-2 dependents. Even after you have left the United States, you should retain these documents as they serve as an official record of your immigration history. They are also useful for tax purposes.

Visa: The visa is the most commonly misunderstood immigration document. It is a stamp that the United States consulate or embassy gives foreign nationals in their passports and which they must have to enter the United States in the particular classification they request (e.g.: J-1 or F-1). The validity of a visa stamp pertains only to the period during which it may be used for admission to the United States. It does not indicate how long you may stay in the United States. Visitors may remain in the United States with an expired visa as long as their certificate of eligibility is valid and the proper immigration status is indicated on the I-94 card. On the visa stamp, there is also an indication of the number of entries permitted, usually One, Two, or M (for multiple). If a student or scholar uses up his or her entries and wishes to enter the United States again during the same validity period, he or she must obtain a new visa.

Form I-94: This is the small white card (Arrival/Departure record) given to foreign nationals at the port of entry to the United States, and which an immigration officer

Immigration Information
validates and staples into the passport. This is a very important document as it indicates the visa classification you are given upon entry to the United States and the length of time you may stay.

**J-1 Exchange Visitors:** The J-1 visa is used for exchange visitors. In the university setting, this visa is used for visiting faculty, research scholars, short-term scholars, specialists, and students.

**F-1 Students:** The F-1 is used for students pursuing a full course of study at an academic or language institution. This visa is used solely for the purpose of study.

**Maintaining Your Legal Immigration Status**
The United States has laws governing foreign nationals living within its borders. It is vital for you to take responsibility and learn about these laws which are constantly updated.

If you have **ANY QUESTIONS** in regards to immigration laws and regulations **PLEASE CONTACT OISS.** We are happy to help you understand what you need to know so that you do not jeopardize your current visit or any other future plans that you may have for returning to the United States.

- Your passport must be valid at all times for at least six months into the future.
- Make sure you understand exactly how long you are allowed to stay in the United States based on your certificate of eligibility. If you need an extension, apply in a timely manner.
- Notify OISS if you terminate your study, employment, or your affiliation with MSU earlier than the date indicated on your I-20 or DS 2019.
- Consult with OISS before you travel to make sure your documents are in order.
• Do not work at other institutions or off campus unless authorized by OISS.
• If employed, file annual income tax returns.
• Consult OISS for immigration advice. We also suggest that you visit OISS first before you decide to call the U.S. Department of Homeland Security (DHS) or any immigration attorney.

SEVIS and Immigration Regulations
(Please read carefully)
SEVIS (Student & Exchange Visitor Information System) is an internet-based system in which DHS maintains information on non-immigrant visitors holding F, M and J visas.

SEVIS enforces a policy of zero tolerance to people who violate the terms of their status. There is no room for error and many issues need prior approval. Below is a list of your responsibilities under SEVIS. We urge you to take these new responsibilities seriously as your status in the United States is at risk if you fail to comply with any of the items below. You can obtain up-to-date SEVIS information on the OISS website: www.isp.msu.edu/oiss.

Important Note: This information is not exhaustive and is subject to change without notice. International students and scholars should contact OISS at (517) 353-1720 to arrange an appointment to discuss any changes in your program or questions or concerns related to your legal status in the United States.
The Role and Responsibility of International Students

Students must be aware of and comply fully with the following:

- You must maintain a valid passport at all times, unless exempt from passport requirements.
- You must maintain a valid I-20 or DS-2019 at all times. This includes correct level and major, current funding and a valid program end date.
- You must enroll and attend classes. If you plan on taking a semester off other than summer, come in to OISS for more information. You must obtain prior approval from an advisor in OISS if you will not enroll for any semester other than summer.
- You must attend the college/university on your I-20 or DS-2019. Prior approval is needed if you are going to dual enroll at another school (example: Lansing Community College). You must take the majority of your credits per semester at MSU if MSU has issued your I-20 or DS-2019.
- You must complete a full course of study during normal enrollment periods (fall & spring semesters). Full time is: 12 credits per semester for Undergraduates, 9 credits per semester for Master’s and 6 credits per semester for PhD students. If you are a graduate student with an assistantship full time is then reduced to 6 credits for a Master’s student and 3 credits for a PhD student. Finally, if you are a PhD student and you have passed your comprehensive exam, full time is 1 credit per semester. PLEASE NOTE: You must be enrolled for your courses by the beginning of each semester. OISS is required to report underenrollment to DHS through SEVIS within thirty days of the end of the registration period. Any student who is less than full time at that point will be reported as underenrolled.
If you will not be enrolled full-time, you must receive **prior approval** from the Designated School Official in OISS. You and your academic advisor must complete the OISS form, “**Underenrollment Status Report**,” and submit it to OISS prior to registering for less than a full course load or prior to dropping below a full course load. **THE FOLLOWING IS VERY IMPORTANT:**

