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ISS Staff

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New Student Checklist

Immigration Check-In
Location International Student Services
Student Alumni Union
Building 4, Room 2330
Hours Monday – Friday
8:30a.m.– 4:30p.m.
- Passport and Form I-20 (F1 Students) or Form DS-2019 (J1 students) must be submitted to ISS for review. Copies will be made and you will receive a travel signature. New students are also required to complete an Emergency Contact Form.

Student Health History Form
Location Student Health Center
August Center
Building 23A
Hours Monday – Friday
8:30a.m.– 4:30p.m.
- Students must submit completed Health History Forms in order to maintain proper status at RIT. If you submitted your form electronically, you should have received an e-mail from the Student Health Center. If you did not receive an e-mail or did not submit your form yet, please stop by the Student Health Center so your case can be reviewed.

University ID
Location Registrar’s Office
Eastman Building
Building 1, floor 1
Hours Monday – Friday
8:30a.m.– 4:30p.m.
- Students must present valid photo identification in the form of a passport or driver’s license to obtain their RIT University Identification.
- Students must present I-20 or DS-2019 and passport to Payroll office to be paid for on-campus employment.

Set up Computer Account
Location ITS Help Desk
Gannet Building
Building 7B, Room 1113
Hours Monday – Thursday
7:30 a.m.– 9:00 p.m.
Friday
7:30 a.m.– 5:00 p.m.
Saturday – Sunday
12:00 p.m. – 5:00 p.m.
- For assistance setting up your RIT computer account, visit the ITS Help Desk. Additional information about Computer and E-mail can be found on page 5 of this guide.
Academics at RIT

Academic Support

The Academic Support Center (ASC), located in the Monroe Hall, room 2080, above the Artesano Bakery in the SAU, provides flexible and innovative services to enhance the academic and personal success of students.

English Language Center (ELC) is located in the Monroe Hall room 2080, above the Artesano Bakery in the SAU, and teaches ESL to RIT students who have previously studied English.

Classroom Hints

Attendance: Attending class is important and is often part of your grade. If you are ill or must be absent, please notify the professor by telephone or e-mail and ask for the assignment ahead of time.

Office hours: You can visit your professor during “office hours.” This is a time for professors to meet with students on an individual or small group basis. Students must take the initiative to make an appointment when they need help.

Introduce yourself to the professor right away. It is common to use academic titles in addressing faculty (Professor, or Dr. if the professor has a Ph. D), although some professors will tell you to call them by their first name.

Academic Dishonesty is taken seriously and not seen as simply “helping” another student. Do not copy assignments from other students: you must do your own work. During exam time, be sure to never talk to another student, open up your notes, copy from another student’s paper or ask someone else to do your work- or you will be accused of cheating.

Class participation: Students should take initiative to ask questions and assert their opinions when appropriate. Participation in the classroom is expected and encouraged and is often a part of your grade. Feel free to express your thoughts even if they are different from those of other students or the professor. Asking questions shows that you are listening and trying to understand the material. Professors appreciate this attention.

Time Management: It is important to study throughout the entire semester. Since large amounts of work will be assigned, time management is critical for academic success. Students must learn how to schedule study time and to skim materials. Deadlines are important- plan to take all tests and hand in all assignments on the days they are scheduled. Many professors will not give make-up exams or accept late assignments. We recommend the use of an agenda where you can plan all your tasks per semester and then just follow and update on a day- to- day basis.

Informality: Students and professors may dress and act casually. In the classroom, drinking a soda or eating very quietly is usually acceptable.

Grading: The final course grade is based on a number of factors and will vary from class to class but typically includes quizzes, mid-terms, finals, papers, oral presentations, take-home tests, attendance, and class participation. It is not a custom to negotiate with professors for grades. The grading system is intended to be fair. If you believe that your grade is not fair or that your professor made a mistake, you should make an appointment to discuss the grade. Never try to bargain. Some professors grade “on a curve,” meaning the grading scale is determined by overall class scores.

Plagiarism: When you write an academic paper, you must be sure to acknowledge the ideas you have taken from other people and sources. Representing someone else’s work as your own is called “plagiarism” and it is considered a serious offense in the United States, and can result in a failing grade or expulsion from the school.

Take the initiative: International students must take the initiative to approach American classmates for help (to borrow notes, to study or prepare for an exam, etc.) Classmates will often be willing to give out their phone number to a student who needs assistance.
Computer and E-mail

How do I check my e-mail?
Your official RIT e-mail which professors and peers will use to contact you is always accessible via: google.rit.edu. You should check your e-mail everyday to avoid missing deadlines and assignments.

How do I register for classes and check my grades?
Using the Student Information System (http://sis.rit.edu), you can add and drop courses, check your class schedule, grades, and Grade Point Average (GPA), view open and closed courses, degree information, your Academic Advising Report (AAR), and semester exam schedule.

How do I register my laptop for RIT Wi-Fi usage?
Go to http://www.rit.edu/its/services/wireless/wpaconnect

How do I access myCourses?
The myCourses system can be accessed via: mycourses.rit.edu. This allows students to view information for their classes posted by the professor.

