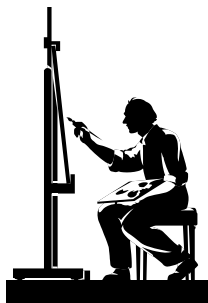




# ACADEMY *of* ART UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929



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## INTERNATIONAL ADMISSIONS/SERVICES

If you need information or assistance of any kind, the International Admissions/Services Department is the place where you can get it. We are located on at 79 New Montgomery Street on the 4<sup>th</sup> floor. Our regular business hours are Monday through Friday between 9 am and 6 pm. You can either stop by in person or give us a call at 415.274.2208. In addition, you can review all necessary information for F1 students on the [International Student Services Website](#) as well as in the [Student & Academic Policy Handbook](#).

- \* **Academic Program:** The International Services Department can help you with the questions you may have about academic procedures, expectations, and requirements. We can help you to understand the differences between the U.S. educational system and that of your home country.
- \* **Enrollment:** The International Student Advisor can address attendance, ESL assistance and other matters.
- \* **Immigration:** The International Services Department is your expert information center for questions or help concerning your visa, I-20, transfers, travel outside the U.S., work permission, and any other matters that affect your stay in the U.S.

## IMPORTANT THINGS TO REMEMBER FOR INTERNATIONAL STUDENTS

As a foreign student in the United States, you are responsible for knowing the immigration rules that pertain to you. It is important that you learn the rules and follow them at all times. To help you with your responsibilities, the International Services Department can assist you with any immigration paperwork you may need. **DO NOT listen to rumors or other students who think they are the experts. Come to our department if you have any questions or need help.** Doing something the wrong way can cause headaches or get you into serious trouble. We are here to help you and find constructive solutions to your situation. You can always stop by during our drop in hours or check our [website](#) and [FAQ section](#).

### **International Services drop-in hours (No appointment necessary)**

**MONDAY, WEDNESDAY & FRIDAY  
3:00 PM to 5:30 PM  
Tuesday & Thursday  
9:30 am to 12 pm**

The following sections will give you the basic information you need to properly keep your F-1 student status while you are in the U.S. If you have any questions, please visit the International Student Department.

### **Maintaining your F-1 Status**

An F-1 student is admitted to the United States in F-1 status for a period known as “duration of status” (D/S). It is extremely important you to maintain your F1 status while in the U.S. **Failure to maintain the terms and conditions of your F-1 status could lead to deportation.**



**Checklist - to maintain F-1 status, a student must:**

- ✓ Students must be enrolled to study full-time. **Undergraduate students must be registered for a minimum of 12 units, while graduate students must be registered for at least 9 units for the fall and spring semesters.** Students who fail to follow these rules will lose their status. Summer semester is optional and can be taken as a vacation period.
- ✓ Students who **begin their program of study in the summer semester or are resuming their on campus studies after taking a leave of absence from AAU, are required to register full-time.** The full-time requirement in the summer semester is 6 units for graduate and undergraduate students.
- ✓ **Only one online class** (3 units) will be counted towards the student's full time enrollment requirement per semester. The summer semester is considered optional and continuing international students may take more than one online class during the summer. This does not apply to new students and continuing international students, who are returning after a leave of absence or continuing students, who are going to complete their degree requirements in the summer semester. Student may take online classes during Intersession, unless student is completing all course requirements and would like to apply for post-completion Optional Practical Training.
- ✓ Students may be authorized to enroll in less than a full course of study, if they have academic difficulties, a medical condition, pre-requisite issues or are in their last semester. **Students must receive permission from our office prior to enrolling in a reduced course load or dropping below a full course of study.** Failure to receive permission could jeopardize your immigration status.
- ✓ You must attend every class session. **If you miss three (3) or more classes you may be removed from the course** and you will be considered to be "Out of Status". An "out of status" situation will result in the termination of the student's SEVIS record.
- ✓ Students are expected to display honesty, integrity, and professionalism in every aspect of their behavior and work at the University. **Students who do not comply with all laws and rules set forth in the Student Code of Conduct will be subject to disciplinary action, which may result in the dismissal from the University.**
- ✓ Students must maintain a minimum GPA of 2.0 (average). Students who fall below this GPA will be placed on probation and may face academic dismissal in the following semester, which will have a negative impact on maintenance of F1 status.
- ✓ Any change or problem with your visa/status, change of address, change of major or academic program, must be reported to the International Services Department **within 10 days** they occur.
- ✓ Keep a valid passport at all times, unless exempt from the passport requirement.
- ✓ Remain in the U.S. for no longer than **60 days** after completing the full course of study, unless you have followed procedures for applying for practical training, moving educational levels, or transferring schools. Students who withdraw from school before completing their course of study (authorized early withdrawal) must leave the U.S. within **15 days**. **Students whose records are terminated for a status violation have no grace period and must leave the U.S. immediately.**
- ✓ **Off-campus employment is strictly forbidden,** except for students with authorized work authorization.