- You can only be underenrolled for academic difficulty for one semester per degree level.
- You may be underenrolled for medical reasons for two semesters per degree level. Medical reasons must be substantiated by a medical doctor or a board certified psychologist.
- You may be underenrolled in your last semester before graduating if you need less than a full course load to graduate.
- You are only allowed to count one on-line course per semester toward your full time status.
- You must report any change of address or residence and/or any change of name for you and your dependents **to the Office of the Registrar within 5 days** of the change. This information will then electronically notify DHS of the change, via SEVIS, within 21 days, as required by the new regulations. You may report address changes to the Registrar through their web site: www.reg.msu.edu. Name changes are also reported to the Registrar however you must go in person or send a legal document that reflects the name change.
- You must apply for an extension of your program of study **prior to** the expiration date on your Form I-20 or Form DS-2019 if you cannot complete your program by that date. **F-1 students** must complete the **I-20 Request Form** at OISS. **J-1 students** must
complete the DS-2019 Request Form in OISS. Requests for extensions should be submitted 30-60 days prior to the expiration date of the Form I-20 or Form DS-2019 so the extension process can be completed prior to the expiration date on the document.

• You must obtain a new Form I-20 or Form DS-2019 if you change your academic program from one degree level to another (e.g., from Bachelor’s to Master’s level), one school to another (e.g., from the College of Arts and Letters to the College of Engineering), or one major/field of study to another (e.g., from Chemical Engineering to Physics). You must also obtain a new Form I-20 or DS-2019 if your source of funding changes (e.g., from scholarship to parents).

• Prior to traveling outside the United States make sure that your Form I-20 or Form DS-2019 has been endorsed for travel by an advisor in OISS in the last six months.

• You must notify OISS of any accompanying dependents in F-2 or J-2 status and provide biographical information (e.g., full name, address, city, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) regarding those dependents using the OISS I-20 Request form.

• You are NOT allowed to work in the United States without authorization. **F-1 students** are allowed to work on campus up to 20 hours per week when school is in session, and more than 20 hours a week when school is **not** in session. They are also eligible to use Curricular Practical Training (CPT) during their degree, and Optional Practical Training (OPT), after graduation. **J-1 students** are only allowed to work on campus up to 20 hours per week with their J-1 program sponsor’s authorization. An OISS advisor can provide you with more information about these employment options.
• You must complete an official immigration transfer whenever you change educational institutions. **F-1 students** must notify their current institution of their intent to transfer, obtain a Form I-20 from the new institution, and report to the Designated School Official at the new school within 15 days of the program start date listed on the Form I-20. **J-1 students** must notify their current institution of their intent to transfer, obtain a new Form DS-2019 from the new institution, and report to the Responsible Office at the new school by the start date on the new Form DS-2019.

• If you are going to take Fall or Spring semester off, you should complete the Semester Off form from OISS.

• If you withdraw or are asked to leave the university, you must report this to OISS immediately. If you report to OISS, you will have 15 days to leave the United States. If you do not report to OISS, your status ends immediately. The normal grace period to remain in the United States following degree completion is 60 days.

To remain up-to-date on changes to United States immigration law and/or changes to OISS policies and/or procedures, to be informed about workshops and training sessions offered by OISS, and much more, please check your MSU e-mail regularly and visit the OISS website at: www.isp.msu.edu/oiss/.
The Role and Responsibility of Visiting Scholars

J-1 scholars on MSU’s DS-2019s should be aware of how the new federal immigration regulations will affect them. SEVIS (Student and Exchange Visitor Information System) brings a response of zero tolerance to people who violate the terms of their visa status.

Arrival of a J-1 Scholar

- You must check in with OISS within 20 days of your program start date. This includes all J-1 scholars (paid or unpaid by the university). If your SEVIS record is not activated within 30 days of the program start date, you are out of status and must leave the country. This start date is found on your form DS-2019.

  Note: If you are unable to make the arrival date listed on your DS-2019, the host department must contact OISS so that your entry date can be deferred in the SEVIS system. If this is not done, and you check in beyond the 30 day grace period, there will be no way to activate your record in SEVIS. It is, therefore, critical for you to be in contact with your host department and OISS to confirm your arrival date.