How do I get help?
For general computer help, including help with your account, contact the ITS Help Desk.
Call 585-475-HELP (4357)
E-mail helpdesk@rit.edu
or consult the ITS website at www.rit.edu/its

Electronic Resources

mycourses.rit.edu
This application allows students and professors to interact. Here you will find syllabi, articles and assignments posted by your professors. Sometimes they will expect you to submit your assignments online through a “drop box”. You can view your grades and your exam results using this portal as well. A significant portion of teamwork activities is also done through this portal.

library.rit.edu
RIT library is an essential resource for everything you need for your studies. Besides the traditional method of checking out books and textbooks, you can get access to the electronic library and numerous databases, which would allow you to use library resources without leaving home. You can also get an online or in-person consultation from a librarian, if you are having trouble finding the necessary information online. This application does not let you register for courses. You can do that via the Student Information System.

my.rit.edu
This page gives you a number of links to other useful academics-related resources. You can get access to the Academic Support Center, Bookstore, ELearning Zone, RIT Academics, Co-Op Education & Career Services etc. All of the above mentioned sites are also easily accessible from this page.

eservices.rit.edu
Students may use this site to view and pay tuition bills, apply for financial aid, as well as view grades and class schedules. It can also be used to add funds to Tiger Bucks or Food Debit. Access can be provided to parents, sponsors or other third parties.

Note: You will need your active computer account (username and password) to properly use the aforementioned resources.
Cultural Adjustment

Learning to live in a new culture is never easy. For most people it is like riding a roller coaster with many ups and downs. You may feel very happy or excited one day and very sad or lonely the next day. This is very common; everyone experiences some form of cultural stress. These feelings will eventually calm down or go away.

Honeymoon Period: Initially, you will be fascinated and excited by everything that is new. You are at first elated to be in a new culture.

Culture Shock: A point where you are immersed in new problems, including housing, transportation, food, language, and making friends. Fatigue may result from continuously trying to comprehend and use the second language. You may wonder, “Why did I come here?”

Adjustment: Everyday activities such as housing and going to school are no longer major problems. Language skills and self-confidence are established. A routine has been developed.

Mental Isolation: You may be feeling lonely since you have been away from family and good friends. You might feel some frustration in not being able to express yourself as well as you can in your native language.

Acceptance/Integration: You have accepted the habits, customs, food and characteristics of the people in the new culture. You feel comfortable with friends, associates, and the language of the country.

Suggestions for Adjusting to a New Culture

Learn and observe. Learn as much as you can about your host culture and your new environment.

Think positively. Try not to focus on the things you do not like about your host culture. Do not hang around people who have negative attitudes.

Keep your sense of humor: Look for the funny side of embarrassing situations. Everyone makes mistakes; learn from yours.

Keep an open mind: Do not judge what you see as right or wrong, but instead challenge yourself to try to understand the many behaviors you will encounter. You don’t have to participate in something you disagree with, but you should try to understand it.

Keep realistic expectations: Movies and television do not offer a realistic view of life in your host culture. If your expectations were different, you may need to re-evaluate them.

Set realistic goals for yourself. You may not be able to do as much as you did at home during your initial adjustment period. Re-evaluate your goals and expectations often.

Speak English as much as possible. Don’t worry about making mistakes. Practice, practice, practice!

Go out, take initiative: Find out where people meet and socialize, and make an effort to go to these places. Attend programs sponsored by ISS! Americans may have had less international experiences than you have. International students usually have to take the first steps in getting to know Americans.

Seeking Help in Coping with Culture Shock

The International Student Services staff is happy to meet with you. They have overseas experience and are very familiar with the cultural adjustment process. They will also answer questions about your immigration status. All conversations are confidential.

The RIT Student Health Center will assist you if you are feeling sick or have other physical symptoms of culture shock and can aid you in determining where to seek attention of experienced doctors and nurses.

International student organizations provide an excellent opportunity to get involved on campus and allow you to meet fellow RIT students from around the world. Global Union is one of them.

The RIT Counseling Center is another resource if you would like to speak with a professional counselor. It is very acceptable to see a professional counselor in American culture. It does not mean you are mentally ill. No one will think less of you if you visit these offices. Counselors often see students about a variety of issues. All conversations are completely confidential.

Your family and friends can often be a good source of support. Friends who have been in the United States longer than you have probably experienced the same feelings. Talk to friends who have a positive attitude about living in the United States.
Counseling Center

Promoting & supporting the emotional health and well-being of the campus community

About - University life can be one of excitement and self-discovery. At the same time, it can generate academic, emotional, personal, social, and even financial concerns. Although not uncommon, at times these concerns can make it difficult to succeed or function while at school. Counseling is an excellent way to address such issues, to learn more about yourself and others, to develop new life skills, and to explore and gain insight, understanding and acceptance.

Making an Appointment is quite easy. Simply call (585) 475-2261 (Voice/TTY) or stop by the office located on the second floor of the August Building immediately across from the Student Life Center on RIT’s “Quarter Mile.”

Rochester Global Connections

About – The Rochester Global Connections brings the Rochester community together with international college students and visitors to develop friendships, promote international understanding, and enhance the quality of life for our participants and the community. RGC is a nonprofit, volunteer organization, whose activities are nonsectarian and nonpolitical in content.

