

INTERNATIONAL EXCHANGE STUDENT HANDBOOK
(J-1 VISA STATUS)

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WELCOME

Dear International Exchange Student,

Welcome to San José State University (SJSU)! We are happy that you have chosen SJSU for your exchange program and we hope that you will have a very rewarding and enriching experience in San José, California. You will join the approximately 30,000 students who enroll in classes at SJSU, of which more than 1,500 are international students and scholars from over 80 countries around the world.

This important information will help you prepare for your trip to San José and guide you in the basics of studying in a new educational and living environment at SJSU. **Please take the time to read this information very carefully.** We hope that it will answer many of your questions but, obviously, it cannot answer all of them. It is written, rather, to augment what is introduced to you at Orientation, and to serve as a resource prior to arrival and during your time at SJSU.

INTERNATIONAL PROGRAMS AND SERVICES (IPS)

The Office of International Programs and Services (IPS) assists the university's J-1 visa (you!) and F-1 visa international students & scholars in adjusting to life at SJSU, the San Francisco Bay Area, the Silicon Valley, and the United States. At the beginning of each semester, IPS conducts a comprehensive orientation program for new international students. There are general sessions for all international students and separate sessions that address the special needs of guest exchange students and other non-matriculated students on J-1 visas (you again!). IPS has a professional, multi-lingual staff that is sensitive to the needs and concerns of international students in a university setting. The staff is well informed about community programs, services, and cross-cultural issues, and is dedicated to making your stay at SJSU as enjoyable and comfortable as possible. Please visit our office at your earliest convenience and introduce yourself! We are located on the 5th floor of the Clark Hall, Room 543 . We look forward to meeting you soon! If we don't have the answers you need, we are almost always able to direct you to the person or office that does.

The members of the IPS staff are:

Helen L. Stevens	Director
Dave Rudel	Study Abroad Coordinator
Khim T. Lok	Office Manager
Louis Gecenok	International Student Advisor
Samantha Lu	International Student Advisor
Leann Cherkasky Makhni	Director, International House
Pilar Dixon	Office Manager, International House

We also have some student assistants that work in our office each year.

INTERNATIONAL STUDENT ADVISING

Office of International Programs and Services (IPS)

Location: Clark Hall, Room 543

Advising Hours: 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.

The Study Abroad Coordinator is available for advising by appointment or on a walk-in basis.

The Director of IPS is available for advising by appointment only.

Tel: 408-924-5931 (Study Abroad Office)
408-924-5920 (IPS)

Fax: 408-924-5976

Email: drudel@sjsu.edu
studyabroad@sjsu.edu

Online: www.sjsu.edu/studyabroad/ (Study Abroad and Exchange)
www.sjsu.edu (University website)

Mailing Address:

International Programs and Services
San José State University
One Washington Square
San José, CA 95192-0221

VISA AND IMMIGRATION INFORMATION

Obtaining A Visa: Information On Applying For A U.S. Visa

You will need a J-1 visa to enter the United States to study. You should apply for the visa at the nearest U.S. embassy or consulate in your home country using the **DS-2019 form** that will be mailed to you with your welcome/acceptance letter (ISEP students will receive this form from the ISEP central office in Washington, D.C.). **Do not enter the U.S. through the visa waiver program, if available for your country.**

Visa procedures vary slightly from one U.S. embassy or consulate to another. Before you apply for your visa, check with the U.S. embassy or consulate where you plan to apply to learn about their specific procedures and policies regarding J-1 visa applications as well as to determine exactly what supporting documentation is required. For example, some U.S. embassies and consulates will operate on a walk-in basis while others will require that you make an appointment several days in advance. Others may accept J-1 visa applications only during certain hours of the day. **Please do some research in advance of your visit so that you will be as prepared as possible!**

Several standard items are required in support of your application for a U.S. visa:

1. Valid DS-2019 Form from SJSU or ISEP
2. Current & original financial documentation from your sponsor
3. Valid passport
4. Proof that you have a permanent residence outside of the U.S.
5. One or more passport-type photographs
6. Non-immigrant visa application (available at the U.S. embassy or consulate)
7. **Must pay the SEVIS fee before going to the U.S. embassy or consulate for their visa interview.**

Additional application materials may be requested by the visa officer to prove your eligibility for an U.S. visa. These may include: evidence of English proficiency, school records to verify academic preparation, and additional evidence of strong ties to your home country or of your ability to support yourself in the United States. Application fee may also be required.

SEVIS & Fee collection

The Student & Exchange Visitor Information System (SEVIS) is an internet-based system that allows schools and the U.S. Citizenship and Immigration Services (USCIS) and U.S. Immigration and Customs Information (USICE) to exchange data on the visa status of international students. Information is transmitted electronically throughout the student's academic career. U.S. Consulates and other U.S. government agencies will have access to this information.

SEVIS FEE (as of September 2004)

- Applicants who require a visa to enter the United States must pay the SEVIS fee before going to the U.S. embassy or consulate for their visa interview.
- Applicants who are citizens of Canada, Bermuda, Bahamas and residents of certain other islands (see 8 CFR 212.1a) wishing to apply for F-1, F-3, M-1, M-3, or J-1 status at a Port of Entry into the United States must pay and process the SEVIS fee before appearing at the Port of Entry.
- Nonimmigrants currently in the United States who apply for student or exchange visitor status must pay the fee prior to filing their change of status application.

Beginning September 1, 2004 the Department of Homeland Security will collect a congressionally mandated fee to cover the costs for the continued operation of the Student and Exchange Visitor Program (SEVP).

International students and exchange visitors are subject to this fee which will be used to administer and maintain the Student and Exchange Visitor Information System (SEVIS), support compliance activities, and establish SEVIS Liaison Officers.

SEVIS, the automated system for collecting, maintaining and managing information about foreign student and exchange visitors during their entry to, stay in, & exit from the United States, will be used to record and track the I-901 fee payment.