- To check in, come to OISS Monday through Friday from 1 pm to 3 pm. Please tell the front desk that you are here for “scholar check in.” Upon check in, you must provide OISS with your United States address. This address must describe a residence. It cannot be a P.O. Box or an office address. It can be a “care of” address. Bring your DS-2019, your I-94, and your passport to check in. You will also be asked to complete an I-9 if you are employed by the university.

While You Are Here

- You and your dependents must have current passports at all times. An expired passport will mean you are out
of status. If you as the J-1 are out of status, so are your J-2 dependents.

• You must always be in possession of a valid DS-2019, which accurately reflects your purpose for being at MSU. If it is close to expiring you should request an extension from your host department.

• You must come to OISS to have your DS-2019 signed if you will travel outside the United States. Signatures are valid for 6 months.

• You must also report any life event that may affect your immigration status such as birth of a child, marriage, change of legal name, divorce or death. This rule also extends to J-2 dependents.

• You must report any change of address to OISS within 5 days.

• If you are working at MSU you will need a social security number. If you do not have a social security number, come to OISS for further information.

Departure/Check-out

• When your program is finished you must check out at OISS. OISS is required to report your program end date to the federal government. This could be the end date on your DS-2019 or it could be a prior date if you complete your program early.

Extension of Stay

• Request for extension must be made by your host department using the J-1 Request form which can be downloaded at::
  www.isp.msu.edu/oiss/for_msu_depts/J-1.php

• Your program must be extended before the end date on your current DS-2019. If the end date lapses then no extension is possible and you must leave the United States.
• To ensure that this process runs smoothly, have your host department send OISS any extension paperwork at least a month prior to the program end date. OISS will then verify that you are eligible for an extension and process the paperwork.

Transfer to Another J Program
• J-1 scholars who plan to transfer to another institution must inform OISS of their intent to do so prior to transferring so that this can be properly noted in the SEVIS system. They need to pick up and complete the Transfer Out form from OISS. Under the SEVIS system, the current J program and the transferring J program will work together to complete the transfer process. Your MSU department supervisor will be contacted to confirm that your transfer is okay with the department.

Other Issues of Concern
• Inappropriate advice given to the scholar by a faculty member, academic advisor or international advisor that results in loss of legal status is not accepted by DHS as grounds to reinstate the scholar to legal status.
• Reinstatement to legal status will rarely, if ever, be granted in the United States to scholars who lose their status. If you are out of status, you must return home with no guarantee of being issued a visa to return.
• J-2 dependents may request work permission from OISS or attend school while they are in the United States.
• If you are being paid in the United States, you must file tax forms. Please contact the payroll department for more information.
MSU English Language Tests (MSUELT) are administered every term during the international student orientation. The MSUELT is required only for those students who are provisionally admitted or who are entering a major which requires the test. At the international student orientation check-in, students will be guided through the MSUELT and Academic Orientation Program process as appropriate to their situation.
Advising and Registration
Advising and Registration

Advising on course selection, graduation requirements, and registration is done by academic advisors. Graduate students and undergraduates with declared majors will have an academic advisor assigned to them. Undergraduates who have not declared a major can obtain academic advising from staff in the Student Academic Affairs Office of the University Undergraduate Division (www.msu.edu/~uud). You should plan to confer with your academic advisor several days before the start of classes.

Student Number

PID/PAN: This is your MSU Personal Identification number (PIN). For degree-seeking students, your PID is included in your MSU admissions letter.

PAN: This is your secret Personal Access Number that authorizes your network access. For newly admitted undergraduate students, your PAN will be included in your admissions letter. If you are a noncredit student, you will receive your PAN with your PID on the notification mailed from the Computer Lab.

Note: If you lose your PID or PAN, contact the Virtual University Help Desk at: (517) 355-2345 or (800) 500-1554 (toll-free).
Email Account
As a student of Michigan State University you will utilize various electronic resources and e-mail. You will activate your email account during orientation after receiving your Personal Access Number (PAN). It is very important to do this even if you already have another e-mail account. Messages regarding immigration and federal regulations will be sent to your MSU email account only. If you use another email service, please forward your MSU emails to that account so as not to miss information that can affect your legal status in the United States.

You may activate your MSU NetID and email at: help.msu.edu/newstudent.