Friendship Volunteer Program
Friendship Volunteers, who can be a family, a couple, or an individual, are matched with international students to whom they offer practical assistance and social interaction. They may help you shop for clothing, food and household items, open a bank account, practice English, and understand American culture. Your hosts may invite you to their home for dinner and conversation, to share holidays and special events, or take you to places of interest, including museums and historical sites. If you would like to be matched with a Friendship Volunteer, visit RGC’s website at www.rochesterglobalconnections.org/
Books

Find out in advance what books you need. From the Barns and Noble @ RIT Official Website rit.bncollege.com/ you can find out what books your professors require for the courses you will study (complete “Buy Your Textbooks On-Line Today!” form).

You won’t be obliged to purchase selected books, but you will be able to see which ones you will need to study. Sometimes you might be able to find an international edition of a textbook in your home country. International editions are usually much cheaper than American editions, so you might want to consider it as an option to lower your expenses.

Barnes and Noble @ RIT Bookstore – Located in Park Point, it serves as the campus bookstore for RIT students. There you will find every textbook or other supportive material (CDs, case studies, etc.) you need for your classes – basically, whatever RIT professors specified as required for the course.


Wallace Library – Library resources might help you in a few ways: A book you need might be available for borrowing for the entire semester. However, there will only be one or two copies of a book available, so act quickly. Very often there will be a copy on a reserve, available from Circulation Desk. You cannot take it home, but you can study with it in the library.
Banking

Opening a bank account
It is recommended that you open a bank account and obtain a debit/credit card and a check book, because a lot of payments in the US are made electronically, and by card or check. It is also much safer to keep your money in a bank than at home.

There are a few major banks in the area. When choosing a bank, ask for additional benefits provided for RIT students. In order to open an account, international students are usually required to provide various combinations of the following documents:
• Home address and local address proof;
• 2 forms of ID (e.g. passport and RIT ID);
• Proof of the international address (the address as noted in the passport or a piece of mail (acceptance letter, etc.) from RIT that was sent to the international address) or
• A letter on school letter head stating you are a student at the college and list your international address and US address, and signed by a college representative (Chase Bank only);
• I-20 or DS-2019;
• An acceptance letter from RIT.

Please note that most of the banks come to the campus during the Orientation week, and you can open an account without having to go off campus to the bank.

ATMs
The following banks have an ATM on campus:
Bank of America
Gordon Field House (GCR),
First Niagara
Student Development Center (CSD),
Grace Watson Hall (GWH),
Student Alumni Union (SAU),
Crossroads (CRS),
M&T Bank
George Eastman Building (EAS),
Nathanial Rochester Hall (NRH).
Advantage Federal Credit Union
Full services at Global Village.
ATM locations
Student Alumni Union (SAU)
Lyndon B. Johnson Building (LBJ)
Barnes and Noble @ RIT

For complete list of ATM locations and please visit [http://finweb.rit.edu/sfs/atm.html](http://finweb.rit.edu/sfs/atm.html).

Cell Phones

Annual contracts
Most cell phone companies offer special deals on cell phones (either free handsets or discounts on select models) when you agree to sign a one or two year contract (length of contract depends on the company). You must then select a “plan” according to the number of minutes, text messages, and other features you estimate you will use each month. For example, unlimited calling and texting for a set monthly fee, or 450 minutes for $39.99 per month, plus 300 text messages for $9.99 per month. Evaluate each plan carefully according to your needs, noting that companies will often charge very high rates per minute if you exceed your number of minutes per month (i.e. if your set plan includes 450 minutes for $39.99 per month, but you accidentally exceed your 450 minutes by 50 extra minutes, those 50 extra minutes may cost you 25 cents/minute above and beyond your normal monthly fee). Once you select your plan, you must make monthly payments, either by check or automatic deduction from your credit card or bank account. Some companies may require you to have a Social Security Number and credit card approval in order to sign up for the contract, although AT&T, for example, offers exceptions for RIT international students. Be sure to discuss these details, including potential activation fees or early termination fees, prior to signing a contract.

No annual contracts
1. Pay-as-you-Go: This option is often convenient for students who make very limited calls. Select a pre-packaged phone kit. The kit will include a very basic phone, and then you decide how much money to add to your account. For example, when you purchase the phone (at Wal-Mart, Best Buy, even at gas stations!), you can add $50 worth of calling time to your account. Once you use all the money, you must “refill” the phone with more money using prepaid cards, online, or by phone in order to make more calls. If you don’t add money, you can’t make calls. Inquire about refill expirations! A $10 refill card may require you to use the full $10 within a set time period, such as 2 weeks. Different companies will charge different prices for the minutes that you use. For example, under one plan $50 may buy you 500 minutes at 25 cents per minute, but on another plan, that same $50 may only buy you 200 minutes at 25 cents per minute. Other plans may give you the option to pay $1 per day on the days that you make calls, and then those calls cost less per minute.

