



Xavier University
Of Louisiana

International Students and Scholars



2017 ~ 2018

Inside this handbook:

Introduction to CIIP	4
Checklists	5-6
Immigration	7-9
Employment	10-11
Tax Compliance/Social Security	12-13
Housing	14
Transportation	15-16
Telephones	17-18
Banking	19
Money Management	20
Health Insurance	21
Safety	22-23
Hurricane Information	24-25
Laws to Know	26
Driver's License	27
Culture Shock	28-29
International Organizations	30
Academics	31
Helpful Websites & Phone Numbers	32
US Holidays	33-34
Campus Map	35

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This publication is available in alternate formats upon request. Please contact CIIP staff at 504.520.5491.

I n t e r n a t i o n a l S t u d e n t s a n d S c h o l a r s

GREETINGS INTERNATIONAL STUDENTS AND SCHOLARS!

We welcome you to Xavier University (XULA); New Orleans, Louisiana; and to the United States. Regardless of your native land, once you enroll or join our research faculty, you become a valued member of the XULA Community. The Center for Intercultural and International Programs exists to make your experience a positive one by providing comprehensive support to international students and foreign scholars. As international students and scholars, you play a valuable role in our goal to expand XULA's borders beyond the United States. We encourage you to take full advantage of opportunities to participate in XULA and New Orleans activities. Your involvement contributes to the rich diversity of the community and enhances the development of greater appreciation for different cultures and peoples. Orientation activities are scheduled at the beginning of each semester to ease your adjustment to the XULA way of life. Should you have questions or need assistance, the office staff is here to serve you. Use this website to obtain valuable information. We are located in Room 105 of the Music Building.

ADMISSION

The Center for Intercultural and International Programs (CIIP) works with the Undergraduate and Graduate Offices of Admission to provide assistance to prospective international students planning to study at Xavier University.

The Offices of Admission collect all the required application documents, make admissions decisions, evaluate foreign transcripts, issue immigration documents and send out acceptance packages. International Students study on the F-1 Student Visa at XULA. The Director of the Center for Intercultural and International Programs is the Primary Designated School Official (PDSO) for the F-1 Student Visa Program and is the primary contact once international students arrive on campus. In addition, CIIP and the Office of Admission also work together to develop and coordinate marketing, advertising and recruitment activities with a goal of attracting more international students to the university. For application information please visit:

International Undergraduate Admission at <http://www.xula.edu/admissions/index.php#>

International Graduate Admission at <http://www.xula.edu/graduate-school/>

INTERNATIONAL SCHOLARS/RESEARCHERS!

Xavier University of Louisiana (XULA) invites and hires international researchers and scholars from many countries of the world to observe, teach, and conduct research. Xavier University of Louisiana continues to attract internationally known researchers and scholars to this region and state. The Director for the Center for Intercultural and International Programs is the Responsible Officer (RO) for the university's J-1 Scholar/Research Program. We look forward to interacting with you in the years to come and trust that you will find your association with Xavier to be rewarding.



Torian L. Lee, JD
Director,
Center for Intercultural and International Programs

The Center for Intercultural and International Programs (CIIP)

CIIP serves international students & scholars at Xavier University of Louisiana.

Services we offer include:

Immigration advising

Cross-cultural and academic advising

Help with academic concerns

Social, cultural and educational programming

Orientation programming

Sponsoring International Week

Advising international student organizations

Working with sponsoring agencies

Help in getting money wired to the University

IMPORTANT FALL 2017 SEMESTER DATES

August 16: Faculty/Staff Institute

August 17-18: Registration begins

August 18: International Students/Scholars Orientation

August 21: **Classes begin**

August 25: Final date for adding courses or changing sections

September 4: Labor Day Holiday (University Closed)

October 16-17: Contingency Days

October 20: Mid-semester evaluations due

October 30-November 3: International Week

November 3: Last day to drop a course

November 6-10: Early registration for Spring 2017

November 17: Final date to withdraw from University

November 22-24 Thanksgiving Holiday (University Closed)

December 4: Last day of classes

December 6-13: Final examinations

XULA has expanded
the College of Pharmacy
—officially the Qatar
Pharmacy Pavilion—in
Fall 2009

IMPORTANT SPRING 2018 SEMESTER DATES

January 3: Faculty/Staff Institute

January 4-5: Registration

January 8: **Classes begin**

January 12: Final date for adding courses or changing sections

January 15: MLK, Jr. Holiday

February 12-16: Mardi Gras holidays

March 13: Mid-semester evaluations due

April 6: Last date to drop a course with a "W"

April 9-3: Early Registration for Fall 2018

April 20: Final date for to withdraw from the University

April 30: Last day of classes

May 2 - 9: Final examinations

May 12: Commencement, (Xavier University Convocation Center)

* International Faculty will receive orientation as directed by Department Chair.