## **YOUR FORM I-20, Form I-94 AND PASSPORT**

Your **I-20** is the official document that shows you are an international student at the Academy of Art University in San Francisco, CA.

The **Form I-94** is your entry and departure record. Besides indication the date and place you entered and departed the United States, the Form I-94 also provides information about your status and how long you can stay in the US. US Customs and Border Protection will create an electronic record of your Form I-94. If you need a copy of your I-94, you will need to go online to: [www.cbp.gov/I94](http://www.cbp.gov/I94) to print a copy. Upon entering the US you will receive a paper with instructions on how to access the website.

Keep your **passport** in a safe place and do not let it expire. Per immigration regulations, you are required to have a valid passport for at least 6 months into the future. You can renew it through your consulate office in the U.S.

## **SEVIS (STUDENT & EXCHANGE VISITOR INFORMATION SYSTEM)**

The [SEVIS](#) database is a networked computer system set up by [Department of Homeland Security](#) to track information on non-immigrant international students and scholars attending school in the U.S. As an international student, you are responsible for reporting any changes of your information to the International Student Services Department within 10 days.

## **VERIFICATION LETTERS**

The International Office can create the following types of verification letters:

- Enrollment Verification (attendance)
- Verification of Expense (estimate of tuition)
- Military Deferment
- Tourist Visa Support Letter
- Renew Passport or Visa
- California Driver License or I.D. Card
- Social Security Card (only for qualified students with work authorization)
- Invitation Letters for family members and friends

Please allow up to five (5) business days for each letter to be made. You can request your letter [online](#).

## **TRAVEL AND RE-ENTRY**

If you plan to travel outside the U.S., please make sure that **your I-20 is signed** on the 3rd page by one of the international student advisors at the International Services Department. In order to apply for a new F1 visa or re-enter the U.S. the travel signature cannot be older than 12 months at the time of travel.

Please bring your I-20 to the International Services Department to request a travel signature. It usually takes one day to sign your I-20. For this reason, you should not wait until the last minute.



If you are on **academic probation, we will hold on to your I-20 and we will not sign it for travel until your grades from the current semester have been published.** If you did not get academically dismissed, we will mail your I-20.

When traveling outside the United States you will need the following documents to re-enter the country without any problems:

- A valid I-20 with the third page endorsed for travel by an international student advisor
- A passport valid for at least six months into the future upon re-entry to the U.S.
- A valid F1 visa.

If your F1 visa has expired or is going to expire prior to your re-entry to the US, you will need to contact the US consulate to renew the F1 visa. Please keep in mind that the F1 visa can only be renewed outside the US. In order to apply for a new F1 visa, you must have the following documents prior to your departure:

- A valid I-20 with the third page endorsed for travel by an international student advisor
- A passport valid for at least six months into the future upon re-entry to the U.S.
- AAU Official Transcript (can be requested with the [Records Office](#))
- AAU Visa Support Letter (can be requested online with [Int'l Student Services](#))
- Current Financial Support Documents
- Any other documents requested by the US consulate in the city you are planning to apply for a new F1 visa

## **CALIFORNIA IDENTIFICATION (ID) CARDS & DRIVER LICENSE**

A California Resident ID is a very useful and necessary ID while living in the United States. It is used as proof of age, for banking (writing checks), and as general photo identification. To get a California ID, you will need to take your passport, I-20, I-94, F1 visa and proof of residency to the Department of Motor Vehicle (DMV). Proof of residency may be a rental agreement or utility bills with your name and address printed on it. For more information about California ID application procedures visit the [California DMV](#).