STATUS	FEE
For students (F-1, F-3, M-1, or M-3)	\$100
For spouses and dependent children (F-2, M-2, or J-2) of students or exchange visitors	None
For exchange visitors (J-1) unless participating in:	\$100
Federally sponsored exchange visitor program (program codes start with G-1, G-2, or G-3)	None
Summer work/travel program	\$35
Au pair program	\$35
Camp counselor program	\$35

For additional up-to-date and detailed information regarding:

- Who pays the fee
- How is the fee paid
- When must the fee be paid
- How will the payment be verified
- When must continuing students (F-1, F-3, M-1, or M-3 nonimmigrants that have begun, but not finished, a program) pay the SEVIS fee
- When must continuing exchange visitors (J-1 nonimmigrants who have begun, but not finished a program) pay the SEVIS fee

Go to: <http://www.ice.gov/sevis/i901/index.htm>

How To Prepare For The Visa Interview

In most instances, your visa interview will only last for a few brief minutes and you should be prepared to respond to the following types of questions:

- Why did you decide to study at SJSU? You may even want to bring a written statement describing in detail the reasons why you have decided to attend SJSU.
- You should be prepared to explain how a program or studies at SJSU would be used to help you complete your academic degree at your home university.
- If you already have a job offer in your home country after graduation, bring a copy of a letter from your future employer.
- You will need to verify that you (or your sponsor) have adequate financial resources to meet at least your expenses (as indicated on your DS-2019 form). Also, you will need to convince the visa officer that these funds will be available to you for the length of your stay in the U.S.
- If possible, you may want to bring your financial sponsor (parents, relative, etc.) with you to the visa interview to explain how you will be supported financially during your stay in the U.S.
- Bank loans are not a recommended source of financial support. Visa officers may believe that you will have to work illegally in the U.S. in order to repay the loan.
- You will also need to show that you have strong ties to your home country (family, property, job offer, etc.) that will compel you to return after you complete your studies in the U.S.
- Do you have any close family members (mother, father, brothers or sisters) who have immigrated to the U.S.? If yes, then it may be more difficult for you to obtain a student J-1 visa since the visa officer may think that you will be more likely to remain in the U.S. after the completion of your studies.
- Above all, we strongly recommend that you be honest and truthful. Make sure that you tell truth on the visa application form and during the interview!

If your visa is granted, the consular officer will place a visa stamp in your passport. If you receive a multiple-entry visa, you may use it to re-enter the United States as often as you like up to the date of its expiration as long as you have a valid DS-2019 Form. **If you encounter any problems obtaining your visa, please contact the office of International Programs and Services for assistance.**

The J-1 Student Visa, The I-94 Card and The DS-2019 Form

An Exchange Student, having been granted an DS-2019 from an American institution or agency (such as ISEP) and having obtained a J-1 visa from a U.S. consulate abroad, has three documents that govern her/his stay in the U.S.

They are:

- Entry visa
- I-94 card
- DS-2019 Form

THE ENTRY VISA

The **entry visa** is issued at an American Consulate in a country outside the U.S. Most exchange students come to the

U.S. with a J-1 (exchange student) visa. These visas are either for single entry to the U.S. or for multiple entries as noted on the visa. There is a time limit for the use of the visa. Sometimes a multiple entry visa is valid for the amount of time expected to complete the program sought, and, sometimes it is only good for one year or less. During this time period a J-1 exchange student may leave the U.S. and be able to return. If he/she leaves the U.S. after that time period, however, a new visa will be required to return. An important thing to remember is that this visa is an entry visa and, therefore only needed **when entering** the U.S. from another country. It does not control your stay in U.S.

THE I-94 CARD

The **I-94** is another necessary document that is issued by the United States Citizenship and Immigration Service (USCIS) officer at the airport when you arrive in the United States. The officer writes the letters D/S on the I-94, which is an abbreviation for "Duration of Status". Duration of Status means that students may stay in the country until the completion of their program, as long as their DS-2019 Form is valid and they follow the U.S. CIS rules, including being a full-time student. This is true even if the visa is no longer valid. At the top of the I-94 is an 11 digit number called your "SEVIS number". This is the number that the USCIS will use to identify you during your stay in the U.S.

THE DS-2019 FORM

The DS-2019 Form is the document which SJSU (or ISEP) issues to you as an Exchange Student when you are admitted. It records information that the U.S. government needs for its records and to grant an entry visa. In item number 3 on the DS-2019 Form there is a place to record the beginning and ending dates of your program. This ending date is important because it is the date by which you must complete your studies. Failure to do so may result in your being out of status with the U.S. Department of State, the agency that regulates J-1 visa holders. If you have not completed your program by that date, you may apply for an extension for the time required to complete your program. You must have good reasons for having taken longer than the assigned time. (See Extension of Program in page 6).

THE PROCEDURE

If you are arriving from outside the United States, you will need to present your DS-2019 Form together with financial certification to the visa official at the U.S. embassy or consulate in your home country to apply for your J-1 Exchange Visitor visa. (Canadians do not need passports or visa stamps to enter the United States, but they do have to show the DS-2019 Form at the port of entry to obtain status as a J-1 Exchange Visitor). The visa officer will then return the DS-2019 Form to you, and you should then present it again (together with your financial documentation) to the immigration officer at your port of entry to the U.S. The immigration officer will check your status in the computer system and then stamp the DS-2019 Form and return it to you, along with an I-94 (white) card. Keep the DS-2019 and I-94 with your passport.

IMPORTANT: J-1 visa students are **REQUIRED** to arrive in the U.S. no later than the beginning date as indicated in item #3 of the DS-2019 Form. IPS cannot give you official permission to arrive in the U.S. later than this date, as it will be very difficult for you to find enough available university classes needed to maintain your full-time student status. If you cannot arrive in the U.S. before classes begin, please contact IPS for assistance.

Unit Load

A student on a J-1 visa is required by the U.S. Department of State to be enrolled full-time each semester, which means that students must carry a minimum academic load of 12 units as an undergraduate or 9 units as a graduate student. Exchange students who are not enrolled full-time will be out of status. However, there are certain rare circumstances that would allow a student to carry a reduced number of units. Before enrolling for fewer than the required number of units, see the Study Abroad Coordinator.

Travel

Exchange students who are planning to travel to another country, during their exchange program at SJSU, must have their DS-2019 Form signed by a Responsible Officer **prior** to leaving the United States. (Come to Clark Hall, Room 543).

The Responsible Officer's signature on the DS-2019 Form is necessary for re-entry into the United States. It is also necessary to have a valid J-1 visa for re-entry. The visa is the stamp or sticker in the passport, which was obtained at an American Consulate prior to coming to the United States. If the current visa expires before the re-entry date or a student changed to J-1 from another status while in the U.S., the exchange student who is travelling outside the U.S. must apply for a new J-1 visa. All Exchange Students who are applying for a visa extension **must** see a Responsible Officer at least **2 weeks** before travelling.

For the convenience of the IPS office staff, please have your DS-2019 Form signed at least two (2) weeks prior to leaving. In case any problem should occur, the office staff will have ample time to prepare any necessary documents for your travel.