2. Prepaid monthly option: “Pick your Plan” by selecting the number of minutes and features you want…for example $30 for 200 minutes, or $50 for 400 minutes. Your monthly payments will be automatically deducted from your credit card or bank account. Once your monthly minutes run out, you can no longer make calls until the next month when your minute-plan starts again. This feature protects you from unexpected charges at the end of the month. Phones range from very inexpensive, simple models, to more expensive, very sophisticated models.
Student Health

Student Health Fee
All full time undergraduates pay a mandatory student health fee each semester, which appears on your bill from the Student Financial Services’ office along with tuition, living expenses and other fees. The health fee covers most of the services offered within the Student Health Center (SHC), such as: Primary care appointments with a physician or nurse practitioner, Women’s health care services, Psychiatric services, Allergy injections, some tests done within the SHC laboratory, Health education counseling and programming. There is no “co-pay” at the time of the visit. Note: some tests and services within the SHC are not covered by the health fee. There is a separate charge for: urine pregnancy tests, rapid strep tests, rapid mononucleosis tests, immunizations, medications purchased within the SHC (including contraceptives).

The SHC does not accept insurance, credit cards or debit cards for direct payment of charges. Cash, check and Flex ‘Tiger Bucks’ are the only accepted methods of payment within the SHC. You will be given a receipt which you may then submit to your insurance company for reimbursement.

Insurance
All RIT students are required to carry insurance to cover services provided outside the SHC, such as: Referrals to specialty providers (orthopedics, dermatology, etc.), lab tests sent to an outside laboratory, X-rays and other imaging tests, prescription medications purchased outside the SHC, urgent care and emergency room visits, and hospitalization.

International students are automatically charged for the Aetna Student Accident and Sickness Plan offered through RIT. The plan provides coverage for a full calendar year and is not limited to services within Rochester. For additional plan information or claim forms, please visit www.universityhealthplans.com/letters/letter.cgi?school_id=10. You can find an insurance card form at the International Student Services office. If you wish to exempt yourself from RIT insurance plan, you must fill out an Insurance Waiver form: https://www.universityhealthplans.com/secure/waiver.cgi?school_id=238.

For students whose insurance coverage is provided by a spouse or parent residing outside the Rochester area, it is very important to check the policy thoroughly for coverage of “out of network” healthcare services. If you are covered, please check to see what the policy requires for benefit coverage while the student is away from home. If you are not, please consider purchasing the RIT plan. State insurance plans such as Medicaid do not provide coverage outside the home state.

Be prepared
• Know the name of your insurance company
• Bring a copy of your insurance card to every SHC appointment (they need the information if we send lab tests out or make a specialty referral)
• Know the basics of your plan, especially regarding out of network coverage
• Keep a copy of your policy with you on campus to refer to if needed
• Keep a copy of any claim forms or know how to obtain them if needed
• Keep a copy of all the forms, tests or else you bring and submit to RIT

RIT Facilities
Transportation

RIT Campus Shuttle (#33) – Traverses the RIT campus along Andrews Memorial Drive and the various residential centers (University Commons, Colony Manor, Perkins Green, River knoll, Greek Housing) on campus. This route also stops at Park Point residential areas and at Barnes & Noble. This service operates weekdays (M-F) from approximately 7 a.m. to 1:30 a.m. Weekend service is available from approximately 7 a.m. to 11 p.m. Although operated by RTS, the service is free for RIT students with valid RIT IDs. http://www.rit.edu/fa/facilities/pats/transportation/shuttle.html

Slightly revised schedules are provided during breaks and summer semester. Schedules for RIT Campus shuttle routes are available at the Parking and Transportation Services office, at the Information Desk (SAU building, 1st floor) and at http://www.rit.edu/fa/facilities/pats/transportation/bus.html Schedules are subject to change and are updated each semester. Please note that RIT transportation services are not available when the University is officially closed due to a holiday (federal or Christmas/New Year’s week) or emergency closures due to inclement weather conditions. Please be aware that Regional Transportation Services (RTS) provides reduced services during all federal holidays. Public Safety provides students with Mobile Escort van and walking escort service if students need to traverse the campus late at night http://finweb.rit.edu/publicsafety/safety/City Transportation – There is one route that provides direct service to the RIT campus on a daily basis from downtown Rochester – RTS Route 24. This bus runs through Rustic Village – a popular off-campus housing option for RIT students. In order to get to any other destinations, you will need to switch between routes. In order to plan a trip or request information about schedules, routes and payment options, please visit the Information Desk at Campus Center or check http://www.rgrta.com/MapsSchedules/RegionalTransitService%28RTS%29.aspx

Common taxi services are listed here http://www.rit.edu/fa/facilities/pats/transportation/taxi.html

Driving and Parking

RIT Parking and Transportation Services (PATS) provide various parking permits and services. All vehicles used and parked on campus must be registered with the Parking Office located in Grace Watson Hall (GWH). Please refer to the parking website at www.rit.edu/parking for the parking regulations and services offered.

A valid driver license from another country is also valid in NYS. You do not need to apply for a NYS driver license unless you become a resident of NYS. For more information about driver’s licenses, please visit the NY DMV website: http://dmv.ny.gov/driver-license/looking-license-permit-id-card-information#about (international students who attend school in NYS are not considered residents of NYS).
International Driving Permit: an International Driving Permit is not a driver’s license. The permit is issued in your home country, and only verifies that you hold a valid driver’s license in your home country. Your foreign drivers license, not the International Driving Permit, allows you to drive in NYS. You are not required to have an International Driving Permit to drive in NYS, but the permit has value. The permit verifies, in several languages, that you have a valid foreign driver’s license. A police officer who cannot read the language on your foreign driver’s license can read the permit.