California Driver License: To drive any kind of motorized vehicle in the U.S. you need a valid driver license. A driver license from your home country is not valid unless you also have an international driver's license. To get a California driver license, or for more information, visit [California DMV](#). Take advantages of all the online services DMV provided.

DMV contact information:        **DEPARTMENT OF MOTOR VEHICLES** (San Francisco)  
1377 Fell Street (at Baker) Phone: 415.557.1170

**Important:** DMV may require applicants to present Social Security Number (SSN). However, International students are ineligible for SSN, therefore international students are exempt from SSN requirements. It may be helpful to request a [letter](#) from the International Services Office to take to your DMV appointment.

## **SOCIAL SECURITY NUMBER (SSN)**

The Social Security Administration (SSA) holds the view that a Social Security Number should be issued only for employment reasons. It is not intended to facilitate the issuance of credit cards, cell phones or bank accounts.



F-1 students are eligible for a Social Security Number only if one of the following applies:

- Student has been issued an Employment Authorization Document (EAD) by the USCIS
- Student has an I-20 endorsed for Curricular Practical Training
- Student is currently employed on campus or has a job offer to do so

## **STUDENT HEALTH**

The United States does not have socialized medical care. If you have no health insurance coverage, you have to pay for health care out of your own pocket at the time of service. This can run into many thousands of dollars for serious illnesses. You buy health insurance for the same reason you buy other kinds of insurance: to protect yourself financially. With health insurance, you protect yourself and your family in case you need medical care that could be very expensive.

### **How to get insurance?**

All F1 students registered in 6 or more credits at the Academy of Art University will be automatically enrolled in the Aetna Student Health Insurance Plan. The plan covers office visits, medical, accident and hospital expenses. You will be billed in the beginning of the Spring and Fall semester. Health Insurance Enrollment during the Summer semester is optional.

F1 students who are enrolled in 3 units during the Spring and Fall semester or who would like to enroll for health insurance coverage during the Summer semester must complete the [Student Health Insurance Request Form](#).

For more detailed information about your health benefits, how to print your medical ID card or how to find a preferred provider, please review our [FAQ](#) section. You may also review the [Health Insurance 101 video](#), which will answer additional questions.

If you have questions about the Student Health Insurance Plan or anything related to the Aetna Student Health Insurance, please contact [healthinsurance@academyart.edu](mailto:healthinsurance@academyart.edu).

### **Where to go?**

For immediate help, please go to one of the [Dignity Health Centers](#) and find a clinic close to you. You can check in online or just walk in. Please make sure to have your medical ID card. If you have not yet received the actual card, please download it to your phone by going to [Aetna Student Health Insurance](#).

If you do not need immediate help and have time to schedule an appointment with a doctor, please take a look at the Aetna Health Insurance website for more information about [in network doctors and hospitals](#).

### **Who to contact when?**

General Questions: [healthinsurance@academyart.edu](mailto:healthinsurance@academyart.edu)

Billing Questions: [ar@academyart.edu](mailto:ar@academyart.edu)

Coverage/Claims Questions: [studentservices@jcbins.com](mailto:studentservices@jcbins.com)

International Student Athletes: [sportsmedicine@academyart.edu](mailto:sportsmedicine@academyart.edu)



## **EMERGENCY TELEPHONE NUMBERS**

### **All Fire, Police, Rescue, and Medical Emergencies**

**911**

Call 911 only if there is immediate danger to life or property. When calling 911, speak slowly and clearly. Tell the operator where you are located and what the emergency situation is. Do not hang up the phone until you are instructed to do so.

Non-emergency Police	415.553-8090
Non-emergency Fire and Rescue	415.861.8020
Non-emergency Ambulance	415.695.6600

## **CULTURE SHOCK**

All new students' first days are days of adjustment. However, for international students this is even truer. You will be experiencing many different changes upon your arrival in San Francisco. There are usually four phases that you may experience.