STUDENT SETTLING IN CHECKLIST

- **Check in at the CIIP Office: St. Joseph Academic Resource Center, Room 312**
- **Immunizations** — Submit proof of immunization to the Health Service at 4910 Drexel Drive. If you need additional shots, ask for information about the public health clinic.
- **Health Insurance** — If you have your own insurance plan, you must complete a medical insurance compliance form. If you do not show proof of adequate coverage by another company, you will automatically be charged for the XULA health insurance. **NOTE:** You must provide an English translation.
- **Banking** — The closest banks to the XULA main campus are below. Students are permitted to open an account *without* a US social security number by requesting a letter from CIIP.
 - Chase**, 3201 South Carrollton Avenue
 - Capital One Bank**, 4121 Canal Street (Canal St. + South Carrollton Ave.) 504-533-5303
- **Social Security Number** — Not all students are eligible to receive a Social Security Number (SSN). Only F-1 students who will be employed and J-1 are eligible to apply for a SSN. For more information and application procedures, speak with an CIIP advisor.
- **Academic Registration** — Review your copy of the **Class Schedule Bulletin**. This bulletin provides information on registration and fee payment, and includes information on how to get an e-mail account at XULA. See your academic advisor in your department before registering for classes. Course offerings are on the XULA website (www.xula.edu) and in the catalog.
- **XULA ID Card** — A XULA identification card can be obtained on the first floor of the library during registration *after you have paid your fees*. After the registration period, you can go to University Center room 122 to obtain an ID.
- **Louisiana Driver's License Or State Identification** — In order to get a Louisiana Driver's License, you must take both a written and a practical driver's license test. You will need to have proof of identification, your social security card, proof of Louisiana address, passport, I-94 and I-20 or DS-2019, and your XULA fee bill. For more information, call the Department of Motor Vehicles at 1-877-DMV-LINE or visit their website at <http://omv.dps.state.la.us/>.
- **UPDATE YOUR ADDRESS!**
 - You must notify CIIP within 10 days of moving and give us your new street (physical) address.
 - You may use Banner to update your
 - **Mailing** address where you will receive postal mail
 - **SEVIS Physical** address where you physically reside. This may not be a P.O. Box or campus office.
 - **SEVIS Foreign** address, the address in your home country

What do I need to do
now that I have arrived
at Xavier University
of Louisiana?

SCHOLAR SETTLING IN CHECKLIST

☐ ↑ **Check in at the CIIP Office: St. Joseph Academic Resource Center, Room 312**

☐ **Social Security Number** – You must apply for a US social security number (SSN) as soon as possible. The SSN is required for the University to pay you. It is also needed to maintain a bank account, to obtain a driver's license and to arrange connection of utilities (telephone, electricity, etc.)

☐ **Benefits Package Orientation** – If you will be employed by XULA, schedule a Benefits Orientation in Human Resources, located at Xavier South Room 410. This orientation will acquaint you with the various insurance and pension plans available from the university.

☐ **Health Insurance** – All faculty and staff should carry appropriate medical insurance. However, exchange visitors are required by federal law to maintain insurance for themselves and their dependents. Therefore, the CIIP requires exchange visitors to complete the Medical Insurance Compliance form available during check-in.

☐ **Banking** — The two closest banks to the XULA main campus are below. Scholars are permitted to open an account *without* a US social security number, but do require a bank letter from CIIP.

Chase, 3201 South Carrollton Avenue

Capital One Bank, 4121 Canal Street (Canal St. and Carrollton Ave.)

☐ **XULA ID Card** – Your department will submit a personnel action form for you. This will generate a XULA ID number. After receiving this number, you may obtain an ID card in the Office of Auxiliary & Support Services located in the University Center Room 122G

☐ **Louisiana Driver's License Or State Identification** – In order to get a Louisiana Driver's License, you must take both a written and a practical driver's license test. You will need to have proof of identification, your social security card, proof of Louisiana address, passport, I-94 and I-20 or DS-2019 form. For more information, call the Department of Motor Vehicles at 1-877.DMV.LINE or visit their website at <http://dpsweb.dps.louisiana.gov/DPSForms.nsf/>.

☐ **UPDATE YOUR ADDRESS!**

☐ You must notify CIIP within 10 days of moving and give us your new street (physical) address. This may not be a P.O. Box or campus office.

☐ You may use Banner to update your **mailing** address. This is the address the university will use to send important correspondence. **If you fail to do this, you will not receive important mail from the University.**

☐ Scholars are also required to notify immigration directly of changes in address using form AR-11 found at www.uscis.gov.

