

# **International Student Handbook**



**January 2011**

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## Welcome to Wellesley College!

I am pleased to welcome you to the Wellesley community. As an international student you bring valuable perspectives to our campus and your presence increases the intercultural awareness of our already rich and diverse community. International students represent over 65 countries comprising approximately 10% of the student population and making Wellesley a truly global environment.

The *International Student Handbook* has been compiled with the objective of gathering information that will assist you with transitioning to college life, living in the town of Wellesley and in the United States. It also provides you with guidelines on how to maintain your student immigration status and how to take advantage of the benefits of that status. We hope that this handbook will serve as a useful reference guide to you during your stay.

The staff of Slater International Center will be in contact with you while you are at Wellesley through designated email distribution lists. We will send you important information about information sessions, workshops, and any changes in immigration regulations/procedures. Please be proactive and read all messages that start with "Slater" in the subject line in order remain informed of the regulations that govern your stay in the U.S.

Please keep in mind that while I have tried to include the most current information available, information changes frequently. I welcome your feedback if you find incorrect or out of date information. Please email me at [kpabon@wellesley.edu](mailto:kpabon@wellesley.edu) to let me know, as I want to be sure to provide the most accurate information possible.

I know that you will have a fulfilling experience here at Wellesley College and I hope that you will visit Slater International Center often.

Sincerely,

A handwritten signature in black ink, reading "Karen Zuffante Pabon". The signature is written in a cursive, flowing style.

Karen Zuffante Pabon  
Director, Slater International Center

# **ABOUT WELLESLEY COLLEGE**

# Location

Wellesley College is located approximately 14 miles west of Boston in Wellesley, Massachusetts. A well-regarded suburb of Boston, it is best known as the home of Wellesley College. According to Boston Magazine's yearly "Best Places to Live" issue, Wellesley ranks first in the United States in percentage of adults who hold at least one college degree.

Boston is the capital of the State of Massachusetts and the largest city in the New England region. Living near Boston will provide you with an opportunity to experience one of the oldest cities in the United States and a first-hand glimpse of American History. Many of the most important events of the American Revolution and the founding of this country took place in or around Boston. Historical monuments and museums can be found all through the city in addition to a variety of activities to suit every interest and taste.



Boston is also New England's major financial and insurance center as well as an important industrial center. In recent years research and development facilities, concentrating in sophisticated electronics, computers, and chemicals, have had a great impact on the industrial structure of the metropolitan area.

Boston is considered to be a college city and has been center of education and culture since 1635. With over 100 colleges and universities located in the greater Boston area, it has a student population of about 250,000, about 10% being international.

## Getting to Wellesley College

### *By Car via Route 9 or Route 30*

#### **From the West:**

Take the Massachusetts Turnpike (I-90) to Exit 13 (Natick/Framingham/Route 30). Take Route 30 East 0.2 miles to the first set of lights. Turn right on Speen Street and drive 1.8 miles to the intersection with Route 135. Take a left onto Route 135 East and drive 3.6 miles to a traffic light, which will be at the main entrance of the College.

#### **From the East:**

Take the Massachusetts Turnpike (I-90) West to Exit 15 (Weston/I-95/Route 128). Travel south 2 miles on I-95/Route 128 to Exit 20B (Framingham/Worcester/ Route 9 West). Drive west on Route 9 for 3.9 miles. Turn right at the green Weston Road/Weston sign. At the end of the ramp, turn left onto Weston Road. Drive 1 mile to the traffic light at the intersection of Route 135. Turn right onto 135 West and drive one-half mile to the first traffic light, which will be at the main entrance of the College (College Road). Turn left onto College Road.

#### **From the North or South:**

Take I-95/Route 128 to Exit 20B (Framingham/ Worcester/Route 9 West). Follow directions above from Route 9 West.

### *By Car via Route 16*

#### **From the West:**

Take the Massachusetts Turnpike to Exit 14 (Weston). Take Interstate 95/Route 128 South for 1/2 mile to Exit 21B (Route 16). Follow Route 16 West for 2.9 miles to a stoplight (5-way intersection) in the town of Wellesley; go straight on Route 135 (West). At the third traffic light turn left into the main entrance of the College.

#### **From the East:**

Take the Massachusetts Turnpike (Interstate 90) to Exit 16 (West Newton). Follow Route 16 West for 4.7 miles to a stoplight (5-way intersection) in the town of Wellesley; go straight on Route 135 (West). At the third traffic light turn left into the main entrance of the College.

#### **From the North:**

Take Interstate 95 (Route 128) South to Exit 21B (Route 16 West). Follow Route 16 West for 2.9 miles to a stoplight (5-way intersection) in the town of Wellesley; go straight on Route 135 (West). At the third traffic light turn left into the main entrance of the College.

### **From the South:**

Take Interstate 95 (Route 128) North to Exit 21B (Route 16 West). Follow Route 16 West for 2.9 miles to a stoplight (5-way intersection) in the town of Wellesley; go straight on Route 135 (West). At the third traffic light turn left into the main entrance of the College.

### **Parking**

All visitors to campus may park in the Davis Parking Facility by the main College entrance on Route 135. If you have any questions about parking, please go to the Campus Police office, located within the Davis Parking Facility.

### **From Logan International Airport:**

There are three options:

- 1) Take a taxi directly to Wellesley College. The fare will be about \$65-75, including toll fees and a 10-15% tip to the driver. Allow at least an hour for the trip.
- 2) Take The Logan Express to Framingham. This full-sized bus picks up passengers at all terminals. Check out their website [http://www.massport.com/logan/getti\\_logan\\_frami.html](http://www.massport.com/logan/getti_logan_frami.html) for more information. A one-way adult fare is about \$12. From Framingham, take a taxi to Wellesley College (see *Transportation* section.) Allow about one hour and 45 minutes for the entire trip.
- 3) Take the subway, also called the "T." There are two options:
  - **Airport Shuttle to Blue Line:** Take the free shuttle bus from the terminal to the MBTA "Airport" subway stop. Take the Blue Line inbound four stops to "Government Center." Walk upstairs and take the Green Line D train to Riverside. Get off at Woodland, the next to last stop. Allow about 90 minutes for the total trip. The fare is \$2.00 (cash). Then, from the Woodland stop, take a taxi to Wellesley (see *Transportation* section).
  - **Silver Line to South Station:** Follow airport signs to the Silver Line (SL1), which stops at all terminals. Take to "South Station" (see instructions *From the Amtrak Terminal at South Station* below).

For complete information about Massachusetts Bay Transportation Authority (MBTA) services, including specific maps, schedules, and fares for trains, buses, and subways, please visit <http://www.mbta.com>.

For complete ground transportation information from Logan Airport, please call 1-800-235-6426 or visit <http://www.massport.com/logan>.

### **From the Peter Pan and Greyhound Bus Terminals:**

From the Peter Pan or Greyhound bus terminal at South Station take a non-express Peter Pan or Greyhound bus to the Riverside MBTA station in Newton, MA. The fare is about \$5. (*Please note: Express buses do not stop at Riverside.*) For more information visit <http://www.peterpanbus.com> or <http://www.greyhound.com>. Then, take a taxi to Wellesley (see *Transportation* section).

### **From the Amtrak Terminal at South Station:**

There are two options:

- 1) **Take the Framingham/Worcester Commuter rail to Wellesley Square.** From South Station, take the Framingham/Worcester commuter rail to Wellesley Square. Depending on the time of day, regularly scheduled trains leave South Station at ½ to 2-hour intervals (Monday-Friday), and 1-to 3-hour intervals (Saturday and Sunday). The trip takes approximately 30 minutes. Purchase your ticket in the station (cash/card) or on the train (cash only). The fare will be \$5.25. Then, take a taxi or walk down Central St. from Wellesley Square (see *Transportation* section).
- 2) **Take the "T."** From South Station, take the MBTA subway Red Line inbound two stops to Park Street. Walk upstairs and take the Green Line D train to Riverside. Get off at Woodland, the next to last stop. Allow about 60 minutes for the trip. The fare is \$2.00. Then, take a taxi from Woodland to Wellesley (see *Transportation* section).

# Slater International Center

Slater International Center is committed to addressing your specific needs as an international student.

Slater International Center was named in honor of Priscilla Slater, '16, and her husband Mr. Ellis D. Slater, whose generosity made the Center possible. It was established in the hope of encouraging greater understanding among cultures through personal association and cooperative endeavor. Slater International Center is dedicated to keeping this dream alive.

Today, Slater International Center, or Slater, as it is fondly called by students and staff alike, is a focal point for Wellesley's international community. Slater organizes international activities, assists departments and organizations interested in international affairs, and provides a space for the College community to share and learn about other countries and cultures. Slater's comfortable and elegant ambience lends itself to casual teas and dinners. Many students enjoy informal discussions with their friends as well as faculty members, fulfilling the vision with which Slater was created: to foster understanding among cultures.

The Slater International Center staff assists international students and scholars with immigration procedures and advises them regarding their rights and responsibilities as non-immigrants living, studying and working in the United States. Slater International Center staff also advises and counsels international students and scholars on academic issues that may impact their legal status in the U.S. Staff members assist international students and scholars by providing comprehensive advisory and support services and by working with various campus departments to ensure a smooth transition and a successful experience at Wellesley. The Slater International Center also conducts international student orientation sessions and cultural adjustment programming, supports intercultural clubs and organizations, and promotes cross-cultural awareness and global leadership on-campus.

In addition to the services Slater offers, there are many other offices throughout the Wellesley community that will support you during your transition to the United States and at Wellesley College. We are here to assist you and refer you to the appropriate resources when you need them and we hope that you will feel comfortable coming to us with any concerns that you may have.

## **Need assistance?**

Call 781-283-2082 to make an appointment to speak with the International Student Advisor, or stop by the Slater International Center during walk-in hours.

## **Meet the Slater International Center Staff**

**Karen Zuffante Pabon, Director, Slater International Center**

[kpabon@wellesley.edu](mailto:kpabon@wellesley.edu)

Karen is responsible for providing the overall direction for International Student & Scholar Services activities, coordinating federal regulatory compliance for students and the College, and advising approximately 230 undergraduate international students on student immigration issues and cultural adjustment. Karen has been involved in the fields of international education and immigration for over 20 years and has studied abroad and worked in Spain, Mexico, Colombia, Japan, and the Philippines. Karen is a member and trainer for NAFSA: The Association for International Educators, a member of the NAFSA Government Regulatory Advisory Committee, and Chair of the International Careers Consortium (ICC). She earned a Bachelor's degree in Spanish Literature from Colby College, and a Master's degree in Latin American Development from Georgetown University.

# **Pre-Arrival Information**



# Boston Weather

Since Boston is bordered by Boston Harbor and the Atlantic Ocean, its coastal climate tends to be more moderate than inland locations – Boston rarely experiences either extreme heat or cold. In the winter, the first freezing temperatures usually occur in early November, but the temperatures are modified considerably by the nearness of the relatively warm ocean. Frigid weather usually fades out by early April, and Boston typically enjoys a spectacular, colorful spring with moderate temperatures. Although it can get quite warm in the summer, the hot afternoons frequently are tempered by the eastern sea breezes, as air flows inland from the cooler surfaces of the ocean.

## Temperature

The spring and summer months of April through June and the early fall months of September through mid-November are the most enjoyable, temperate seasons. Bostonians experience their coldest months during January and February (with a mean temperature of about 29 degrees) and their warmest months during July and August (with a mean around 72 degrees). Freezing temperatures are common from late November to late March. By May, the temperatures rise to a moderate 60-70 degrees, then reach even higher numbers (sometimes 90 degrees and over) during July and August.

## Average Temperatures

<i>Month</i>	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
<i>°F</i>	28.8	29.4	37.1	47.2	57.9	67.2	72.7	71	64.1	54	43.7	32.8
<i>°C</i>	-1.7	-1.4	2.8	8.4	14.4	19.6	22.6	21.6	17.8	12.2	6.5	.5

## Precipitation and Snowfall

Boston has no true dry season as it rains intermittently throughout the year. Much of the rainfall during the summer and early fall comes from showers and thunderstorms. At other times during the year, low-pressure systems pass frequently and produce rain, on average, one out of three days. Coastal storms — which Bostonians refer to as "Nor'easters"— produce much of the rain and snow. The main snow season occurs from December through March.

## Wind and Relative Humidity

Because of its moderate coastal weather systems, Boston is not known to suffer from particularly windy weather. Although winds of 30 miles per hour or higher may occur anytime during the year, gales happen more frequently and severely during the winter. While relative humidity has fallen as low as 5%, such dryness is quite rare. Boston does experience heavy fog on average two days a month, which occurrence increases at locations nearer to the coast.

## Surviving a New England Winter

Surviving a winter is an art, especially if you are a "summer person." New England winters are typically very cold, dark and often quite snowy. You'll want to stay warm and healthy but also learn to enjoy winter. It's a great time for indoor activities and once you get acclimated, you can bundle up and enjoy a brisk winter walk, or other outdoor pursuits — winter style of course. Here are some tips on how to not just survive, but ENJOY your New England winter!

1. **Don't be a slave to fashion when it comes to your outerwear.** Weatherproof and warm are the first things you want to look for when choosing a winter coat. Down-filled and "thinsulate" are two of the warmest linings. The longer in length your coat or jacket is, the warmer you will be. Try to find something that falls comfortably down over your hips or even longer. For maximum warmth, a hood and drawstring or Velcro closings that help keep the wind from rushing up sleeves or bottoms will be much appreciated. Warm, waterproof boots are best for walking on slippery slushy sidewalks.
2. **Layers—Layers—Layers!!!** Start with a t-shirt and then pull on a sweater and then a fleece vest and then your winter coat over all for example. This way you can peel off layers to cool off or put on layers to warm up. It's sometimes hard to know just how cold it will be that day, and if you plan to be out for a long time, the temperature will drop considerably at night. Always carry with you or wear a knitted cap, scarf and warm gloves or mittens.

3. **Watch the weather forecast.** The good news is that you may not need to bundle up every day as if you were planning for a blizzard. Some winter days can be quite pleasant and some years offer up very mild conditions overall, so get to know your weatherman. Don't be deceived by a clear blue sunny day; even the brightest of days can be frightfully cold.
4. **Dark glasses aren't only for looking cool in winter.** On snowy days, the lights can be very reflective and you'll want to have a pair of sunglasses that block at least 90% of the ultraviolet light.
5. **Watch out for sunburn and windburn.** Chap stick, sunscreen and moisturizers for your hands and face are a must. If you don't apply them frequently, and even if you do, you might be surprised to find your lips to be so chapped that they crack and bleed, or that you have sunburn after a day of ice skating. A bright, snowy day reflects light everywhere, so you don't want to forget your sunscreen.
6. **Moisturize as often as possible.** The winter is very dry and hard on your skin, especially if you already have dry skin. It also dries out your sinuses, which can be very uncomfortable. For your skin, you'll want to have a good moisturizer to put on your body and your face after a shower or bath, and a humidifier for your bedroom. You'll be especially glad that you do when you have a cold or flu in the winter and your sinuses are crying to be soothed. Make sure you clean your humidifier regularly (at least once per week) according to the manufacturer's directions, so that it doesn't get moldy or clogged with minerals from the water. It also helps to drink plenty of water throughout the day.
7. **Practice cold and flu prevention.** Prevention is easier than cure of course. Two of the most important things you do are to wash your hands often and eat and sleep regularly and healthfully. More tips are available from Student Health Services.
8. **Drink hot soups and fluid and get plenty of rest, if you do get a cold or flu.** Do see a doctor if you have a high fever (100 degrees F or higher), if you develop persistent cough, or have any severe symptoms that you are concerned about. Besides tea or coffee, some other warm beverages options include mulled cider, hot chocolate or chai. You can also try steamed milk with a few drops of vanilla flavoring (called white angel at coffee shops). For recipes of hot beverages, go to <http://beverages.allrecipes.com/directory/3241.asp>
9. **Exercise faithfully — indoors and even outdoors.** Going to the gym is ideal, but winter walks can be spectacular — especially on one of those bright days when everything stands out in the sharp relief against the blue eye-splitting winter sky. Other ideas for outdoor activities are ice skating, skiing, and a favorite of many, sledding. Find a snowy hill and you can even slide down with nothing more than a garbage bag tied across your behind. Saucers or other kinds of plastic sleds can also be inexpensively purchased at Wal-Mart or Target.
10. **Play in the snow.** Ideas include making a snow person or a snow angel or simply throwing snowballs (gently and playfully, of course). To make a snow angel, lie down on your back in the new-fallen snow and sweep your arms up and down and your legs open and closed across the snow. Then stand up carefully to observe your creation.
11. **Get plenty of natural light to help combat the "winter blues."** As the days shorten and you begin to suffer from sunlight withdrawal, some believe that natural light, such as sunlight, can lift low spirits. In the middle of winter, most people go to work when it's still dark and come home when it's dark. Take your lunchtime out, and at least go for a walk. Install full spectrum light bulbs (available at every grocery stores, hardware stores or Wal-Mart or Target) in the lamps where you spend the most time — at work, where you study, or the rooms where you can relax in the evenings. Does it really help? Hard to know for sure, but at the very least, you can grow lovely indoor plants, and that of course is very cheerful.
12. **Occasionally give in to the impulse to hibernate.** Human beings really weren't designed to go around as if winter didn't exist and the sun weren't setting at 4:15 in the afternoon. Every now and then, spend the day snuggled up in your favorite warm flannel pajamas, napping, snacking and relaxing with your favorite indoor activity.
13. **Have a winter project other than your studies or work.** This would be a good opportunity to start reading (or maybe writing) that big fat novel you've been putting off. You might want to try knitting a long woolly scarf. If you feel the urge to get creative, go to a local arts & crafts store to see what the possibilities are.
14. **Go to your favorite video store and rent videos the night BEFORE the blizzard hits.** Forget about going out if it's already snowing and you want a top film. The place will be packed with people who have the same idea. Don't forget that you can borrow DVDs and VHS tapes for FREE from the Wellesley Public Library.
15. **Snow needs to be shoveled and managed.** If you live in off-campus housing, make sure you have a bag of salt or sand for your sidewalks to make them less slippery and more snow and ice free. You will also want to have a STURDY snow shovel on hand. Talk to your landlord about both — well before the snow hits. Car owners will need to have a heavy-duty ice-scraper, preferably with a brush. When parking in your neighborhood, take note of street signs that warn about no parking because of snow removal (you don't want to get ticketed or towed).
16. **After winter comes spring.** Remember that it will get warmer and lighter and greener again, so refer back to this list as often as necessary and make the most of winter while you can.

## **Suggested Winter Shopping List**

### **Outer Clothing**

- Warm socks (natural fibers like wool or cotton are good choices)
- Gloves (mittens or gloves; should be waterproof if meant for throwing snowballs; look for cashmere or thinsulate lining)
- Scarf (very fashionable and functional)
- Warm Hat
- Ear Muffs
- Warm Coat/Waterproof Warm Jackets (down-filled and thinsulate are two of the warmest linings; a longer coat is warmer)
- Warm Boots/Waterproof Boots (look for a good grip soles)

### **Inner Clothing**

- Turtlenecks or Long-Sleeve Shirts
- Sweaters
- Fleece Shirts
- Fleece Lined Pants
- Thermal/ Long Underwear/Tights (to wear underneath jeans; silk thermal wear is lighter and less bulky than cotton ones)
- Fleece/Flannel Pajamas

### **Essential Items**

- Chap stick (also called lip balm; voted #1 essential item)
- Hand/Body Lotion (try Curel, Eucerin, or Nivea brands)

### **For your Entertainment**

- Snowboard/Skis (just make sure you take lessons if you have never done it before!!)

# Health Insurance

Prior to arriving at Wellesley College, new students are required to complete and return the *Student Health History Form* and *Health Care Provider Form* by July 1<sup>st</sup>. If you are arriving mid-year, the form should be returned by January 13<sup>th</sup>. If you have not done this yet, you may visit <http://www.wellesley.edu/Health> to download the required forms and read more about the immunization requirements as mandated by the State of Massachusetts.

## Insurance Requirements

The Massachusetts Qualifying Student Health Insurance Plan (QSHIP) is a law that requires all college students to show proof that they have health insurance coverage while they are attending a higher education institution in the Commonwealth. The Wellesley College Student Health Insurance Plan for the year 2010-2011 is a United Health Care PPO and managed by Gallagher Koster. Students are required to either waive or enroll in the insurance plan every year. International students can only waive the Student Injury and Sickness Insurance Plan if they are covered by an insurance plan of comparable coverage based in the United States. ***International students may not waive the health insurance with coverage from insurance carriers outside the U.S. or with coverage by a foreign National Health Service program. Coverage must follow the Massachusetts State Requirements listed below.***

## Massachusetts State Requirements:

The company must have its headquarters in the United States; an office in the U.S. does not meet this requirement.

1. The policy must have a minimum of \$50,000.00 coverage per accident or injury.
2. Emergency Room visits that do not result in the admission to the hospital must be covered.
3. Mental health must be covered as any other illness or injury. This means that both in-patient and outpatient treatment must be covered.
4. Injuries or illnesses that occur as a result of alcohol, illegal drugs or as the result of an attempt to commit suicide must be covered as any other illness or injury.
5. Diagnosis and treatment of sexually transmitted diseases must be covered.
6. There must be coverage for pre-existing conditions.
7. The maximum yearly deductible cannot exceed \$250.00 per year.
8. The policy must be portable to the State of Massachusetts (if obtained in another state).

The State further mandates that any student who cannot show proof of having qualifying health insurance from a U.S. based company must participate in an insurance program provided by their institution. The Student Health Insurance Plan for Wellesley College students exceeds the state requirements and provides reasonable protection against illness and accidents. Students will be automatically billed the premium for the Wellesley Health Insurance Plan unless they apply for a waiver based on a qualifying health plan that meets the Massachusetts State requirements.

## J-1 Exchange Visitor Health Insurance Requirements

In addition to the Massachusetts State Health Insurance requirements, the U.S. Department of State (DOS) mandates specific health coverage for all J-1 Exchange Visitors. This is a separate requirement that is collected by the Slater International Center through the student's completion of the *J-1 Insurance Verification Form*.

## Enrollment Information

All eligible students who do not submit an online waiver by the deadline will be automatically enrolled in the student insurance plan.

## Wellesley Waiver Information

Wellesley College students who have a qualifying U.S. company based health insurance plan may elect to waive participation in the Wellesley College plan. The waiver process must be completed annually. If a student elects to waive the Wellesley insurance, the student must certify that the plan meets the Massachusetts state requirements.

To document proof of comparable coverage, an online waiver form must be completed and submitted by the deadline. Please follow these instructions:

1. Go to <http://www.gallagherkoster.com>
2. Click on "College and University Students"
3. Click on the "Log In" link (located on the top right of screen). All students, first time users and returning, must access the Online Waiver Form using the "Log In" feature. Your user account has already been created by Gallagher Koster and Wellesley College. Your username will be your Wellesley College Email address and your password will be your student ID number.
4. Once logged in, click on 'Student Waive/Enroll Forms' and select the Wellesley College Annual Waiver Form from the drop down menu. You will need to provide information from your current health insurance card: name, claims address, and toll-free customer service number of the insurance carrier, the name of the policyholder and policyholder ID or group number.

Immediately upon submitting the online Waiver form, you will receive a confirmation number indicating that the form has been successfully submitted. Print this confirmation number for your records. If you do not receive a confirmation number, you will need to correct any errors and resubmit the form. The online process is the only accepted process for waiving coverage. Wellesley College reserves the right to audit and subsequently reject a waiver request. If it is determined that a student waived coverage with a health insurance plan that was not comparable coverage, the student will be automatically enrolled in the Student Injury and Sickness Insurance Plan, effective the date that the determination was made and there will be no pro-rata of premium.