A visa is not required if an Exchange Student is entering the U.S. from Canada, Mexico, or from islands in the Caribbean after no more than 30 days there.

Extension of On-Going Program

In order to maintain status with the U.S. Department of State, an international exchange student with J-1 status must complete their studies in the time given on the DS-2019 Form. If they are unable to, they must apply for an extension of on-going program. The J-1 visa student must see the Director or the Study Abroad Coordinator in the International Programs and Services office **THIRTY DAYS (30) before** the program expiration date to apply for an extension. Otherwise, the request may not be authorized. A student must show financial support for the requested extension.

The procedure to follow when applying for an extension of the J-1 program is as follows:

- Meet with the Director of the International Programs and Services office to discuss the reasons for the need of an extension.
- Present the current DS-2019 Form.

Present updated evidence of financial support.

Reinstatement to J-1 Status

A J-1 student must meet the requirements of the U.S. Citizen's Immigration Service (CIS) and the U.S. Department of State in order to maintain his/her status. If a student takes fewer units than required during a semester or does not follow proper immigration procedures, the student may lose his/her J-1 status. When this happens, a student must apply to U.S. Department of State to be reinstated to J-1 student status. See the IPS Director for details.

The U.S. CIS and U.S. Department of State will decide whether to reinstate a student. The following conditions must be met:

1. The student submits copies of all the DS-2019 Forms issued to date.
2. The student writes a statement explaining the failure to maintain status due to circumstances beyond his/her control.
3. The student must not be deportable on any other grounds.

The written statement and the DS-2019 Forms must be submitted to U.S. Department of State. It is also necessary to include evidence showing that the student has enough funds to continue his/her status.

Permission to Work

Exchange students who have a J-1 visa may work under certain circumstances while they are in the United States. There are two categories to work for which an exchange student may qualify:

1. Working On-Campus
2. Working Off-Campus
 - Academic Training
 - Severe Economic Hardship

The following are explanations of each category with a description of the rules, how to get permission and lists of the kind of work that may be done.

WORKING ON-CAMPUS

J-1 visa holders may work on campus. During the semester while classes are in session, they may work no more than 20 hours per week. During the summer and winter breaks, they may work up to 40 hours per week.

A J-1 student who wishes to work on-campus should make an appointment to see the IPS Director. If the Director approves on-campus employment, the student will be given a work permission letter, which should be given to your on-campus employer or the Payroll Office. ISEP students must seek work permission from the IPS Director and then get an authorization letter from ISEP.

WORKING OFF-CAMPUS

ACADEMIC TRAINING

Academic Training refers to employment in a student's field of study in order to add practical work experience to the knowledge acquired in the classroom (Academic Training is sometimes referred to as an "internship"). Academic training is permitted part-time while the student is enrolled in school or full-time after completion of the program.

Academic Training may be unpaid or for wages (or other remuneration). Student must meet with the IPS Director to apply for Academic Training **thirty (30) days** prior to authorization.

ISEP students must get Academic Training authorization from **both** SJSU and ISEP. ISEP procedures for applying for Academic Training are available on their website at:

http://www.isep.org/intl_students/intl_acad-trng.html

A student may be authorized to participate in academic training if all the following criteria are met:

- The student is primarily in the U.S. to study rather than to engage in Academic Training. Exchange Students are eligible to do Academic Training for the same period of time as their academic studies (4 months for semester exchange or 10 months for academic year exchanges).
- The student is participating in academic training that is directly related to his/her major field of study at the post secondary accredited educational institution listed on his/her DS-2019 Form.
- The student is in good academic standing and has support from an SJSU academic advisor.
- The student receives written approval in advance from the Responsible Officer for the duration and type of academic training.

SEVERE ECONOMIC HARDSHIP

Off-campus employment may be permitted only in cases where there is proven severe economic hardship. The purpose of this kind of work is so a student may earn income, which is needed to pay living expenses because his/her sponsor can no longer provide funds due to unforeseen circumstances. In other words, a student must provide evidence that he/she is not receiving enough money to pay for school expenses and that the cause was not expected to happen when he/she came to the United States.

Examples of unforeseen circumstances might be a death in the family, severe inflation in the home country, or political trouble at home which prevents exchange to flow out of the country. Permission to work off-campus due to severe economic hardship is granted by the Responsible Officer in the IPS office within the regulations set forth by the U.S. Department of State, or by the sponsoring agency which issued DS-2019 Form.

TRAVEL TO SAN JOSÉ

Most international students arrive in San José by plane at San José International Airport (SJC). The following services will take you to SJSU or to your pre-arranged housing.

Updated information, maps, and phone numbers can be found on the San Jose International Airport website, www.sjc.org (click 'Ground Transportation').

The cheapest way for students to travel from the airport to the downtown San Jose area will be to take public transportation. There is a free shuttle from the airport, the #10 Airport Flyer, that picks up at the airport and goes to the Metro Light Rail or the Santa Clara Caltrain Station. From the Metro, you can take the Light Rail and get off at 2nd and San Fernando. From Santa Clara station students can take bus #22 which travels along Santa Clara, you can get off at 7th or 10th Street on the edge of the University. Buses and Light Rail cost \$1.25.

If you would prefer to be dropped off directly at your destination, another alternative will be a door-to-door shuttle. Shuttles are vans that drop off a number of passengers in one ride, which can take time. Shuttles do not need to be arranged in advance, and are located at either Terminal A (in the garage outside of the baggage claim) or Terminal C (outside, same side of the street, just south of the baggage claim). Shuttles run 24 hours a day, 7 days a week and will cost approximately \$15 - \$20 to the University.

Taxis are also found at Terminal A and Terminal C stops, and will be the most expensive, but most direct route.

Please note: If you are considering flying into San Francisco International Airport (SFO), please be aware that we are located one hour south by public transportation. There are shuttles, taxis and trains that you can take to San José but it is more expensive and it may be inconvenient if you have a lot of luggage. For more information on the train from San Francisco to San José, visit the Caltrain website at: <http://www.caltrain.com/caltrain/index.html>

Unfortunately, IPS does not have the staff or resources to pick up students at the airport.

ARRIVAL AT SJSU and TEMPORARY HOUSING

To take advantage of the entire orientation, you should plan to arrive in San José by **August 16th**.

If you do not have prearranged permanent housing, we recommend that you make plans to arrive at least a week before orientation begins, so that you will have enough time to locate housing.