IMMIGRATION INFORMATION

Basic Definitions:

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

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

Visa: The visa is the most commonly misunderstood immigration document. It refers to the stamp in your passport that is obtained at the US Embassy or Consulate outside the U.S. The validity of the visa stamp only pertains to the period during which you may use it for admission to the US. It does not indicate the length of time you may remain in the US. In general, you may remain in the US with an expired visa as long as your I-20, DS 2019 and/or I-94 card is still valid and you are still pursuing the objectives of your stay in the US. Additionally, the visa stamp indicates the number of entries permitted, usually one, two, or M for multiple entries.

Immigration Status: This is generally related to the type of visa you were issued, and is reflected on your I-94 card. If you change your immigration status, this will be reflected on a new I-94 card that USCIS (see below for more information about USCIS) will issue.

Form I-94: This is the small white card (Arrival/Departure record) given to foreign nationals at the port of entry to the United States and which an immigration officer validates and staples in the passport. This is a very important document as it indicates the immigration status you are given upon entry to the United States and the length of time you may stay. Most students and exchange visitors are given “**D/S**” as the length of stay. This means that you can stay in the US until you complete your program of study as long as your I-20 or DS-2019 is valid.

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

H-1B Temporary Workers: This classification allows a foreign national to work in the US in a “specialty occupation” for a maximum of 6 years.

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

TN: This classification allows citizens of Canada and Mexico to work in the US in certain occupations specified under the North American Free Trade Agreement (NAFTA).

USCIS: United States Citizenship and Immigration Services, formerly known as the Immigration and Naturalization Service, is the agency that is responsible for the administration of immigration and naturalization adjudication functions.

DOS: Department of State, is in charge of the J-1 Exchange Visitor Program, US Embassies and Consulates.

SEVIS: Student and Exchange Visitor Information System (SEVIS) is a database that schools use to communicate required information to the Department of Homeland Security and the DOS.

Record Keeping: ALWAYS keep your immigration documents safe. This includes keeping ALL copies of your I-20s and/or DS-2019s, as well as other immigration documents. Do not throw away these important documents as you may need them in the future.

USCIS used to be
called what?

Answer: INS
(Immigration &
Naturalization Service)

UNDERSTANDING YOUR IMMIGRATION RESPONSIBILITIES

While you are in the United States, you must follow US Immigration regulations. To be “in status” means that you are following all of the guidelines that pertain to your particular status (F-1, H-1B, J-1, etc.). The following guidelines will provide you with a general understanding of some immigration rules. You will not, however, gain an understanding of the actual procedures which must be followed in order to fulfill your obligations. Consultation with and assistance from the staff of OISS is necessary to comply with all of your immigration responsibilities.

Please be aware that the Department of Homeland Security ultimately holds you responsible for maintaining your immigration status. Therefore, please consult with CIIP staff prior to making any major decisions.

GUIDELINES FOR ALL STUDENTS AND SCHOLARS

Immigration Documents

Be sure that your passport, I-20, DS-2019 and/or your I-94 remain valid at all times. In other words, you should periodically check the expiration dates on all of your immigration documents.

Your passport should remain valid at least 6 months into the future. If you need to apply for an extension of your permission to remain in the US, please do so at least 3 to 6 months in advance of the expiration date on your I-20, DS 2019 or I-94 card.

Traveling

In the US. For travel within the US, always take your passport and other immigration documents. If for any reason you are stopped by the authorities, you may be required to show proof of your permission to temporarily reside in the US. While in the New Orleans area, keep your documents in a safe place and carry copies.

Outside the US. Visit the CIIP at least two to three weeks prior to leaving so that staff may inspect your immigration documents and provide you with any support documents needed to re-enter the US. If you have a pending immigration petition, may want to consult with CIIP staff several months in advance of any planned travel.

National Security Entry-Exit Registration System (NSEERS). Some students, faculty and staff may have additional immigration obligations during entry and departure. For more information, please contact CIIP Staff.

Employment

With some rare exceptions, your immigration status limits your employment eligibility to Xavier University of LA and only for the specific purpose for which you were invited to the University. **Never** accept any additional and/or outside employment or consultancies without consulting with CIIP staff. More information about employment benefits for students is found in the employment section of this Handbook.

Change of Address Notification

The US government requires all foreign nationals to report a change of address within 10 days of moving to a new location. Depending upon your status this reporting requirement may be met as follows:

F-1 Students and J-1 Exchange Visitors. Notify CIIP using the Address Change Form available from CIIP. This information is then recorded in the Student and Exchange Visitor Information System (SEVIS).

H-1B, TN and other non-immigrant classifications. Notify immigration directly using form AR-11 found at www.uscis.gov.

NSEERS registrants (except those in F and J status). Notify immigration directly using form AR-11SR found at www.uscis.gov.