### **General Health Plan Information**

The following information is provided to help you understand the different types of insurance programs and how they work.

**Health Maintenance Organization (HMO):** If you choose to purchase insurance through an HMO, you will be required to select a Primary Care Provider (PCP) who will be the professional that manages your care. If your PCP determines that your condition requires the evaluation and care of a specialist, the PCP will refer you to the appropriate specialist. HMOs require that you get your care from within the network of their providers and receive a referral from your PCP before another provider sees you. For most HMOs the cost to you at each visit is your co-pay and the remaining cost is paid at 100% by the HMO. If you become ill while you are outside their network coverage area, HMOs will only pay for emergency services.

**Preferred Provider Organization (PPO):** If you choose to purchase insurance coverage through a PPO, you are not limited to which providers you can see. Instead, your benefits are paid at different levels based on whether you access care within a particular network or outside of a particular network.

PPOs require that you meet individual calendar year deductibles before your benefits start. If you have three or more family members covered under the same policy, there is usually a maximum deductible per family per calendar year. Once this deductible is met, the PPO will pay a percentage of your benefit. This is called co-insurance. You are then responsible for any remaining balance. In-network and out-of-network providers are usually paid at different benefit levels (i.e. 100% in-network—80% out-of-network or 90% in-network—70% out-of-network) and co-pays may apply.

If you use a provider who is within the network, that provider will submit a claim for payment to the insurance company. The insurance company pays a portion and the provider will bill you for your responsibility for that service. If co-pays apply you will pay the required co-pay at the time of the visit. If you use a provider outside of the network, that provider may require the payment at the time of your visit and that you should submit your bill to the insurance company to be reimbursed later.

### **Immunization Requirements**

The State of Massachusetts mandates that all college students be immunized against certain preventable diseases before arriving to Wellesley College. Immunizations include measles, mumps, rubella, tetanus, diphtheria, hepatitis B, and meningitis. The requirement includes two doses of measles vaccine, three doses of hepatitis B vaccine and a tetanus/diphtheria vaccine within the past 10 years. The college must ensure that all students are in compliance with this State mandated immunization law; therefore a student's enrollment process cannot be considered complete until the immunization requirements are fulfilled. In addition, Wellesley College strongly recommends that all students either have the two doses of the varicella (chickenpox) vaccine, or submit a laboratory serology (blood) report showing immunity to varicella.

# International Driving Permits

A valid driver's license from your home country when carried *with* an **International Driver's Permit** will allow you to legally drive in the U.S. An International Driver's Permit is only issued in the driver's country of origin. Although it is not required in the State of Massachusetts, it is suggested for those whose foreign driver's license is not printed in English. We suggest you to obtain one before leaving your home country to come to Wellesley. See the *Driving in the U.S.* section for more general information about driving in the U.S.

Here are some typical Questions and Answers that may be helpful.

## **Q#1. What is an International Driving Permit?**

**A:** An **International Driving Permit** serves primarily as a translation of a person's foreign driver's license into ten (10) major languages. The Permit itself is a small (4" X 6"), gray covered, multi-page booklet with white pages, containing the driver's first and last name, the date and place of birth and the person's permanent address in the country of issuance. A Permit also contains a photograph of the driver and his/her signature. Other than the page containing the personal information and photograph, each page conveys the same information but in a separate language.

## **Q#2. Who issues International Driving Permits?**

**A:** Permits are only issued in the driver's country of origin and only by a membership type automobile association authorized to issue such Permits by an International Road Traffic Convention to which the United States is a party. A fee is charged for the issuance of the Permit. An International Driving Permit is usually valid for a one (1) year period and is not valid in the country of issuance.

## **Q#3. Does an International Driving Permit confer driving privileges in Massachusetts?**

**A:** No. It does *not* confer any driving privileges. The Permit is *not* a substitute for the person's valid driver license. A driver who is licensed in another country *must* carry his/her valid foreign driver's license when driving in Massachusetts.

## **Q#4. Is a foreign licensed driver required to carry an International Driving Permit when driving in Massachusetts?**

**A:** No. It is suggested, however, that he/she does if the foreign license is not printed in the English language.

## **Q#5. Does Massachusetts honor valid foreign driver's licenses from any country?**

**A:** No. Massachusetts will only honor valid licenses from countries identified in Appendix—C of the current Massachusetts Driver's Manual. Visit <http://www.mass.gov/rmv/forms/21317.pdf> to view the list. Most of the identified countries are parties to one of the two major international road or automotive traffic conventions the U.S. recognizes. Germany and Switzerland are not parties to the 1949 Road Traffic Convention but their driver licenses are honored based on reciprocal agreements. At present, validly licensed drivers from some of the former USSR republics are also recognized. Note: Some countries that issue International Driving Permits include in the Permit a list of countries that the holder is authorized to drive in. Be aware that other Road Traffic Conventions that the U.S. is not a party to have a more expansive list of countries. You should be guided by the countries listed in Appendix C.

## **Q#6. What is an International Driver's License and how does it differ from an International Driving Permit?**

**A:** The Registrar does not recognize as valid any document purporting to be an International Driver's License, or any other document that confers driving privileges, unless issued by the government agency that issues such licenses in the driver's country of residence and the driver is validly licensed in that country. The governments of some countries issue an international version of their own domestic driver license to their validly licensed drivers who indicate a need for a driver's license that will be recognized in other countries. The international version of the domestic driver license includes translations (including into English). Even if a country issues an international version of its own domestic license, the license will only be honored in Massachusetts if the country is identified in Appendix C. Remember, a foreign driver cannot drive in Massachusetts unless his/her driver's license is issued by the government of a country identified in Appendix C. A validly issued International Driving Permit, while not required, merely serves to confirm that a license was issued and translates the relevant information on the license. It is not a substitute for a valid license and the license must be carried when operating in Massachusetts. A foreign visitor from one of the countries or territories listed here may legally drive on the roads of the Commonwealth on his or her own country's license (limited to a licensed driver who is at least 18 years old and limited to a vehicle of the type covered by the license) for up to one (1) year from the date of arrival. The visitor may operate his or her own private passenger vehicle if displaying valid license plates from the visitor's country (and meeting insurance standards set by the Commonwealth if operated longer than 30 days) for up to one (1) year from the date of arrival. You may access the contents of the Massachusetts Driver's Manual on the RMV web site at: <http://www.mass.gov/rmv>.



# Temporary Accommodations

Hotel/Motel	Address	Phone Number
Battle Green Inn	1720 Massachusetts Avenue, Lexington	781-862-6100
Best Western	130 Worcester Road, Framingham	508-872-8811
Doubletree Guest Suites	550 Winter Street, Waltham	781-890-6767
Fairmont Copley Plaza Hotel	138 St. James Avenue, Boston	617-267-5300
Four Seasons Hotel	200 Boylston Street, Boston	617-338-4400
Hilton Hotel	25 Allied Drive, Dedham	781-329-7900
Holiday Inn	1200 Beacon Street, Brookline	617-277-1200
Hotel Indigo	399 Grove Street, Newton	617-969-5300
Marriott Newton	2345 Commonwealth Avenue, Newton	617-969-1000
Residence Inn	259 Elm Street, Dedham	781-407-0999
Sheraton Hotel	100 Cabot Street, Needham	781-444-1110
	OR 1657 Worcester Road, Framingham	508-879-7200
Travelodge	1350 Worcester Road, Natick	508-655-2222
Wellesley Travel Inn	978 Worcester Street, Wellesley	781-235-8555
Westin at Copley	10 Huntington Avenue, Boston	617-262-9600
Westin Hotel	70 Third Avenue, Waltham	781-290-5600

**The Wellesley College Club** located on campus offers accommodation for alumni, faculty, and families of students. For more information regarding rates and availability, please call 781-283-2700 or visit their website: <http://www.wellesleycollegeclub.com/accommodations.html>.

You may also find accommodations by calling **Boston Reservations** at 781-547-5427. They offer rooms in hotels, motels, and Bed & Breakfast Inns in Cambridge and Boston.

There is a **Hostelling International** youth hostel at 12 Hemenway Street in Boston. Check their website <http://www.bostonhostel.org> or call 617-536-9455 for more information.

Check out the **International Guest House** by visiting their website <http://www.intlquesthouse.com/Welcome.htm> or calling 617-437-1975.

# General Immigration Information

International students are responsible for understanding and complying with U.S. immigration regulations while in the United States. Most international students at Wellesley College will apply for and obtain either F or J student status. The general steps to obtain a student visa are:

- Acceptance & Deposit
- Completion of the Certificate of Finances (COF)
- Receipt of Certification of Eligibility, Form I-20 or Form DS-2019
- Payment of SEVIS fee
- Application for visa at American Embassy
- Entry to the U.S.

***Note: The information in this section is complex and subject to change. Please contact Slater International Center for the most up to date information.***

## SEVIS Fee Facts & Instructions

The Department of Homeland Security collects 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 is used to administer and maintain the Student and Exchange Visitor Information System (SEVIS). Below is a summary of SEVIS Fee information. For more detailed information please visit call 212-620-3418 or visit <http://www.ice.gov/sevis/i901/index.htm>.

### Who pays the fee?

- Those who wish to enter the United States either as new students or exchange visitors with F-1 or J-1 status.
- Those who are in the United States in another immigration status and want to change to F-1 or J-1 status.
- Those who are continuing F-1 students...
  - filing an application for reinstatement when they have been out of status for more than 5 months;
  - applying for a new visa or returning to the United States after an absence of more than 5 months that did not involve authorized overseas study;
  - applying for a change of status to an F, M, or J classification except for changes between F-1 and F-3 or between M-1 and M-3.
- Those who are continuing J-1 exchange visitors...
  - filing a reinstatement application after a substantive violation;
  - filing a reinstatement application after they have been out of status between 121 and 269 days;
  - applying for a change of exchange visitor category unless the new exchange visitor category is fee exempt (federally sponsored programs with program codes that start with G-1, G-2, or G-3)

### Exemptions from the fee:

- Continuing F-1 and J-1 students are not subject to the fee.
- J-1 visa holders who are participants of federally sponsored exchange visitor programs, which are designated by program codes beginning with G-1, G-2, or G-3 are not subject to this fee.
- Spouses and dependent children of F-1 Students and J-1 Exchange Visitors (F-2, J-2) are not subject to the fee.

### When must the fee be paid?

- 1) 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. It is recommended that the fee be paid at least 3 business days before the embassy or consulate interview.
- 2) 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. It is recommended that the fee be paid at least 3 business days before entering the port of entry.
- 3) Non-immigrants 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.



### How much is the fee?

For students (F-1, F-3, M-1, or M-3)	\$200*
For spouses and dependent children (F-2, M-2, or J-2) of students or exchange visitors	Not Applicable
For exchange visitors (J-1) unless participating in a federally sponsored program ( <i>see below</i> )	\$180*
Federally sponsored exchange visitor program (program codes starting with G-1, G-2, or G-3)	Not Applicable

### How is the fee paid?

You will need your SEVIS ID on your Certificate of Eligibility Form I-20 or Form DS-2019 to complete the fee payment. The SEVIS fee is non-refundable.

**By the Internet:** Visit <http://www.FMJfee.com> by using a credit card and completing the online Form I-901 (Fee for Remittance for Certain F, M, and J Non-immigrants).

- Upon accessing the website, scroll to the bottom of the page, answer "YES" you hold a valid Form I-20/DS-2019.
- On the next page, complete the personal information. For "School Code" information, Wellesley's school code is BOS 214F 00363000. The SEVIS Identification Number can be found in the upper right hand corner of your Form I-20/DS-2019. It begins with the letter "N" and contains 10 digits.
- Verify the information is correct on the next page.
- For mailing options, check First Class or Expedited Delivery. First class is recommended, as you will be able to print a receipt at the end of the session that can be presented at the U.S. Embassy when you apply for your visa.
- The Credit Card Form has a place for cardholder address. You do not need to complete this, as it is not a required field.
- **PRINT AT LEAST TWO COPIES OF THE RECEIPT!**

**By mail:** Submit a completed Form I-901 and a check or money order drawn on a U.S. Bank and payable in U.S. currency. You can download the form at <http://www.FMJfee.com> or request the form by phone at 1-800-870-3676 (inside the U.S.) Complete the Form I-901 and write your name exactly as it appears on your Form I-20 or Form DS-2019. Prepare a check or international money order (drawn on U.S. banks only) in the amount of \$100 USD made payable to the Department of Homeland Security. Mail the completed Form I-901 and the payment to the address listed on the form. A Form I-797 receipt notice should be mailed within 3 days of processing the fee. Make copies of the receipt.

**By Western Union Quick Pay Service:** This collects the SEVIS fee, in local currency, along with the needed Form I-901 data and electronically transmits the payment and data to SEVP. The properly completed Western Union receipt serves as immediate proof-of-payment. This option is available in any country where Western Union offers its Quick Pay service. Instructions can be found at: <http://www.ice.gov/sevis>

### How will the payment be verified?

The payment will be recorded in the SEVIS system. However, it is recommended that the paper Form I-797 or the internet-generated receipt be brought to the visa interview.

- DHS will issue an official paper receipt (Form I-797) for every payment received.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.
- Individuals may request Express delivery service for the Form I-797 receipt at an additional cost of \$30.

# Applying for a Visa

This information is for people who plan to enter the United States for the first time to study in F-1 or J-1 visa status. For information on returning to continue studies, renewing your visa, or for more details on how to apply for a student visa, refer to the U.S. Department of State website:

F-1 Student Visas: [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)

J-1 Exchange Visitor Visas: [http://travel.state.gov/visa/temp/types/types\\_1267.html](http://travel.state.gov/visa/temp/types/types_1267.html)

## STEPS

1. **Contact your local U.S. Consulate or Embassy** to ask about how to get an F-1 international student visa or J-1 exchange visitor visa. A list of Consulates and Embassies can be found at <http://usembassy.state.gov/>
2. After you receive a Form I-20 or Form DS-2019 from the school that you plan to attend, follow the U.S. Embassy/Consulate's instructions to **schedule an interview** for your student visa. It is important to apply for your student visa as far in advance as possible. Many consulates recommend that appointments be made no more than 90 days from the intended date of travel, but some can make earlier arrangements for interviews.
3. Pay the **SEVIS fee** at least 3 days before your scheduled interview (*see SEVIS fee section*).
4. Complete the following **forms**:
  - DS-156 Nonimmigrant Visa Application Form
  - DS-158 Contact Information and Work History for Nonimmigrant Visa Applicant
5. Pay the **visa application fee** by following instructions on your local U.S. embassy or consulate's web site.
6. Prepare and bring the following to your **visa interview**:
  - (a) A passport valid for at least six months
  - (b) Form I-20 (sign the form under *Item 11*) or Form DS-2019 (sign at the bottom of the form).
  - (c) School admission letter
  - (d) Completed visa applications (Form DS-156, Form DS-158, and, if applicable, Form DS-157)
  - (e) Two 2x 2 photographs in the prescribed format ([http://travel.state.gov/visa/temp/info/info\\_1287.html](http://travel.state.gov/visa/temp/info/info_1287.html))
  - (f) A receipt for the visa application fee
  - (g) A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.
  - (h) Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the first year of your program.
  - (i) Any information that proves that you will return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community.
7. **Remain calm** and answer all the Consular Officer's questions openly and honestly.

In addition to the information that is provided to you by Slater International Center above, here is a list of some useful websites that may provide more information before your visa interview.

**U.S. Visa and Immigration Information** <http://educationusa.state.gov/usvisa.htm>

**U.S. Department of State Visa Information** [http://travel.state.gov/visa/visa\\_1750.html](http://travel.state.gov/visa/visa_1750.html)

**Tips for Applying for the Student Visa** [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)

**Visa Wait Times** [http://travel.state.gov/visa/temp/wait/tempvisitors\\_wait.php](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php)

**Visa Denials and Why They Happen** [http://travel.state.gov/visa/frvi/denials/denials\\_1361.html](http://travel.state.gov/visa/frvi/denials/denials_1361.html)

## Points to Remember When Applying for a Nonimmigrant Visa

1. **Ties to Home Country:** Under U.S. law, all applicants for nonimmigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your hometown, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask you about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans, and career prospects in your home country. Each person's situation is different, of course, and there is no magic explanation or single document, certificate, or letter that can guarantee visa issuance.
2. **English:** Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview. If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.
3. **Speak for Yourself:** Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf.
4. **Know the Program and How it Fits Your Career Plans:** If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the United States relates to your future professional career when you return home.
5. **Be Concise:** Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute or two of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.
6. **Supplemental Documentation:** It should be clear at a glance to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have 2-3 minutes of interview time, if you're lucky.
7. **Not All Countries are Equal:** Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.
8. **Employment:** Your main purpose of coming to the United States should be to study, not for the chance to work before or after graduation. While many students who obtain work authorization can and do work off-campus during their studies, such employment is incidental to their main purpose of completing their US education. You must be able to clearly articulate your plan to return home at the end of your program.
9. **Maintain a Positive Attitude:** Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

# Preparing for your Arrival at a U.S. Port of Entry

Careful planning and preparation by international students can ensure minimal confusion and smooth entry into the country at a U.S. port of entry. As the Department of Homeland Security (DHS) has instituted some changes in U.S. entry and exit procedures, here are some points that you should remember:

1. Plan your arrival: As an international student in F-1 status or an exchange student in J-1 status, you may not enter the U.S. more than 30 days before the program start date listed on your Form I-20/DS-2019. Before leaving your country, make sure that your passport and nonimmigrant visa are valid for entry into the U.S. The passport should be valid for at least six months into the future at all times.

2. Documents you should carry with you:

- Your passport with F-1 visa or J-1 visa
- Form I-20/DS-2019 from Wellesley College

In addition, it is strongly recommended that you also have the following documentation:

- Paper receipt for the SEVIS fee (Form I-797)
- Proof of financial support
- Evidence of student status, such as recent tuition receipts and transcripts or letter of acceptance as a participant in the Exchange Visitor Program.
- Name and contact information for your International Student Advisor, including a 24-hour emergency contact number at the school (*Wellesley College Campus Police: 781-283-5555*.)

3. Complete your entry paperwork: You will be provided with Customs Declaration Forms (CF-6059) and an Arrival Departure Record/Form I-94 to complete before you arrive at your initial point of entry to the U.S. When completing the Form I-94, please be sure to print clearly. The address portion should reflect the U.S. address where you will reside, not the address of the school or program. You should also use the exact name spelling and format that appears on your passport. ***Name consistency on all U.S. immigration documents will allow for a smooth entrance into the U.S. and easy access to any benefits you may be eligible from U.S. government agencies.***

4. At the port of entry:

Present the following:

- Your passport
- Form I-20/DS-2019 from Wellesley College
- Form I-94: it should reflect the address where you will reside, not the address of the school or program.
- Customs Declaration Form (CF-6059)

All visitors entering the U.S. must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the Officer that you will be a student/exchange visitor at Wellesley College.**

Once your inspection is successfully completed, the Officer will:

- Stamp your Form I-20/DS-2019 for duration of status ("D/S") for F-1 and J-1 visa holders
- Stamp your Arrival-Departure Record/Form I-94 and staple it into your passport

5. Following admission into the U.S.: Students/Exchange Visitors must report to their school within 30 days of the date that appears on the Form I-20/DS-2019 to register for courses or to validate their intended participation. Failure to do so may result in serious immigration consequences.

For comprehensive information on procedures for traveling and arriving in the United States, visit:  
<http://educationusa.state.gov/predeparture/travel/customs.htm>

## Additional Information

### Secondary Information Requirements

If the Officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research in order to verify information. In the event that the Officer needs to verify information with your school or program, we strongly advise that you have the name and telephone number of an International Student and Scholar Advisor at Wellesley College. Failure to provide proper documentation and to comply with entry/exit procedures is cause to refuse the exchange visitor admission into the United States.

### Temporary Entrance/Form I-515A

Under certain circumstances, if a scholar is mostly, but not fully in compliance, he/she may be issued a Form I-515A, "Notice to Student or Exchange Visitor." This form, along with an **Arrival/Departure Record/Form I-94**, authorizes temporary admission into the U.S. and requires the student/exchange visitor to take immediate action to submit proper documentation. **If you receive a Form I-515A, please report to Slater International Center as soon as possible after you enter the U.S. to speak with an International Student & Scholar Advisor about the procedure for getting your documents corrected.**

### US-VISIT

All nonimmigrant visitors holding visas – regardless of race, national origin, or religion – participate in the US-VISIT program, a comprehensive registration system tracking entries to and exits from the U.S. For more information: [http://www.dhs.gov/xtrvlsec/programs/content\\_multi\\_image\\_0006.shtm](http://www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm)

### National Security Entry-Exit Registration System (NSEERS)

Some individuals may be asked to provide additional information under NSEERS. A packet of information will be available at the port of entry explaining the registration procedure. For more information: [http://www.dhs.gov/xnews/releases/press\\_release\\_0305.shtm](http://www.dhs.gov/xnews/releases/press_release_0305.shtm)

## Mailing Information

Each Wellesley student has a mailbox in the Lulu Chow Wang Campus Center to receive mail from outside and from offices on-campus. Your college mailbox will be assigned to you. Please address all mailings to:

*Your Name*  
Wellesley College  
21 Wellesley College Road  
Unit XXYY  
Wellesley, MA 02481-02XX

New student mailbox numbers are assigned by the second week of August. Each student uses the same mailbox throughout her time at Wellesley. If a student wants to ship a package to campus before she arrives for the fall semester, she can use the UPS labels provided in the New Student Welcome Packet.

See the *U.S. Postal System* section located in the Appendix for more information on sending mail after your arrival.

# Arrival and Orientation

## Arrival

As an international student you will be allowed to move into your room the day that the Pre-Orientation program begins. You may arrive in Boston before this but will have to make your own housing arrangements until you can move into your residence hall.

You may look at the academic calendar on line to see when the residence halls open and to check when your orientation begins: <http://www.wellesley.edu/ClassDeans/NewStudentGuide2010.pdf>

You will most likely fly into the *Boston Logan Airport*, unless you arrive at another city and travel before coming to Wellesley. See the section *Getting to Wellesley College* for transportation resources and directions.

## Orientation

If you are arriving in the Fall, you are invited to attend both the Pre-Orientation Program for international students and the campus-wide Orientation Program for all students. During the three-day Pre-Orientation Program, you'll have the chance to make new friends, learn more about your new community, and explore the Boston area. If you are arriving in the spring, there is an abbreviated orientation held before classes start. Specific orientation dates will be available on the Wellesley website.

All new international and exchange students are required to check-in with their immigration documents at the Slater International Center and to attend a mandatory session on Immigration Information.

# **IMMIGRATION INFORMATION**

# F-1 Status

It is extremely important for international students to maintain their immigration status while in the United States. Failure to maintain the terms and conditions of F-1 status may be grounds for removal from the United States and may cause difficulty re-entering the U.S. in the future.

## Important Forms and Documents

The Form **I-20** shows that you are eligible for "F" status. It is issued by the college you are authorized to attend and shows how long you may remain in the United States. Students with F-1 status are allowed to enter up to 30 days before the start date and stay 60 days beyond the program completion date to gather their belongings and make arrangements to return home.

You can obtain an **F-1 visa** at a U.S. Embassy or Consulate outside of the U.S. You should have an F-1 visa in your passport upon entry to the U.S. *Note: Canadians do not require an F-1 visa in order to obtain F-1 status.* The expiration date on your visa does not affect how long you may stay in the U.S. whereas the end date on your Form I-20 does. The only reason to be concerned with an expired visa is if you wish to leave the U.S. and re-enter.