In the summer, even affordable temporary housing in San José can be difficult to find. **We strongly recommend that you make your reservations well in advance.** The SJSU International House does have limited temporary housing prior to the official move-in date, but this also fills quickly. Please contact the International House directly about temporary housing (Tel.- 408-924-6571; ihouse@sjsu.edu). Students who plan to live in the I-House will be charged \$15 per day prior to the move-in date and students who are not going to live in the I-House will be charged \$20.

The following is a list of hotels near the SJSU campus. *The University is not associated with any of these temporary or permanent housing options nor does the University take responsibility for any of the businesses or referrals listed here. SJSU cannot make any recommendations nor can reservations be made on your behalf. We recommend that you inquire by telephone or fax and make reservations on your own prior to your arrival in San José. Please note that all prices are subject to change without notice.*

TEMPORARY ACCOMMODATIONS CLOSE TO SJSU

The Alameda Hotel
1050 The Alameda
San Jose, CA
(408)295-7201
\$50.00

Holiday Inn Express
2660 Monterey Road
San Jose, CA
(408) 279-6600
\$87.00

Vagabond Inn
1488 N. 1st Street
San Jose, CA
(408) 453-8822
\$75.00

Travelodge
1041 The Alameda
San Jose, CA
(408) 295-0159
\$79.00

E-Z 8 Motels
1550 N. 1st St
San Jose
(408) 453-1830
\$55.00

Executive Inn
1215 S. First Street
San Jose, CA
\$79.00

PERMANENT HOUSING

Although we can help facilitate the process, IPS cannot arrange permanent housing for you. It is your responsibility to complete the appropriate housing applications and submit them as soon as possible. Please be aware that the longer you wait to find housing, the less likely it will be that you get your first choice. Finding permanent housing can be difficult but not impossible.

Please note: ISEP students are required to live in the SJSU International House because the outgoing SJSU student has paid for your accommodation and meals.

SJSU International House (I-House)

Most exchange students choose to live in the International House. The I-House is a co-ed residence for 70 American and international students attending San Jose State University. It is located within walking distance (2 city blocks) from the SJSU campus and is a large, comfortable house with dining, study, TV and computer rooms and friendly interaction among students from many cultures. The I-House has residents from approximately 35 different countries worldwide and usually 15-20 American students. In general, the residents range in age from 18-35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, and English Language programs.

There are separate male and female floors and rooms are shared with 1-2 other roommates. As much as possible, roommates are matched according to compatible interests and personal habits. The I-House also tries to create balance of students from many countries so that there isn't any dominate country represented.

The International House application is available on their website (also included with the welcome letter that is sent to you). Please return the application **directly** to the International House at the address on those forms and include the required deposit. For more information about the International House, please visit their website at:

<http://www.sjsu.edu/depts/ihouse/index.htm>

SJSU Residence Halls

University Housing Services manages four residence halls, located at the southeast corner of the San José State University campus. There are three three-story brick residence halls that each accommodate 200 students each (these halls are frequently called the "bricks"). In the center of the residence hall community is Joe West Hall, a twelve-story high-rise that accommodates 500 residents.

Rooms are shared with 1-2 other roommates of the same gender but floors are co-ed. All rooms have cable TV hookups and Ethernet connections. In addition, residents can subscribe to telephone service through the campus Telecommunications department.

There are also two off-campus housing communities that are run by the Housing Office: Spartan Village and the Esplanade Apartments. Both residences offer shared apartments with other students. The apartments have their own kitchens and other facilities/support are on-site. There are shuttle buses that run to and from the campus every 15 minutes.

If you are interested in living in the Residence Halls or SJSU off-campus apartments, please send your application **directly** to Housing Services. For an application and more information on the Residence Halls, please visit the Housing Services website at:

<http://housing.sjsu.edu/index.stm>

Off-Campus Housing

There are also a variety of other off-campus housing options available to international students. Unfortunately, housing costs in San José can be very expensive (especially if you decide to live by yourself). Many international students share a two to three-bedroom apartment or house with other students and thereby share the costs of rent, food, and utilities. SJSU has a Housing Assistance Center that maintains a useful website for students looking for off-campus housing. It allows you to search by distance to campus, price, size and shared/vacant housing.

www.housing.sjsu.edu/och/rentallist.stm

OTHER WEBSITES FOR LOCATING OFF-CAMPUS HOUSING

The following websites can also be utilized to find apartments in the area with no fee charged by the company that lists the rentals. *The University is not associated with any of these websites for housing options nor does the University take responsibility for any of the businesses or referrals listed here. SJSU cannot make any recommendations nor can arrangements be made on your behalf.*

www.craigslist.org/sfo/sby

South Bay Area Craigslist that includes rental units, shared housing, and community events

www.apartments.com

allows you to search by price, size, amenities and/or location

www.apartments.net

allows you to search by city and apartment complex

www.apratings.com

includes rental listings, plus feedback from tenants of apartment complexes

<http://classifieds.bayarea.com>

includes classified ads for rentals in [The San José Mercury News](#)

www.rent.net

allows you to search by city

www.rentals.com

allows you to search by city, rent and size of rental

www.springstreet.com

allows you to search by city, rent, size of rental

RENTAL LISTING COMPANIES WITH REQUIRED FEES

The following companies provide rental listings with detailed information on apartments, condominiums, cottages, houses, duplexes, multiplexes, townhouses and shared housing for a fee. Rental companies will match your needs in terms of price range, location, number of bedrooms, and other amenities with their listings and notify you of potential matches. All companies offer a partial refund policy but please check with the company for details. Prices are subject to change. *The*

University is not associated with any of these companies nor does the University take responsibility for any of the businesses or referrals listed here. SJSU cannot make any recommendations nor can arrangements be made on your behalf.

www.bayrentals.com

Bay Rentals
3396 Stevens Creek Blvd., San José, CA 95117 Tel: (408) 244-4900

www.metrorent.com

Metro-Rent
2050 So Bascom, San José, CA 95008 Tel: (408) 369-9700

www.therentalco.com

The Rental Company
606D Saratoga, San José, CA 95129 Tel: (408) 244-7368

Update Your Address

Until you find permanent housing, your local address for official mail is the Study Abroad Office. Please don't forget to notify Admissions and Records (located in Student Services on the ground floor of the parking garage on 9th Street) of your new address once you find a place to live and thereafter whenever you change your address! You are also required to notify IPS of your permanent address, telephone and email address at all times. **Students who do not notify IPS and SJSU of changes in contact information will have problems with the U.S. Citizenship and Immigration Service (USCIS) that may lead to withdrawal from the university and possible deportation from the country.**

ORIENTATION PROGRAM

**All exchange students are *required* to attend all sessions of the
INTERNATIONAL STUDENT ORIENTATION
scheduled for**

Wednesday, August 18 through Friday, August 20, 2004.