According to NYS law, a resident of another country can get a NYS drivers license. In order to get your NYS license, you need to:

2. Visit the Henrietta Branch (Suburban Plaza 2199, E. Henrietta Road Rochester, NY 14623, call 1-518-486-9786) to apply for your learner’s permit. You will have to pass a short theory test, a vision test, pay your fees and have your picture taken. You will need to provide a few IDs, including Social Security Number (SSN). If you are not eligible for a Social Security Card, you must provide a letter or form SSA-L676 from the US Social Security Administration (SSA) that states you are not eligible. The SSA Letter or form must have been issued no more than 30 days before the date of your application. Read the specific requirements on the identification requirements page of the NY DMV website http://dmv.ny.gov/forms/id44edl.pdf
3. Practice your driving and a road test, and complete a 5-hour pre-licensing training course. For driving lessons or 5-hour course information, you can contact ABC School of Driving that has years of experience in instructing international students (visit www.abcschoolofdriving.com or call 585-530-9344). Schedule and take your road test. Allow a month between the day when you schedule your road test and the actual date of your test.

However the DMV does not recommend you getting a NYS because when you receive your NYS driver’s license, you must surrender your foreign driver’s license to the DMV road test examiner. The local DMV office keeps your foreign, and then destroys the license after 60 days. If you plan to return to your home country and use your foreign license, ask the road test examiner how to make sure that your foreign driver license is not destroyed. If you need to get your license back, go to the local DMV office where you applied for your NYS license.

Housing

On-campus
Sign up for RIT on campus housing before you arrive. Freshmen students must stay at Residence Halls during their first year, but all other students are responsible for completing necessary forms and securing their housing. Please be aware that although RIT Inn and Racquet Club are considered to be a part of RIT on campus housing, they are, in fact, located off campus, and you will have to take a shuttle (free for RIT students) to get to the campus. For more information visit: http://www.rit.edu/fa/housing/

Off campus
Many students, especially graduate students, choose to live off campus. The rent is usually lower, and apartments might be newer and more comfortable. RIT’s ACE (Association for Commuter Engagement) assists students who are commuting to campus from off-campus residences. Their services will be available to you once you arrive. More information about ACE can be found on their website: www.rit.edu/ace


In order to search the sites, you might be asked to enter a ZIP code: 14623

Tips for those who are considering staying off campus

1. You need to make sure the housing that you choose is located within walking or biking distance (although it might be problematic in winter) from RIT, or that is located on a bus line. Even if you plan to buy a car, it will still take some time, and given that public transportation in Rochester is not well developed you might be unable to commute. Useful resources for planning bus trips are: www.rqta.com and www.maps.google.com
2. Apartments are usually not furnished, and if they are, the rent will be higher. You may buy used furniture and sell it again once you move out.
3. Apartment complex might offer some of the following amenities for no charge to the residents: fitness center, sports playgrounds, basketball and tennis courts, pool, library, laundry facilities; business center.
4. Lease (rent) term is usually one year; shorter periods might be available for a surcharge.
5. Security deposit needs to be submitted with the application in an amount equal to 1-2 months’ rent.
6. Rent payment may or may not include heat/water/gas/cable TV/Internet access/garage/electricity costs/laundry.
7. You might be required to present a proof of income, and/or a co-signer or guarantor might be required for non-U.S. residents.
Dining

How can I pay?
The most common way for students to pay for meals is with your University ID card. This card keeps track of your meal plan (debit account) and your Tiger Bucks (a kind of “virtual” money used on campus and many other places (for more information go to http://finweb.rit.edu/diningservices/)) to pay for different services and products, including food, books, and more). Or, you can always pay with cash or credit card in case you forget your student ID.

What is a meal plan?
*Resident Plans: Students residing in a residence hall must select a meal plan. First year may choose one of three meal plans - Any 20 Plus, Any 14 Plus, Any 10 Plus. Each option includes a certain number of meals per week at Gracie’s, an all-you-can-eat dining facility. In case of the 20 plus meal plan, you are allowed 20 meals at Gracie’s per week, plus have $250 in food debit to spend at other dining locations on campus. In addition, 7 meals per week are considered ‘meal options’ and can be exchanged for $7.50 worth of food at a different dining facility including food debit or Tiger Bucks account! You can do it at the Dining Services Administration Office, Student Financial Services, or any Dining Services cashier station, or electronically at: https://ipay.rit.edu/eServices/login.do. You may also phone your deposit into the Dining Services Office at (585) 475-2228 (V/TTY) or toll free: 1-800-724-5104, using a VISA or MasterCard.

Dining Locations
For a full listing of all on-campus dining locations, visit: http://www.rit.edu/fa/diningservices/content/locations

Artesano Bakery & Café is located in the SAU’s first floor offering numerous desserts, pastries and coffee.

Beanz is a coffee shop and lounge located in the Grace Watson lobby and serves the popular Spot Coffee and many great Freshens Smoothies, along with fresh baked Otis cookies and loads of treats from our bakery!