The **Form I-94** is your official "Arrival-Departure Record". It is a small white card that is issued when you arrive in the United States. The Form I-94 is an important immigration document as it indicates your immigration status, "F-1", and an expiration date. Your expiration date should be "D/S" which means "Duration of Status." This refers to the date you complete your studies or the end date of your Form DS-2019 (whichever is earlier) plus a 60-day grace period.

## How to Maintain F-1 Status

- Check-in with Slater International Center for SEVIS registration within 30 days of the program start date indicated on your Form I-20
- Attend the college/university listed on the Form I-20 used for entry
- Engage in a full course of study during normal academic periods (3 units or more)
- Make normal progress towards completing the course of study (Minimum 2.0 GPA)
- Maintain a valid passport at all times
- Follow transfer and change of educational level procedures
- Apply for program extension **prior** to the end date on your Form I-20 if you are not able to complete your studies by this date
- Receive authorization before engaging in employment
- Report a change of address/residence to Slater International Center within 10 days of the change

## Full Course of Study

F-1 student status is granted only to students who plan to study **full-time** at an approved institution in the United States. Immigration regulations define full-time study for undergraduates as the equivalent of 12 credits per semester. The Wellesley College equivalent to this is 3-4 units per semester.

Students may be considered to be maintaining valid F-1 status despite being full-time in only a few circumstances. These include:

### Annual Vacation

An F-1 student is considered to be in status during the annual or summer vacation if the student was in status the previous semester and intends to register for the next semester.

### Medical

If a leave of absence or reduction in course load to less than full-time is needed for medical reasons, the student must notify the International Student & Scholar Advisor (ISSA) **prior** to withdrawing to less than full-time. The student will be required to provide the ISSA with a letter from a health-care practitioner requiring or recommending the interruption or reduction in studies.



**Language/Course Placement**

During the first semester of study in the U.S., a student may be able to reduce his/her course load due to initial difficulty with the English language or reading requirements, unfamiliarity with American teaching methods, or improper course level placement. The student's Class Dean must provide a statement describing the problem to the ISA in advance of the reduction in credits.

F-1 students who do not fall into any of the categories above and who fail to complete 3 units each semester generally will not be able to benefit from certain privileges associated with F-1 status. These privileges include:

- DSO signature on the Form I-20 for travel and re-entry to the U.S.
- On-campus employment
- Curricular or Optional Practical Training
- Immigration transfer to another U.S. institution

**Address Reporting**

International students must report their addresses to the Slater International Center within 10 days of arrival. A student who changes her address must update the Slater International Center within 10 days of the change.

**ALL VIOLATIONS OF STATUS WILL BE REPORTED IN SEVIS PROMPTLY**

# J-1 Status (Exchange Students)

It is extremely important for international students to maintain their immigration status while in the United States. Failure to maintain the terms and conditions of J-1 status may be grounds for removal from the United States and may cause difficulty re-entering the U.S. in the future.

## Important Forms and Documents

The Form **DS-2019** shows that you are eligible for the "J" status. It is issued by the college you are authorized to attend and shows how long you may remain in the United States. Students with J-1 status are allowed to stay 30 days beyond the program completion date to gather their belongings and make arrangements to return home.

You can obtain a **J-1 visa** at a U.S. Embassy or Consulate outside of the U.S. You should have a "J-1" visa in your passport upon entry to the U.S. *Note: Canadians do not require a J-1 visa in order to obtain J-1 status.* The expiration date on your visa does not affect how long you may stay in the U.S. whereas the end date on your Form DS-2019 does. The only reason to be concerned with an expired visa is if you wish to leave the U.S. and re-enter.

The **Form I-94** is your official "Arrival-Departure Record." It is a small white card that is issued when you arrive in the United States. The Form I-94 is an important immigration document as it indicates your immigration status, "J-1," and an expiration date. Your expiration date should be "D/S" which means "Duration of Status." This refers to the date you complete your studies or the end date of your Form DS-2019 (whichever is earlier) plus a 30-day grace period.

## How to Maintain J-1 Status

- Check-in with Slater International Center for SEVIS registration within 30 days of the program start date indicated on your Form DS-2019
- Attend the college/university listed on the DS-2019 used for entry into the U.S.
- Engage in a full-course of study during your academic year (12 credits or more)
- Maintain a valid passport at all times
- Apply for program extension prior to the end date on your Form DS-2019 if you are not able to complete your studies by this date
- Receive authorization before engaging in employment
- Maintain adequate health insurance and provide documentation
- Report a change of address/residence to Slater International Center within 10 days of the change

## Two-Year Home Residency Requirement

Some exchange visitors from certain countries are subject to a requirement to spend two years in their home country before returning to the United States for a long-term stay. Exchange Visitors subject to this requirement include those who (1) have received government funding, directly or indirectly, for the purpose of exchange, (2) worked in a field that appears on the Exchange Visitor Skills list, or (3) participated in a graduate medical training program in the United States sponsored by the Educational Commission for Foreign Medical Graduates. If you are subject to the requirement (as indicated on your visa), you must "reside and be physically present" for a total of two years in your country of citizenship or your country of legal permanent residence or apply for a waiver to the requirement. More information is available from the ISSA upon your arrival.

## Address Reporting

International students must report their addresses to the Slater International Center within 10 days of arrival. A student who changes her address at any time must update the Slater International Center within 10 days of the change.

**ALL VIOLATIONS OF STATUS WILL BE REPORTED IN SEVIS PROMPTLY**

# Travel

## Travel Inside the U.S

It is recommended that international students carry photocopies of their Form I-94, Form I-20/DS-2019, and the biographical page of their passport with them during their stay in the Boston area. When traveling outside of the metropolitan area of Boston, it is advisable to carry original documents, including a valid passport, Form I-20, Form DS-2019, and Form I-94.

## Travel and Return to the U.S.

Travel outside the U.S. is recommended only if you have all documents related to your immigration status in order **prior to departure**. These documents include:

### Passport

You must carry a passport that will be valid for re-entry to the U.S. The passport should be valid for six months beyond the date of arrival in the United States.

### Valid U.S. Visa Stamp

Citizens of all countries except Canada are required to have a valid U.S. visa stamp in their passports to reenter the U.S. You should use the appropriate visa related to your current activities. Use of a "visitor" or "tourist" visa should not be used for re-entry into the U.S. during your program of study or you may jeopardize your student status. If your student visa will not be valid at the time of re-entry to the U.S., you will need to apply at a U.S. consulate or embassy for a new visa before your return. A list of U.S. consulates abroad can be found at the following link: <http://usembassy.state.gov/>. *Please note that student visas cannot be renewed within the U.S. (see the "Renewing a Visa" section for more information).*

### Form I-20 or Form DS-2019

The Form I-20/DS-2019 must be current and have a signature valid for travel and re-entry. F-1 travel signatures are valid for one year for current students and six months for students on Optional Practical Training (OPT). J-1 travel signatures are valid for the entire period of stay, up to one year as indicated on the Form DS-2019. In order to obtain a travel signature you must drop off your most recent and original Form I-20/DS-2019 and a copy of your Form I-94 to Slater International Center **at least 24 hours** in advance of the intended travel date.

### Proof of Financial Support

At the port of entry, proof of financial support may be requested. You should carry documents supporting the source and amount of financial support indicated on the Form I-20/DS-2019.

# Renewing a Visa

If your F-1 or J-1 visa has expired, you only need to obtain a new visa if you plan to travel outside of the U.S. and return to resume your studies or practical/academic training. A visa is necessary for **entry only**. You will need to apply for a new visa at a U.S. Consulate or Embassy outside of the U.S., as it is not possible to renew an F-1 or J-1 visa from within the U.S. You will need to research the visa application and issuance procedures as they may have changed since you last obtained a visa.

## For your visa appointment you should prepare the following:

- **Recent travel signature on your Form I-20 or DS-2019**—Slater International Center recommends that you signature be no more than 6 months old when you are traveling to renew your visa.
- **Official transcript**—this can be obtained at the Registrar's Office
- **Original funding documents**—either a personal bank statement or letter of funding from your sponsor. The original bank statement should be in your name or be accompanied by an original letter of support from the person whose name is on the statement. If Wellesley College is your funding source, it is recommended that you get a letter written on Wellesley letterhead that details your funding. If you have already paid tuition for next semester, you may wish to obtain a statement that indicates this from Student Financial Services. These documents should be less than one year old.

- **SEVIS fee**—proof of payment. Visit the ICE website for more information [http://www.ice.gov/sevis/i901/faq3.htm#\\_Toc81222004](http://www.ice.gov/sevis/i901/faq3.htm#_Toc81222004)
- If you have graduated and are participating in Post-Completion Optional Practical Training, you must show **proof that you have a job in the U.S.** to which you will return. It is recommended that you provide your EAD and a letter from your employer verifying that you are currently employed.
- The following visa application forms, which can be obtained from any U.S. Consulate or Embassy:
  - **Form DS-156**, *Application for Nonimmigrant Visa*
  - **Form DS-157**, *Supplemental Nonimmigrant Visa Application* (Generally required of all male applicants between the ages of 16-45. Check with the U.S. Consulate or Embassy where you are applying for additional requirements.)
  - **Form DS-158**, *Contact Information and Work History for Nonimmigrant Visa Applicant*
- **Application fee**—check with the Consulate for the current fee amount and how it must be paid.
- **One photograph**—2 inches square [51 x 51mm], showing full face, without head covering, and against a light background.
- **Passport**—valid at least 6 months into the future.
- **Schedule an appointment for your visa interview**—you should contact the U.S. Embassy or Consulate abroad where you will be renewing your non-immigrant visa to schedule an appointment.

### **Automatic Visa Revalidation: For Short Trips to Canada, Mexico or Adjacent Islands\***

Students who are in valid immigration status are allowed to re-enter the U.S. with an expired visa if they travel to Canada, Mexico or adjacent islands (except Cuba) for less than 30 days. Simply retain your form I-94 card upon entry into Canada or Mexico and tell the border official that you are taking advantage of the "automatic visa revalidation" option available to F-1 and J-1 visa holders. To return to the U.S. you will need your signed form DS-2019, a valid passport, and Form I-94. Currently, this benefit does not apply to citizens of Cuba, Iran, North Korea, Sudan, and Syria.

*\*Adjacent Islands: Anguilla, Antigua, Aruba, Bahamas, Barbados, Barbuda, Bermuda, Bonaire, British Virgin Islands, Cayman Islands, Curacao, Dominica, Dominican Republic, Grenada, Guadeloupe, Haiti, Jamaica, Marie-Galante, Martinique, Miquelon, Montserrat, Saba, St. Barthelemy, St. Christopher, St. Eustatius, St. Kitts, St. Lucia, St. Maarten, St. Pierre, St. Vincent and Grenadines, Trinidad & Tobago, Turks, Caicos Island and other British, French and Netherlands territory or possessions bordering on the Caribbean Sea.*

### **To Apply for a Visa in Canada or Mexico**

Third-country nationals (TCNs) may attempt to obtain a visa in Canada or Mexico. To schedule an appointment at a U.S. Consulate in Canada visit <http://www.nvars.com>. A major credit card is required to pay for the application fee. To schedule an appointment at a U.S. Consulate in Mexico visit <http://www.usvisa-mexico.com>. Additional information on the system can be obtained from the State Department's Consular Services web site at <http://travel.state.gov>

**Note: If you apply for and are denied a visa in Canada/Mexico, you may not re-enter the U.S. on the Automatic Visa Revalidation regulations. You will be required to travel elsewhere (most likely your home country) to apply for the U.S. visa before returning to the U.S.**

# Immigration Resources

United States Citizenship and Immigration Services (USCIS)

<http://www.uscis.gov>

U.S. State Department Visa Information (DOS)

<http://www.state.gov/www/ind.html>

Foreign Embassies in the U.S.

<http://www.embassy.org>

Immigration Newsletter

<http://www.visalaw.com>

Education USA—Pre-departure Information

<http://educationusa.state.gov/predeparture/travel/documents.htm>

Destination USA Visa Information

<http://www.unitedstatesvisas.gov/>

General Student Visa Travel Information

<http://www.unitedstatesvisas.gov/pdfs/gettingavisa.02.03.pdf>

Frequently Asked Questions for F-Nonimmigrant: Entry & Exit

<http://www.ice.gov/sevis/students/index.htm>

US Visa Video (Approx.10 minute video)

<http://www.state.gov/r/pa/obs/vid/36172.htm>

SEVIS I-901 Fee Information

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

Visa Wait Times

[http://travel.state.gov/visa/temp/wait/tempvisitors\\_wait.php](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php)

U.S Embassies Abroad

<http://usembassy.state.gov/>

Fees for Visa Services

[http://travel.state.gov/visa/temp/types/types\\_1263.html](http://travel.state.gov/visa/temp/types/types_1263.html)

Visa Photo Requirements

<http://travel.state.gov/passport/pptphotos/index.html>

U.S. Visit

[http://www.dhs.gov/dhspublic/interapp/content\\_multi\\_image/content\\_multi\\_image\\_0006.xml](http://www.dhs.gov/dhspublic/interapp/content_multi_image/content_multi_image_0006.xml)

Visa Denials

[http://www.travel.state.gov/visa/frvi/denials/denials\\_1361.html](http://www.travel.state.gov/visa/frvi/denials/denials_1361.html)

Special Visa Processing for citizens of Cuba, Syria, Sudan & Iran

[http://www.travel.state.gov/visa/temp/info/info\\_1300.html](http://www.travel.state.gov/visa/temp/info/info_1300.html)

# Consulates and Embassies in Boston

Offices are in Boston unless listed otherwise.

## **Austria**

15 School Street, Floor 5  
617-227-3131

## **Belgium**

11 Foster Street, Brighton  
617-779-8700

## **Bolivia**

85 Devonshire Street, #1000  
617-227-4481

## **Brazil**

20 Park Plaza, #810  
617-542-4000

## **Canada**

3 Copley Place, Suite 400  
617-262-3760

## **Cape Verde**

535 Boylston Street  
617-353-0014

## **Chile**

1 Lanark Road, Brighton  
617-232-0416

## **Colombia**

535 Boylston Street, Floor 11  
617-536-6222

## **Costa Rica**

175 William F. McClellan Highway East  
617-561-2444

## **Denmark**

20 Park Plaza #436  
617-542-1415

## **Dominican Republic**

20 Park Plaza #601  
617-482-8121

## **El Salvador**

20 Meridian Street, East Boston  
617-567-8484

## **Finland**

31 St. James Avenue, #700  
617-654-180

## **France**

31 St. James Avenue, #750  
617-832-4440

## **Germany**

3 Copley Place, #500  
617-369-4900

## **Greece**

86 Beacon Street  
617-523-0100

## **Haiti**

545 Boylston Street, #201  
617-266-3660

## **Hungary**

111 Huntington Avenue, Floor 26  
617-342-4022

## **Ireland**

535 Boylston Street, 3rd Floor  
617-267-9330

## **Israel**

20 Park Plaza, #1020  
617-535-0200

## **Italy**

100 Boylston Street, #900  
617-542-0483

## **Japan**

600 Atlantic Avenue, Floor 14  
617-973-9772

## **Korea**

1 Gateway Center, #251  
300 Washington Street, Newton  
617-641-2830

## **Mexico**

20 Park Plaza  
#506 617-426-4181

## **Netherlands**

20 Park Plaza, #524  
617-542-8452

## **Norway**

286 Congress Street, Floor 7  
617-423-2515

## **Pakistan**

20 Chestnut Street, Needham  
781-455-8000

## **Peru**

20 Park Plaza, #515  
617-338-2227

## **Poland**

31 Milk Street  
617-357-1980

## **Portugal**

899 Boylston Street, 2nd Floor  
617-536-8740

## **Romania**

85 East India Row  
617-497-1111

## **Spain**

31 St. James Avenue, Suite 905  
617-536-2506/2527

## **Sweden**

286 Congress Street, Floor 6  
617-451-3456

## **Switzerland**

420 Broadway, Cambridge  
617-876-3076

## **Taiwan**

99 Summer Street, #801  
617-737-2057/2058

## **Thailand**

41 Union Street  
617-720-8424

## **United Kingdom**

600 Atlantic Avenue, Floor 25  
617-245-4500

## **Venezuela**

545 Boylston Street, Floor 3  
617-266-9368/9457

# HOUSING

# On-Campus Housing

Most Wellesley students live on-campus. Students who live on-campus have an instant network of peers. For more information: <http://web.wellesley.edu/web/StudentLife/ResidenceLife>

## Residence Halls

Each residence hall has a laundry room with coin operated washers and dryers, a TV lounge with cable TV channels including many international channels, a kitchen with refrigerator, stove top burners and ovens, vending machines for snacks, sodas and juices, and wireless internet throughout the building. Each room is furnished with a bed, dresser, desk and chair, book shelf, mirror, and closet.

## Staff

Each residence hall has professional and student staff that work together to create trusting and respectful spaces that support and celebrate community. The Area Coordinators (AC) or Resident Directors (RD) are professional staff members, who live in the residence halls, supervise the student staff in the building, and assist students in accessing college, academic, and personal resources.

Resident Assistants (RA) are student staff members who live in the residence halls and help students transition to Wellesley College. RAs help students access on campus resources, offer support, and assist with resolving roommate disagreements. In addition, they help build community and plan activities.

## Dining

Students have open access to any of the four dining facilities located in our residence halls. Pomeroy Hall features an exclusively Kosher/vegetarian and vegan menu and Tower Hall offers a nut-sensitive menu. For additional information on all dining halls, hours of operation, menus, dining facilities, and nutritional services please visit [www.wellesleyfresh.com](http://www.wellesleyfresh.com).

## Holidays and Summer Housing

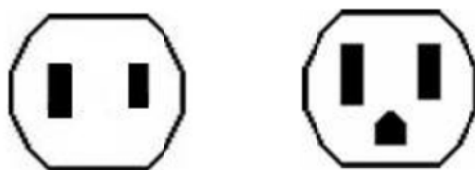
International students may be allowed to stay on campus during holidays and breaks with approval of the ISSA. If an international student would like to remain in summer housing, she must notify the ISSA and she will be responsible for paying a weekly fee. During the 10-day break between the end of the fall semester and the beginning of winter session, students living in the United States are not allowed to stay on campus. However, students from abroad are allowed to stay if they notify the ISSA. Be aware that the dining halls are closed during the breaks, so students must arrange for their own food.

# U.S. Electrical Outlets

United States standard voltage is 110/120 volts, 60 cycles AC. Before using any appliances from your home country, check the voltage ratings marked on them. If they are designed for the European electrical system (220 volts), you may need a transformer and plug adapter (available at most electronic stores) so you can plug the appliance into the U.S. outlet. It is recommended that you purchase any small appliances you may need once you arrive in the United States (i.e.: hair dryers).

Electrical appliances sold in the U.S. come with a cord and 2- or 3-prong plug attached (*see Figure 1*). In some cases (including most new lamps), one of the two prongs is slightly larger than the other. This polarized plug ensures that you put the plug into the outlet in the correct position. If you have trouble plugging something into a 2-prong outlet, try turning the plug upside down. Some appliances have a third prong on the plug, which makes a separate connection to ground and keeps you from getting a shock.

*Figure 1:*





# TRANSPORTATION

# General Information

There are many transportation options available to you while attending Wellesley. Although driving is the most common (and easiest) way to get around, many students do not own cars. For driving directions to Wellesley please refer to the *Driving Directions* section.

## Getting Around Boston

Walking and public transportation is the best way to explore Boston, as driving and parking in Boston tends to be difficult and expensive. Boston is known as "America's Most Walkable City" and only a short stroll through the City's neighborhoods will prove that point. From the North End to the Back Bay, from Beacon Hill to the South End, and from Charlestown to the Financial District, most of Boston's most interesting neighborhoods are connected by the Freedom Trail, a self-guided walking tour that brings Boston's history to life. Check out <http://www.bostonusa.com> for more details.

# Taxi & Limousine Services

Taxis are expensive and a fare from downtown Boston to Wellesley can be about \$40-60. Here is a list of some taxi services. *Please note that taxis may pick up passengers only in cities where they have licenses and a 10-15% tip to the driver is standard.*

Airport Direct 781-431-1000  
Boston Cab 617-536-6010  
Boston Coach 800-672-7676  
Checker Cab 617-536-7000  
McCue's Taxi Service 617-924-0600  
Red Taxi 781-235-5570  
Yellow Cab 617-527-5555  
Veteran's Cab 781-235-1600  
Wellesley Transportation 781-235-2200

# Wellesley College Shuttle

Wellesley offers free shuttle service Monday through Friday between campus and other local colleges (Olin College & Babson College), as well as a shuttle to the Massachusetts Institute of Technology (MIT) in Cambridge. In addition, there is a weekend shuttle service to several locations in the greater Boston area including: the Riverside T stop, Harvard Square, MIT, and Commonwealth Avenue. A shuttle on Saturdays stops at several local shopping areas including the Natick Collection, Shopper's World, and an AMC Movie Theater. Complete shuttle schedules and prices for weekend shuttles can be found at: <http://www.wellesley.edu/Transportation/>

# Public Transportation

The Massachusetts Bay Transportation Authority (more commonly known as the MBTA or "T") is the most affordable mode of transportation in and around Boston. With access to every neighborhood downtown and connections to train stations and Logan Airport, the T is very convenient. It includes a network of streetcars, subways, commuter rails, and buses. The fare system uses reusable and rechargeable passes: *Charlie Card* or *Charlie Tickets*, which can be purchased at T stations. The *Charlie Card* is the best option, as each fare gets discounted as much as \$ .30. Monthly passes are also available for the buses, subway or a combination of the two. Passes can be purchased during the first and last three days of each month. To find out more information visit: [http://www.mbt.com/fares\\_and\\_passes/](http://www.mbt.com/fares_and_passes/)

## Subway

MBTA stations are marked by signs with a large letter "T." Travel anywhere on the Blue, Orange, Green, Red, and Silver Lines for the same price. The MBTA website is interactive and allows users to plan trips door to door. Visit <http://www.mbta.com> for more detailed information. *Note: the "T" does not come directly to Wellesley, but the Woodland "T" stop is approximately two miles from campus (take the "D" train of the Green line to the second to last stop).*

## Bus

The subway connects at many points with MBTA bus routes. Bus fare boxes accept coins, \$1, \$5, \$10, and \$20 bills—all change greater than or equal to .50 cents will be provided as stored-value on a Charlie Ticket for use toward fares at other fare boxes or in-station.

### *Hours of Operation:*

Hours of operation vary by station and line, but are approximately:

5:00am to 12:50am      Monday-Saturday

6:00am to 12:50am      Sunday

If you pay cash, you will need exact change.

## Commuter Rail

The "T" Commuter Rail system is comprised of 11 lines and over 100 T stations, each located in specific "zones." Wellesley is located about half a mile from the "Wellesley Square" stop on the Framingham/Worcester line. See the *Getting to Wellesley* section for more information.

# Trains

Boston is serviced by Amtrak with departures originating from North Station, South Station and Back Bay Station. From North Station you can travel to New Hampshire or Maine. From South or Back Bay Station, you can travel to New York City, Philadelphia and Washington D.C. Call 1-800-872-7245 or visit <http://www.amtrak.com> for details.

# Driving in the U.S.

Massachusetts (MA) State law requires all residents to obtain a MA driver's license within 30 days of their arrival if they plan to live in MA for one year or more. Citizens of certain countries may also utilize their home country's driver's license along with an International Driving Permit. For further details and to find your nearest Registry of Motor Vehicles (RMV) visit their websites below:

**Registry of Motor Vehicle Web Site:** <http://www.mass.gov/rmv/index.htm>

**Registry locations:** <http://www.mass.gov/rmv/branches>

**Seat Belt Law:** In Massachusetts, everyone in a car must wear a safety restraint. Children must ride in a federally approved infant, toddler, or booster seat until they are at least 5 years old and weigh over 40 pounds (18 kg). Then, they (and adults) must wear a seat belt, whether they are in front or back seat of the car.