If you have problems or questions about your MSU NetID account/email, consult this webpage for help: help.msu.edu or contact the Consulting Help Desk by email: help@msu.edu or phone (517) 432-6200. You can also call MSU's 24-hour Help and Support Center at: (800) 500-1554.

If you have activated your MSU NetID, but have problems logging into Your Aid or other Office of Financial Aid applications, please read Common Problems Logging in to Web-Based Systems. You may also contact AIS Help & Support by phone at: (517) 353-4420 x311, or email at: ais311@msu.edu.

Information concerning Web accessibility and assistive technology can be found at: www.msu.edu/webaccess/campus.
Culture Shock
How to Survive Your First Few Weeks On and Off Campus:
Moving to a new country often brings about culture shock. This feeling is experienced when a person is taken out of an environment and becomes integrated into a completely new environment. People often feel disoriented, dissatisfied, or perhaps even frustrated because this new culture is completely different than that of their home country.

During the first few weeks of your stay in the United States, many things will happen as you adjust to the customs of the United States and participate in activities at Michigan State University.

Some Helpful Suggestions for Dealing with Culture Shock:
- Remember, your feelings are both normal and natural.
- Sleep and relax your mind.
- Reevaluate problematic situations and ask yourself: “Why is this a problem for me?”
- Take time to think about your own feelings.
- Make your new home environment as comfortable as possible.
- Keep a journal or diary. This is a great way to relieve tension.
- Try not to compare cultures too quickly. There will be different cultures and values expressed throughout the United States.
- Come talk to an advisor at OISSL when you are having difficulties.
- Always keep an open mind.
Financial Information
It is very important that you carefully plan your budget to meet all your anticipated educational and living expenses.

The first few weeks in a new community can be the most expensive period of your stay. A number of items must be purchased and several one-time deposits are due at the start of the academic year.

If you bring a bank draft from your country to open an account in a local bank, you may not withdraw funds from the account until the check has been approved for collection. Since this process generally takes about 10 to 15 days, do not rely upon a bank draft for immediate cash. If you have money wired directly from your home bank to an East Lansing bank, you may draw upon it immediately after establishing an account.

Automatic Teller Machines (ATMs) are located on campus and throughout the community. You may be able to use your own bank card in these ATMs, but we recommend that you check with your home bank, including the possibility of additional charges.

Funds from home can be transferred in your name to MSU. If you plan to do so, please contact the Student Accounts and Cashier Services at: (517) 355-3343 or (800) 775-4323 (toll-free).
Housing
Students admitted to MSU are eligible to live in university residence halls or university apartments. To pursue housing at MSU you must submit the appropriate application along with the application fee. Housing and food service information was sent to you with the admissions package. For more information contact the University Apartments/Residence Hall Assignments Office at: (517) 355-9550 or (800) 678-4679.

Residence Halls
The University Housing department at MSU operates the largest residence hall system in the country, with 23 undergraduate halls, one graduate hall, and two apartment villages on the 2,200-acre park-like campus. Each residence hall is a unique living community, typically housing about 1,000 male and female students with continuous food service from 7am - 7pm weekdays and 24-hour-a-day reception desk service.

Each hall has laundry facilities, fitness centers and many part-time employment opportunities so you can work where you live. Available in each room is cable hook-up for television featuring MSU’s Channel 12, where you can see recent-release movies; ethernet hook-up for your computer for fast service; and voice mail service for all those friends who call while you’re away. Also available in selected halls are Sparty’s Convenience Stores for quick-stop shopping.
University Apartments
University Apartments provide a unique housing option that offers the convenience and affordability of campus living in a quiet academic setting.

More than 1,800 apartments are available in two villages on campus, all owned and operated by Michigan State University. Each village has a distinctly communal feel, with a diverse mix of people from around the world, and on-site staff to attend to problems and coordinate a wide range of social activities.

In many respects, University Apartments are ideally suited to students with children. University Apartments offer a clean comfortable environment, with a wide range of family activities and support services. Please note that University Housing cannot guarantee furniture in the apartments. Some furniture is available but you need to ask for it from University Housing when you check in. See the OISS website for more information and suggestions for obtaining furniture. To be eligible to live in University Apartments the following requirements must be met:

- You must be enrolled in a degree granting program
- During the fall and spring semester you are required to be enrolled in
  - At least 4 credits as a graduate student
  - At least 8 credits as an undergraduate student
- During the summer semester you are required to be enrolled in
  - At least 2 credits as a graduate student
  - At least 4 credits as an undergraduate student
- The academic year begins during the fall semester and ends at the end of summer. To be eligible you must be enrolled in two out of three semesters
- Your student account must be in good standing. This means no holds and no outstanding balance.
For more information, including floor plans and rental rates, please visit the Housing and Food Services website at: www.hfs.msu.edu/uh.