Brick City Café is centrally located in the Student Alumni Union Building. For breakfast, enjoy a variety of grilled items cooked-to-order, along with our daily specials, and fresh baked goods, hot entrées and vegetarian selections, homemade soups, chili, grill, sandwiches made-to-order, fresh seasonal salad bar, daily specialties.

Bytes on the Run: Welcome to our brand new, convenient ‘grab and go’ store located in the breezeway of the Student Alumni Union (front of Artesano).

The Café & Market at the Crossroads is one of the most popular dining adventures at RIT, featuring pasta & pizza, made to order salads, deli sandwiches and soups, food hot off the grill, Asian cuisine, and more! They have a full convenience store inside Crossroads too. Aspirin for your headache, milk, microwave meals, fresh fruit, a wide selection of beverages, candy, cereals and plenty of chips!

The Commons—Relax and dine in our newly renovated facility located on the second floor of the NTID Student Development Center. Open seven days a week. We are also your late night dining place. Choices include stone oven pizza and pasta dishes, charbroiled sandwiches from the grill, tasty Quinzo’s Subs, salads made just the way you like it, and lunch and dinner chef’s specials.

The Corner Store is located in Nathaniel Russo-Hall across from the Post Office. Pick up a snack or the fixings for a whole meal! The store is filled with fresh produce, sandwiches, chips, beverages, microwaveable entrees, ice cream, etceteras, and tons of other good stuff!

The Deli at Golisano is located in the atrium of the B. Thomas Golisano College of Computing Science Building offering delicious quesadillas, pita pizzas, wraps and much more.

Freshëns is located in Institute Hall (INA). It serves handcrafted savory and dessert crépes and all natural, fresh blended smoothies that are convenient, portable, and great tasting.

Gracie’s: Grace Watson Dining Hall (better known as Gracie’s) is the largest dining facility on campus. Offering an all-you-can-eat concept, Gracie’s serves three meals a day with the exception of Sunday, when we offer brunch and dinner.

Ritz Sports Zone is the place to be for good food, fun, and real good entertainment! Located in the lower level of the Student Alumni Union in the heart of the RIT campus, the Ritz grill is the home of Oscar’s Hot Burger, an original since 1985. They also serve great tasting chicken and wings, deli sandwiches, and more! The Ritz Sports Zone is also home to the Game Room, where you can play a variety of video and pinball games, darts, pool, football and air hockey, and ESPN Sports Center Desk!

Salsaritas is a café located in Global Village. It serves authentic Mexican food like burritos, delicious quesadillas, tacos, nachos etc. Global Village also offers a sushi bar and a Chinese grill.

Sol’s Underground is located on the A level of Sol Heumann on the east end of campus surrounded by the residence halls. They offer a variety of classic milkshakes and frozen delights, made to order flatbread wraps and pizza, soups, and baked treats.

SETTLING DOWN
Employment

Employment on Campus

*Reminder: International students are eligible to work up to 20 hrs per week on campus during academic semesters and up to 40 hours per week during breaks.*

Enroll for a minimum of 12 credit hours, or have a full-time equivalency for the semester(s) of employment.

Apply for a job on campus - Get a Student Employment Verification Slip from your employer, which you will then take over to the Student Employment Office (SEO) to receive your Employment Eligibility Card and fill out your I-9 form online.

After you’ve filled out your I-9 form online, go and ask for a copy of the Hire Form from your employer with an original signature. Bring this Hire Form to International Student Services (ISS) so that we can write a Social Security Request letter on your behalf.

You must now apply for a Social Security Number. In order to apply, you will need to travel to the downtown Social Security Administration office (SSA) and apply in person. Students must arrange their own transportation or take the Rochester Public Bus (Bus #24). Directions via bus are available in ISS and on the ISS website. Please bring the following documents with you when you go to the SSN Office:

- Your Hire Form
- A Social Security Request letter written by ISS
- A completed Social Security Application form (go to ISS for application)
- Original passport with visa, I-94 card, and I-20 or DS2019.
- To print a copy of your I-94 card visit: [www.cbp.gov/I94](http://www.cbp.gov/I94)

Please request a receipt confirming the submission of your application, and then bring the receipt to International Student Services so we can copy it for your file. Paychecks will not be distributed unless this receipt is on-file in our office. Failure to apply for a social security number will result in termination of your employment.

*Reminder: For students on an F-1 visa, you are eligible for a Social Security Number only if you have been offered a job. Students who accept employment at RIT must be willing to fulfill their commitment to their employer. If circumstances change and you are no longer able to work, a minimum of 2 weeks’ notice must be given to your employer. Students should not pursue employment at RIT for the sole purpose of obtaining a social security number.*
Legal Services

Student Government provides free legal advice from an attorney. The lawyer is available in the Student Government office by appointment only. Contact Student Government at 475-2204 (v/tty) or e-mail sgstaff@rit.edu or kahhcc@rit.edu to make appointments. Any legal concerns can include but not limited to child support, landlord/tenant issues, contracts, starting a business, traffic violations, D.W.I., wills and estates, and immigration issues.

http://www.rit.edu/sg/services.php

Employment off Campus

The following information is for F-1 students, but the rules for J-1 employment are very similar. J-1 students must contact their program sponsor (RIT, Fulbright Foundation, etc.) to discuss co-ops and academic training. For F-1 students, there are two types of off campus employment: Curricular Practical Training (CPT), and Optional Practical Training (OPT). For both types, you must first have been enrolled full time for a full academic year.