UNDERSTANDING YOUR IMMIGRATION RESPONSIBILITIES

Medical Insurance Compliance

Federal regulations require all J-1 exchange visitors and their dependents to carry appropriate medical insurance for the duration of their exchange program. However, the university requires all students in F or J status to carry medical insurance. Thus, insurance charges are automatically placed on student fee bills.

Changes in Job Duties

Please notify CIIP prior to any changes in your job duties, research program, salary, title or work location. Any significant changes in the terms and conditions under which you were invited to XULA, may affect your immigration status.

Changes in Your Academic Program

Please notify CIIP prior to changing your major, program level, transferring to another university, taking courses at another university, engaging in employment, or reducing your course load. Such changes will need to be properly annotated in the Student and Exchange Visitor Information System (SEVIS).

ADDITIONAL GUIDELINES FOR STUDENTS

Attendance and Course load Requirements

Attendance. You must register and attend classes for all normal school terms except summer term or mini session. If the summer term is your first semester, then you must also register and attend classes.

Course load Requirements for F-1 Students

Full Course load. You must be registered for 12 hours if you are an undergraduate student or 9 hours if you are a graduate student. You must maintain full-time enrollment **for the entire semester**.

Exceptions. You must register for a "full course load," as defined by immigration, unless: (1) you are a graduate student who has completed all your coursework, except thesis or dissertation hours or (2) an CIIP staff member approves, in advance, a reduction in course load for one or more of the following reasons:

- a. Difficulties with the English language (initial semester in US)
- b. Unfamiliarity with American teaching methods or reading requirements (initial semester in US)
- c. Improper course level placement
- d. Illness or other medical condition which compels you to interrupt or reduce your course of study
- e. You will complete all degree requirements by the end of that school term.

You must resume a full course of study when the difficulties or conditions listed in items a-d above have been resolved.

Course load Requirements for J-1 Students

Full Course load

- a. Degree Students. You must be registered for 12 hours if you are an undergraduate student or 9 hours if you are a graduate student. You must maintain full-time enrollment **for the entire semester**.
- b. Non-Degree Students. You must be engaged "full-time" in a prescribed course of study as defined by your program sponsor. In most cases, xula is your program sponsor and will generally require full-time enrollment as defined above. Other program sponsors have similar requirements.

Exceptions. You may be exempt from the full course of study requirement under the following conditions, some of which require advance approval: (1) medical problem, (2) bona fide academic reason, (3) enrollment in a non-degree program, (4) participation in academic training, or (5) you will complete all degree requirements by the end of that school term.

OVERVIEW OF EMPLOYMENT FOR STUDENTS

This section explains how "employment" is defined by the US immigration regulations and describes the types of employment that may be available to you.

Eligibility and Application Requirements

A basic requirement for all types of employment is that you must maintain continuous and lawful status. To remain eligible for most types of employment you must limit your work to no more than 20 hours per week while school is in session. Do not assume that you are eligible to work without first contacting the Center for Intercultural and International Programs (CIIP), Music Building, room 105, 520.5491.

Definition of "Employment"

"Employment" is work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit. If you receive no pay or other benefit for an activity, it may be considered "volunteer work" instead of employment.

INFORMATION FOR STUDENTS IN F-1 STATUS

On-Campus Employment "Incident to Status"

General. Work on campus is usually permissible if it meets certain requirements. Immigration regulations state that this employment is automatically authorized for any student in lawful F-1 status. If this is your initial entry to begin a new program of study, you may begin on-campus employment up to 30 days prior to the start of classes. If you are transferring from one US University to another, you may only work on-campus at the school having responsibility to monitor your F-1 status. *In order to work on campus, you must fill out the on-campus employment eligibility form at CIIP and submit it to your employer.*

Type 1: Employment from XULA. On-campus work is always acceptable, whether it is employment in your academic department, the library, the computer center or the housing office. Work required by a scholarship, fellowship, or assistantship is also acceptable.

Type 2: Other Employment on XULA's Campus. Work performed on XULA's grounds or premises for an outside contractor or firm is considered to be on-campus employment as long as the employer provides direct services to students. An examples of this is the XULA bookstore.

Type 3: Work Off Campus Which Qualifies as On-Campus Employment. Immigration defines some types of employment off campus as "on-campus employment." For employment to be so defined, there must be an official relationship between XULA and the off-campus employer, the work must be associated with your college's curriculum or related to a graduate level research project, and the employment must be an important part of your program of study.

Off-Campus Employment Based on Severe Economic Hardship

If you are suffering from severe economic hardship based on unforeseen circumstances beyond your control and have been in valid F-1 status for 1 year, you may be eligible to apply for off-campus employment permission.