**Boston with a Car:** Driving practices differ in different parts of the US. It is important to understand Boston driving patterns, so you can avoid an accident. Many Americans from other parts of the U.S. think Boston drivers are rude and aggressive. Of course you should not "go native" and drive this way yourself! But it is important to drive defensively—you should always assume that another car might turn right from the left-hand lane, or go through a red light, or cut in front of you. Many international newcomers choose to take a one- or two-hour driving lesson with a professional driver education company when they first arrive. This might be an excellent idea for you, especially if you come from a country with very different traffic rules and driving habits. Look in the *Yellow Pages* telephone book under "Driving Instruction," or ask a friend to help you pick a good company. If you are a licensed and experienced driver in your country, explain this to the instructor. You will take the lesson in the teacher's car. Ask if they have a teacher who speaks your language. In Massachusetts, maximum speed limits vary from 55 to 65 miles per hour.

# Obtaining a Massachusetts Driver's License

*The following is a summary of what most international students must do to obtain a MA Driver's License.*

## Provide Necessary Proof of Identification

- International Driver's License (if applicable)
- Passport  
*Provides Photo ID, your signature and date of birth*
- Form I-20/Form DS-2019  
*Provides proof of signature and date of birth*
- Document proving MA residency  
*Slater International Center can provide you with a letter which states that you live on campus. Please complete an "On-Campus Proof of Residency Letter" request form. Note: The "On-Campus Proof of Residency Letter" must be no more than 30 days old when you go to the RMV.*
- Social Security number (SSN) or an official "Denial Letter" from the Social Security Office no more than 30 days old (see *"Obtaining a Social Security Number"* section). A Denial Letter will be issued on the spot at the Social Security Office; a Social Security number is usually issued in approximately two weeks. Obtaining a "Denial Letter" does not affect your eligibility for a SSN in the future.

## Pass a Written Exam and Eye Test

The written exam and eye test may be taken on a walk-in basis at any RMV between 9:00am and 4:30pm. If you pass, you will get a learner's permit. Driver's license manuals are available at the RMV to help you prepare for the written and road tests.

## Pass a Road Test

Road tests are by appointment only and must be scheduled at least three weeks in advance after you have earned your learner's permit. At the time of the road test, you need to bring your completed application (obtained from the RMV); your learner's permit; payment for each scheduled road test; a registered, insured and inspected vehicle; and a sponsor. The sponsor must be at least 18 years of age, have at least one year of driving experience and possess a valid U.S. license issued by his/her home state. *Foreign driver's license holders are NOT eligible to be sponsors. If you have a valid out-of-country license from certain countries and a MA learner's permit, you may take the road test without a sponsor (Please see RMV website). Many driving schools in Massachusetts offer private lessons and will even sponsor a student for a driving test. The closest school to Wellesley is the Wellesley Driving School at 159 Linden Street, Wellesley, MA. Please contact them directly at (781) 237-5010 for more information.*

## Costs Involved: (Methods of payment include cash, check, Visa or MasterCard)

- Learner's Permit (written/eye screening test): \$30
- Road Driving Test: \$20
- Driver's License: \$50; \$100 for out-of-state conversions

\*\*\*Please note that if you move after you obtain a MA license, you must inform the Registry of Motor Vehicles within 30 days of your move. \*\*\*

# Owning a Car in Massachusetts

If you own or lease a motor vehicle in Massachusetts, you must meet certain obligations to keep your vehicle legally registered and safe for the road:

- Any vehicle to be driven on public roadways in MA must be **insured**.
- Your car must be **registered** by the end of the month in which you purchase it.
- The car must also be **inspected** within 7 days of its purchase.
- All vehicles must have a **Certificate of Title**. If you are buying a used car, to legally transfer its ownership to you, the previous owner must sign the title and give it to you. Before buying a used car, be sure to have a mechanic examine it.
- You must pay **5% sales tax** on any vehicle purchased.

## Insurance

Most insurance companies will require you to have a MA driver's license in order to insure a car. You can use this comparison website, <http://www.autoratecompare.doi.state.ma.us/>, to find an insurance quote. *Note: Insurance rates vary depending on where you live. The closer you live to Boston, the more expensive it will be.*

## Registration

For a small additional fee, a dealer may register your car and get the license plate for you at the Registry of Motor Vehicles (RMV). If you register your car at the RMV, you must have your driver's license and title (or proof of application of title). You will receive the registration and your license plates. Please keep in mind that these services require a fee and automobile tax must also be paid on the vehicle. Your vehicle registration needs to be renewed every two years.

## Yearly Inspections

All vehicles that are registered in Massachusetts must receive a safety inspection each year. Vehicles must undergo both an emissions test and a safety inspection every year before its current inspection sticker expires (at the end of the month printed on the sticker). To avoid end-of-the-month lines, have your vehicle tested during the first half of the month when it is due for an inspection. If you purchase a vehicle (new or used), it must be inspected within seven calendar days of its registration to continue operating on Massachusetts roadways.

Bring your vehicle registration and the \$29 inspection fee with you. Check with your inspection station for payment methods accepted. If your vehicle fails its safety inspection, its emissions test or both, it must be repaired and pass a re-test within 60 days of its initial inspection. If you drive with an overdue inspection sticker, you could get pulled over by police, fined and/or ticketed.

Inspection Shop and Registered Repair Shop Locator

[http://massvehiclecheck.state.ma.us/find\\_inspection\\_station.html](http://massvehiclecheck.state.ma.us/find_inspection_station.html)

# Buying a Car

Purchasing a car can be done either privately or through a dealership. Dealerships can be looked up online or in the yellow pages and often sell both new and used cars. Cars being sold privately can be found in many ways. Some websites worth visiting are:

<http://www.boston.com>

*In addition to listing cars for sale, boston.com also has a section called "Buying Tools and Tips" with information on purchasing a car.*

<http://www.craigslist.com>

<http://www.autotrader.com>

**When Buying a USED Car**, there are three items that the seller must provide the buyer at the time of the sale:

1. The car title (this will be transferred to your name after the sale)
2. Acknowledgement of buying and selling letter (statement of ownership of the vehicle)
3. Emission Inspection Report

**When Buying a NEW Car**, the buyer must apply for the car title as soon as possible after the purchase of the vehicle. You cannot register your car and obtain license plates without a title. If you do not apply within 90 days of purchase or acquisition you may be charged a fee.

Consider bringing a prospective used car to a good mechanic BEFORE you buy it to have the car checked. This service may cost \$50- \$100, but it is well worth the expense. You can also check for an estimated value of a car at Kelley Blue Book (<http://www.kbb.com>).

Below are some automobile dealers close to the Wellesley Campus:

<b>KO Dodge</b> 234 Worcester St. Wellesley, MA	781-235-6666
<b>Honda Village Inc.</b> 371 Washington St. Newton Corner, MA	888-946-4607
<b>Wellesley Volkswagen</b> 231 Linden St. Wellesley, MA	866-308-6605 781-431-4550
<b>Toyota of Wellesley</b> 216 Worcester Road Wellesley, MA	781-237-2970
<b>Lee Volvo</b> 962 Worcester Road Wellesley, MA	866-542-4533
<b>Foreign Motors</b> West 253 North Main Street Natick, MA	508-655-5350
<b>Clay Chevrolet Hyundai</b> 391 Providence Hwy Norwood, MA	781-762-8300
<b>Muzi Motors Inc.</b> 557 Highland Avenue Needham, MA	800-219-1607 Chevrolet 800-296-8380 Ford

# Auto Maintenance Shops

**GM Goodwrench**

Haskins Oldsmobile  
467 Washington St.  
Wellesley, MA  
781-235-4850

**Diamond Auto**

614 Moody Street  
Waltham, MA  
781-893-8300

**West Side Mobil**

870 Worcester Street  
Wellesley, MA  
781-237-7080

**Meineke Car Care Center**

19 River Street  
Waltham, MA  
781-891-0780

**Center Automotive Inc**

444 Hillside Avenue  
Needham, MA  
781-444-2522

**Meineke Car Care Center**

37 Waverly Street  
Framingham, MA  
508-626-3655

# Renting a Car

Rental rates vary depending on the car size and length of time of the rental. *Budget, Hertz, Enterprise, Dollar,* and *Avis* have online reservation systems with locations at Logan Airport and many offices around Boston. With locations in Framingham and Milford, *Any Rate* offers daily or long term rentals and does not charge a surcharge if you are over 21 years of age.

Hertz	<a href="http://www.hertz.com">www.hertz.com</a>	800-654-3131
Budget	<a href="http://www.budget.com">www.budget.com</a>	800-527-0700
Enterprise	<a href="http://www.enterprise.com">www.enterprise.com</a>	800-736-8222
Dollar	<a href="http://www.dollar.com">www.dollar.com</a>	800-800-4000
Avis	<a href="http://www.avis.com">www.avis.com</a>	800-831-2847
Any Rate	<a href="http://www.anyratecarrentals.com">www.anyratecarrentals.com</a>	508-879-7411

## Zipcar

Zipcar is a car sharing club available throughout the U.S., Canada and the UK. They can be found throughout the greater Boston area, parked in parking lots, at apartment buildings and on college campuses. With 24/7 "Zip car" access, you can "rent" one by the hour or by the day. The hourly rate includes gas, insurance and reserved parking. Simply reserve online, walk to the nearest car and drive away.

Wellesley College has two Zip cars on-campus. Membership for Wellesley students is \$35/year. Students need to be at least 18 years old to join. Members 18-20 years old can use Zip cars only on the Wellesley campus. Members 21+ also have access to thousands of Zip cars all around Boston and other cities.

*Who is eligible to become a Zip car member?*

To be eligible, you must:

- Be at least 21 years old (18 for Wellesley students with use of Wellesley College Zip cars)
- Have a valid driver's license (from any country) and have been licensed for at least one year. If you have a Canadian license from Alberta, British Columbia, Manitoba, Quebec, Saskatchewan, or the Yukon Territories, visit <http://www.zipcar.com/apply/manual-states#ca>. If you have a license from outside the U.S./Canada, visit <http://www.zipcar.com/apply/foreign-drivers>
- Have had no more than two "incidents" (moving violation PLUS accidents) in the past three years and no more than one incident in the past 18 months.
- Have had no major violations in the past three years.
- Have had no alcohol violations in the past seven years.

To find out more information:

Wellesley College Zip car information: <http://www.zipcar.com/wellesley/>

Zip car website: <http://www.zipcar.com/how/>

Telephone number: 866-494-7227



# **BANKING**

# Banking in the U.S.

## Things to Consider When Choosing a Bank

*Location:* Look for a branch near Wellesley's campus. A list of nearby banks is provided at the end of this section.

*Services needed:* Checking or savings accounts, safe deposit boxes, overseas wire transfers, foreign currency conversion, etc.

*Accessibility:* Saturday banking hours, availability of Automated Teller Machines (ATMs).

*Requirements:* Minimum balances (initial and maintained), monthly fees.

*Interest rates:* For invested funds.

## Common Types of Accounts

*Checking account:* Useful if you have bills to pay on a regular basis (credit card, phone, rent, utilities). There is usually no minimum balance required but no interest earned either. A monthly fee may be charged. Some checking accounts earn interest but usually require a larger opening balance.

*Savings account:* Earns interest but cannot be used to write checks

## Banks' Customer Identification Programs (CIPs)

U.S. financial institutions are required to verify the identity of every individual who opens a bank account. In compliance with federal regulation, all banks operating in the U.S. have established Customer Identification Programs that they are to follow for anyone who seeks to open an account. Below is the minimal information a bank must obtain from you before allowing you to open an account:

- Your name
- Your date of birth
- Your street address – no P.O. Box
- An identification number

An identification number can be one or more of the following:

- A taxpayer ID number (Social Security number or individual taxpayer ID number)
- Passport number and country of issuance
- Alien identification card number
- Any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

## What to Bring When Opening an Account

- Money to deposit
- Your passport and one other form of identification
- Form I-94
- Form I-20 or Form DS-2019
- Local mailing address: Be sure you know all address details (street name and number, mailbox number, town zip code). Bring proof that this is your address, like a bill or letter you have received there.
- Your mother's maiden name: The bank will ask you for your mother's maiden name (your mother's family name before she was married) or some other family name. This name is used as a security check when you need to contact the bank with questions.
- Taxpayer Identification Number – Required by some but not all banks. The following are acceptable to use:
  - *Social Security number (SSN)*- if you have applied but not yet received your SSN, bring your receipt notice
  - *Individual Taxpayer Identification Number (ITIN)*- Issued by the IRS to those not eligible for a Social Security number. If you will apply for an ITIN you will need to open your bank account and then apply for an ITIN.
  - *Form W-8 BEN* (for those not eligible for a Social Security number or ITIN)

## Automated Teller Machines (ATMs)

Most banks offer ATM bank cards that enable you to use ATMs to access your account at any time. You can request an ATM card when you open your account or later if you decide you would like one. You will choose a private code called a personal identification number (PIN) to type into the machine each time you access your account. There is a Bank of America ATM located on Wellesley's campus in the Lulu Chow Wang Campus Center.

## International Banking Services

Larger banks tend to offer more comprehensive international services: wire transfers, international drafts, foreign currency exchange, and foreign traveler's checks. It may take longer to complete such transactions at smaller banks.

## Debit/Credit Cards

*Debit cards* - Debit cards allow you to pay for goods and services directly from your bank account, reducing the need for cash. You can request a debit card when you open your checking or savings account or later if you decide you would like one.

*Credit Cards* - Requirements for obtaining a **credit card** and interest rates charged on unpaid balances vary among banks. Keep in mind that it is common to have a checking or savings account with one bank and a credit card with another. Most international students find it difficult to get a credit card in the U.S. because they have not established a credit history and because they are not U.S. residents. For newly arrived students, you may want to try using a "secured credit card". These cards offer some of the conveniences of a credit card, except that you secure your credit card with a deposit that becomes your credit line. The best part is that your secured card is reported as a regular credit card on your credit report. Check with your bank on the secured credit card. Because getting a major credit card is very difficult, international students should take every opportunity to establish a good credit history. For international students who have been here a little longer, obtaining credit cards becomes a little easier once they have established some sort of credit history.

### Credit Do's

- **Do** shop around. If you get a solicitation in the mail, on campus, on the Internet or at the local bank, compare rates and fees. The credit card industry is very competitive so interest rates, credit limits, grace periods, annual fees, terms and conditions vary. Check out <http://www.creditcard.com> or <http://www.bankrate.com> to compare rates.
- **Do** read the fine print on the credit application. The application is a contract, so read it thoroughly before signing. Watch for terms such as "introductory rate" and periods that expire.
- **Do** ask questions. You are the customer and the bank is providing a service. If you don't understand something, ask.
- **Do** be wary of anyone who claims they can "fix" your credit. The only thing that can fix a credit report is time and a positive payment history.
- **Do** promptly open and review your bill every month. This helps you pay your bill on time and protects you from identity theft and unauthorized charges.
- **Do** be careful with your credit card. Keep it secure. Always have your bank's phone number available in case your card is lost or stolen.
- **Do** view credit as an investment in your future. By using credit wisely, you can build a good credit history.
- **Do** order a copy of your credit report annually. Your credit report is like an academic report card -- it evaluates your performance as a credit customer. It needs to be accurate so you can apply for other loans such as a car or a condo.

### Credit Card Don'ts

- **Don't** feel pressure to get a credit card if you don't want one. A credit card may not be right for you. Don't be afraid to say no to salespeople. It's okay to walk away.
- **Don't** pay your bills late. Late payments can hurt your credit rating.
- **Don't** spend more than you can afford. A credit card is not magic money; it's a loan with an obligation to repay. Realize the difference between needs and wants. Do you really need that CD or pizza? If you charge these items and only pay the minimum, you could be paying for them months from now.
- **Don't** apply for more credit cards if you already have balances on others.
- **Don't** ignore the signs of credit trouble. If you pay only the minimum balance, pay late or use cash advances to pay living expenses, you might be in the credit "danger zone."

## Checks

Writing personal checks may be new for you. In the U.S., you may pay bills by personal check. You can also often buy things in stores and pay for restaurants by check (as long as you have a credit card and/or picture identification with you, too). Although on-line bill paying and credit card payments are becoming more popular, most people need to use checks occasionally.

Remember to write down the amount of every check you write, and subtract it from the amount of money you have in the account. Your checkbook will have a place to keep this record. The exact amount of money you have may be difficult to track because of services fees being subtracted and/or interest being added.

Watch carefully, though, because if you write a check for an amount you do not have (called an "overdraft" or a "bounced check"), you will have a penalty fee. This is true even if you have plenty of money in another type of account in the same bank. Some banks offer *reserve credit* (or *overdraft protection*)—they will cover the amount of the bounced check and charge you interest for this "loan." However, it is often difficult to get this protection if you do not have income or a credit history in this country.

### Sample Check:

YOUR NAME		1001
YOUR ADDRESS		
CITY, STATE ZIPCODE		
		Date: <u>August 1, 2008</u>
PAY TO THE ORDER OF:	<u>City Electric Company</u>	\$ <u>240.33</u>
<u>Two hundred forty and 33/100</u>		<u>DOLLARS</u>
YOUR BANK NAME		
BANK ADDRESS		
CITY, STATE ZIPCODE		

## Safe Deposit Boxes

Most banks offer safe deposit boxes to protect your valuables. If you have irreplaceable items or important documents that you would like to secure in a safe deposit box, you can rent a box on an annual basis through your bank. The box is kept in the vault of the bank and is protected by bank security. You will have a key to the box but will only have access to your valuables during banking hours.

### ATMs on Campus

Bank of America                      Lulu Chow Wang Campus Center, 2<sup>nd</sup> Floor

### ATMs near Campus

Sovereign Bank/Santander              CVS Pharmacy, 188 Linden Street, Wellesley, MA

### Banks in Wellesley

Wellesley Cooperative Bank	40 Central Street	Tel: 781-235-2550
Citibank	84 Central Street	Tel: 781-446-6397
Citizen's Bank	177 Linden Street	Tel: 781-239-3300
Bank of America	185 Linden Street	Tel: 781-235-1888
Boston Federal Savings Bank	200 Linden Street	Tel: 781-237-9100
Sovereign Bank/Santander	277 Linden Street	Tel: 781-235-7483
Bank of America	35 Washington Street	Tel: 781-235-3281
Needham Co-Operative Bank	458 Washington Street	Tel: 781-237-0210
U.S. Trust	571 Washington Street	Tel: 781-235-2510

# COMMUNICATION

# Telephone & Internet Services

## Telephone

Below is information and a list of resources that you may utilize to assist you in telephone or cell phone services while you are in the U.S. We do not specifically recommend any services or plans, but we provide this list as a resource. It is your responsibility to research these resources and determine suitability for your needs. Please note that information on this handout is subject to change.

### IT Service Center, Telephone Services

Provides information on services Wellesley offers and information for making international phone calls from campus phones and mobile phones from the U.S.

<http://web.wellesley.edu/web/Dept/LT/Computing/Phones>

### Calling Cards

You may opt to use one of the many **pre-paid international phone cards**, which can be purchased at many different locations including grocery stores, drug stores, or on-line. Make sure you compare rates before you buy one of these cards. You may want to check if there is any fee just to connect. The site below offers phone cards with no hidden charges: <http://www.internationalstudent.com/phonecards/>

### Cell (Mobile, Wireless) Phone Service

Cell phones in the U.S. work on different frequencies than in most other parts of the world; therefore, even if you have a cell phone in your home country, it may not work here.

### Tri-Band Phones & SIM Cards

If you have a cell phone that is a **tri-band phone** (a GSM phone that supports three of the four major GSM frequency bands, which work in most parts of the world) you will need to buy a new SIM card from a U.S. cellular company. A **SIM card** is a removable card that stores a user's service information as well as personal contacts. It allows users to change phones by simply removing the SIM card from one cell phone and replacing it with another.

**Contract Plans and Prepaid (To-Go) Plans** All phone companies in the U.S. offer **Contract Plans** – this means, you have to sign a contract with the company in which you state that you will be using their service for a pre-determined length (usually two years), paying a monthly fee plus the charges for the services according to your rate-plan. However, this option can be difficult for newly arrived foreign citizens. Companies may require that you have at least a year of credit history on your credit card, which must be obtained in the United States, and a Social Security number. Without one of these, you may be required to pay a one-time fee, between \$300-\$600 (depending on the company), which will be returned to you upon completion of the contract.

A better option may be to apply for a **Prepaid Plan**, which is offered by most major companies and is also available through electronic retail stores (Best Buy, Radio Shack). A Prepaid Plan means you have to pay a fee (according to your rate-plan) a month in advance. You can terminate the service any time you like. However, you still need at least a debit/ATM card to be able to use this service. The company charges your card automatically, on the same date every month, unless you call to terminate your service. No subscription fee is required; you only pay the sum of your rate-plan.

### CellularLD

Wellesley's ITSD has just recently partnered with MobileSphere to provide a new service which allows you to call internationally from your cell phone. To learn more about this option, follow the link on Telecommunications' website: <http://www.wellesley.edu/Telecommunications/CellularLD1.html>

### Cell Phones

If you want to buy a new cell phone, buying one along with a service plan directly from the company whose service you will use can get you a huge discount. Some phones are offered only together with the service, making them significantly cheaper than their original price.

Below is a list of the major cell phone companies and their nearest store listings. Research the companies through their websites or in person before you make a decision.

### **ATT**

Website: <http://www.wireless.att.com/>

Prepaid Plan Information: <http://www.wireless.att.com/cell-phone-service/go-phones/index.jsp>

88 Needham Street  
Newton, MA 02461  
617-965-8181

1245 Worcester Street  
Natick, MA 01760  
508-650-6970

475 Winter Street  
Waltham, MA 02451  
781-890-6074

### **Sprint**

Website: <http://www.sprint.com>

*No prepaid plans*

85 Worcester Road  
Framingham, MA 01701  
508-628-0600

### **T-Mobile**

Website: <http://www.t-mobile.com>

Prepaid Plan Information: <http://www.t-mobile.com/shop/plans/>

244 Needham Street  
Newton, MA 02464  
617-558-1760

462 Washington Street  
Brighton, MA 02135  
617-254-1342

### **Verizon Wireless**

Website: <http://www.verizonwireless.com>

Prepaid Plan Information:

<http://www.verizonwireless.com/b2c/store/controller?item=prepayItem&action=viewPrepayOverview>

13 Boylston Street  
Chestnut Hill, MA 02467  
617-738-2600

Natick Collection  
1245 Worcester Street  
Natick, MA 01760  
508-647-4008

745 Boylston Street  
Boston, MA 02116  
617-266-9000

### ***Other resources:***

#### **University Mobile**

Provides wireless phone services with unlimited calling periods and low international rate. A Social Security number or long-term contract is not required. <http://www.universitymobile.com>

#### **Consumer Reports**

A reputable magazine and online resource regarding expert testing of products, including phone services, in the United States. <http://www.consumerreports.org>

#### **10-10 Phone Number**

You do not need to sign up for a plan, and the charge will be included in your regular phone bill. Visit <http://www.1010phonerates.com> for more information.

## SKYPE

With the free download from <http://www.skype.com>, you can talk to your family or friends who are also online with no charge using your computer. You will need to install SKYPE, and set up a microphone and headsets/speakers. You can also call from your computer to regular phones (including international calls) with reasonable fees. Other services include free online chat and free video calls (if you have a webcam).