(Location and times to be announced by email at a later date)

COURSE REGISTRATION

Course registration is done online through the SJSU website. We will send your Student Identification Number, User ID and your password via email. You will need all of these numbers to register for courses online. You have been assigned a specific day and time by the Registrar's Office as to when you can first try to register online. **We strongly encourage you to register on the date and time assigned.** We also recommend that you select several alternative classes just in case your first-choice classes are not available. Classes fill-up very quickly at SJSU, and if you wait until the first day of classes to register, you may not be able to obtain all of the courses that you want.

In order to determine which courses are appropriate for requirements at your home institution, look at course descriptions on the online catalog at the following website (click on the department, scroll to the bottom and click on 'courses'):

<http://info.sjsu.edu/web-dbgen/catalog/departments/all-departments.html>

According to immigration requirements, you are required to take a minimum of 12 units as an undergraduate and 9 units as a graduate student. Most undergraduate students take 12 - 15 units per semester, which is usually 4 - 5 courses. Most graduate students take 9 – 12 units, which is usually 3 – 4 courses. When looking through the course catalog, please be aware that not all courses are offered every semester. Therefore, you will also need to think about some alternate choices in case you first choices are not offered next semester.

Course schedules list the courses that are available for a particular semester and show the day, time, units, location of the class and the professor. It will also list the department/course number and a 5-digit course code. The course code is what you will need for registering for that class. The course schedules for each semester are available online through the "My Education" online system. You will need your student ID number, your user ID and your password to access the system at: <http://www.myeducation.sjsu.edu>

Please review the course schedules and make a list of choices that includes alternate choices in case any of your first choices are full. Important information about the My Education system is available at:

If you have carefully read the registration guide and you are still having problems with registering for courses, please contact the Study Abroad Coordinator.

Please note: If you do not get all of the courses that you want, or decide to make changes upon arrival, it is possible to do so. In fact, it is very normal for all students to “crash courses” during the first days or weeks of class. This means that you attend the first days of class for the course that you would like to join and request that the professor add you to their course. This process is can be very overwhelming and frustrating for exchange students but it is very normal for American students. Please be patient and diplomatic, but also persistent. If you are still having problems, please speak to the Study Abroad Coordinator. **The final day to drop courses is September 14th and the last day to add courses is September 21st.**

Choosing Classes For Your First Semester At SJSU

In order to help you select your classes for the semester, we would like to recommend the following:

- Access both the online catalog and the online schedule for the appropriate semester.
- Students should speak with an academic advisor in their department at their home institution if they have questions about which courses to take in their major field of study.
- Consider the following when choosing courses:
 - Tests
Please note that the placement tests (EPT, ELM, WST) are NOT required for J-1 students who are coming to SJSU on exchange programs for a brief period of study (1-2 semesters), unless you want to take an English or Math class that require one of these exams as a prerequisite. This is one of your many privileges as a J-1 visiting international student.
 - Prerequisites
Some courses have prerequisites (other courses that you must complete before enrolling in a particular course) and you may have to provide proof to the professor upon arrival that you have already completed an equivalent university-level course at your home university.
- **Undergraduate students** should be aware that courses numbered **001-099 are considered "lower division"** (for 1st & 2nd year university students) and are usually introductory in nature and have few prerequisites. If you are a freshman or sophomore (1st or 2nd year university student), most, if not all, of the classes that you take during your first semester should be lower division classes. **Courses numbered 100-199 are considered "upper division"** (for 3rd and 4th year university students). These courses usually require more difficult and challenging academic work.
- **Graduate students** should be aware that courses **numbered 200 and above are considered to be graduate-level courses**. These courses are usually only available to students who already have the equivalent of a U.S. bachelor's degree and who have already been officially admitted by the University into a graduate-level program. ***Exchange students must have permission from both the Study Abroad Coordinator and the Department Chair to take graduate level courses.***
- Try to select a balance of courses so that you do not overload yourself during your first semester at SJSU. Most classes are worth three units, which means that the class will have about three hours of lecture time each week. However, for each unit of class time, you should plan to spend at least 2-3 hours per week studying outside of class. It is a good idea to select a variety of writing, lecture and laboratory courses.
- We realize that you need to continue making progress towards the degree requirements at your home institution, but we also encourage you to take courses about California and the United States, as well as other subjects that you could not find at your own university. Some examples include: AfAm 134 Martin Luther King and the Civil Rights Movement, Biology (BIOL) 104A California Wildlife – Animals, English (ENGL) 168 American Novel, Geology (GEOL) 106 Geology of California, History (HIST) 179 America 1950 – present, HIST 189A California to 1900, Political Science (POLS) 102 State Politics, etc.
- The first semester is often the most difficult for new international students. Many of you will be adjusting to a new educational system, a new culture, a life away from family and friends, a new climate, new & different foods and eating habits, and looking for permanent housing, etc. As a result, you may not be able to successfully handle as many courses as you could if you were attending a university in your home country. If you find that the minimum number of units is not challenging enough, you can always take more courses in future semesters once you have better adjusted to life here at SJSU.

Course Fees

In most cases, exchange students pay their tuition/fees at their home institution and that covers the cost for the outgoing SJSU student. The SJSU student has also done the same to cover your expenses. However, some courses require additional fees for materials, field trips, lab fees, etc. When looking at the course schedule, please look under "Class Notes." Any course with the notation "05" or "06" requires additional individual course fees. **It is your responsibility to see that these additional fees are paid to the appropriate department office or to the Bursar's Office by the payment deadline.** If the course fees are not paid by the payment deadline, you could possibly be dropped from that course or your transcript will be withheld and credited will not be granted.

UNIVERSITY HEALTH CENTER

All registered students at San José State University are eligible for health services at the Student Health Center. Services include family doctor, preventive medicine, laboratory diagnosis, X-ray, birth control/pregnancy test/sexually transmitted diseases tests, AIDS/HIV information, and psychological counseling.

Medical emergencies that occur when the Student Health Center is not open are referred to San José Medical Center on the corner of 14th and Santa Clara Streets, **998-3212**, or Santa Clara Valley Medical Center, 751 South Bascom, **885-5000**. The emergency fees are **not** the University's responsibility and must be paid by the student's health insurance.