Off-Campus Employment under Curricular Practical Training

Some work experiences which are an important part of your study program may be considered "curricular practical training." These experiences may include alternate work/study programs, internships, cooperative education programs, and practicum experiences. Any student who works for one year or more in full-time curricular practical training is not eligible for optional practical training.

Off-Campus Employment based on an Internship with an International Organization

If you are maintaining lawful F-1 status and want to participate in an internship with a recognized international organization, such as the United Nations or the World Bank, you may obtain written permission to engage in this work. You must maintain your F-1 student status while employed by such an organization.

OVERVIEW OF EMPLOYMENT CON'T

Off-Campus Employment under Optional Practical Training (OPT)

You may be eligible to be employed in a job which is directly related to your major field of study for up to one year. Such employment may take place at any location in the United States. It falls into four categories: (1) employment during your annual vacation if you were enrolled and intend to register for the next term; (2) employment while school is in session, provided that you work no more than 20 hours per week; (3) employment after you have completed all of your course requirements except your thesis or dissertation; and (4) employment after you have completed your studies. Due to recent changes in regulations governing OPT, please discuss your plans in advance with an CIIP advisor. Permission to work on OPT is granted by USCIS.

INFORMATION FOR SCHOLARS/RESEARCH/SPECIALIST IN J-1 STATUS

General

You must not be employed in any capacity unless the specific employment is authorized in writing in advance by your J-1 Program Sponsor. If employment authorization is granted, the nature, amount and duration of work must be in accord with that which the Program Sponsor has authorized and in no case may exceed 20 hours per week while school is in session.

1. **Employment Due to Economic Necessity:** While you have the right to request that your Program Sponsor authorize employment off campus if you experience urgent financial need, you must not be employed without having written permission.

2. **Academic Training Employment:**

a. **Definition:** Academic Training is work which is directly related to your major field of study, which is engaged in during or after completion of your program of study, and which may take place anywhere in the US for up to 18 months or 36 months for post-doctoral training.

b. **Application and Authorization:** You must make application and be granted written authorization for Academic Training before beginning employment.

INFORMATION FOR ALL STUDENTS

Tax Concerns

In general, international students who have been in the United States less than five years are exempt from Social Security (F.I.C.A.) taxes. However, your earnings are subject to applicable federal, state, and local taxes. All employees must complete the Foreign National Tax Information Form with the International Tax Coordinator. Students must file a tax return on or before April 15 of each year. Students may be entitled to a refund of taxes withheld from their wages if the amount of tax owed is less than the amount withheld.

A Note of Caution

While immigration regulations provide a variety of opportunities for you to be employed during your time as a student, working improperly or without authorization is a serious violation of your status. You should therefore consult with CIIP before taking up any employment. It is your responsibility to comply with all immigration regulations that apply to students. CIIP staff is responsible for advising and counseling you regarding your rights and responsibilities. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to students with your immigration status.

Employment for Dependents

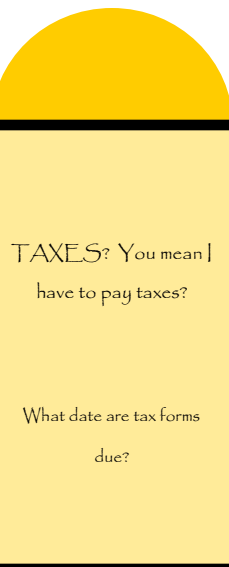
Immigration regulations allow **J-2** dependents to apply for work permission, as long as the money they earn will be used to support the J-2 and/or their children. Immigration regulations prohibit all employment for **F-2** dependents (spouses and children of F-1 students).

INTERNATIONAL TAX COMPLIANCE

As an international student or scholar, it is important that you comply with US immigration and tax laws. The University is required by the Internal Revenue Service (IRS) to fulfill various tax reporting obligations and to withhold appropriate taxes from all payments. Those individuals who receive any form of payment from the University will be subject to federal and state taxation unless reduced or exempted by an income tax treaty.

These payments may include wages; the housing and meal plan portion of scholarships and fellowships; travel expense reimbursements; cash awards; stipends; contractual services and honorariums; etc. Therefore, it is important that you obtain a Social Security Number or Individual Taxpayer Identification Number and complete the Foreign National Tax Information form upon arriving at the University.

For more information regarding tax issues, visit the Internal Revenue Service website.



WHEN ARE STATE AND FEDERAL

Federal Income taxes must be postmarked by April 15th of each year.

State Income taxes are due by May 15th of each year.

HELP!!

Xavier students and faculty volunteer annually during tax season with the IRS' VITA program. They volunteer in the community at local VITA sites. As volunteers, they are trained and certified by the IRS to serve as volunteer tax preparers.

Most locations offer free electronic filing. To locate the nearest VITA site, call

1-800-829-1040.