## Instant Messenger Applications

You can talk to people using instant text messages by installing instant messenger applications provided by AOL, MSN, ICQ, or Yahoo. Go to their website to download the free messengers: <http://www.aim.com>, <http://www.icq.com>, <http://www.webmessenger.msn.com>, <http://www.messenger.yahoo.com>

### **How Do I Dial Phone Numbers that Include Alphabet Letters?**

Many business toll-free numbers (1-800 or 1-866-xxxxxxx) use alphabet letters as their phone numbers. The dial keypads in the US have letters assigned to each number as below.

For example, CALL is dialed as 2-2-5-5.

ABC dial 2  
DEF dial 3  
GHI dial 4  
JKL dial 5  
MNO dial 6  
PQRS dial 7  
TUV dial 8  
WXYZ dial 9

## Internet

### ***On Campus:***

All rooms on-campus have free wireless internet access, which you can connect to from your laptop. You can also access the internet from any one of the many computers on-campus. As a full time Wellesley student, you will have your own Wellesley email account, with a username and password, which allows you access to the Wellesley Portal.



# RESOURCES

# Bookstores

**Wellesley College Bookstore** (<http://www.cbamatthews.com/welles/>)

Lulu Chow Wang Campus Center, 4<sup>th</sup> Floor  
781-283-2136

**Wellesley Booksmith** (<http://www.wellesleybooksmith.com/>)

82 Central Street, Wellesley, MA  
781-431-1160

**Barnes & Noble** (<http://www.bn.com>)

Shopper's World, 1 Worcester Road, Framingham, MA  
508-628-5567

OR

170 Boylston St., Chestnut Hill, MA  
617-965-7621

**Schoenhof's Foreign Books** (<http://www.schoenhofs.com>)

76A Mt. Auburn Street, Cambridge, MA  
617-547-8855

**Sasuga Japanese Bookstore** (<http://www.sasugabooks.com>)

96 Clematis Avenue, Waltham, MA  
781-891-5055

**Amazon.com** (<http://www.amazon.com>)

**Half.com** (<http://www.half.com>)

# Bulk/Warehouse Clubs

A bulk/warehouse club is a retail store, usually selling a wide variety of merchandise, in which customers pay annual membership fees in order to shop. The clubs are able to keep prices low due to the no-frills format of the stores and customers are required to buy large, wholesale quantities of the store's products.

**BJ's** (<http://www.bjs.com>)

26 Whittier Street, Framingham, MA  
508-872-2100

**Costco** (<http://www.costco.com>)

71 Second Avenue, Waltham, MA  
781-622-3883

**Sam's Club** (<http://www.samsclub.com>)

1225 Worcester Road (Route 9), Natick, MA  
508-650-915

# Copy Services

## **Wellesley College Copy Center**

Green Hall, 1<sup>st</sup> Floor

781-283-2395

## **iCopy**

298 Washington Street, Wellesley, MA

781-237-7676

## **Copy Cop** (<http://www.copycop.com>)

475 Winter Street, Waltham, MA

781-487-0505

## **FedEx Kinko's** (<http://www.kinkos.com>)

25 Chapel Street, Needham, MA

781-433-0960

# Cultural Organizations

## **Austro-American Association of Boston** (<http://www.austria-boston.org>)

67 Bridle Path, Sudbury, MA

978-579-2191

## **French Library and Cultural Center** (<http://www.frenchlib.org>)

53 Marlborough Street, Boston, MA

617-912-0400

## **Goethe Institute** (<http://www.goethe.de/boston>)

170 Beacon Street, Boston

617-262-6050

## **Greater Boston Chinese Cultural Association** (<http://www.gbcca.org>)

437 Cherry Street, West Newton, MA

617-332-0377

## **Japan Society** (<http://www.us-japan.org/boston>)

1 Milk Street #2, Boston, MA

617-451-0726

## **Russian American Cultural Center** (<http://www.raccboston.org>)

78 Tyler Street, Boston, MA

617-542-0707

## **Swedish American Chamber of Commerce New England** (<http://www.sacc-ne.org>)

760 Main Street, Waltham, MA

617-395-8534

## **SwissNex** (<http://www.swissnexboston.org>)

420 Broadway, Cambridge, MA

617-876-3076

# Electronics

## **Best Buy** (<http://www.bestbuy.com>)

Shopper's World, 1 Worcester Rd, Framingham, MA  
508-872-2223

OR

401 Park Dr., Boston MA (accessible by T, Green line, "Hynes Convention Center")  
617-424-7900

## **Apple Store** (<http://www.apple.com/retail/>)

The Chestnut Hill Mall, 199 Boylston St, Chestnut Hill, MA  
617-965-5806

OR

The Natick Collection, 1245 Worcester St., Suite 3082, Natick, MA  
508-903-2800

## **Sears** (<http://www.sears.com>)

The Natick Collection, 1235 Worcester Road, Natick, MA  
508-650-2823

## **Micro Center** ([www.microcenter.com](http://www.microcenter.com))

730 Memorial Drive, Cambridge, MA  
617-234-6400

# Groceries/Food

Most stores are state/nation-wide. In order to look up your nearest location, go directly to the websites and search the location by zip code and/or address. To find driving directions, go to <http://www.mapquest.com> or <http://maps.google.com>

## **Roche Bros.** (<http://www.rochebros.com>)

*\*\*Delivery Service:* <http://shop.rochebros.com>  
184 Linden Street, Wellesley, MA 781-237-2115

## **Stop & Shop** (<http://www.stopandshop.com>)

829 Worcester Street, Natick, MA 508-650-4050

## **Whole Foods** (<http://www.wholefoods.com>)

278 Washington Street, Wellesley, MA 781-235-7262

## **Ethnic Grocery Stores**

International:

### **Trader Joe's** (<http://www.traderjoes.com>)

958 Highland Avenue, Needham Heights, MA 781-449-6993  
(Additional locations in Brookline, Boston, Cambridge, Framingham and West Newton)

### **Russo's** (<http://www.russos.com>)

560 Pleasant Street, Watertown, MA 617-923-1500

### **Bazaar International Gourmet** (<http://www.bazaarboston.com>)

1432 Beacon Street, Brookline, MA 617-739-8450  
OR 424 Cambridge Street, Allston, MA 617-787-1511

Chinese:	<b>Super 88 Market</b> ( <a href="http://www.super88market.com">http://www.super88market.com</a> ) One Brighton Avenue, Allston, MA 617-787-2288
Halal Food:	<b>Cheema Supermarket</b> 572 Cambridge Street, Allston, MA 617-783-9800
Indian:	<b>Shalimar India Food and Spices</b> 571 Massachusetts Avenue, Cambridge, MA 617-868-8311
Japanese:	<b>Cherry Market</b> 349B Newbury Street, Boston, MA 617-437-1939
Kosher:	<b>The Butcherie</b> ( <a href="http://www.butcherie.com">http://www.butcherie.com</a> ) 428 Harvard Street, Brookline, MA 617-731-9888
Korean/Japanese:	<b>Reliable Market</b> 45 Union Square, Somerville, MA 617-623-9620

## Household Items

**Bed Bath & Beyond** (<http://www.bedbathandbeyond.com>)

820 Providence Highway, Dedham, MA 781-326-4420

OR

401 Park Drive, Boston, MA (*Accessible by T, Green D line – “Fenway” stop*) 617-536-1090

**Target** (<http://www.target.com>)

400 Cochituate Rd, Framingham, MA 508-628-3136

**Wal-Mart** (<http://www.walmart.com>)

121 Worcester Rd, Framingham, MA 508-872-6575

You can also find bedding items at department stores like Macy's, Sears, JC Penny found in Shopping Malls (*see Shopping Malls*).

You can find simple and ready to assemble furniture such as bookshelves, TV stands, or computer desks at **Target** (*see Household Items*), or office furniture at **Staples** or **Office Max** (*see Office Supplies*). Another option is getting used furniture online through moving sales, for examples go to **Craigslist** (<http://boston.craigslist.org/>).

**Economy Hardware/Homeware** (<http://www.citylivingstores.com>) carries furniture, bed/bath items. Suitable for student rooms, convenient locations for students living in Boston.

1012 Beacon Street, Brookline, MA (Green C line, “St. Mary” stop) 617-277-8811

**IKEA** (<http://www.ikea.com>) IKEA carries a variety of self-assemble furniture that you can pick up from the store.

1 IKEA Way, Stoughton, MA 781-344-4532

**Jordan's Furniture** (<http://www.jordans.com>) Jordan's carries good quality furniture and arranges delivery. Each store has different themed entertainment and an IMAX theater.

1 Under Price Way (Rt. 9), Natick, MA 508-424-0088

# International Shopping Areas

There are international markets all over Boston. But you will find a concentration of some nationalities in the following areas:

## **Chinatown** — *Chinese and other Southeast Asian*

Downtown Boston, near the following T stops:

- "Boylston" (Green Line)
- "Chinatown" (Orange Line)
- "Downtown Crossing" (Red Line)

## **North End** — *Italian*

Downtown Boston, near "Haymarket" (Green or Orange Line) T stop

## **Porter Square** — *Japanese*

North Cambridge, at "Porter Square" (Red Line) T stop

## **East Cambridge**—*Portuguese and Brazilian*

Along Cambridge Street, close to "Lechmere" (Green Line) T stop

# Libraries

## **Wellesley Free Library** (<http://www.wellesleyfreelibrary.org>)

*Free membership, books, videos, DVDs, newspapers, etc. Has a big children's room and organizes programs for children. Also offers lectures, computer and yoga classes. Part of the Minuteman Library Network, which is composed of over 35 public and college libraries in the Greater Boston Area.*

Central Library

530 Washington Street, Wellesley, MA 781-235-1610

## **Boston Public Library** (<http://www.bpl.org>) *Free membership, electronic resources and online journals also available. Offers various exhibits, and internet workshops.*

Central Library

700 Boylston Street, Boston, MA (Green Line, "Copley") 617-536-5400

# Office Supplies

These stores carry a large variety of office supplies, computer equipment, and software.

## **Staples** (<http://www.staples.com>)

163 Highland Avenue, Needham, MA

781-449-5766

OR

401 Park Drive, Boston, MA (*Accessible by T, Green D line – "Fenway" stop*) 617-536-1090

## **Office Max** (<http://www.officemax.com>)

South Bay Center, 8-C Allstate Rd, Dorchester, MA 617-445-5152

## **Office Depot** (<http://www.officedepot.com>)

Shoppers World Center, Framingham, MA 508-620-5570

# Pharmacy/Drug Stores

You can find these chain stores anywhere in the area. They sell daily necessities including pharmacy products, cleaning/bathroom items, beauty products, snacks, and photo development services.

**Rite Aid** (<http://www.riteaid.com>)

452 Washington Street, Wellesley, MA  
781-235-0249

**CVS Pharmacy** (<http://www.cvs.com>)

65 Central Street, Wellesley, MA  
781-237-2520

OR

188 Linden Street, Wellesley, MA  
781-235-0219

**Walgreens** (<http://www.walgreens.com>)

1478 Highland Avenue, Needham, MA  
781-444-5714

# Places of Worship

**Wellesley College**

Houghton Memorial Chapel  
781-239-5623

**Ashland**

New England Hindu Temple  
117 Waverly Street  
508-881-5775

(<http://www.srilaksmi.org>)

**Needham**

Beth Shalom Temple-Reform  
670 Highland Avenue  
781-444-0077

Carter Memorial United Methodist

800 Highland Avenue  
781-444-2460

Chabad Jewish Center

472 High Rock Street  
781-455-9096

Christ Episcopal Church

1132 Highland Avenue  
781-444-1469

Congregation Ruach Israel

754 Greendale Avenue  
781-235-1114

Congregational Church of Needham UCC

1154 Great Plain Avenue  
781-444-2510

Grace Lutheran

543 Greendale  
781-444-3315

Presbyterian Church

1458 Great Plain Avenue  
781-444-3728

Saint Bartholomew Catholic Church

1180 Greendale Avenue  
781-444-3434

Saint Joseph Catholic Parish

1382 Highland Avenue  
781-444-0245

Temple Aliyah

1664 Central Avenue  
781-444-8522

**Wellesley**

Wellesley Congregational Church  
2 Central Street  
781-235-1988

Wellesley Baptist Church  
42 Elmwood Road  
781-235-6025

Christ Church United Methodist  
2 Brook Street  
781-235-7569

Christian Science Church  
Linden & Rockland Street  
781-235-1114

Wellesley Friends Meeting (Quaker)  
26 Benvenue Street  
781-237-0268

Saint Andrew's Episcopal Church  
79 Denton Road  
781-235-7310

Saint Paul Roman Catholic Parish  
502 Washington Street  
781-235-1060

Unitarian Church of Wellesley Hills  
309 Washington Street  
781-235-7423

Village Congregational Church  
2 Central Street  
781-235-1988



# Restaurants

## **Alta Strada** (Italian)

92 Central Street, Wellesley, MA  
781-237-6100

## **Amarin of Thailand** (Thai)

27 Grove Street, Wellesley, MA  
781-239-1350

## **Bertucci's** (Italian/Pizza)

380 Washington Street, Wellesley, MA (Corner of Washington & Forest Street)  
781-239-0990

## **Café Mangal** (Turkish/Mediterranean)

555 Washington Street, Wellesley, MA  
781-235-5322

## **China Sky** (Chinese)

11 Forest Street, Wellesley, MA  
781-431-2388

## **La Riviera Gourmet** (European Bakery & Restaurant)

390 Washington Street, Wellesley, MA (Corner of Washington & Forest Street)  
781-235-1885

## **Lemon Thai Cuisine** (Thai)

555 Washington Street, Wellesley, MA  
781-237-6996

## **Masala Art** (Indian)

990 Great Plain Avenue, Needham, MA  
781-449-4050

## **Not Your Average Joe's** (American)

109 Chapel Street, Needham, MA  
781- 453-9300

## **Papa Razzi** (Italian)

16 Washington Street, Wellesley, MA  
781-235-4747

## **Yama** (Japanese)

245 Washington Street, Wellesley, MA  
781-431-8886

# Shopping Malls

**The Natick Collection** (<http://www.natickcollection.com>)

1245 Worcester Street, Suite 1218, Natick, MA  
508-655-4800

**The Chestnut Hill Mall** (<http://www.simon.com/mall/default.aspx?ID=786>)

199 Boylston Street, Chestnut Hill, MA  
617-965-3037

**The Atrium** (<http://www.simon.com/mall/default.aspx?ID=331>)

300 Boylston Street, Chestnut Hill, MA

**Cambridgeside Galleria** (<http://www.cambridgesidegalleria.com>)

100 Cambridgeside Place, Cambridge, MA  
617-621-8666

# Storage and Shipping Services

**All-American Storage** ([http://www.allamericanselfstorage.com/Natick\\_massachusetts.html](http://www.allamericanselfstorage.com/Natick_massachusetts.html))

14 Mill Street, Natick, MA  
508-647-3637  
*Storage*

**Collegeboxes.com** (<http://www.collegeboxes.com>)

*Storage*

**Door-to-Door Storage** (<http://www.doortodoor.com>)

888-410-3667

Door-to-Door delivers storage units directly to Wellesley's campus. One unit is 5' wide X 8' long X 7' high – enough to fit about 50 medium sized boxes. Once your belongings are in the unit, Door-to-Door will take the unit away for storage and deliver it back to the campus when you return in the fall. The service costs \$1.90 per day with a \$79 delivery fee, but one unit can be shared among several people to make the cost more reasonable per person.

**Extra Space Storage** (<http://www.extraspace.com>)

122 Allied Drive, Dedham, MA  
781-329-8833  
*Self-Storage, Vehicle Storage*

**EZ Storage** (<http://www.ezstoragenow.com>)

336 Speen Street, Natick, MA  
508-653-2224  
*Self-Storage, Vehicle Storage*

**Fortress** (<http://www.thefortress.com>)

99 Boston Street, Boston, MA  
617-288-1143  
*Storage*

**Lazy Bones** (<http://www.mylazybones.net>)

877-215-2105  
*Pick-up & Delivery Storage Service/Domestic Shipping*

**New England Student Services** (<http://www.nestudentservices.com>)

401-405-0922

*Pick-up & Delivery Storage Service*

**Store to Door** (<http://www.storetodoor.com>)

76 Holton Street, Woburn, MA

888-867-2800

*Summer Storage*

**Vita Bahari Inc.** (<http://www.vitabahari.com>)

Shipco Transport, Inc, c/o Boston Freight Terminal, 329 Northern Avenue, Boston, MA

617-482-6222

*International Shipping*

See the *U.S. Postal System* section located in the Appendix for information on sending mail.

## Additional Resources

**Moving Sales:** Watch for informal signs in the neighborhood for a "Moving Sale". People who are moving far away often sell all their furniture and house wares and you can often get good prices.

**Garage Sales:** In the warmer months, you will see signs advertising "garage sales" (also called "moving sales", "yard sales", "tag sales", or "barn sales"). The prices are usually very low. The quality will range from excellent to awful.

**Charity Organizations and Thrift Stores:** There are several charity organizations that accept used furniture, clothes, and appliances from people who do not need them, then sell them at low prices. Examples are: Goodwill Industries and the Salvation Army.

# **SAFETY**

# Safety in the U.S.

Life in the U.S., especially in urban areas, is often perceived by people outside the U.S. as dangerous. The international media plays a large role in generating such a perception by reporting violent incidents, which actually occur very infrequently. While you should not live in fear during your time in the U.S. and in Boston, **you should remain vigilant and aware of your surroundings as well as available emergency services and protocol** (this is the most important thing to remember).

Below are some safety tips that are good to think about during your stay. The following advice is applicable for travelers and residents of all urban areas across the globe (this list is not exhaustive, but we have tried to highlight what we see as the most important things to remember):

- Familiarize yourself with your neighborhood and campus during the daylight hours.
- Ask fellow students, friends, staff and faculty about areas in the city and on-campus you should avoid, especially at night.
- Make sure you know the numbers to call in case of an emergency—on-campus as well as off-campus. “911” is the general emergency number in the U.S. Wellesley’s Campus Police has two numbers: 781-239-5555 for emergencies and 781-283-2121 for non-emergencies.
- Do not walk alone at night. In the U.S., we say, “there’s safety in numbers,” so walk with at least one other person.
- Locate the police station that serves your neighborhood (and the Campus Police office on campus).
- Identify the hospital emergency room nearest to your home and know what to do in case of an accident.
- When using public transportation and when you are in the city remain aware of yourself and your belongings, to avoid being the “target” of a pickpocket. Do not leave any of your bags unattended or display any objects of value.
- Do not be afraid to report anything suspicious or out of the ordinary, or any crime or emergency that you witness or experience.

## Safety on Campus

The Wellesley community, including staff, faculty, and students, work together to try to ensure that Wellesley College is a safe place to live and study. As a Wellesley student, you should never hesitate to make use of the safety resources available to you, including Campus Police and the Dean of Students Office.

The Wellesley College Campus Police provides law enforcement, security and emergency services for all property owned by the College 24 hours a day, seven days a week. You can visit or contact this office at 781-239-2121. There are a number of well-marked emergency phones around campus that can be used to report a criminal incident, a fire, or any other type of emergency, or to request an escort from Campus Police. Campus Police dispatch is staffed 24 hours a day, 365 days a year. The Campus Police staff can also assist you in reporting off-campus incidents to local police departments.

In addition to Campus Police staff and officers, members of the Residential Life staff, including 9 professional staff members, live on-campus. You should feel free to discuss community concerns and issues of security and safety with these staff members, who may then relay the information to Campus Police when appropriate.

The most common crime on-campus is theft of property left unattended or in an unlocked room or car. More serious crimes, such as drug dealing, assault, or rape, can also occur. Again, without constantly feeling afraid, it is important to exercise caution on-campus, with your belongings as well as yourself. Do not leave your belongings unattended and keep your dorm room locked whenever you are away. Make sure you lock up your bike if you have one. Do not hesitate to contact the Campus Police for an escort if you need to walk across campus alone at night.

For more information about safety on-campus, please visit <http://www.wellesley.edu/Police/>.

# Emergency Numbers and Dialing "911"

If you are ever in an emergency situation, dial 911 from any telephone. The call is always free, even from a payphone. A 911 call should be made with discretion. It is appropriate to call 911 when a crime is in progress, when someone is seriously injured, or when there is a situation involving death or near death. You should not use "911" for reporting a crime after the fact, such as an apartment or car break-in.

Emergency numbers	
<b>On-campus</b>	
Office of Public Safety	781-239-5555
<i>**dial 5555 from any campus phone</i>	
<b>Off-campus (general)</b>	
Police	911
Ambulance	911
Fire	911
<i>**Calling 911 is always free</i>	
<b>Near campus</b>	
Wellesley Police Dept.	781-235-1212
Needham Police Dept.	781-455-7570

## Personal Safety While Walking

- Stick to well-lighted, well traveled streets. Avoid short cuts through wooded areas, parking lots, and alleys.
- Don't flash large amounts of cash or other tempting targets like expensive jewelry or clothing.
- Carry a purse or bag close to your body, not dangling by the straps. Put a wallet in an inside coat or front pant pockets, not a back pocket.
- Send the message that you are calm, confident, and know where you are going.
- Don't wear shoes or clothing that restricts your movements.
- Have your car or house key in hand before you reach the door.
- If you think someone is following you, switch directions or cross the street. Walk to an open store, restaurant or anyplace else with groups of people. If you are afraid, yell for help.
- Trust your instincts. If something or someone makes you uneasy, get away from that situation as quickly as possible any way you can.

## Safety Using the ATM

- Try to use the automated teller machine (ATM) during the daytime. Have your card in hand and don't approach the machine if you are uneasy about people nearby.
- Always watch for suspicious persons or activity around the ATM. If you notice anything strange, leave and find another machine. If you feel uneasy during your transaction, cancel it and leave.
- If you do use ATM after dark—don't go alone. Park close by and lock your car. If the lights are out, leave and find another machine; report the situation to the bank.
- Stand close to the machine so that no one else can see your access codes.
- Take all of your transaction receipts with you. Don't throw them away at the ATM.
- Never accept help from strangers at the ATM. Ask the bank for assistance later.
- If you use a drive-up ATM, keep your vehicle doors locked and other windows up.
- Memorize your ATM access code. Don't write it down or carry it with you.
- Don't use an access code that's the same as other words or numbers in your wallet.
- Never tell your access code to anyone.
- Never lend your ATM card to anyone. Treat it like cash or a credit card.
- If you lose your ATM card, notify your bank or credit union immediately.

## Safety in Taxis

- Always order a licensed taxi so that the driver can be traced.
- Always be sure that the taxi is marked with the company name and telephone number and make mental note of the company's name.
- Always check the identification of the driver (usually located near the visor) and ensure that it matches the driver.
- Remember "safety in numbers"; travel with friends.

## Safety in Motor Vehicles

- Always approach your vehicle with keys ready.
- Keep your car in good running condition. Check the gas gauge before you leave to make sure you have more than enough fuel to get where you are going and back.
- Windows should be up and doors locked when driving.
- Always roll up the windows and lock the car doors when you park the car, even if you are coming right back.
- Always check your car's interior and exterior before you get in and drive away. Avoid parking in isolated areas. Be especially alert in parking lots and parking garages. Attackers have been known to lie in wait for such an opportunity.
- Never pull your car over on a quiet road even if someone drives alongside your car pointing at the tires, etc. Always continue driving to a well-lit and crowded area before exiting your car. The problem might be a bluff and the other driver may want you to stop at the side of the road to "help" you without a reason.
- If you think someone is following you, don't go home. Drive to the nearest police or fire station. If you can't find either of these, drive to a gas station or other open business, and ask for help.
- Never pick up hitchhikers – strangers on the side of the road who ask for rides.