Curricular Practical Training (CPT)
• Register for a class called “Co-op” with both your academic department and the Coop/Career Services Office. You will need to get approval from your academic department. The Co-op office will assist in your search, but it is up to you to find the Co-op.
• Make an appointment with International Student Services as soon as you have registered for the Co-op. Bring a copy of your job offer letter showing the company name, address, and the co-op start and end date. ISS will then issue you a new I-20 with CPT authorization so you can legally work for that company only. Do NOT start working until ISS issues you a new CPT I-20.

Optional Practical Training (OPT)
OPT is a 12 month authorization card issued by US Immigration for you to work at any company in your field of study. To be eligible:
• You must have used less than 12 months of full-time CPT.
• All of your required coursework must be complete.
• You do not need a job offer, but once you are approved for OPT, the 12 months will begin, whether or not you actually find work. Unemployment is limited to 90 days during your 12 month block of OPT.
• Apply 3 months before your requested OPT start date. ISS offers OPT workshops every semester – a schedule of upcoming workshops will be sent via e-mail. Plan on attending an OPT workshop 1 or 2 semesters before you graduate to get all your questions answered.

Can I volunteer off-campus?
All off-campus work requires authorization. This includes volunteering or working for free.
• The only exception is for jobs where no one is ever paid (example: volunteer food server at a church soup kitchen for the poor).
• If you are doing something that another person could be doing for pay, it is work and needs authorization/permission from ISS.

Can I volunteer off-campus?

Can I volunteer off-campus?
Campus Life

http://campuslife.rit.edu/main/clubs/index

Campus Life at RIT exists to bring students of similar interest together and provide them with opportunities to become effective leaders. Currently there are approximately 250 active clubs, 11 Major Student Organizations, and 30 Greek Organizations on campus. RIT welcomes and embraces all of its unique, student operated clubs and organizations.

Global Union
https://thelink.rit.edu/organization/global_union

RIT Global Union is a Major Student Organization (MSO) which functions as an umbrella organization for the international students and all the cultural clubs on campus and which represents the interests of all affiliates and members before the RIT Student Government. The RIT constituency includes over 2,000 international and American students, and 27 cultural clubs. GU is located on the lower level of the Campus Center (Building 3, Room A760), and can be reached by e-mail ritglobalunion@gmail.com.

OCASA & ACE
https://thelink.rit.edu/organization/ocasa and https://www.rit.edu/ace

The On-Campus Apartment Student Association (OCASA) provide services, programs, and advocates for the needs of all students living in RIT owned apartments. They’re located in 113 Riverknoll.

The Association for Commuter Engagement (ACE) is an MSO that represents all off-campus and commuter students for RIT. ACE advocates on behalf of these students and their needs to the larger RIT community. ACE is located in the lower level of the Campus Center (Building 3, Room A650).

Student Government
www.rit.edu/sg

Student Government is the representative body for the students of RIT. It is the students’ voice on all institute policies, developments, and decisions. SG is comprised of senators from each of the colleges, community senators, representatives from the Major Student Organizations (MSOs), the executive cabinet, and two advisors. It is SG’s job to ensure that the student perspective is taken into account when decisions are made.

Center for Women and Gender (CWG)
www.rit.edu/studentaffairs/womenandgender

The mission of the CWG is to foster a campus community that is safe, equitable and respectful of all members. The areas of focus include Community Enhancement; Health and Wellness; Leadership Development; etc. They offer education and referrals for relationship, sexuality, pregnancy, body image, harassment/discrimination and sexual assault issues. The CWG is also a 24-hour comprehensive service for students involved with sexual assault, relationship violence, and stalking (CARES). Call 585-295-3533 (v/text) or contact the CWG at 585-475-7464 (v/tty) to access this service.
Residence Life
The Center for Residence Life serves students residing in RIT Residence Halls, RIT Inn, Global Village and Apartments. While Housing Operations is responsible for administrating housing assignments and maintaining facilities, Residence Life is responsible for the communities and individuals living on campus. There are Resident Advisors (RAs) on every Residence Hall floor, apartment complex, and in Global Village, who assist with community building, providing resources to students, and mediating roommate conflicts. RAs also plan several events and activities for students during the school year. [www.rit.edu/studentaffairs/reslife/](http://www.rit.edu/studentaffairs/reslife/)

Public Safety
RIT’s Public Safety Department delivers professional public services and initiatives contributing to a safe community, sensitive to the uniqueness of individuals and groups engaged in living, learning, and working on campus. Public Safety can be reached 24/7 on any day of the year, including holidays and breaks. Students can call them to report any incidents that happen on campus, such as theft, harassment, vandalism, medical or non-medical emergencies.

- **Emergency:** (585) 475-3333
- **General:** (585) 475-2853
- **Text:** (585) 205-8333
- **AOL:** RITPUBLICSAFETY

[www.rit.edu/fa/publicsafety/](http://www.rit.edu/fa/publicsafety/)

Religious Life

- **Catholic Campus Ministry**
  - Minister: Alice Miller Nation
  - E-mail: amncpm@rit.edu
  - Office: (585) 475 5172

- **Orthodox Christian Fellowship**
  - Sunday Masses:
    - 10 a.m. interpreted;
    - 5 p.m. celebrated in the Allen Memorial Chapel.