Social Security Number (SSN)

Eligibility for a social security number:

- Only individuals who are authorized to work in the U.S. are eligible to obtain a social security number.
- If you work on campus, or if you obtain permission to work off campus (through an internship or a co-op agreement), you will need to apply for a social security number.
- F-I students must have a job before they can apply for a SSN. You will need a letter from CIIP and from the on-campus department or employer to apply for the SSN

Other information:

The SSN is used by employers to identify you, report earnings to the IRS and more. The SSN is also used by banks, utility companies, cell phone companies insurance companies, and more. You will need a social security number when you file your annual tax return with the Internal Revenue Service (IRS).

UTILITIES: In many cases, if you don't have a SSN you will have to pay a deposit to connect utilities at your residence. Utilities can include: phone, cable, electricity, gas and water. Deposits vary in price by company.

CELL PHONES: If you want to obtain a cell phone, the companies will do a credit check by using your SSN. If you do not have a credit history or do not have a SSN, they will ask for a deposit. These deposits can range in price from \$50 to \$400+.

How many kilograms in a
pound?

1 pound =

0.453 592 37 kilograms

INDIVIDUAL TAXPAYER IDENTIFICATION NUMBERS (ITIN)

An ITIN is a tax processing number issued by the Internal Revenue Service (IRS). IRS issues ITIN's to individuals who are required to have a US taxpayer identification number, but who do not have and are not eligible to obtain a Social Security Number (SSN).

ITIN's are issued regardless of immigration status. Individuals must have a tax filing requirement and file a valid federal income tax return to receive a ITIN, unless they meet an exemption.

An ITIN is for federal tax reporting purposes only; they are not valid outside of the US tax system. They are not valid for identification purposes and are not valid for work purposes. However, you can use an ITIN to maintain an interest bearing checking account.

HOUSING

ON-CAMPUS HOUSING

Living on campus will conveniently locate you near all classes and the resident dining facilities. You will also be provided with the opportunity to form new friendships in an atmosphere that promotes growth, study and participation in a wide variety of residence hall programs. Becoming a resident also offers a multitude of conveniences and services such as on-site laundry facilities, a recreation area, cable television connection in each room, and discounted long distance phone services available on domestic and international calling.

XULA has four separate types of air-conditioned, on-campus housing to meet the needs of the diverse student body at XULA.

The deposit and application fees that are required for all student housing accommodations vary.



One student housing options are Living Learning Center, St. Martin DePorres, Katherine Drexel and St. Michael's.

Living on campus will conveniently locate you near all classes and the resident dining facilities.

FOUR ON-CAMPUS CHOICES

Living Learning Center

This is a five-story state-of-the-art facility, which has a capacity of 419 females. Each room has a suite with bath facilities. The hall has central cooling and heating. There are kitchenettes on each floor equipped with a microwave and vending machines.

St. Katharine Drexel Hall

This is a six-story building that primarily houses female freshman residents. Each floor has a community restroom and shower facilities. Each room is approximately 15' x 11' and houses two occupants. Capacity is 352. The hall has central cooling and heating.

St. Michael's Hall

This is a three-story building that houses male students only. With a total capacity of 185, it has double room occupancy with a few single rooms. There are community baths and shower facilities on each floor. The hall has central cooling and heating. Each room is approximately 15' x 13'.

St. Martin DePorres Hall

This is a seven-story state-of-the-art facility that houses upper-classmen. It has a capacity of 514. Each room is equipped for double occupancy and has a private bath. The hall has central cooling and heating controls in the room.

Contact the Office of Residential Life for additional information on campus housing and the resident food service meal plans.

Phone: 504.520.7321

Fax: 504.520.7936

Web: <http://www.xula.edu/housing>

TRANSPORTATION

BUS INFORMATION

The bus fare in the city of New Orleans is \$1.25, *exact change only*. If you will be changing buses, give the driver an additional 25 cents to obtain a bus transfer. When you get on the second bus, just give that driver the transfer. Express buses cost \$1.50 — they do not make as many stops as the regular buses.

Bus stops are marked with a white sign with purple, green and gold stripes. They say **BUS STOP** and most of them (not all) list at the bottom of the sign the numbers of the buses which stop at that location.

If you'll be riding the bus several times during one day, you can buy a one-day pass for \$5 from any of the bus drivers. With this you can take unlimited rides for the day. You can buy a three-day pass for \$12, for unlimited rides during that period.

If you ride the bus on a daily basis, you might want to buy a monthly bus pass for \$55. The passes are color-coded by month, so you should buy the pass at the beginning of the month. Check the bus system web site for a route map and individual bus schedules www.norta.com.

3 POPULAR DESTINATIONS

To French Quarter/Downtown:

Take **#39 (Tulane)** from XU to Downtown Central Business District, and get off at Canal Street. Walk towards the river to Decatur Street.