## What To Do if a Police Officer Stops Your Car

- When you see the flashing lights behind you, stop your car on the side of the road as soon as it is safe.
- **Do not get out of your car.** Wait for the officer to come to your car. Then lower the window.
- The police officer will ask to see your driver's license and your automobile registration.
- Let the officer tell you why you were stopped.
- Cooperate and be courteous.
- Do not try to pay your fine in cash to the police officer. If the officer misunderstands you, they may think you are trying to bribe him. Pay all fines by mail or to the clerk of a court.

## Alcohol and Other Illegal/Controlled Substances

The legal drinking age in the United States is 21. It is important to be aware that, although alcohol consumption might be more common in your country and it might be legal for you to drink alcoholic beverages at home, police (both on and off-campus) are *very* strict about enforcing U.S. drinking laws. If you are over 21, it is also illegal to provide alcohol to minors (those under 21).

Wellesley College must also comply with state and federal laws regarding the use of nonprescription drugs. The use, possession, sale, or distribution of drugs or drug paraphernalia is strictly prohibited and could result in removal from housing, separation from the College, other sanctions as deemed appropriate, and referral for criminal prosecution.

For more on Wellesley's drug and alcohol policies, refer to the Student Handbook on Campus Life Policies:

<http://www.wellesley.edu/DeanStudent/Handbook/cl.html><http://www.wellesley.edu/DeanStudent/alcoholpolicy.html>.

# **HEALTH & MEDICAL RESOURCES**



# On-Campus Resources

## Wellesley Health Services (<http://www.wellesley.edu/Health>)

Simpson Hall

781-283-2810 (phone)

781-283-3693 (fax)

All full-time students can visit Health Services with or without Wellesley health insurance. There is no charge for office visits, however, there may be a fee for labs and immunizations. Health Services is open Monday, Tuesday, Thursday, and Friday 9 AM to 4 PM, and Wednesday 10 AM to 4 PM. Evening appointments and physical therapy appointments can be made Mondays from 5 PM to 7 PM. It is suggested to make appointments in advance. Health Services staff can assist you in finding specialists or with other healthcare related concerns.

### After Hours

A medical doctor is available on call after hours. Please call Health Services at 781-283-2810. The on call medical doctor can be called for urgent medical advice, but for emergencies please see below.

### Emergency

In case of an emergency on-campus, contact Campus Police 781-283-5555. They will provide or arrange transportation to Health Services or the hospital.

If you are off-campus and need immediate medical attention, call 911 for an ambulance or go to a nearby emergency room (*see Nearby Hospitals & Clinics*).

### Finding Doctors/Specialists Around Campus

Health Services staff can assist you in finding local specialists should you need specialty medical care.

If you have Wellesley health insurance, a clinician at Health Services will arrange an insurance referral for you. Clinicians and staff will communicate to the specialist important information regarding the nature of your visit and assist you with arranging transportation if needed.

If you have Wellesley health insurance, you can go to any provider; however, you can save money by seeing providers that participate in United HealthCare Options PPO network because providers participating in this network have agreed to accept a predetermined negotiated amount, or Preferred Allowance as payment for their services. Go to [www.gallagherkoster.com/Wellesley](http://www.gallagherkoster.com/Wellesley) click on "Find a Doctor" to locate participating providers. Hospitals have affiliated physicians and you can search for doctors by calling or making an online request (*see Nearby Hospitals & Clinics*).

If you have an outside insurance, it is recommended that you check with your insurance company regarding payment or reimbursement for specialty services. Customer service phone numbers are typically listed on the back of health insurance cards.

### Counseling Services

Many students benefit from talking with a professional about personal matters affecting their daily life or their basic sense of purpose and direction. Wellesley College Counseling Services, located in the Stone Center, provides short-term individual and group counseling for students, as well as workshops and training sessions for mental health and wellness. Counseling is confidential and there is no cost to students for availing of counseling services. Please visit the Stone Center website for more information, including a self-help information section: <http://www.wellesley.edu/Counseling/index.html>.

## Nearby Hospitals & Clinics

Most hospitals offer medical interpreters in many languages. Below is a short list of facilities in the area. Contact the hospitals or visit their website for more information.

**Harvard Vanguard Medical Associates-Wellesley\*** ([www.harvardvanguard.org](http://www.harvardvanguard.org))

230 Worcester Street, Wellesley, MA

781-431-5400

Physician/Primary Care Physician search: <http://www.harvardvanguard.org/phys/index.asp>

\*many locations throughout the Boston area

**Newton-Wellesley Hospital** ([www.nwh.org](http://www.nwh.org))

2014 Washington Street, Newton, MA

617-243-6000 (main)

617-243-6566/866-NWH-DOCS (physician referral service) or

<http://www.nwh.org/physicianSearchResults.asp?categoryid+332>

**MetroWest Medical Center** (<http://www.mwmc.com/home.aspx>)

67 Union Street, Natick, MA

508-650-7000 (main)

Physician Search: <http://www.mwmc.com/patients-visitors/find-a-physician.aspx>

**Beth-Israel Deaconess Medical Center** ([www.bidmc.harvard.edu](http://www.bidmc.harvard.edu))

330 Brookline Avenue, Boston, MA

617-667-7000

1-800-667-5356 (physician search) or [http://www.bidmc.harvard.edu/default.asp?leaf\\_id=898](http://www.bidmc.harvard.edu/default.asp?leaf_id=898)

**Brigham and Women's Hospital** (<http://www.brighamandwomens.org>)

75 Francis Street, Boston, MA

617-732-5500 (main)

1-800-BWH-9999 (physician search) or

<https://www.brighamandwomens.org/mdSearch/default.aspx>

**Massachusetts General Hospital** ([www.massgeneral.org](http://www.massgeneral.org))

55 Fruit Street, Boston, MA

617-726-2000 (main)

800-711-4644 (physician referral services) or

[http://www.massgeneral.org/doctor/provider\\_search.asp](http://www.massgeneral.org/doctor/provider_search.asp)

# ACADEMICS

# Degree Requirements & Courses

For information about your degree requirements and course selection please consult with your Class Dean. More information can also be found online:

<http://www.wellesley.edu/ClassDeans/index.html>

<http://www.wellesley.edu/DeanStudent/Handbook/index.html>

## Work Load

Four to five courses per semester may not seem like a lot; you may be used to taking more. However, Wellesley courses are quite demanding; for every hour spent in class, you should expect to spend at least 3 hours outside of class studying, writing papers, or meeting with other classmates to coordinate group projects (for example, if a course meets 2 1/2 hours a week, you should plan to spend at least 7-8 hours a week just preparing for that class). If your native language is not English, it might take you longer to complete readings, papers and other assignments.

## Expectations, Classroom Atmosphere & Assignments

As a Wellesley student, you are expected to attend class and participate in all required assignments and exams. You will be graded in part on your participation in the classroom. You may be used to a classroom setting where students are not encouraged to ask questions or interject their own thoughts or ideas during a lecture. If this is the case, you may initially feel uncomfortable actively participating in class discussion at Wellesley. However, as a component of the final course grade, such active participation is normal and even expected. Your contribution is valued, so hopefully you will begin to feel more comfortable speaking up as the semester progresses.

The first day of class, you will receive a course syllabus, a document outlining the topics and assignments for each week. The syllabus will also include the professor's name, contact information and office hours. If you have a question pertaining to the course or would like to discuss something with the professor, do not hesitate to visit his/her office during these designated hours, or make an appointment to meet with him/her at another time. Professors at Wellesley, and U.S. college and university professors in general, are used to and welcome communication with their students. It is always a good idea to approach the professor with a question or concern early on in the semester when it can more easily be resolved.

## Academic Resources

The Pforzheimer Learning and Teaching Center (PLTC) provides many resources geared towards helping students achieve their full academic potential. Included in its offerings are peer tutoring in a variety of content areas, public speaking assistance, study skills workshops, and supplemental instruction (SI) sessions designed to be paired with some of Wellesley's most difficult courses. Visit the PLTC on the third floor of Clapp Library or at their website: <http://www.wellesley.edu/PLTC/>.

## Academic Honesty & Integrity

Essential to the mission of Wellesley College is the commitment to the principles of intellectual honesty and integrity. Academic integrity is important because independent and original scholarship ensures that students derive the most they can from their educational experience. Academic dishonesty violates the most fundamental values of an intellectual community. Thus, Wellesley College views academic dishonesty as one of the most serious offenses that a student can commit while at college. International students are expected to become familiar with

proper procedures for doing research, writing papers and taking examinations—even when definitions of what constitutes academic dishonesty may differ across cultures. Failure to act according to proper procedures is considered academic dishonesty and is prosecuted through the College. The following is a brief list of what constitutes academic dishonesty (this list is not meant to be an all-encompassing definition).

**Cheating:** Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

**Fabrication:** Intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

**Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise by failing to provide proper documentation of source by way of footnote, endnote, or inter-textual note.

**Unauthorized Collaboration:** This refers to instances when students claiming sole authorship submit separate reports or other materials that are substantially similar to one another or which contain duplicate or paraphrased passages. While several students may have the same source material (as in case write-ups), the analysis, interpretation, and reporting of that data must be each individual's original work.

**Participation in Academically Dishonest Activities:** Intentionally or knowingly seeking to create an unfair advantage for a student or others over other community members.

**Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

Students found responsible for an academic dishonesty violation may face one or more of the following sanctions:

- Expulsion from the College
- Suspension from the College
- Failure in a course or on a paper, project, or examination
- Grade reduction in final course grade
- Failure in a graded component of the course (quiz, homework, participation, etc.)
- Disciplinary probation
- Participation in an ethics seminar

For a broader overview of Wellesley's Academic Honesty and Integrity Policy that includes specific examples of academic dishonesty, please consult the Student Academic Handbook:

<http://www.wellesley.edu/DeanStudent/Handbook/index.html>

## The Honor Code

Wellesley College has a nearly-century-old and unique Honor Code system that lies at the foundation of living and learning at the College. Each student at Wellesley signs an Honor Code book upon arrival, pledging to uphold the following Code throughout her college experience and beyond:

**As a Wellesley College student,  
I will act with honesty, integrity, and respect.  
In making this commitment,  
I am accountable to the community  
and dedicate myself to a life of honor.**

The Honor Code is based on the belief in the integrity and maturity of every member of Wellesley College. The honor system promotes academic honesty and community trust, and provides every student at Wellesley with unique privileges. Some of these privileges are self-scheduled exams, take-home exams, open-stack libraries, and the dorm guest policy.

# EMPLOYMENT

# On-Campus Employment

Current Wellesley students in F-1 and J-1 status who are maintaining valid status may be eligible for on-campus employment. On-campus employment is limited to 20 hours/week while school is in session and can be full-time during official college breaks. J-1 students must get authorization before beginning employment and report their employer information to Slater International Center through the *J-1 On-Campus Employment Form*.

To apply for an on-campus position, please visit the Student Employment office on the 4<sup>th</sup> floor of Green Hall or go to the Student Employment website at: <http://web.wellesley.edu/web/Dept/SFS/StudentEmployment>. All students must have a Social Security number before beginning employment (*see Obtaining a Social Security number section*).

## Off-Campus Employment for F-1 Students

### Curricular Practical Training

Curricular Practical Training (CPT) is work authorization granted to students in F-1 status. CPT is designed to enable students to apply and practice the knowledge and skills gained in their academic program. CPT must be an "integral part of an established curriculum." CPT is granted by the International Student & Scholar Advisor (ISSA) in accordance with U.S. immigration law. Authorization of CPT involves both an immigration component and an academic component.

#### *Immigration Eligibility:*

- You must currently be maintaining valid F-1 status and must have been enrolled full-time for at least two semesters immediately before applying for CPT.
- **CPT authorization is employer and date specific.** CPT is authorized from a specific beginning date to a specific ending date and for one specified employer. This means that if your internship changes in any way (different dates, different employer, etc.) you must first obtain authorization from the ISA. Failure to do so may be a violation of your status.
- There is no limit on the amount of time you can be authorized for CPT. However, if you use 12 months or more of full-time CPT you will lose your eligibility for Optional Practical Training (OPT).

#### *Academic Eligibility:*

Internships must be approved by the appropriate Wellesley department, and you must be registered for the particular academic course that supports the internship.

- a. Verification that you will be a participant in one of the courses above and that you have been offered a position
- b. The **name** and **complete address** of the company (location where you will work)
- c. A brief description of your project
- d. The name of the course you will be enrolled in
- e. The course number
- f. The number of credits you will receive
- g. The exact start and end dates of your internship (dates must be within the enrolled semester)-  
*PLEASE VERIFY THAT THE DATES ON THE LETTER ARE THE DATES THAT YOU REQUESTED.*
- h. Whether you will work full-time (more than 20 hrs/wk) or part-time (20 hrs/wk or less)

To apply for CPT, call the Slater International Center at 718-283-2082 to schedule an appointment. Bring the **application/letter** and a **copy of your Form I-94** to the appointment. *Note: appointments must be made at least one day in advance.*

If your application for CPT is approved, the ISSA will issue you a new Form I-20 certifying your authorization and will provide you with a letter you can present to your employer verifying your employment authorization.

## **YOU MAY NOT BEGIN EMPLOYMENT UNTIL YOU ARE AUTHORIZED FOR CPT**

### *Changes and Extensions:*

If you wish to change or extend your CPT, you must first obtain written permission from the Wellesley office overseeing your internship (UGCCD or OEL). You must then follow up with your ISSA to obtain a new Form I-20 reflecting changes and extensions in employment.

### **Optional Practical Training**

Optional Practical Training (OPT) is a benefit of F-1 non-immigrant status that allows students to work off-campus in a field related to their area of study. Applying for OPT is a two-step process which begins first with a recommendation for OPT from the International Student Advisor (ISSA) and second, with approval of the application by U.S. Citizenship and Immigration Services (USCIS). In order to maintain F-1 status while on OPT, students must report employer name and address to USCIS and not be unemployed for a total of more than 90 days.

If you are applying for OPT, it is important for you to understand the application procedure and the rules that govern this type of employment authorization. Please read all OPT handouts carefully and speak with an ISSA if you have any questions.

### *Eligibility*

To be eligible for OPT you must be in valid F-1 status and have maintained valid F-1 status for at least one academic year before applying.

### *OPT Limits*

There is a limit of 12 months of full-time OPT. OPT may be used before completion of studies, after completion of studies, or a combination of both time periods. OPT may be full-time or part-time, but any pre-completion OPT is limited to part-time during the school year. Any periods of OPT, whether part-time or full-time, will be deducted from the total twelve-month period available.

- *Part-time OPT* (20 hours per week or less) is deducted at half of the full-time rate (two months of part-time OPT = one month of full-time OPT) before completion of studies. After completion of studies, part-time OPT is counted at the full-time rate.
- *Full-time OPT* is training that is more than 20 hours per week. Full-time OPT can only be granted during official college breaks or after the completion of degree requirements.

On your application you must indicate part-time or full-time employment and you must indicate the EXACT DATES of your employment authorization, including a day, month, and year for both start and end dates. The latest possible start date for authorization after the end of your final academic term is 60 days after your completion of studies.

\*The 17 month post-completion OPT extension for certain STEM (Science, Technology, Engineering, and Math) degree holders is not applicable for Wellesley students.

### *When to Apply*

OPT applications may be filed up to 90 days before the completion of all degree requirements, and up to 60 days after the completion of all degree requirements. It takes approximately one week for the ISSA to process an OPT Recommendation. Your application must be submitted to USCIS within 30 days of when OPT is recommended by the ISSA. USCIS processing time for this type of application is from 30 to 90 days. Please apply early to avoid delays in starting your employment.



### *How to Apply*

Make an appointment to speak with the ISSA

On the day of your appointment, bring with you:

- ☐ All instructional handouts
- ☐ OPT Date & Employer Verification Form
- ☐ Form I-765-completed and signed
  - The Form I-765 can be completed online, saved, and printed. This is helpful to eliminate the difficulty of reading handwriting and leads to more accuracy. Please go to <http://www.uscis.gov>, click on "Immigration Forms," and scroll down to Form I-765. Complete the Form, save it for your records, and print out a copy to sign in **blue ink**. If you wish to complete the form by hand, please write in **blue ink**.
  - Under section 16, write either (c) (3) (B) for post-completion OPT, or (c) (3) (A) for pre-completion OPT.
  - Carefully consider the address you use to complete this form. You should use an address where you will be in 2-4 months, when your EAD will be mailed.
- ☐ Copy of **all** Form I-20s (pages 1 & 3 stapled together); include forms from previous U.S. schools (if applicable)
- ☐ Copy of your F-1 visa (unless you are Canadian, or have had a change of status approval)
- ☐ Copy of your Form I-94 (front and back)
- ☐ Copy of your passport photo page
- ☐ Copy of your passport expiration date page (if different from your passport photo page)
- ☐ 2 photographs (see *Photo Specification Handout*). Lightly write your name and SEVIS ID# on the back
- ☐ Personal check or money order made out to U.S. Department of Homeland Security for \$380. Write your SEVIS ID # on the front of your check in the memo section. **Do not write on the back of the check.**
- ☐ Copy of any previously issued EADs (if applicable)
- ☐ Special Registrants must show proof of registration and should provide a brief letter indicating their FIN# and the date and location of registration from their last entry in F-1 status.
- ☐ Form G-1145 (if you wish to receive an e-mail and/or text message confirming that your application has been accepted at a USCIS Lockbox facility)

If the ISSA determines that you are eligible for OPT, you will be issued a new Form I-20 with the appropriate recommendation. Your recommendation information will be entered in Student & Exchange Visitor Information System (SEVIS), and you will be contacted by the ISA via email to pick up your OPT application materials.

### STEP II: PICK UP YOUR RECOMMENDATION & MAIL YOUR APPLICATION TO USCIS

You are responsible for mailing your application materials to USCIS in a timely manner. **We strongly suggest that you MAKE COPIES OF ALL YOUR DOCUMENTS before mailing, and that you send your application by Priority Mail (USPS) with delivery confirmation.** Send your application packet to:

#### ***By U.S. Postal Service***

**(USPS):** USCIS  
PO Box 660867  
Dallas, TX 75266

#### ***By Express Mail or Courier Service***

**(FedEx, UPS, etc.):** USCIS  
Attn: AOS  
2501 S. State Hwy. 121  
Business Suite 400  
Lewisville, TX 75067

### *Maintaining F-1 Status While on OPT*

Optional Practical Training (OPT) is an extension of F-1 status. While you are on OPT, you are still in F-1 status and must follow the regulations in order to maintain your F-1 status.

1. Maintain employment during OPT—you must be actively seeking employment or be employed. If you are unemployed for a total of more than 90 days during the 12-month OPT period, you will no longer be maintaining your F-1 status.
2. Report any change of name or address to Slater International Center by email within 10 days of the change.
3. Report the name and address of your employer and any changes to your employment (including termination of employment) to Slater International Center by email as soon as the change occurs.

### *Travel/Renewing your Visa while on OPT*

You must have a valid travel signature on your Form I-20 to travel and re-enter the United States in F-1 status.

### Pre-Completion OPT

If you have **not completed your degree requirements** and you have **pre-completion OPT**, you may travel and re-enter the United States with a valid passport, Form I-20 (with a valid travel signature), a valid F-1 visa and financial documentation.

### Post-Completion OPT

If you apply for post-completion OPT you must consider your future travel plans to determine what you will need to do.

*Before your degree completion* you may travel while your post-completion OPT application is pending.

*Once you have completed your degree* your OPT application must be approved and you must have a job or proof of a job offer in order to re-enter the U.S.

You should be prepared to present the following documents when re-entering the U.S. while on OPT:

- **Valid F-1 visa** - If your F-1 visa has expired and you must travel outside of the U.S., you will need to apply for a new visa at a U.S. Consulate outside of the U.S. *Please note that you may remain in the U.S. with an expired visa as long as your EAD, passport and Form I-94 are valid.*
- **Valid passport** (passport must be valid at least six months into the future)
- **Valid EAD** - The EAD is marked "Not valid for re-entry." This simply means that **the card alone is not sufficient for re-entering the U.S.** for those who have completed their degree requirements and have post-completion OPT.
- **Form I-20** with OPT recommendation (Note: the travel signature on page 3 should be less than six months old)
- **Proof of employment** - A letter from your current or prospective employer which indicates that you have a temporary job offer and that you will be employed for the duration of your OPT.

*NOTE: If you should re-enter the United States in visa waiver or tourist status, you will no longer be eligible for OPT.*

# Off-Campus Employment for J-1 Students

## Academic Training

Students in J-1 status may be eligible for Academic Training (AT). AT is a temporary period of part or full-time, paid or unpaid employment that is directly related to a student's field of study. This employment may take place when school is in session, during vacation period, or after completion of a program of study.

### *Eligibility*

To be eligible for AT you must:

- Be enrolled full-time
- Be in good academic standing
- Obtain a specific offer of employment that is directly related to your field of study
- Be recommended by your Class Dean for specific training

### *General Guidelines*

- The maximum period of AT that can be authorized is 18 months, but it cannot be longer than the total length of your program of academic study (i.e. if you are enrolled in a 4 month program you will be eligible for a 4 month period of AT).
- AT must be authorized no later than 30 days after completion of program; and extension of stay will be authorized beginning the day after the program end date on your DS-2019 so that your Form DS-2019 remains valid.
- AT must be approved by both your Academic Advisor and your International Student Advisor (ISSA).
- AT is counted at a full-time rate regardless of whether it is full or part-time.
- Earning more than one degree does not increase your time eligibility for AT.
- You must show documentation that you have sufficient funds to cover your housing, food and personal expenses for the additional time period before AT will be authorized.
- You are responsible for maintaining the required health insurance for J-1 Exchange Visitors for yourself and any J-2 dependents during your AT.

### *When to Apply*

If you are applying AT, you must apply before you begin employment. For *Pre-completion AT* you must apply at least one week before you intend to begin your employment. For *Post-completion AT* you must apply at least 1 week before your program end date on your Form DS-2019.

### *How to Apply*

#### **STEP ONE: EMPLOYER LETTER**

- Obtain a job/internship offer
- Ask your employer to write a letter addressed to your Class Dean with the following information:
  - ☐ The name of the company
  - ☐ The address of the company
  - ☐ The name and title of your supervisor
  - ☐ The exact beginning and ending dates of your employment period
  - ☐ Whether the internship is full-time or part-time
  - ☐ The amount of compensation, if any
  - ☐ Description of your responsibilities/duties

#### **STEP TWO: CLASS DEAN RECOMMENDATION**

- Complete Section I of the Class Dean Recommendation Form
- Give the form, along with a copy of your employer letter, to your Class Dean and ask him/her to complete Section II

#### **STEP THREE: BRING THE FOLLOWING DOCUMENTS TO YOUR ISSA:**

- Proof of Financial Support—Documentation that you have enough funds (anticipated or actual) to cover your living expenses for the duration of your Academic Training. Contact the ISA to determine the estimated expenses for the duration of your training period. If the compensation for your internship/employment will not be sufficient to cover your living expenses, you will also need to provide additional evidence of financial support from either your bank, or your parents/sponsor.
- Employer Letter
- Class Dean Recommendation Form
- Copy of your Form I-94
- Proof of Continued Health Insurance—You must sign a new “J-1 Insurance Verification Form” certifying that you will have insurance in the amounts required for the J-1 Visitor Program for the duration of your stay and any J-2 Dependents (*forms are available in the Slater International Center*).

#### **STEP FOUR: APPROVAL PROCESS**

The ISA will review the documents and, if approved, will write a letter giving approval for Academic Training. A new Form DS-2019 will be issued to indicate an extension of stay for AT. You must meet with the ISSA to sign your new Form DS-2019 and obtain your employment authorization letter.