- **Hillel: A Resource for Jewish Students**
  - Contact: Eli Bass
  - Office: (585) 703 6090
  - E-mail: esbcpm@rit.edu
  - Shabbat, Holidays, Seders, Etc.
  - Shabbat services are held Friday evenings. Services begin at 6:00p.m. followed by a wonderful home cooked Shabbat Dinner.
  - [http://www.rithillel.org/](http://www.rithillel.org/)

- **Lutheran Campus Ministry**
  - Contact: Nathan Krause
  - Lutheran Campus Ministry
  - Office: (585) 475 5171
  - E-mail: npkcpm@rit.edu

- **Muslim Student Association**
  - Contact: Rauf Bawany
  - Muslim Chaplain
  - Office: (585) 475 4373
  - E-mail: rxbcpm@rit.edu
  - Jumuah Prayer
  - Muslims on campus observe the Friday prayer, which is 1:00 p.m. to 2:00 p.m. in the Skalny Room of the Center for Religious Life. The MSA provides “iftaar” (breaking the fast) during the holy month of Ramadan.

- **Zen Buddhism**
  - Idunno Zen Community Coordinator
  - Contact: Shudo Brian Schroeder
  - Office: (585) 475 6346
  - E-mail: zazenRIT@gmail.com
  - Meditation sittings take place most Wednesdays at 5:00 pm and Saturday mornings at 10:00am during the regular academic year while classes are in session.

For more information, visit the Center for Religious Life’s website: [www.rit.edu/studentaffairs/religion](http://www.rit.edu/studentaffairs/religion)
GETTING AROUND

Traveling

Within the U.S.
Whenever you leave Rochester, whether by train, bus, plane, or car, you must travel with your original immigration documents: valid passport, visa, I-94 card, and I-20 or DS-2019. It is recommended you carry your original documents if you go to pick up friends or family at the train/bus station or at the airport. It is recommended you carry a copy of your documents at all times.

Outside North America
• Passport valid at least 6 months into the future (required)
• Valid US visa; I-94 card; original I-20 (or DS-2019) endorsed (signed) by ISS within the current academic year (required)
• Proof of financial support (recommended)
• Transcript or enrollment verification letter (recommended and available from Registrar’s Office)

To Canada
Citizens of certain countries require a Canadian visa in order to enter Canada. More information can be found at: www.rit.edu/iss/travel/

Normally a valid F-1 or J-1 visa is required to re-enter the U.S., however special rules apply for travel to Canada and Mexico. “Automatic Revalidation” allows re-entry to the U.S. with an expired F-1 or J-1 visa; however students must not attempt to renew their visa while in Canada. Automatic Revalidation does not apply to students from Iran, Sudan, Syria, or Cuba, so students from these countries must have a valid F-1 or J-1 visa in order to re-enter the U.S.

Ethnic Restaurants and Stores

Restaurants

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thali of India</td>
<td>3259 Winton Rd S</td>
<td>(585) 427 8030</td>
</tr>
<tr>
<td>Tandoor of India</td>
<td>376 Jefferson Rd</td>
<td>(585) 427 7080</td>
</tr>
<tr>
<td>El Sabor de La Isla (Dominican)</td>
<td>1019 Norton St</td>
<td>(585) 266 2200</td>
</tr>
<tr>
<td>Chopsticks</td>
<td>125 White Spruce Boulevard</td>
<td>(585) 427 8878</td>
</tr>
<tr>
<td>King and I (Thai)</td>
<td>1455 East Henrietta Road</td>
<td>(585) 427 8090</td>
</tr>
<tr>
<td>China Buffet</td>
<td>376 Jefferson Road</td>
<td>(585) 427 8090</td>
</tr>
<tr>
<td>Aladdin’s Natural Eatery</td>
<td>200 Park Point Drive</td>
<td>(585) 272 0015</td>
</tr>
<tr>
<td>Sinbad’s Mediterranean Cuisine</td>
<td>719 Park Ave</td>
<td>(585) 473 5655</td>
</tr>
</tbody>
</table>

Grocery Stores

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Namaste (Indian groceries)</td>
<td>3047 W Henrietta Road</td>
<td>(585) 424 2980</td>
</tr>
<tr>
<td>Asia Food Market Inc</td>
<td>1885 Brighton Henrietta Town Line Rd,</td>
<td>(585) 292 9888</td>
</tr>
<tr>
<td>Chang’s Oriental Food Store</td>
<td>1867 Mount Hope Ave</td>
<td>(585) 426 7660</td>
</tr>
<tr>
<td>Desi Bazaar (+Halal)</td>
<td>1713 Crittenden Road</td>
<td>(585) 292 9895</td>
</tr>
<tr>
<td>Wegmans Grocery Store</td>
<td>Great selection of international products, to find the store nearest you, visit <a href="http://www.wegmans.com">www.wegmans.com</a></td>
<td></td>
</tr>
</tbody>
</table>
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The Province: 220 John Street • 585.427.7777

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