**Off-campus Housing**

Students who want to live off-campus have many choices. Apartment buildings close to campus offer one- and two-bedroom apartments for about $500 to $700 per month. For more information about living in East Lansing and the surrounding area, visit The ELmanac’s website at: www.elmanac.msu.edu. Check our website for more off-campus housing information and links to our sponsors’ websites.

**Lending Center**

The Lending Center is a place where students and faculty from other countries can borrow items such as lamps, dishes, and household goods. A small fee is collected to cover the cost of cleaning and/or repairs. Please be sure to return all items before leaving MSU so others may use them.

MSU Lending Center  
802 Cherry Lane (Basement)  
Phone: (517) 353-6778

**MSU Student Food Bank**

The MSU Student Food Bank is an organization whose mission is to provide supplemental food and necessities to students and families who are in need of this type of support. Generally during the academic year, the MSU Food Bank is open bi-weekly on Wednesdays, from 5:30 pm to 7:00 pm in the Olin Health Center Dining Room (West Entrance).

Students are asked to check in at the front table with their MSU Student IDs and then have a short interview. This interview allows the student to choose which products are most useful for them, and not receive products for which they have no use. The amount of food that students are
given will be adjusted according to the number of family members or roommate the student has.

To receive food, students must present their MSU student identification every time. At the beginning of each semester, students must present a proof of current enrollment that includes their name, MSU ID number, and number of credits (bill stub, schedule, etc.). All clients are eligible to come to the Food Bank on each distribution date. To verify distribution dates, call the Food Bank and listen to the outgoing message at: (517) 432-5136. For more information or to volunteer to work a distribution night as a service project, email: foodbank@msu.edu.
Taxes
Social Security Number
A Social Security number (SSN) is required to work in the United States. If you are employed by MSU, the Payroll Office must have your SSN. To apply for a social security card, you must present the following documents at the Social Security Office no earlier than 2 days after your check-in with OISS:

- Your passport
- I-94, I-20 or DS-2019
- A letter signed by your employer and OISS, verifying your employment eligibility (You must have an offer of employment to apply for a SSN)

Individual Taxpayer Identification Number
An Individual Taxpayer Identification Number (ITIN), is a tax processing number only available for certain nonresident and resident aliens, their spouses, and dependents who cannot get a Social Security number (SSN). It is a 9-digit number, beginning with the number “9”, formatted like an SSN (NNN-NN-NNNN). To apply for an ITIN, you must use the W-7 “Certificate of Foreign Status” form, which can be obtained from OISS or the Internal Revenue Service (IRS) website at: www.irs.gov.

Income Tax Information
As an international student in the United States, you must know and meet your obligations under applicable federal, state and local laws. For tax preparation assistance, you can contact the MSU College of Law Tax Clinic at: (517) 336-8084 or Volunteer Income Tax Assistance (VITA) at: (517) 353-4400. Tax forms and instructions are available from the IRS website at: www.irs.gov. Updated information is also available on the OISS website: www.isp.msu.edu/oiss
Social Security Taxes
Social security taxes are generally not withheld and earnings are not reported for F-1 and J-1 visa holders who have been given employment authorization. If social security taxes were withheld in error, you should contact the employer for reimbursement. If a refund cannot be obtained from the employer, a claim for a refund should be filed on Form 843 or 1040X with the IRS office where the employer files tax returns.
Health Care and Insurance
Health Care and Insurance

Student Health Insurance
All international students are required to insure themselves and accompanying family members as a condition of enrollment at Michigan State University. The insurance premium for student coverage is included on the tuition and fee statement every fall and spring semester. If you will purchase health insurance in your home country that will cover you in the US, it is possible to waive out of the mandatory insurance policy if your coverage is equivalent. Bring an English version or English translation of your policy information.

For additional information on insurance, please contact the MSU Benefits Office at: (517) 353-4434, (800) 353-4434 ext. 536 (toll-free) or studentinsurance@hr.msu.edu

The MSU student health insurance plan is provided by the Chickering Group. For more information, visit their website at: www.chickering.com.