PLEASE NOTE: THE PERIOD OF ACADEMIC TRAINING MAY NOT BEGIN UNTIL THE ABOVE STEPS ARE COMPLETED.

## **Finding an Internship**

Many jobs and internships are obtained through friends and professionals you come into contact with through networking. However, Wellesley's Center for Work and Service is the best place to start when looking for an internship opportunity. The office offer resume and cover letter critiquing, mock-interviews, employer information sessions and collaborate with Slater International Center to create programs to help international students with the job search.

**Center for Work and Service**—Green Hall, 4th Floor. <http://www.wellesley.edu/CWS/index.html>

International Student Resources: <http://www.wellesley.edu/cws/students/details.html>

# **SOCIAL SECURITY NUMBERS**

# Obtaining a Social Security Number

A Social Security card provides an individual with a unique identification number assigned by the United States federal government to monitor and tax wages earned by employees in the U.S. **It does not grant employment authorization.** A Social Security number is required for all individuals who are employed in the United States. It is **not required** to obtain a driver's license, nor should it be required to open a bank account, rent a car, purchase a cell phone or file federal tax forms.

## Eligibility

F-1 Students are eligible to obtain a Social Security number if:

- They are in valid F-1 status and have been offered an on-campus job
- They have been authorized for off-campus employment, either Curricular Practical Training (CPT) or Optional Practical Training (OPT)

J-1 Students: are eligible to obtain a Social Security number if:

- They are in valid J-1 status

J-1 Visiting Scholars are eligible to obtain a Social Security number if:

- They have checked in with the Slater International Center and are SEVIS active

**Any student or scholar who is eligible for a Social Security number must be physically present in the U.S. for at least 10 calendar days before applying for a Social Security number, and new students must have completed the check-in process at Slater International Center to have their SEVIS record activated.**

## Procedures

### F-1 Students who have an On-Campus Job Offer:

1. Complete the **F-1 On-Campus Employment Form**, *available at the Slater International Center*. The form verifies your job offer and your valid immigration status. Have your hiring Supervisor complete and sign the top half of the form. Please note that your employment start date must be at least 5 days into the future to allow adequate time for processing. Turn the original form into Slater International Center along with a copy of your Form I-94. The form will be completed and signed within two business days.
2. Update your current address
3. Complete a Social Security (SS) Application Form (*available at Slater International Center. For item #3, select "legal alien allowed to work"*).
4. Bring to SS Office:
  - Completed F-1 On-Campus Employment Form
  - Completed SS Application
  - Form I-20
  - Form I-94
  - Passport

**Note: Students who have on-campus employment cannot apply for a Social Security number more than 30 days in advance of the employment start date.**

### F-1 Students who have Off-Campus Employment Authorization (i.e. OPT, CPT):

1. Update your current address
2. Complete a Social Security (SS) Application Form
3. Bring to SS Office:
  - Proof of your employment authorization (*i.e. EAD, CPT employment authorization letter*)
  - Completed SS Application
  - Form I-20
  - Form I-94
  - Passport

**Note: Students who are on CPT cannot apply for a Social Security number more than 30 days in advance of the employment start date. Students who are on OPT cannot apply for a Social Security number until the employment start date.**

**J-1 Students without on-campus employment or Academic Training:**

1. Complete and submit a "J-1 Social Security Number Eligibility Letter" Available in Slater International Center. The letter will verify your valid immigration status and eligibility for a Social Security number. The letter will be prepared within two business days.
2. Update your current address.
3. Complete a Social Security (SS) Application Form Available in Slater International Center; for item #3, select "legal alien allowed to work".
4. Bring to SS Office:
  - Original "J-1 Social Security Number Eligibility Letter"
  - Completed SS Application
  - Form DS-2019
  - Form I-94
  - Passport

**J-1 Students who have an on-campus job offer:**

1. Complete a "J-1 On-Campus Employment Form". Available in Slater International Center. This form verifies your job offer, your valid immigration status, and authorizes on-campus employment. Have your hiring Supervisor complete and sign the top half of the form. Please note that your employment start date must be at least 5 days into the future to allow adequate time for processing. Turn the original form into the Slater International Center along with a copy of your form I-94. The form will be completed and signed within two business days.
2. Update your current address.
3. Complete a Social Security (SS) Application Form. Available in Slater International Center; for item #3, select "legal alien allowed to work."
4. Bring to SS Office
  - Completed "J-1 On-Campus Employment Form"
  - Completed SS Application
  - Form DS-2019
  - Form I-94
  - Passport

**Note: Students who have on-campus employment cannot apply for a Social Security number more than 30 days in advance of the employment start date.**

**J-1 Students who have Off-Campus Employment Authorization (i.e. Academic Training):**

1. Update your current address.
2. Complete a Social Security (SS) Application Form. Available in Slater International Center; for item #3, select "legal alien allowed to work."
3. Bring to SS Office:
  - Original Academic Training Authorization letter
  - Completed SS Application
  - Form DS-2019
  - Form I-94
  - Passport

## **Social Security Offices-General Information and Inquiries**

Visit <http://www.ssa.gov/> INQUIRIES: 800-772-1213

### **Nearby Social Security Offices**

**Framingham:** 100 Concord Street, Suite 2A  
Framingham, MA 01702  
Tel: 508-620-7561

**Directions:** Located on Route 126 near the intersection of Route 135, close to the Town Hall, and above "Alexander Tours". Parking is available in the back on Franklin Street.

*Driving from Wellesley:* Take Route 135 West through downtown Natick. At the intersection of Route 135 and 126, turn right on Route 126 (also called Concord Street). After the railroad tracks, you will see the Social Security Office on your left.

*Commuter Rail:* Take the Commuter Rail from the Wellesley Square Station to the Framingham Station, which is one block down from Concord Street. When you go out of the station, take a left, cross the railroad tracks, and follow Concord Street until you find the Social Security Office.

**Newtonville:** 50 Prospect St #2  
Waltham, MA 02453-8520

**Directions:** *Commuter Rail:* Take the Framingham/ Worcester Line inbound to Newtonville. Walk to the bus stop at the corner of Walnut St. and Washington St. Take bus 556 toward Highlands Waltham via Central Square. Continue on foot for about seven minutes. Turn left on Grant Street, cross Main Street and continue on Grant Street until Russell Street. Turn right at Russell Street and continue for about 0.2 miles. Turn left at Prospect Avenue and continue until you find the Social Security Office.

**Roxbury:** 10 Malcolm X Blvd  
Roxbury, MA 02119

**Directions:** *Commuter Rail:* Take the Commuter Rail inbound from the Wellesley Square Station to Back Bay Station. At Back Bay Station, take the Orange line toward Forest Hills. Get off at Ruggles Station. At Ruggles Station, take bus 45 toward Franklin Park via Blue Hill Ave. Get off at Malcolm X Blvd. and Shawmut Ave. Follow Malcolm X Boulevard for a short distance until you find the Social Security Office.

**Boston:** Room 148  
10 Causeway St  
Boston, MA 02222

**Directions:** *Commuter Rail:* Take the Commuter Rail inbound from the Wellesley Square Station to Back Bay Station. At Back Bay Station, take the Orange Line towards Oak Grove. Get off at North Station and continue on foot for about two minutes. Take a right on Causeway Street and continue until you find the Social Security Office located in the O'Neill Federal Building.

### **Receiving your Social Security Number**

The Social Security Administration may need some time to verify your current immigration status before they can issue a social security card. In most cases, a card should be mailed to the address that you listed on your application form within 14 business days.

For more information regarding Social Security numbers please visit the Social Security Administration website <http://www.ssa.gov> pages below:

International Students and Social Security Numbers: <http://www.ssa.gov/pubs/10181.html>

Foreign Workers and Social Security Numbers: <http://www.ssa.gov/pubs/10107.html>

Social Security Numbers for Noncitizens: <http://www.ssa.gov/pubs/10096.html>

Application for a Social Security Card: <http://www.ssa.gov/online/ss-5.html>



# TAXES

# U.S. Tax Information for International Students

*This following guidelines are for informational purposes only and should not be considered financial or legal advice. Please consult your own tax or financial advisor with any questions.*

Taxes are often complicated – even for those native to the United States. This handout is designed to offer general guidelines only for federal income tax obligations, including determining tax residency and which forms must be filed and when. The Slater International Center staff is not trained to provide assistance with taxes but will provide you with information on basic Internal Revenue Service (IRS) publications and forms, and access to an online non-immigrant tax filing website that can assist you with the tax process.

If you are an international or exchange student who was present in the United States in the past tax year, you may be required by law to file one or more U.S. Federal and State Tax forms **even if you have had no U.S. source of income.** The U.S. tax year runs from January 1<sup>st</sup> to December 31<sup>st</sup>, with a filing deadline of April 15<sup>th</sup>.

## What is a Tax Return?

In the United States, federal income taxes are prepaid by our employer(s) based on the estimate of liability provided by the employee on the Form W-4 (usually completed by the employee at the time of hire). The taxes paid by the employer are then withheld from the employee's paychecks. Since the amount withheld is only an estimate, employees are given a yearly opportunity to reconcile the amount taken out with how much was owed. The name of the form on which the reconciliation is made is called the "tax return." A tax return is filed with the Internal Revenue Service (IRS), an agency of the U.S. government.

In some cases, filing the tax return results in a refund from the IRS because the amount of money withheld was higher than necessary. However, sometimes a taxpayer does not have enough withheld and must send a payment to the IRS with his/her tax return.

## Forms You May Need to Complete:

### Federal:

- Form 8843 "Statement for Exempt Individuals and Individuals with a Medical Condition"
- Form 1040 NR EZ
- Form 1040 NR

### State:

- Form 1-NR/PY

## Who Must File a Tax Return?

- All individuals who have earned income in the United States must file a U.S. tax return.
- Individuals with no income who are still within the "exempt individual" period are required to file a Form 8843 - "Statement for Exempt Individuals."

"Residents" for tax purposes usually complete Forms 1040 or 1040 EZ. "Nonresidents" for tax purposes usually complete Form 1040 NR or 1040 NR EZ.

- If you had no U.S. income and are a nonresident for tax purposes, file Form 8843.
- If you had U.S. income and considered a nonresident for tax purposes, file Form 1040 NR or the Form 1040 NR EZ and Form 8843.
- If you had U.S. income and are considered a resident for tax purposes, file Form 1040 or Form 1040 EZ.

## **Tax Treaties**

Some individuals benefit from a tax treaty between their country and the U.S. that decreases the amount of tax they owe the federal government (not the state). To determine if some of your earnings are exempt from federal taxes, see *IRS Publication 901*.

## **What is Considered Income?**

Nonresidents, for tax purposes, are taxed only on their U.S. income. With a few exceptions, this means that any income received from outside the U.S. is not considered taxable in the United States. Residents, for tax purposes, are taxed by the United States on their income from anywhere in the world.

Sources of U.S. income may include on-campus employment, practical or academic training, scholarships, fellowships, and any other compensation received for labor. "Income" is not limited to wages paid in cash, but also includes any portion of a scholarship, fellowship, or assistantship from a U.S. source that is applied to housing and meal expenses. The portion applied to tuition, fees, and books is not considered income. If scholarship money is provided directly to the student by check or cash, however, it is fully taxable even if the student intends to use it to pay for tuition, fees, and/or books.

## **Determining Tax Residency**

The IRS divides everyone into two categories for tax purposes - resident and nonresident:

- Residents: all U.S. citizens, Lawful Permanent Residents ("green card" holders), and nonresident aliens for immigration purposes who have met the Substantial Presence Test (see below).
- Nonresident aliens: all others, regardless of immigration status.

The Substantial Presence Test (SPT) is how the IRS determines when nonresident aliens have been in the United States long enough to be considered residents for tax purposes. One must be present in the United States for a total of 183 days over a period of 3 years to pass the SPT and be considered a resident for tax purposes, however, individuals in F, J, M, or Q status do not count days during the time they are "exempt individuals."

The rules for "exempt individuals" are:

- F, J, M or Q students and their dependents are "exempt individuals" for a period of five years throughout their lifetime

During the time individuals in F, J, M and Q status are "exempt individuals," they will remain nonresidents for tax purposes even though they are present in the United States for more than 183 days. Once they leave "exempt individual" status, days of presence will be counted and they may become a resident alien for tax purposes. The Substantial Presence Test is detailed more fully in *IRS Publication 519*.

## **Identification Numbers:**

You must have either a Social Security number or an Individual Taxpayer Identification Number (ITIN) to complete all tax forms except Form 8843.

- *Social Security Numbers (SSNs):*

For information regarding obtaining a Social Security number, please see the section on "Obtaining a Social Security Number."

- *ITIN Numbers:*

The IRS issues ITINs to foreign nationals and others who have federal tax reporting or filing requirements and do not qualify for SSNs. The ITIN is a nine digit, tax processing number issued by the IRS. ITINs are not valid identification outside of the tax system. By law, an individual cannot have both an ITIN and an SSN. Form W-7 and instructions for obtaining an ITIN can be found at: <http://www.irs.gov/pub/irs-pdf/fw7.pdf>

## Resources

### 1. Basic Internal Revenue Service (IRS) Publications:

- **IRS Publication 513** provides an excellent overview of tax regulations for international students/visitors.
- **IRS Publication 519** "U.S. Tax Guide for Aliens" contains the "Substantial Presence Test" which helps determine your residency for tax purposes.
- **IRS Publication 678-FS** "Foreign Student & Scholar Text for Use in Preparing Returns"
- **IRS Publication 901** "U.S. Tax Treaties" describes tax treaties that may affect your filing.
- **IRS Publication 4011** "For Use in Preparing Federal Tax Returns for Nonresident Aliens"

### 2. Obtaining Forms and Assistance:

- Slater International Center will display some standard **IRS** tax forms and publications in February.
- Pick up forms and publications at the Boston IRS office or any public library
- Download federal forms from the IRS web site at: <http://www.irs.gov/formspubs/index.html>
- Download State tax forms at: <http://www.dor.state.ma.us/forms/formsIndex/taxformsPERSONAL.htm>
- For help with federal income tax return or to order federal tax forms, call the IRS at 1-800-829-1040 or go to <http://www.irs.gov>.
- For help with your state income tax return, call the Massachusetts Department of Revenue at 617-887- 6367 or go to: <http://www.mass.gov/dor>.
- In person tax help is offered at:

IRS Boston Office  
JFK Federal Building  
15 New Sudbury Street  
617-316-2850  
Monday-Friday: 8:30-4:30PM

For more information visit this website:

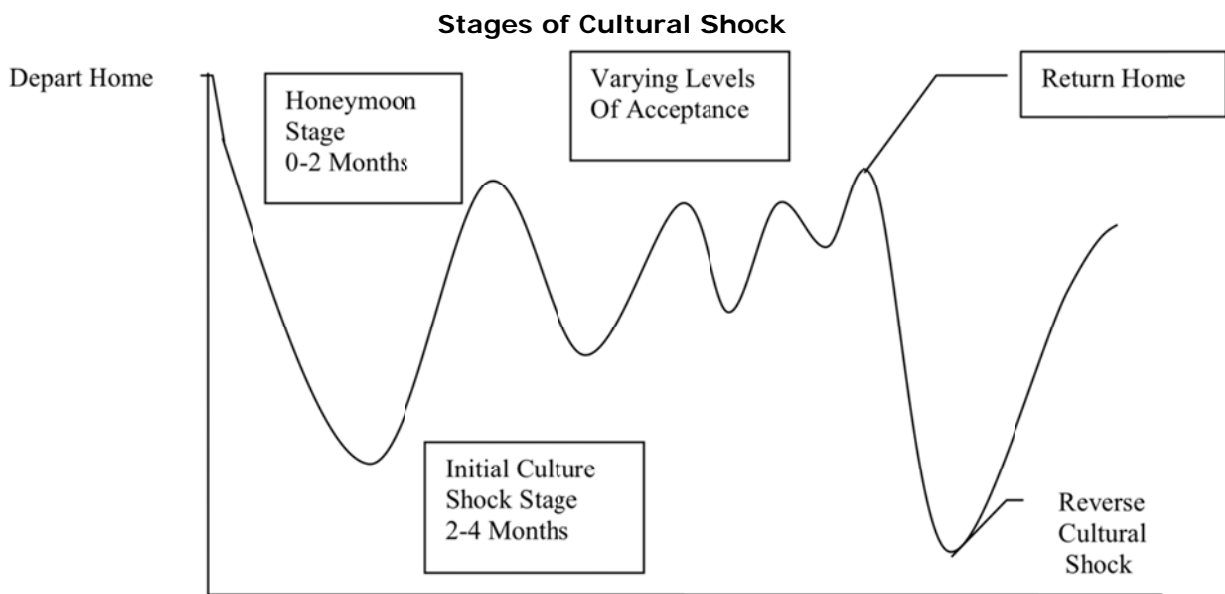
<http://www.irs.gov/localcontacts/article/0,,id=98286,00.html>

## On-Line Software

Wellesley College purchases CINTAX, a tax software package that will assist current students with completing federal tax returns. The software will walk you through completing the necessary forms.

# CULTURE

# Culture Shock



## Culture Shock

The discomfort experienced while adjusting to life in a culture different from one's own

## Symptoms

*Strain* – due to having to make so very many psychological adaptations without any sort of respite *Sense of loss and feelings of deprivation* – regarding the status, friends possessions, etc. to which you had become accustomed and feel you are due, but no longer have

*Rejection* – feeling that you are rejected by members of the new culture and/or you are rejecting members of the new culture

*Confusion* – in roles, expectations, values, feelings, and self-identity

*Surprise, anxiety and indignation* – after becoming aware of the many cultural differences that exist between your home and the host cultures

*Feelings of inadequacy* – due to fear of not being able to succeed in the new culture

## Art of Empathy

The practice of empathy can be seen as a three-stage process:

Recognize that the other person does, in fact, have a different point of view. He or she is looking at the situation through his or her own unique filter of experiences, biases, and values. This is the easiest part of the empathy process because it is so obvious and because it is a rational, logical and intellectual step.

Accept the idea that it is all right for another person and this one in particular, to have a viewpoint that is different from yours. Most people find this much more difficult stage of the empathy process. Often when we find that another person has a different viewpoint, our impulse is to 'get it shaped up.'

*Note that this second step doesn't mean adopting, or even approving of, the specific opinion another person has, only accepting the idea that it is all right for that person to be unique and have a different set of experiences from those you have.*

The final step in the practice of empathy might be expressed. —I really want to understand your point of view — not judge it, shape it up, argue with it or endorse it "I just want to understand." If that is your attitude, the way that you are feeling about the relationship and the discussion, then it will not be necessary to verbalize that attitude. It will be apparent in your behavior.

*Adapted from L. Robert Kohls*

# Understanding U.S. Americans

Dr. L Robert Kohls, Director of International Programs at San Francisco State University, is a renowned literary contributor to the research on cultural patterns. He has developed a list of 13 commonly held values, which help explain to first-time visitors to the United States why U.S. Americans act as they do. He is careful to avoid labeling these values positive or negative. Whether you agree with Kohls or not, his observations are thought provoking.

## **Personal control over the environment**

U.S. Americans do not believe in fate, and they tend to look at people who do as being backward, primitive, or "native." In the U.S. American context, to be "fatalistic" is to be superstitious, lazy, or unwilling to take initiative. Everyone should have control over whatever in the environment might potentially affect him or her. U.S. Americans attribute problems as coming from laziness or unwillingness to take responsibility in pursuing a better life, rather than due to simple bad luck or "fate."

## **Change seen as natural and positive**

In the U.S. American mind, change is seen as indisputably good, leading to development, improvement, and progress. Many older, more traditional cultures consider change disruptive and destructive; instead they value stability, continuity, tradition, and a rich and ancient heritage, none of which are considered very important in the United States.

## **Time and its control**

Time is of utmost importance to most U.S. Americans. It is something to be on, kept, filled, saved, used, spent, wasted, lost, gained, planned, given, even killed. U.S. Americans are more concerned with getting things accomplished on time than they are with developing interpersonal relations. Their lives seem controlled by the little machines they wear on their wrists, cutting their discussions off abruptly to make their next appointment on time. This philosophy has enabled U.S. Americans to be extremely productive, and productivity is highly valued in their country.

## **Equality and fairness**

Equality is so cherished in the U.S. that it is seen as having a religious basis. U.S. Americans believe that all people are "created equal" and that all should have an equal opportunity to succeed. This concept of equality is strange to seven-eighths of the world that view status and authority as desirable, even if they happen to be near the bottom of the social order. Since U.S. Americans like to treat foreigners "just like anybody else," newcomers to the U.S. should realize that no insult or personal indignity is intended if they are treated in a less-than-deferential manner by waiters in restaurants, clerks in stores and hotels, taxi drivers, and other service personnel.

## **Individualism and independence**

U.S. Americans view themselves as highly individualistic in their thoughts and actions. They resist being thought of as representatives of any homogeneous group. When they do join groups, they believe they are special, just a little different from other members of the same group. In the U.S., you will find people freely expressing a variety of opinions anywhere and anytime. Yet, in spite of this "independence," almost all U.S. Americans end up voting for one of their two major political parties. Individualism leads to privacy, which U.S. Americans see as desirable. The word "privacy" does not exist in many non-Western languages. If it does, it is likely to have a negative connotation, suggesting loneliness or forced isolation. It is not uncommon for U.S. Americans to say, and even to believe: "If I don't have half an hour a day to myself, I go stark-raving mad!"

## **Self-help/initiative**

U.S. Americans take credit only for what they accomplish as individuals. They get no credit for having been born into a rich family but pride themselves in having climbed the ladder of success, to whatever level, all by themselves. The equivalent of these words cannot be found in most other languages. It's an indicator of how highly U.S. Americans regard the "self-made" man or woman.

## **Competition**

U.S. Americans believe that competition brings out the best in any individual in any system. Value is reflected in the economic system of "free enterprise" and it is applied in the U.S. in all areas □ medicine, the arts, education, and sports.

### **Future orientation**

U.S. Americans value the future and the improvements the future will surely bring. They devalue the past and are, to a large extent, unconscious of the present. Even a happy present goes largely unnoticed because U.S. Americans are hopeful that the future will bring even greater happiness. Since U.S. Americans believe that humans, not fate, can and should control the environment, they are good at planning short-term projects. This ability has caused U.S. Americans to be invited to all corners of the Earth to plan, and often achieve, the miracles, which their goal-setting methods can produce.

### **Action/work orientation**

"Don't just stand there," says a typical bit of U.S. American advice, "do something!" This expression, though normally used in a crisis situation, in a sense describes most U.S. Americans' waking life, where action - any action - is seen as superior to inaction. U.S. Americans routinely schedule an extremely active day. Any relaxation must be limited in time and aimed at "recreating" so that they can work harder once their "recreation" is over. Such a "no-nonsense" attitude toward life has created a class of people known as "workaholics" □ people addicted to, and often wholly identified with, their profession. The first question people often ask when they meet each other in the U.S. is related to work: "What do you do?" "Where do you work?" or "Who (what company) are you with?" The United States may be one of the few countries in the world where people speak about the "dignity of human labor," meaning hard physical labor. Even corporation presidents will engage in physical labor from time to time and, in doing so, gain rather than lose respect from others.

### **Informality**

U.S. Americans are even more informal and casual than their close relatives, the Western Europeans. For example, U.S. American bosses often urge their employees to call them by their first names and feel uncomfortable with the title "Mr." or "Mrs." Dress is another area where U.S. American informality is most noticeable, perhaps even shocking. For example, one can go to a symphony performance in any large U.S. American city and find people dressed in blue jeans. Informality is also apparent in U.S. Americans greetings. The more formal "How are you?" has largely been replaced with an informal "Hi!" This greeting is likely used with one's superior or with one's best friend.