- Honeymoon:** Everything is great, nothing is wrong; you're having a wonderful time.
- Shock:** There are so many differences in this country that you don't know how to deal with them. You didn't think things would be like this.
- Negotiation:** You learn to deal with the problems set before you and try to integrate them with your own beliefs.
- Acceptance:** You are able to live well in the environment with the differences you are experiencing.

Everyone experiences culture shock in different ways and to different degrees. **Symptoms of Culture Shock** can be: extreme homesickness, boredom, withdrawal from people, depression, headaches, loss of appetite, unexplainable crying, loss of ability to work or study effectively, etc.

Even though some people may not be able to eliminate culture shock, there are ways to ease the stress. Some of these activities are listed below:

**Keep Active.** By getting out of your room or outside of your apartment, you are able to experience first-hand what Americans are doing. If you visit public places, such as a shopping mall or sporting events, you will be able to watch and learn how American customs are practiced.

**Make American Friends.** By having friends you can talk to, you are able to ask them questions about what you do not understand.

**Exercise.** By finding an activity that you can enjoy, you will be able to reduce stress and depression. The Academy offers campus [recreation classes](#), which are free to all students. We also have a very active [Athletic Department](#).

**Community Activities.** Talk with your friends, class mates, Resident Assistant, or other Americans about community activities, religious services, or volunteer opportunities to help you become a member of the community while you are here.





**Work on Your English.** This is an extremely important concept. It is much easier to understand a culture when you can understand the language being used. Ask about any slang terms that you do not understand.

**BE PATIENT.** Many international students experience culture shock in some way while they are here. Just recognize the problem and give yourself time to get over it.

Try these steps to help with any culture shock you or a friend may be experiencing.

### **CLASSROOM TIPS**

Here are a few things to keep in mind as you go through the semester.

1. Go to the teacher early in the semester and introduce yourself. Learn your teacher's name and talk to her or him if you have any questions or problems.
2. Never miss classes.
3. Introduce yourself to your classmates - begin a conversation with them. Interact with classmates not of your own nationality or language group. It is a good idea to get the phone number of a classmate so that you can get any assignments you might have missed.
4. Visit your academic advisor (located in the Student Services Department at 150 Hayes Street) or department director every semester so that they can get to know you.
5. Learn to "teach yourself". Ask a lot of questions about things you do not understand. Learn about the library and all of its resources. Never be afraid to ask for help. People will not know how to help you unless you ask and tell them what you need. Ask, Ask, Ask!
6. Join a [student group or club](#) for social activities. No matter how busy you are, take a day off to rest your brain. It is also a good way to make new friends at school.
7. Build a support system. Everyone needs friends to give encouragement and a compliment when you need it. Having people to support you will get you through the tough times and the good.

### **ENGLISH FOR ART PURPOSE (EAP)**

The Academy of Art University teaches English For Art Purpose (EAP) in the English for Art Department. There are 5 levels of EAP classes for both the Undergraduate/BFA and Graduate/MFA. These classes will give you a foundation of art vocabulary and language skills you need to succeed at the Academy. You will be tested during orientation week to determine your appropriate English placement level. The test is named ACCUPLACER and will be performed on the computer. If you would like more information about the test and practice before taking the test, you can go visit the [ACCUPLACER website](#). Please do not worry, if you have never studied English before. You will learn when you take classes at the Academy of Art University.



## **STUDENT SELF SERVICE**

Access your account online 24-hours a day/7 days a week by signing in to "[Student Self Service](#)"

You can pay your tuition online; apply for the Four-Month Installment Plan; Check class schedule & your grades; update your contact information and much more.

## **ACADEMY RESOURCE CENTER (ARC)**

ARC helps students achieve their goals of becoming professional artists by providing support programs and services that promote academic success. All students are encouraged to take advantage of ARC support throughout their academic careers at the Academy.