Health Care
MSU’s Olin Health Center provides medical, dental and health education services for students and their spouses during their enrollment at Michigan State University. Olin Health Center is staffed with board-certified physicians and other certified health care professionals. Medical clinics include: Primary Care, Urgent Care, Gynecology, Orthopedics, Psychiatry and Sports Medicine. Patients are encouraged to call in advance to schedule a medical appointment (517) 353-4660.

Other services available at Olin include: pharmacy, laboratory, physical therapy, and radiology. Health Education services include: nutrition counseling; fitness testing; HIV/AIDS counseling, testing and education; outreach programming for student groups; and a variety of resources
on-line at: www.olin.msu.edu. Additional services include the Pharmacy Delivery Service (517) 353-9165, and the 24 Hour Phone Information Nurse (517) 353-5557. Olin also provides a courtesy van that picks up and returns students who live in campus residence halls, University Apartments, or within one mile of the campus (517) 353-4700.

MSU will subsidize the first three medical office visits per year at Olin for enrolled MSU students. There are charges for laboratory, x-ray, pharmacy, medical/surgical procedures, and supplies, as well as for the fourth and subsequent visits. Olin Health Center will first bill the student’s insurance company for these services, and then bill the patient for charges not reimbursed by the insurance company.

The student (or spouse) identification card must be presented when service is requested at Olin Health Center. For information regarding appointments, office hours, services, and charges, call: (517) 355-4510, or visit: www.olin.msu.edu.

**Students with Disabilities**

Michigan State University provides accommodation to students with documented disabilities for access to university programs, activities, and services. If you have a disability and need accommodations, contact the Resource Center for Persons with Disabilities at MSU at: (517) 353-9642 to make an appointment to meet with a Disability Specialist. For more information, please visit their website at: www.rcpd.msu.edu.
The City of East Lansing
MSU is located in East Lansing, a city of about 50,000 people. East Lansing is a strong community of close-knit neighborhoods, excellent public schools, extensive neighborhood parks, and exceptional leisure time recreational facilities. The city’s public library is one of the finest in the state and is used regularly by students to study and do internet research.

Students also use the city’s many recreation facilities including the outdoor family aquatic center, biking and hiking trails, and championship soccer and softball fields. The East Lansing Hannah Community Center provides fitness facilities and a pool that many students use regularly. The Hannah Center can be reached via CATA bus service or a short walk from north campus. East Lansing’s downtown is a bustling social and commercial center where students mingle with residents, shop, dine and have fun.

One of the city’s biggest assets is the MSU campus. It is a giant arboretum whose beauty can be enjoyed year round. The University offers students and residents a rich cultural life of symposia, concerts, theater, museums, and, of course, Big Ten sports. The city works hand-in-hand with the University to provide a safe and supportive environment for all students. For more information, please visit the City of East Lansing’s website at: www.cityofeastlansing.com.
Recreational Activities
There are many places on campus where you can go to do something new or different, or participate in some of your favorite activities. For more information regarding activities available, please see the following websites:

- **MSU Union**
  www.hfs.msu.edu/union

- **Abrams Planetarium**
  www.pa.msu.edu/abrams

- **Forest Akers Golf Course**
  www.golfmsu.msu.edu

- **Intramural Sports and Recreative Services**
  www.imsports.msu.edu

- **MSU Athletics**
  msuspartans.collegesports.com

- **University Activities Board**
  www.hfs.msu.edu/uab

- **Breslin Student Events Center**
  www.breslincenter.com

- **Wharton Center**
  www.whartoncenter.com

- **Kresge Art Museum**
  www.artmuseum.msu.edu

- **MSU Museum**
  www.museum.msu.edu

- **Department of Theatre**
  www.theater.msu.edu

- **W. J. Beal Botanical Garden**
  www.cpp.msu.edu/beal

- **Horticultural Demonstration Gardens**
  www.hrt.msu.edu/demogarden.htm
Driving in Michigan
If you plan to drive a car in Michigan, you should possess a valid Michigan driver’s license. However, for the first 6 months of your stay, it is possible to legally drive if you have a driver’s license from your home country and an accompanying English translation. The International Driver’s License is not valid in Michigan, however it can serve as the English translation of your home country driver’s license.

Though it is possible to drive with your driver’s license from home when you first arrive, we strongly recommend that you obtain the Michigan driver’s license as soon as possible if you plan to drive more than once or twice per week. The cost is low ($25) and having a Michigan driver’s license can make it easier and cheaper for you to buy a car, rent a car, or buy car insurance.