To Tulane and Loyola Universities, Audubon Park and the Zoo:

Get on the **#39 Tulane** and buy a transfer ticket to transfer to **#12 St. Charles** street car. Get off at Carrollton & Claiborne and cross the street to board **#12**. The streetcar ride is slow, so give yourself plenty of time. **NOTE:** Graduate students can check books out at Tulane and faculty, undergraduates & graduate students can check books out of Loyola University Libraries; ask at the XULA library circulation desk to obtain a courtesy card.

To Lakeside Mall and Veterans Boulevard Shopping:

Get on the **#27 Louisiana** at XULA. Get off at the area called "Cemeteries". When you get off, walk to the next stop. At this bus stop you'll catch the E-I Veterans Boulevard bus. For the shopping mall, you get off just past Causeway Boulevard.

NOTE: You have to pay another fare when you board the E-I bus (\$1). If you buy a one-day RTA bus pass for \$5.00, however, you can use that for all the buses you ride.

New Orleans is a big city so, so how can I get places without a car?

OTHER TRANSPORTATION SERVICES

TAXI CABS

Taxi prices can vary from one company to the next, but all taxis should have a working meter visible to the customer. It is customary to tip the driver between 10% and 15% of the fare.

United Cabs

504.522.9771

Metairie Cab

504.835.4242

Checker-Yellow Cabs

504.486-9967

RENTAL CARS

National Rent-a car

<http://www.nationalcar.com/>

800.227.7368

Enterprise Rent a car

www.enterprise.com/car_rental/

800.261.7331

Avis Car Rental

<http://www.avis.com/>

800.331.1212

Thrifty Car Rental

<http://www.thrifty.com/>

504.463.0800

Hertz Car Rental

<http://www.hertz.com/>

800.654.3131

Dollar Rent a Car

<http://www.dollar.com/>

800.800.3665

Alamo Car Rental

www.alamo.com

800.462.5266

Please note that it is cheaper to rent a car if you are at least 25 years old. Don't forget to buy the car insurance (unless your regular auto insurance policy covers cars that you rent).

Okay, I don't have a car
and I want to take a trip to
see the sights in Louisiana.

AIRPORT SHUTTLE SERVICE

The airport shuttle provides transportation from XULA to the airport for \$25 per passenger. You should call at least 24 hours in advance to reserve your spot — they will ask for your flight number and time of departure. The shuttle will pick you up in front of the University Center.

Return arrangements can be made at the shuttle desk near baggage claim or online at the web address below.

New Orleans Airport Shuttle

Phone: 504.522.3500 or 1-866-596-2699

Web: <http://www.airportshuttleneworleans.com/>

LONG DISTANCE TELEPHONE SERVICE

There are many different companies in the United States that offer long distance telephone service. Some of these include:

AT & T

Sprint

MCI

And more

Dialing Long Distance within the US:

1 + Area Code + Number

Dialing Long Distance outside of the US:

011 + Country Code + City Code + Number

Another option for long distance service includes the use of Calling Cards. Many international students find it most convenient to use calling cards when calling home. Cards can be purchased at any local pharmacy, and many local dollar stores. Campus area locations to purchase discount calling cards are:

Rouse's 400 North Carrollton Ave. 504-488-2129

Walgreens 2418 South Carrollton Ave. 504-861-5033

Winn Dixie 401 North Carrollton Ave. 504-482-6771

CVS 3700 South Carrollton Ave. 504-488-1110

WATCH HOW MUCH YOU SPEND ON INTERNATIONAL LONG DISTANCE CALLS. YOU MAY FIND

SPECIAL PHONE NUMBERS

911 is the phone number for emergencies throughout the USA. Dial 911 to reach emergency medical services, fire department or police.

Ext. 7490 Xavier's Campus Police

520-7490 Xavier's Campus Police (from off campus)

1.800, 1.877, and 1.888 numbers: Telephone numbers that start with either of these four number are usually free for you to call. The institution or business that has this number pays for the call.

1.900 and 1.976 numbers are very expensive. You are not only charged for the phone call, but also for some special service offered via telephone per minute of your call. You may want to consider getting 900 and 976 numbers blocked so that no one can make such calls from your telephone. Blocking the use of these numbers is a free service. **BEWARE of 1.900 AND 1.976 NUMBERS.**

CHOOSING A CELL PHONE

Unless you already have a U.S. Social Security Number, your first cell phone will be a pre-pay plan. There are many service providers, and each one offers different service plans and options, including “**pre-pay**” plans that do not require you to pay a monthly fee (you buy your airtime minutes in advance). The following is a list of terms to help you in your choice of a service provider:

Coverage area = area where your phone will be in service.