**Contact:**      Phone: 415.618.3917                      Writing Lab: 415.618.3920  
                    Fax: 415.618.3805                      Speaking Lab: 415.618.3917  
                    E-mail: [arc@academyart.edu](mailto:arc@academyart.edu)  
                    Web: <http://www.academyart.edu/students/my-academy/academic-resources>

### **Support for On Campus Classes**

The ARC provides one-on-one coaching on drop-in basis or by appointment, assistance with study skills and time management and referrals to on and off campus services. Specific services they provide are:

- \* **ARC Tutoring:** Remedial, one-on-one tutoring for qualifying students, provided free-of-charge by AAU faculty as supplement to workshops
- \* **ESL Support Services:** In-class language support for international students in designated sections. Weekly study groups and one-on-one tutoring open to ALL students.
- \* **Classroom Services:** Provides accommodations and support services to students who have documented disabilities. All disability-related information shared with Classroom Services is kept confidential. Available online whenever possible.
- \* **Speaking Lab:** Assistance with oral presentations is available to ALL students. Pronunciation practice and conversation groups for international students. By appointment – one hour per week
- \* **Writing Lab:** Assistance with written assignments is available to ALL students
- \* **Midpoint Review Workshops for Graduate Students only**

### **Support for Online Classes**

- \* **ESL Support Services:** Are you nervous about your first online class? Don't worry! View the Online Student Orientation and learn how to log in, navigate through your classes, participate in discussions, upload your work, and access [Student Support Services](#).
- \* **Online Writing Lab (OWL):** Online Writing Lab tutors are English instructors who work with students to improve their composition skills. Students can submit their essays or online discussion



responses via email and receive feedback and suggestions for improvement on content, organization, grammar, and other aspects of composition in which they may show weaknesses. Students receive a response within 48 hours.

- \* **Online Student Academic Support (OAS):** Online Student Academic Support advisors are professionals who work with students to help them develop effective online study skills and strategies, manage their time, communicate effectively with their instructors, participate in class discussions, and become aware of other support services. In addition, they provide orientations at the beginning of each semester to help students become familiar with how to navigate through their online classes and access support services. Students can request academic support for themselves or may be referred by an instructor. Those referred by instructors are contacted and offered the necessary support to help them pass their classes.
- \* **Online Language Support (OLS):** Online Language Support instructors are ESL teachers who work with non-native English speaking students to help them understand online reading materials and assignments. Classes with a significant number of ESL students have a support instructor within the course who communicates with students through a dedicated ESL page on the class discussion board and/or email. Support instructors also develop online tutorials and offer weekly study groups for students who live locally. Students enrolled in classes without a language support instructor can request help individually.

## **HOUSING INFORMATION**

If you are looking for a place to stay during your studies at the Academy of Art University, please feel free to contact the Housing Office as soon as possible. Our housing office has some on-campus (dormitories and apartments) and off-campus housing information.

To request information, please call, fax, email, or write to the number and address below:

### **Housing Coordinator**

Housing Office –1st Floor	Tel: 415.618.6335
Academy of Art University	Fax: 415.618.6276
79 New Montgomery Street	Email: <a href="mailto:housing@academyart.edu">housing@academyart.edu</a>
San Francisco, CA 94105	Web: <a href="http://www.academyart.edu/campushousing/index.html">http://www.academyart.edu/campushousing/index.html</a>

## **QUICK REFERENCE DIRECTORY**

<b>Accounts Receivable</b>	150 Hayes Street	<b>618-6429</b>
<b>Academy Resource Center (ARC)</b>	79 NM, 3 <sup>rd</sup> floor	<b>618-3917</b>
<b>ESL Department</b>	79 NM, 3 <sup>rd</sup> floor	<b>618-3903</b>
<b>Graduate School</b>	150 Hayes Street, 5 <sup>th</sup> floor	<b>618-8617</b>
<b>Housing Department</b>	79 NM, 1 <sup>st</sup> floor	<b>618-6335</b>
<b>International Student Services Office</b>	79 NM, 4 <sup>th</sup> floor	<b>274-2208</b>
<b>Library</b>	180NM, 6 <sup>th</sup> floor	<b>618-3842</b>
<b>Office of the Registrar Department</b>	79 NM, 4 <sup>th</sup> floor, Room 435	<b>618-6454</b>
<b>Undergraduate Student Services</b>	150 Hayes Street, 4 <sup>th</sup> floor	<b>618-6508</b>