You may apply for a Michigan driver’s license at a Secretary of State branch office. The East Lansing office is located at 400 Albert St, Suite C. You must first pass written, vision, and road skills tests before your license will be issued. You can go to the branch office and pick up a booklet that will help you pass the written test. For more information call (517) 334-6410 or visit www.michigan.gov/sos.
Information For Families
Health Insurance
If you bring your family with you, you should have complete medical records in English, for all family members. For additional information contact the MSU Benefits Office at: (517) 353-4434 or (800) 353-4434, ext. 536 (toll-free).

Public School Information
All children in Michigan between the ages of 6 and 16 must attend school by law. Children may begin attending public Kindergarten at age 5. Public schools are free of cost and books and supplies are provided. Children younger than age 5 may attend preschool, however, preschool is not free - be prepared to pay tuition if you wish for your child to attend preschool.

To enroll your child in public school, you must provide information about your child’s health, including immunization records. By law, the school must have an immunization record in English for each student. If such a record does not exist for your child or is inadequate, you will be asked to have the child immunized before she/he attends school. The school may also request that your child have a physical exam prior to enrollment. In addition, please be prepared to show your child’s birth certificate, prior school records (if any) and/or passport.

There are typically three levels of public school education and are referred to as:

Elementary School: Kindergarten through 5th grade
Middle School: 6th grade through 8th grade
High School: 9th grade through 12th grade

Each school district is required by law to provide free and appropriate education for all children. If you have a child
who is has a disability or has a problem, other than lack of English proficiency, that makes it difficult for him/her to be in an ordinary classroom without help, contact the Special Education section of the East Lansing School District at: (517) 333-7459. This office will find the right program for your child and provide whatever help he/she needs. Education is the right of every child.

Family & Child Care
The MSU Family Resource Center assists staff, faculty, and students in their search for quality child care (or elder care) services on campus or in the surrounding areas. The staff is available to consult with you about your particular child care needs. For more information on family services, please visit the Family Resource Center website at www.frc.msu.edu.

English Language Training
Volunteer English Tutoring Program (VETP) is a non-profit volunteer organization, which aims to provide free English lessons for Michigan State University’s international students, scholars, friends and family. To meet your specific needs, VETP offers a wide selection of tutors, class schedules, locations, and course work.

VETP courses cannot be used to meet the university minimum proficiency requirement in English. Consult with the English Language Center, A714 Wells Hall, (517) 353-0800 for information regarding this proficiency requirement).

To register: Students may enroll for September-December and/or January-April sessions.
Office Address:
Volunteer English Tutoring Program (VETP)
Michigan State University
310A Delia Koo International Academic Center
East Lansing, MI 48824-1035
Phone: (517) 432-8243
www.isp.msu.edu/vetp

Please contact OISS for a list of other English language programs offered in the community.

**Community Volunteers for International Programs (CVIP)**
Community Volunteers for International Programs (CVIP) exists to increase international understanding among foreign visitors, scholars, students and their families, and members of the American community by participation in mutually enriching educational and cross-cultural activities.

**Coffee Partners**: Volunteers, English as a Second Language students, and spouses of international students meet on the second Tuesday of most months for refreshments, conversation and a program.

**Couples’ Supper Club**: American couples and international student couples meet in groups of 8 for a potluck supper in an American home.

**Conversation Groups**: Americans and international student spouses meet to speak English and exchange information about their cultures.

**E.T. (Every Tuesday)**: International wives and volunteers meet on Tuesdays for an activity-centered social time. Recipes are prepared, compared, and exchanged. Other
activities include celebrating special days and sharing each other’s handicrafts, customs, and dances.

**Friendship Family Program:** Americans invite students to their homes to share their family and community activities. Students acquaint American friends with their countries so both gain insight and understanding about different viewpoints and cultures.

For more information about other programs and services offered, please visit the CVIP website at: www.isp.msu.edu/cvip.
On-campus Safety Contacts
Always dial 911 first in case of an emergency

MSU Department of Police and Public Safety
24-hour Police phone line
Phone: (517) 355-2221

East Lansing Police
24-hour non-emergency phone line
Phone: (517) 351-4220

State Walk
Student volunteers accompany you when walking on campus after dark.
Phone: (517) 355-5548
Hours: Sunday - Thursday, 7:00pm - 1:00am

Night Owl
Phone: (517) 432-8888
Hours: Monday - Friday, 10:00pm - 7:00am
Weekends, 2:00am - 9:00am