Students who are full-time students during the Spring semester and continue in the Fall semester can use the Health Center during the summer between the semesters.

For more information on the Health Center's hours of operation and services please visit their website at:

http://www.sjsu.edu/depts/Student_Health/index.html

HEALTH INSURANCE

Because of the high cost of medical care in the U.S., all international students on a J-1 visa **MUST** have adequate medical insurance in case of an emergency. San José State University offers a health insurance plan that meets the U.S. Department of State requirements. Please note that J-1 non-matriculated students are expected to have appropriate health insurance that meets requirements, but they are not required to purchase the University approved policy prior to arrival. **They are, however, required to present proof of adequate insurance to IPS immediately upon arrival. Failure to comply will result in a cancellation of course registration and dismissal from the J-1 visitor program under the sponsorship of San José State University.**

The cost of enrolling in the University's health insurance policy is approximately \$264.00 for one semester or \$630.00 for the whole academic year. Your health and medical insurance coverage will become effective on the day after your application has been processed.

If you already have insurance coverage comparable to the University's policy, it may be possible for you to obtain a waiver for SJSU's required insurance coverage after Ms. Khim Lok, Office Manager for International Programs and Services, reviews your own medical insurance policy. SJSU only accepts alternate health insurance coverage that satisfies the following requirements:

1. A minimum of \$100,000 total benefit
2. Medical Evacuation coverage of \$10,000 minimum (Transportation to home country in case of illness or serious injury)
3. Repatriation coverage of \$7,500 minimum (Transportation to home country in case of death)
4. Deductible (co-pay) not to exceed \$100 per visit
5. Policy must have a designated claims agent in the U.S.
6. Policy must be available in an English language version
7. California Title IX requirement: Pregnancy benefits for female student
8. California Assembly Bill 1768 requirement: Pre-existing conditions may be excluded from coverage for no more than 6 months

It is absolutely mandatory that your insurance meets ALL of the above requirements. Any health insurance plan that falls short of these requirements will not be accepted. Therefore, we strongly recommend that you contact Ms. Khim Lok before you purchase alternate health and medical insurance. She can be reached at (408) 924-5920 or khimlok@sjsu.edu.

For more information about the Health Insurance available to International Students, please visit the following website:

www.csuhealthlink.com

IMMUNIZATIONS AND HEALTH

In addition, **California State law requires university students to be immunized against measles and rubella.** You should, therefore, bring doctor's certificates in English showing that you have received these immunizations; otherwise, you will need to be immunized during your first semester at SJSU.

We strongly recommend that you visit your dentist and eye doctor for check-ups, as well as your family doctor for a complete physical examination before you leave your home country. All medical care in the U.S. is very expensive. In addition, if you are currently taking any medications, we suggest that you bring these medicines with you in containers that clearly label and identify the contents. We also suggest that you bring copies all health-related documents, records and histories.

FINANCES

For the 2004-2005 academic year, the minimum estimated expenses for two semesters (Fall and Spring) of classes and nine months of living expenses is approximately **\$10,850** (not including summer tuition/fees/living expenses). An additional **\$6,000.00** per year is required for an **accompanying spouse** and **\$3,000.00 for each child.** Please remember that no financial aid or scholarships are available to international students. You are expected to have available the funds shown on your Financial Statement for the duration of your studies at SJSU.

You should plan to have adequate funds available to you for your initial expenses when you arrive in San José. Some of these initial expenses include your books and university expenses, food, temporary housing costs, and local travel expenses. Also, once you find a permanent place to live (apartment, house, etc.), you will need to make a large deposit (usually equal to two month's rent plus a security and/or cleaning deposit) before you will be allowed to move in.

Please do not bring a lot of cash! We recommend that you use U.S. travelers' checks as they can be easily replaced if lost or stolen. Some students are able to use the Automatic Teller Machine (ATM) card from their bank in their home country. Please check with your own bank to see if this possible. Also, you may wish to send your money in advance to a California bank by a "telegraph or wire transfer." Your local bank in your home country will be able to assist you with this process. **Please do not bring a bank draft with you as it may take as long as 4-6 weeks before it clears the bank here in the U.S. While you are waiting for your bank draft to clear, your money will not be available for you to use!**

BANKING

Checking Accounts:

A checking account at a bank is essential in this country. It is convenient and practical to write a check instead of paying cash when you do business. Many business transactions require payment by checks. You may open a checking account in almost any bank in the San José area. Sometimes, a small monthly charge and/or a minimum balance is required for a checking account. You should establish an account as soon as possible so that you may have easy access to your money for initial expenses.

Saving Accounts:

You may also wish to open a savings account if you have large amounts of money. A savings account allows you to save and earn interest on your money. There are several types of savings accounts. The three main types are General Savings Account, Money Market Account and Certificates of Deposit (CD's).

Money Market accounts are designed for those with relatively large amounts of money, such as \$2,500 or more, to deposit. These accounts sometimes earn a high rate of interest.

A CD is a type of savings account in which the depositor agrees to have funds on deposit for a specific period of time, such as six months. The only fees that are associated with CDs are penalty fees charged for an early withdrawal.

Among the popular banks in California are Bank of America, Bank of the West, Wells Fargo, Citibank, American Savings, Bank of Santa Clara and Washington Mutual.

Identification:

To open a checking or savings account, you will need to present two pieces of identification (ID). One must be your passport; the other may be a driver's license or a SJSU ID card. It is not required that you have a Social Security number to open a bank account.

ATM:

With either a checking or savings account you may ask for an Automatic Teller Machine (ATM) card. This card will enable you to make deposits or withdrawals at banking machines located outside banks and in other locations.

We recommend that you take precautions when using an ATM late at night.

Credit Cards:

Credit cards (MasterCard, Visa, and American Express, for example) are also available through banks. These cards are used to purchase items or services. At the end of every month, you will be billed for your monthly charges. You may pay the entire bill or only a portion. If you pay only a portion of the bill, an interest charge will be added to the remaining balance.

Beware! *Credit card companies charge high interest on unpaid balances and this can be very expensive!*

SOCIAL SECURITY CARD

A Social Security card lists a social security number, which is a U.S. government identification number. In order to work you **must** first have a social security number and you will need an offer of employment in order to apply for a social security number. Social Security cards may not be used to prove your age.