### **Directness/openness/honesty**

Many countries have developed subtle, sometimes highly ritualistic ways of informing others of unpleasant information. U.S. Americans prefer the direct approach. They are likely to be completely honest in delivering their negative evaluations, and to consider anything other than the most direct and open approach to be "dishonest" and "insincere." Anyone in the U.S. who uses an intermediary to deliver the message will also be considered "manipulative" and "untrustworthy." If you come from a country where saving face is important, be assured that U.S. Americans are not trying to make you lose face with their directness.

### **Practicality/efficiency**

U.S. Americans have a reputation for being realistic, practical, and efficient. The practical consideration is likely to be given highest priority in making important decisions. U.S. Americans pride themselves in not being very philosophically or theoretically oriented. If U.S. Americans would even admit to having a philosophy, it would probably be that of pragmatism. Will it make money? What is the "bottom line?" What can I gain from this activity? These are the kinds of questions U.S. Americans are likely to ask, rather than: Is it aesthetically pleasing? Will it be enjoyable? Will it advance the cause of knowledge? This pragmatic orientation has caused U.S. Americans to contribute more inventions to the world than any other country in human history. The love of "practicality" has also caused U.S. Americans to view some professions more favorably than others. Management and economics are much more popular in the United States than philosophy or anthropology, and law and medicine more valued than the arts. U.S. Americans belittle "emotional" and "subjective" evaluations in favor of "rational" and "objective" assessments. U.S. Americans try to avoid being "too sentimental" in making their decisions. They judge every situation "on its own merits."

### **Materialism/acquisitiveness**

Foreigners consider U.S. Americans more materialistic than they are likely to consider themselves. U.S. Americans would like to think that their material objects are just the "natural benefits" that result from hard work and serious intent - a reward, which all people could enjoy were they as industrious and hard working as U.S. Americans. But by any standard, U.S. Americans are materialistic. They give a higher priority to obtaining, maintaining, and protecting material objects than they do in developing and enjoying relationships with other people. Since U.S. Americans value newness and innovation, they sell or throw away possessions frequently and replace them with newer ones. A car may be kept for only two or three years, a house for five or six before buying a new one.



# U.S. American Slang and Common Expressions

## U.S. American Slang

**buck:** dollar (\$)  
**chicken:** coward  
**cool:** excellent; superb  
**couch potato:** a person who watches too much television  
**dude:** a person  
**face-off:** confrontation  
**flick:** movie  
**freebie:** something that does not cost money  
**goof:** a silly and foolish person  
**hip:** sensible; informed  
**humungous:** really big  
**I.D.:** identification  
**jerk:** stupid or annoying person  
**laid back:** relaxed; calm  
**neat:** cool; great  
**okay (OK):** decent  
**pumped (up):** excited  
**screw up:** to make a mistake  
**totally:** really; completely  
**uptight:** nervous; anxious

## Boston-specific slang

While Bostonians are known for being avid sports fans and lovers of clam chowder, perhaps the thing that we are most known for is our beloved Boston accent. But the uniqueness of the Boston dialect doesn't stop with dropping our r's where they are supposed to be and putting them in where they shouldn't be; Bostonians have some idioms and colloquialisms that truly bring out the local color of the area and its residents. Here are some terms and phrases that you might hear:

**Jimmies:** chocolate sprinkles  
**Fin:** five dollars  
**Bubbler:** water fountain  
**Frappe:** milkshake  
**Wicked:** "Very"  
**The T:** Boston public transportation (subway/bus)  
**Tonic:** soft drink; soda  
**Sub:** submarine sandwiches, hoagies, heroes, or grinders

## Common Expressions

### Bend Over Backwards:

Everybody **bent over backwards** to help her. Everyone **tried very hard** to help her feel comfortable and adjust to the school.

### Scratch Someone's Back:

If you **scratch my back, I'll scratch yours.** "I know you don't like doing housework, but I'll **help you with the boxes if you promise to return the favor.**"

Lemon:

It sounds like her car is a real **lemon**. No sooner did she drive it home from the dealer's than it proved **defective** and started breaking down.

On the line:

He was warned that his job was **on the line** because of his lack of concern for his duties. When he was alerted that he was **in danger of losing his job**, he began to take his obligations with the company more seriously.

Make ends Meet:

Things are so expensive nowadays that it's very difficult to **make ends meet**. I have **hardly enough to pay all the bills**.

The early bird catches the worm:

I'll **get up real early to get a place at the head of the line**. That way I'll get the tickets I want, for sure!

Money talks:

I know full well that **money has the power to influence people**, but I refuse to pay extra for a service that is owed to me as a client.

Turn [someone] off:

The date started out OK, but he really **turned me off** when we went for a snack after the movies. He **disgusted me** when he tried to talk with his mouth full.

Spill the beans:

He was planning on surprising her with the tickets for their anniversary, but someone **spilled the beans**. It's too bad that someone **told her about the trip beforehand** and ruined Harry's surprise.

Knock someone's socks off:

You ought to see Fred's new car. It'll **knock your socks off**! You'll **get so enthused and excited** you won't know what to do.

Feel Like a Million Bucks (Dollars):

He says he's **feeling like a million bucks** now. Apparently the pain in his knee is all gone. It's good that he's **feeling so wonderful**.

# Holidays

Because each state can choose which holidays to observe, there are technically no “national” holidays in the U.S. However, most states, including Massachusetts, observe most of the “federal” holidays (for employees of the U.S. government). On these holidays, schools, government offices, banks, and many businesses will be closed. Other holidays are observed only informally. Be sure to learn which holidays your company and schools will observe. The chart that follows gives an explanation for many of the holidays celebrated in Massachusetts.

HOLIDAY	DATE	MEANING	FORM OF OBSERVATION	BUSINESS & SCHOOL CLOSINGS
<b>New Year’s Day</b>	January 1	Reflect on new and past year	Open house parties, watch American football on TV.	Schools, government, and most businesses closed.
<b>Martin Luther King, Jr. Birthday</b>	Third Monday of January	Birthday of civil rights leader	Discuss race issues	Schools and government closed; some businesses open.
<b>Valentine’s Day</b>	February 14th	Show love and affection	Send cards, flowers, or candy to loved ones.	No closings
<b>President’s Day</b>	Third Monday in February	Honor US presidents, especially Washington & Lincoln	Few traditions	Schools and government closed; some businesses open.
<b>St. Patrick’s Day</b>	March 17	Honor the patron saint of Ireland and Irish culture	Wear green, parades	No closings
<b>Passover</b>	14th day of Nisan, Jewish calendar	Jewish festival of freedom, celebrating the escape of the Israelites from Egypt.	Traditional meal, attend religious services, eat only unleavened food	Some schools closed
<b>Good Friday</b>	Friday before Easter Sunday	Christian commemoration of the crucifixion of Jesus	Attend religious services	Some schools and businesses closed.
<b>Easter</b>	First Sunday after first full moon after vernal equinox	Christian celebration of the rebirth of Jesus	Attend religious services, dye and hunt for hidden Easter eggs	Always a Sunday so many schools and businesses closed
<b>Patriot’s Day</b>	Third Monday in April	Beginning of the American Revolution	Re-enactment of battles at dawn in Lexington, MA	Schools and government closed; some businesses open.
<b>Mother’s Day</b>	2nd Sunday in May	Honor mothers, both living and dead	Send flowers, card, gift, visit, or telephone call	No closings
<b>Memorial Day</b>	Last Monday in May	Honor those who died fighting in a war	Parades, decorating graves of soldiers and other loved ones	Schools and government closed; some businesses open
<b>Father’s Day</b>	Third Sunday in June	Honor fathers, both living and dead	Send card, gift, visit, or telephone call	No closings
<b>Fourth of July</b>	July 4	Commemorate the adoption of Declaration of Independence from England, 1776	Family picnics, fireworks at night, concert on Boston esplanade	Government closed; some businesses open
<b>Labor Day</b>	First Monday of September	Honor the laborers of the US.	Family picnics, marks the informal end of summer	Schools and government closed
<b>Rosh Hashanah</b>	First day in Tishri, in Jewish calendar	Jewish New Year	Symbolic family dinner, attend religious services	Some schools closed

<b>Yom Kippur</b>	10 days after Rosh Hashanah	Jewish Day of Atonement	Pray and fast, to be forgiven for sins of the past	Some schools closed
<b>Columbus Day</b>	Second Monday in October	Commemorate the landing in the New World, of Columbus in 1492.	Few traditions	Schools and government closed; some businesses open
<b>Halloween</b>	October 31	Old pagan harvest roots, but now a light, fun children's holiday	Children dress in costume and go from neighbor to neighbor asking for candy	No closings
<b>Veteran's Day</b>	November 11	Honor all veterans of armed forces, and the end of World War I	Parades, wear red poppies	Schools and government closed; some business open
<b>Thanksgiving</b>	4th Thursday of November	Commemorate the first harvest of the first English Settlers in 1621	Big family dinner of turkey, cranberries, and pumpkin pie	Schools, government, and most businesses closed (may be closed the next Friday also)
<b>Hanukkah</b>	25th day of Kislev, in Jewish calendar	Jewish festival of lights, to commemorate the return of the temple of Jews	Light candles every night for 8 nights; children get small gifts	No closings
<b>Christmas</b>	December 25	Christian celebration of the birth of Jesus	Family gathering, gift-giving	Schools, government, and most businesses closed
<b>Kwanzaa</b>	December 26-January 1	Celebration of African-American culture	Family gathering, candle lighting to celebrate values	No closings
<b>New Year's Eve</b>	December 31	Celebrate the end of the year	Parties at midnight	Closings common after 12 noon.

#### Additional Local Events

- St. Patrick's Day parade (March)
- Boston Marathon (April)
- Head of the Charles (October)

# Tipping Standards

Tipping is very common in the U.S., more so than in many other countries. As a result, it is important to realize that because tipping is so common, the people who are tipped usually receive a smaller salary. They (and their employers) consider their tips to be part of their income. Not tipping can hurt the worker, not the employer.

If you think the service was poor, you do not have to tip. In restaurants, it is important to note that some restaurants will add the tip, or —“gratuity” to your bill you have over 6 people in your group. This will range from 15%-20%. It is usually indicated ahead of time in the menu and then stated again on the bill. If gratuity has already been added, you do not have to add any more, unless the service was outstanding.

A helpful reminder: TIPS stands for "**To Insure Proper Service**"

## Typical tipping structures:

**Taxis:** 15% - 20% is typical; slightly more if you have luggage

**Restaurants:** 15%-20% is typical; 20% for excellent service

**Bars:** \$1 per drink, but if they ignore you or are very slow to provide service, then tip less.

**Food delivery:** \$3 - these people make much less than bartenders - be nice to them!

**Haircuts/Beauty Salon/Spa:** 10%-20%

**Valets:** (who park your car): \$2-3; if you go to a really fancy restaurant, tip \$5

**Bell Hops:** (at some hotels) who will help carry your bags to your room. Tip \$2 per bag

**Coat Check:** \$1 per coat

# APPENDIX

# Metric vs. U.S. American Measurements

Many international students get confused with U.S. American measurement systems. The following are conversion formulas and tables that will help you make easy conversions from the metric system to the U.S. American measurement system, and vice versa.



## Temperature

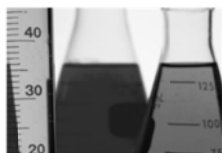
To get the Celsius (°C) temperature, you need to do the following calculations on the Fahrenheit (°F) temperature:

$$^{\circ}\text{C} = (^{\circ}\text{F} - 32) \times (5 / 9)$$

For example:  $86^{\circ}\text{F} = (86 - 32) \times (5 / 9) = 30^{\circ}\text{C}$ .

To get the Fahrenheit (°F) temperature, you need to do the following calculations on the Celsius (°C) temperature:  $^{\circ}\text{F} = (^{\circ}\text{C} \times 9 / 5) + 32$

°Celsius	°Fahrenheit
40	104
30	86
20	68
10	50
5	41
0	32
-15	5
-18	0



## Liquid

Metric	U.S.
1 liter	1.06 quart
0.94 liter	1 quart
3.79 liter	1 gallon



## Weight

To calculate the weight of something in kilograms (kg), you need to do the following calculations on the weight in pounds (lb.):  $\text{Kg} = (\text{lb.}) \times (5 / 11)$

11)

For example:  $154 \text{ lb.} = (154) \times (5 / 11) = 70 \text{ kg}$ .

To calculate the weight of something in pounds (lb.), you need to do the following calculations on the weight in kilograms (kg):  $\text{Lb.} = (\text{kg}) \times (11 / 5)$

Metric	U.S.
1 gram (gm.)	0.04 ounces (oz.)
1/2 kg	1.1 lb.
1 kg	2.2 lb.
0.56 kg.	1 lb.
29 gm.	1 oz.



## Length

Metric	U.S.
1 cm.	0.4 inch (in.)
1 meter	39 in.
1 km.	0.62 mile
2.54 cm	1 in.
91.4 cm	1 yard (yd.)
1,609.3 meters	1 mile
30.48 cm	1 foot

# Clothing Size Conversions

Women's Dresses, Coats, and Skirts						Sweaters and Blouses				
American	6	8	10	12	14		10	12	14	16
European	36/38	38/40	40/42	42/44	44/46		38	40	42	44
British	8	10	12	14	16		32	34	36	38

Women's Shoes							
American	4	5	6	7	8	9	10
European	35	36	37	38	39	40	41
British	2.5	3.5	4.5	5.5	6.5	7.5	8.5

Men's Suits, Overcoats, and Sweaters								
American and British	34	36	38	40	42	44	46	48
European	44	46	48	50	52	54	56	58

Men's Shirts (this neck size plus sleeve size, 32-36)								
American and British	14.5	15	15.5	16	16.5	17	17.5	18
European	37	38	39	41	42	43	44	45

Men's Shoes					
American	7	8	9	10	11
European	39.5	41	42	43	44.5
British	5.5	6.5	7.5	8.5	9.5

Children's Clothing			
Age	Weight (pounds)	American	European/British
3-6 months	10-16	3-6 months	60
6-12 months	14-21	9-12 months	70
12-18 months	20-28	18 months	80
18-24 months	26-33	2, 2T, 3	90
3 years	31-38	3T, 4, 4T	100
4-5 years	37-48	4, 5	110
5-6 years	45-56	5, 6, 6X	120
6-8 years	52-64	7, 8	130
8-10 years	62-80	9, 10	140
10-12 years	75-95	11, 12	150



# Obtaining a Massachusetts ID

For people who do not have a Massachusetts driver's license, the Registry of Motor Vehicles (RMV) can issue one of two official identification cards. The Massachusetts ID and Massachusetts Liquor ID look similar to driver's licenses; however, they do not extend any driving privileges. These two ID cards are official forms of identity, signature, and age that are accepted in the Commonwealth. Refer to *Obtaining a Massachusetts Liquor ID* for more information about the Massachusetts Liquor ID.

**Please Note:** Some establishments that serve alcohol may refuse to accept a Massachusetts ID card. State law (c.138, §34B) provides the establishment some legal protection if alcohol was served to a minor in reliance on a valid Massachusetts Liquor ID card but not if the establishment relied on the Massachusetts ID card.

You may apply for a Massachusetts ID at any full service RMV office. You will be given a temporary Mass ID, valid for 30 days, at the branch, and a permanent Mass ID will be mailed to you.

## Massachusetts ID Requirements

- You must be at least 16 years of age.
- You may not hold a valid license in any state.
- You must be a resident of Massachusetts.

## Fees

- There is a \$25.00 fee for a Massachusetts ID
- There is a \$15.00 replacement fee for a lost or damaged Massachusetts ID

## Expiration

Massachusetts IDs expire every five (5) years

## Documentation Requirements (if over age 18)

- Passport  
*Provides Photo ID, your signature and date of birth*
- Form I-20/Form DS-2019  
*Provides proof of signature and date of birth*
- Document proving MA residency  
*Proof of MA residency could be a utility bill showing your name and current address. If you live on campus, Slater International Center can provide you with a letter which states that you live on campus. Please complete an "On-Campus Proof of Residency Letter" request form and make sure to update your address via the Wellesley Portal. This letter can be prepared for you in two business days. Note: The "On-Campus Proof of Residency Letter" must be no more than 30 days old when you go to the RMV.*
- Social Security number (SSN) or an official "Denial Letter" from the Social Security Office no more than 30 days old (*see "Obtaining a Social Security Number" section*). A Denial Letter will be issued on the spot at the Social Security Office; a Social Security number is usually issued in approximately two weeks. Obtaining a "Denial Letter" does not affect your eligibility for a SSN in the future.

All documents must be originals; photocopies will not be accepted.

## To Obtain a Massachusetts ID

Complete an Initial License/ID Application. This form is available at any RMV service office. You may also download it from the *Forms and Files* section on the RMV website (<http://www.mass.gov/rmv>). Present the application, \$25.00 fee and appropriate documentation, in person, to any RMV full service office to receive your ID.

# Obtaining a Massachusetts Liquor ID

Similar to a Massachusetts ID, a Liquor ID verifies that you are 21, legal to drink in the United States. You may apply for a Massachusetts Liquor ID at any full service RMV office. You will be given a temporary Massachusetts Liquor ID, valid for 30 days, at the branch, and a permanent Mass Liquor ID will be mailed to you.

## Massachusetts Liquor ID Requirements

- You must be at least 21 years of age.
- You may not hold a valid license in any state.
- You must be a resident of Massachusetts.

## Fees

- There is a \$25.00 fee for a Massachusetts Liquor ID
- If you lose your Massachusetts Liquor ID you must go to any RMV branch office and sign a form indicating it has been lost. The fee to obtain a duplicate Liquor ID is a \$15.00

## Expiration

A Massachusetts Liquor ID will expire five (5) years after the date of issue.

## Documentation Requirements

- Passport  
*Provides Photo ID, your signature and date of birth*
- Form I-20/Form DS-2019  
*Provides proof of signature and date of birth*
- Document proving MA residency  
*Proof of MA residency could be a utility bill showing your name and current address. If you live on campus, Slater International Center can provide you with a letter which states that you live on campus. Please complete an "On-Campus Proof of Residency Letter" request form and make sure to update your address via the Wellesley Portal. This letter can be prepared for you in two business days. Note: The "On-Campus Proof of Residency Letter" must be no more than 30 days old when you go to the RMV.*
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All documents must be originals; photocopies will not be accepted.

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Complete an Initial License/ID Application. This form is available at any RMV service office. You may also download it from the *Forms and Files* section on the RMV website (<http://www.mass.gov/rmv>).

Present the application, \$25.00 fee and appropriate documentation, in person, to any RMV full service office to receive your temporary photo-image Liquor ID. A new photo-image Liquor ID will be mailed to your address of record.

# U.S. Postal System

Mail is delivered to homes six days each week, Monday through Saturday. There is no mail delivery on federal (U.S. government) holidays, because the post office is a federal agency. You will find a Post Office in every town.

## Stamps

When you buy a first class stamp (for letters up to 1 ounce; mailed within the U.S.), it will cost 44 cents (as of 5/2009). There are always many designs you can choose from. If you buy a **forever stamp**, you will be able to use this stamp for such letters even if/when postage rates increase. The stamp's "value" will always be whatever the rate for a 1-ounce letter is. That is why it is called a "forever stamp".

## How to Address an Envelope

Write your name and address in the upper left corner. Your address is known as the *return address*. Write your friend's name and address in the center. Put the five- or nine-digit zip code on the same line as the city and state. Use the official 2-letter state abbreviations. For letters going outside the U.S., write the name of the country on a separate line at the bottom. Write in English and use all capital letters. The stamp goes in the upper right corner.

You can get a free booklet, International Postal Rates and Fees, at any Post Office. It includes information about:

- Rates for international letters and packages
- Descriptions of security safeguards
- Restrictions on the size and weight of letters and packages

You should use First-Class Mail for letters, post cards, and most personal correspondence within the U.S. For international delivery, you can use surface, air, Global Priority, or Express Mail International (in increasing order of speed).



## Speed of Mail Delivery

The Post Office says that most first class mail within the US takes 3-4 business days to arrive. Mail within one city takes one or two days to arrive. Or you can use Priority Mail to major cities in the U.S. Priority Mail "strives for" (but does not guarantee) delivery within two days. For overnight delivery, the U.S. Post Office offers Express Mail. Or try a private company like Federal Express (<http://www.fedex.com>), DHL (<http://www.dhl.com>), or UPS (<http://www.ups.com>).

Airmail to other countries (both letters and packages) is supposed to take 7-10 days. Surface mail takes from 4-12 weeks, depending on the distance and the delivery system in the other country. Global Priority Mail, offered to over 40 countries, is supposed to be faster than airmail, and Express Mail International (available to 180 countries and territories) is the fastest.

Mail delivery within the U.S. is generally thought to be safe from theft and loss. But you may want to use one of several security safeguards for valuable items.

## Local Post Office Branches

### Babson Park Branch

231 Forest Street, Wellesley, MA

#### *Business Hours*

Mon-Fri 9:00-1:00pm / 2:30-4:30pm

Sat-Sun Closed

### Wellesley Branch

1 Grove Street, Wellesley, MA

#### *Business Hours*

Mon-Fri 7:30-6:30pm

Sat 8:00-1:00pm

Sun Closed

### Wellesley Hills Branch

337 Washington Street,  
Wellesley, MA

#### *Business Hours*

Mon-Fri 8:00-5:00pm

Sat 8:00-1:00pm

Sun Closed

### Newton Lower Falls Branch

2344 Washington Street,  
Newton Lower Falls, MA

#### *Business Hours*

Mon-Fri 9:00-5:00pm

Sat-Sun Closed

### Needham Heights Branch

844 Highland Avenue,  
Needham Heights, MA

#### *Business Hours*

Mon-Fri 7:30-5:00pm

Sat-Sun Closed

For more information about locating a Post Office, services offered or even to purchase stamps, visit <http://www.usps.com>.

### Wellesley College Post Office

Wellesley College Mail Services offers limited postal services to the Wellesley community. At this location, you can buy postal stamps, pick up packages mailed to you, and send mail domestically (up to 10 pounds) and internationally (letters and printed materials up to 10 pounds).

For more information about Mail Services on campus, please visit <http://www.wellesley.edu/PostOffice/>.

### Mail Services

Lulu Chow Wang Campus Center, 2<sup>nd</sup> Floor

#### *Business Hours*

Retail Service Window: Mon-Fri 10:00am-3:00pm

Package Pick Up: Mon-Fri 10:00am-4:30pm

Student Mail Unit Access: 24 hours a day, 7 days a week

# General Web and Book Resources

## Websites

Medical Requirements for Traveling Abroad

<http://www.cdc.gov/travel>

National Geographic Information on Countries

<http://travel.nationalgeographic.com/places/countries/>

Atlas of the World (provides statistics, history, and map of specific countries)

<http://www.atlapedia.com/index.html>

World Weather

<http://www.weather.com/common/welcomepage/world.html>

Currency Converter

<http://www.xe.com/ucc>

Global Road Warrior

<http://www.globalroadwarrior.com/home.asp?logout=logout.asp&reports=n&ada=n>

Going Global

<http://online.goingglobal.com/default.aspx>

Time Zone Converter

<http://www.timezoneconverter.com/cgi-bin/tzc.tzc>

## Books & Publications

*Welcome to Boston: A Guide for International Newcomers*

Rudnick, Copeland and Wright

The Interchange Institute, published annually

*American Ways: A Guide for Foreigners in the United States*

Althen, Gary

Intercultural Press, Inc., 1988

*Americans at Work: A Guide to the Can-do People*

Storti, Craig

Intercultural Press, Inc., 2004