Olin Memorial Health Center
Urgent Care Clinic: (517) 355-0219
Phone Information Nurse: (517) 353-5557

Sparrow Health System
Sparrow Hospital: (517) 364-1000
St. Lawrence Hospital: (517) 372-3610
MSU Contacts
Academic Advising
Phone: (517) 355-3515
www.msu.edu/unit/uud/advising.html

Admissions
Phone: (517) 355-8332
admis@msu.edu
admissions.msu.edu

Associated Students of MSU (ASMSU)
Phone: (517) 355-8266
www.asmsu.msu.edu

English Language Center
Phone: (517) 353-0800
elc@msu.edu
www.elc.msu.edu

Financial Aid
Phone: (517) 353-5940
finaid@msu.edu
www.finaid.msu.edu

Graduate Employees Union
Phone: (517) 332-2824
geu@msu.edu
www.geuatmsu.org

Internationalizing Student Life
Phone: (517) 355-8286
www.studentlife.msu.edu/isl
Olin Health Center
Phone: (517) 355-4510
www.olin.msu.edu

Registrar
Phone: (517) 355-3300
reg.msu.edu
www.reg.msu.edu

Resource Center for Persons with Disabilities
Phone: (517) 353-9642
rcpd@msu.edu
www.rcpd.msu.edu/home

Student Accounts & Cashier Services
Phone: (517) 355-3343 or (800) 775-4323 (toll-free)
student.receivables@ctlr.msu.edu
www.ctlr.msu.edu/studrec

Student Health Insurance
Phone: (517) 353-4434 or (800) 353-4434 (toll-free)
student.insurance@hr.msu.edu
www.hr.msu.edu/hrsite/benefits/students/healthcov

Testing Office
Phone: (517) 355-8385
www.testingoffice.msu.edu

University Housing (On and Off-Campus)
Phone: (517) 355-9550
Housing-info@uh.msu.edu
www.hfs.msu.edu/uh
Banking

**MSU Federal Credit Union** (Main Branch)
600 E. Crescent Road., MSU Campus
Phone: (517) 333-2280

**Citizens Bank (Downtown Branch)**
101 E. Grand River Ave., East Lansing
Phone: (517) 337-4188

**Standard Federal**
2731 E. Grand River Ave., East Lansing
Phone: (517) 336-7038

**Fifth Third Bank**
309 E. Grand River Ave., East Lansing
Phone: (800) 972-3030

Lodging

**Kellogg Hotel and Conference Center**
South Harrison Rd.
Phone: (517) 432-4000

**The Marriott, East Lansing**
300 M.A.C. Ave.
Phone: (517) 337-4440

**Candlewood Suites**
3545 Forest Rd.
Phone: (517) 351-8181
Travel and Transportation -
Capital City Airport
4100 Capital City Blvd., Lansing
Phone: (517) 321-6121
www.flylansing.com

Amtrak Train Station
1240 S. Harrison Rd., East Lansing
Phone: (517) 332-5051
www.amtrak.com

Local Buses (CATA)
4615 Tranter, Lansing
Phone: (517) 394-1100
www.cata.org

Taxi (Big Daddy Taxi)
316 N. Cedar St., Lansing
Phone: (517) 367-7474
www.bigdaddytaxi.com

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Driving Right again welcomes International Students!

Driving Right offers the ROAD TEST in East Lansing only a mile and one half from campus at the Ascension Lutheran Church, 2780 Haslett Road, East Lansing, 48823. This site is on CATA Bus Route #22. A rental vehicle is available for the road test, if needed, competitively priced.

Driving Right also offers adult driving instruction. We have assisted international students for many years, helping students learn to drive and to prepare for successfully passing the road test. Please call with questions, to schedule a road test appointment, or to ask about driving instruction at (517) 351-0064. If you get voice mail, please leave a message; we will promptly return your call.

Directions: From the intersection of Grand River and Hagadorn, go north on Hagadorn to Haslett Road. Turn Right onto Haslett Road and proceed one-half mile to Ascension Lutheran Church, 2780 Haslett Road. The church is between Hagadorn and Park Lake Roads on the south side of street. The road test begins in the church parking lot. See you there!!
MSU is again offering a health insurance plan to students and their dependents through The Chickering Group.

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For more information visit the MSU Human Resources Benefits Office, Nisbet Building, Suite 140 or call The Chickering Group at 1-800-859-8452.
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- To apply for membership, International students must bring any form of picture ID or a passport. Some services may require additional documentation. Call (517) 333-2280 for more information.

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