To apply for a social security card:

Step 1: Gather the following documents:

- Your passport
- Your I-94, which is attached to your passport
- Your DS-2019 Form
- Your SJSU ID card
- The Social Security Card application form
(Available at the Social Security Office)
- A letter from IPS office

Step 2: Go to the Social Security Office. The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday. There are several Social Security offices in San José:

- 280 South 1st Street, Room 244
- 3315 Almaden Expressway
- 2726 Aborn Street

Other locations:

- Campbell – 770 W. Hamilton Avenue.
- Sunnyvale – 438 Murphy Avenue.

Other locations can be found in your local telephone book.

SOCIAL SECURITY TAX

When you receive a paycheck, there will be a paper attached to it describing which government taxes have been withheld from your salary. International students should not have social security tax withheld from their salaries. You should inform your employer of this before you start work. However, if social security tax was withheld in error, contact the employer who withheld the pay and ask for a refund. If it is not possible to get a refund from the employer, file a claim for refund from the Internal Revenue Service (IRS – the office which manages U.S. taxes) on Form 843. Attach a W-2 copy to prove the amount of tax withheld, your work permit, and Form 8316, or a signed statement claiming that the employer was asked to refund social security tax withheld in error, and it has not been refunded.

File the claim for refund to the IRS office where the employer's tax return was filed. If such information is not known to you, file your claim with the IRS Center, Philadelphia, PA 19255.

CALIFORNIA DRIVER'S LICENSE

If you study, work or establish residence in California and you want to drive, you need to get a California driver's license. A driver's license can also be useful for identification, for example, when you cash a check or buy alcohol (in California you must be 21 years of age to buy alcohol).

If you have an **international driver's license** or a driver's license from your country, you still need a California driver's license if you want to drive. To obtain a license you will need to successfully pass a written traffic law test and a driving test. If you have a valid **license from another state**, you will still need to get a California driver's license. However, you will only need to take the written law test. You will not have to take the driving test.

Department of Motor Vehicles offices (DMV)

www.dmv.ca.gov

In San José:

Address: 111 West Alma Avenue/ between Almaden Expressway & South 1st Street
Telephone: 408/341-1350 - obtain general information and/or appointment.

In Santa Clara:

Address: 3665 Flora Vista Avenue.
Telephone #: 408 / 277-1640

In Mountain View:

Address: 595 Showers Drive
Telephone #: 650/ 968-0610

In Fremont:

4287 Central Avenue.
510/ 797-0515

It's best to call for an appointment. If you don't have an appointment, go early in the morning or plan to wait.

To apply for a driver's license you need to go to any Department of Motor Vehicles (DMV). You do not need a Social Security number in order to apply for a California Driver's License.

Before you apply for a California driver's license pick up a Driver's Handbook from the DMV office. This handbook covers all the CA traffic laws that will be covered on the driving test. You can get the Driver's Handbook in English, Spanish, Chinese, Japanese, Korean, Spanish, and Vietnamese. **Study the handbook!** *You will probably not pass the test if you do not study first!*

Make your appointment for the written test, or go on a day when you have time to wait in line. On the day of your test, bring with you the following documents:

- Your passport or birth certificate
- A check payable to DMV (check with DMV for fees)
- Your driver's license from your country or another state (if you have one)

If you pass the written test, you will be required to take a eye test. If you are required to take the practical driving test, you will also receive a permit that allows you to practice driving to prepare for the driving test.

Make an appointment to take the driving test. When you take the driving test, take a car to the test. A driver's license examiner will be in the car with you during the test. You may not drive to the driving test alone.

If you do not know how to drive and want to learn, you can find driving schools in the yellow pages of the telephone book. Look under "Driving".

TELEPHONE SERVICES

STARTING TELEPHONE SERVICES:

Local phone service is provided in each area by one company, such as Pacific Bell or GTE California. Look in a telephone book to learn which company serves your area, and to find the phone number of that company's business office. Call your local company to order phone service. You do not need a bank account, a job or a social security number to start your telephone service. You will pay monthly service fees, plus fees for any local toll calls, long distance or international calls. You will need to be prepared to select a long distance company when requesting telephone service. The most common companies are Working Assets, Sprint, MCI, and AT&T. You could call all companies to inquire about which company has the best deal for the destinations you call. Company telephone numbers may be found in the telephone directory.

EMERGENCIES:

For emergencies, call 9-1-1. This number puts you in contact with the police department, fire department and ambulance service. You might have to wait on the line as a recording answers your call. Do not hang up and call again because calls are answered in the order they are received. After you speak with the dispatcher, do not hang up until you are told to do so.

INTERNATIONAL CALLS:

You must have a long distance telephone company to make a direct international call. To make the direct call without operator assistance, dial 0-1-1 + the country code + the city code + telephone number. To make an operator assisted phone call, which is more expensive than a direct call, dial 0-1 instead of the 0-1-1.

FINDING A TELEPHONE NUMBER:

You may use a telephone book ("White Pages" or "Yellow Pages") or Directory Assistance to find a phone number. To get Directory Assistance, call 411 if the number you are looking for is not located in telephone book. There is a charge to use this service. You may find area codes in the front of the white pages of the telephone book.

SJSU TELEPHONE NUMBERS

Department:

Admissions and Records
Associated Students Business
Cashiering Services
Counseling Services
Health Services
Housing Services
International House
MOSAIC: Multicultural
Spartan Bookstore
Student Financial Services
Student Life Center
Student Union Information
University's Police (Non-Emergency)

Telephone #:

283-7500
924-6240
924-1630
924-5910
924-6120
924-6160
924-6570
924-6255
924-1800
924-1602
924-5950
924-6350
924-2222
911
924-5900

Location:

Student Services Center
Student Union Office
Student Services Center
201 Admin. Building
106 Health Building
Joe West Hall
360 S.11th ST
3rd floor, Student Union
Student Union
Student Services Center
Cafeteria
Student Union
7th Street Garage

242 Admin. Building

EMERGENCY

Vice President for Student Affairs

Academic Departments:

President's Office
Provost & Vice President for Academic Affairs
College of Applied Science & Arts, Dean's Office
Administration of Justice
Aerospace Studies
Aviation
Health Science
Hospitality Management
Human Performance
Journalism & Mass Communications
Nutrition & Food Science
College of Business, Dean's Office
Accounting & Finance
Business Graduate Program
Business Student Advising Center
Marketing, MIS, Decision Science
Organization & Management
College of Education, Dean's Office
Child Development
Counselor Education
Instructional Technology
Special Education
Teacher Education
College of Engineering, Dean's Office
Chemical Engineering
Civil & Environmental Engineering
Computer, Information, & Systems
Electrical Engineering
Material Engineering
Mechanical & Aerospace Engineering
College of Humanities & the Arts, Dean's Office
Arts & Design
English
Foreign Language
Humanities
Linguistics & Language
Music & Dance
Philosophy
Theatre Arts
College of Science, Dean's Office
Biological Science
Math & Computer Science
Chemistry
Geology
Meteorology

Telephone #:

924-1177
924-2400
924-2900
924-2940
924-2960
924-6580
924-2970
924-3197
924-3010
924-3240
924-3100
924-3400
924-3460
924-3420
924-3435
924-3506
924-3550
924-3600
924-3718
924-3634
924-3620
924-3700
924-3746
924-3800
924-4000
924-3900
924-4150
924-3950
924-4000
924-3850
924-4300
924-4320
924-4425
924-4602
924-4463
924-4413
924-4673
924-4468
924-4530
924-4800
924-4900
924-5100
924-5000
924-5050
924-5200

Moss Landing Marine Lab	831/755-8650
Nuclear Science	924-4820
Physics	924-5210
Science Education	924-4916
College of Social Science , Dean's Office	924-5300
Anthropology	924-5710
Asian-American Studies	924-5750
Communication Studies	924-5360
Economic	924-5400
Environmental Studies	924-5450
Geography	924-5475
History	924-5500
Jewish Studies	924-4440
Political Science	924-5550
Psychology	924-5600
Social Science	924-5740
Sociology	924-5320
Women's Studies	924-5590
College of Social Work , Dean's Office	924-5800
African-American Studies	924-5871
Mexican-American Studies	924-5760
Urban & Regional Planning	924-5882

WEATHER

Although California is considered to be the "land of golden sunshine," San José can get cold at times. However, San José typically enjoys mild weather all year long. The summer months (June-August) are usually sunny and hot. San José enjoys its best weather in September/October and April/May. The winter months (December-March) usually bring rain and colder temperatures. You should bring some warm clothing with you (a heavy coat, sweaters, etc.).

SAN JOSE, CA WEATHER

MONTHLY AVERAGES AND RECORDS (WWW.WEATHER.COM)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Avg. High	58°F	62°F	65°F	70°F	74°F	79°F	82°F	82°F	80°F	74°F	64°F	57°F
Avg. Low	40°F	43°F	45°F	47°F	50°F	54°F	56°F	56°F	55°F	51°F	45°F	40°F
Mean	49°F	53°F	55°F	59°F	63°F	67°F	70°F	69°F	68°F	63°F	55°F	49°F
Avg. Rain	2.80 in	2.20 in	2.60 in	1.20 in	0.30 in	0.10 in	0.10 in	0.10 in	0.20 in	0.90 in	2.10 in	2.00 in
Record High	79°F (1962)	81°F (1986)	84°F (1988)	95°F (1996)	101°F (1984)	109°F (2000)	108°F (1972)	105°F (1993)	104°F (1971)	101°F (1987)	85°F (1967)	79°F (1958)
Record Low	24°F (1949)	26°F (1989)	30°F (1966)	35°F (1967)	37°F (1952)	42°F (1966)	47°F (1955)	47°F (1973)	42°F (1950)	36°F (1971)	21°F (1976)	19°F (1990)

THE GLOBAL STUDENT NETWORK (GSN)

We are happy that you will be able to spend part of your academic program at San José State University. Being a J-1 student on an exchange program carries both privileges and responsibilities. Be aware that all of the SJSU exchange students are automatic members of the Global Student Network (GSN) and are expected to participate regularly during their time at San José State University. The GSN is a student organization, recognized by the SJSU Associated Students, whose mission is to represent and support international education at San José State University. The organization is made up of international exchange students, as well as SJSU study abroad alumni and applicants for the programs. Participation will include attendance at the monthly business meetings and, perhaps, serving on one of the several task-oriented committees (International Film Club, Publicity, Special Events, International Coffee Hour, etc.) and/or participating as a volunteer at the IPS sponsored Study Abroad Fairs or other similar events. This will be a good way to meet American students who have either already studied overseas, or who are interested in having this experience. You will also meet other international exchange students. Many exchange students feel that this is one of the best parts of their experience at SJSU. However, if you feel that you will be unable to meet this requirement, you should, perhaps, consider another overseas exchange option.

You will hear more about this organization when you arrive. You might consider now, however, if you have any interest or talent in serving as a leader. Every year, 4-8 international exchange students volunteer to serve as officers for the international exchange student chamber. Perhaps one of them might be you?

ACADEMIC TRANSCRIPTS

After successful completion of your courses at SJSU, the Study Abroad Coordinator will send an official copy of your academic transcript to your home institution via the central office of the program through which you are participating (CSU IP or ISEP). Students on bilateral reciprocal exchanges will have their transcripts sent directly to the exchange coordinator at their home institution. All students can obtain an unofficial copy of their transcript through the SJSU website using their student number and PIN. If you would like an official copy for your own records, you can make that request yourself through the Office of Admissions and Records (there is a small fee). The Study Abroad Coordinator cannot issue an official transcript directly to a student. Please expect the transcript forwarding process to take 1 – 2 months from the final day of exams.

Prior to leaving SJSU, please verify with Admissions and Records that your academic records are correct and include all of the courses that you took while at SJSU. It is much easier to deal with any errors while you are in San José instead of from your home country.

MISCELLANEOUS INFORMATION

Finally, please remember to bring birth and marriage certificates for yourself, your spouse and your children, your international driver's license, and your children's school documents (grades, school reports, mark sheets, leaving certificates, letters from teachers, etc.). You may also want to bring books, music tapes, CDs etc. in your native language for you and your friends to enjoy during your stay in the U.S.

There are many computer facilities available on campus for use by students. **If you choose to bring your own laptop computer, please make sure that you get insurance for it.**

We hope this information will be helpful to you as you prepare for your journey to San José. If you have any additional questions, please do not hesitate to contact us via **telephone** at **(408) 924-5931**, via **fax** at **(408) 924-5976** or via **e-mail** at **dave.rudel@sjsu.edu**. All of the staff in the Office of International Programs and Services look forward to welcoming you to SJSU and would like to assist you in any way possible. We want to make your stay at San José State University as comfortable and enjoyable as possible!

We look forward to meeting you at the Orientation Program and to working with you during your stay at San José State University. Have a safe and pleasant trip to the U.S.A.!