Roaming = ability to travel throughout the US and still be able to use your phone.

Activation fee = a one-time fee you pay to start your service.

Credit check = the service provider looks at your credit history before starting service.

SERVICE PROVIDERS:

- AT&T
- T-Mobile
- Sprint
- Verizon Wireless
- Walmart

TIPS TO REMEMBER:

1. Most service providers will check your credit or require a DEPOSIT to begin service (may not include “pre-pay” plans).
2. Be aware of any ACTIVATION FEES that they may charge to begin service.
3. Except for special offers, you generally must purchase the phone (does not come with the service).
4. Once your free airtime minutes expire during the month, you are charged a fee for each minute of use thereafter. AIRTIME MINUTES REFER TO BOTH INCOMING AND OUTGOING MINUTES. If someone calls you, YOU spend your minutes (free or not) on the call.
5. Unless it is covered in your plan, you may be charge an extra per minute fee when using the ROAMING feature.
6. Unless it is covered in your plan, you will be charged extra money for LONG DISTANCE calls in or out of the state.
7. Ask about INSURANCE in case the phone is lost or stolen.
8. Be aware of additional charges for sending and receiving text messages.
9. Check for availability of other plans, such as flex plans, that combine the benefits of traditional and prepaid cell phone plans.



ACCESSING THE INTERNET

E-MAIL: As a XULA student or staff member, you will receive your own computer account. This will enable you to have access to the World Wide Web and to e-mail (electronic mail). Students receive an e-mail account after paying their fees. Faculty and Staff receive an e-mail account after the appropriate personnel action forms have been completed by their departments. You can check your e-mail at several locations on campus, including the Computer Labs in Norman C. Francis Bldg. Room 205, the Library 1st Floor, and Xavier South Room 402A. If you own a personal computer with a modem or Ethernet card, you can access Xavier's server from your own home. For more information see the

University Information & Technology Center (UCC's) website:

<http://www.xula.edu>

CELL PHONE OR
NO CELL
PHONE?

BANKING

TYPES OF ACCOUNTS

CHECKING ACCOUNT

In the United States we pay many bills, i.e., rent, telephone, utilities, etc., or make purchases with a personal check. Checking accounts are very convenient. Many supermarkets allow you to cash checks over the amount of your food purchases when you need additional cash. When paying for a purchase by check, you will be asked to show proper identification such as your passport, school identification card, driver's license or a Louisiana Identification Card. Depending on the bank and the type of checking account you have chosen, you may be charged a monthly and/or per check written service fee. Some banks offer free checking accounts if you maintain a minimum

amount of money in the checking or savings account. Some checking accounts earn interest, others do not. Always ask. All banks will charge you a fee if you have "bounced" a check usually referred to as NSF, not sufficient funds. A "bounced" check is one that you have written for more money than you have available in your account.

SAVINGS ACCOUNT

A savings account is useful if you have funds that you do not immediately need. You will earn interest on a savings account, but the amount varies from bank to bank and depends on what type of savings account you have opened.

ATM MACHINES

Most banks have Automated Teller Machines (ATM) that allow you to deposit, withdraw, or transfer funds without going into the bank. ATM machines are conveniently located in shopping malls, supermarkets, and even on campus. When you open an account with a bank that operates ATMs, you will receive a plastic service card. You will be given a Personal Identity Number

(PIN) that identifies you as a bank customer. NEVER GIVE ANYONE YOUR PIN NUMBER. Banks have begun

to charge a service fee each time you use another bank's ATM. Again, ask about any charges for services rendered and read all materials carefully.

DEBIT CARD OR CHECKING CARD

When setting up your checking account, you should also ask your banker about the debit card, also known as a check card. This type of bank card allows you to pay for groceries and other items without writing a check or withdrawing cash from your account before going to the store; money is automatically transferred from your checking account to the store or restaurant. It's very easy!

You will find it safe and convenient to use your debit card from your home country bank. However, if your stay will be longer

than a semester, it is more convenient and cheaper to open a bank account in the U.S.

WIRING FUNDS TO THE UNIVERSITY

Funds may be wired from your bank account in your home country directly to Xavier University of Louisiana.



MONEY MANAGEMENT TIPS

Since you know how much your income and basic expense are, pay all bills at the beginning of every month. You will then know exactly how much remains.

- Keeping track of your expenses in various categories (food, books, utility bills, telephone bills, etc) will help you identify where most of your money is being spent. Be especially aware of how much you spend on long-distance telephone calls.
- Keep track of money taken out with your ATM card.
- If you have cash in your pocket, your tendency may be to spend it more quickly. Use a debit/checking card.
- If you plan to own a car, budget all expenses related to the car (gas,

parking, insurance, regular maintenance, emergency repairs).

- If you have a credit card, beware of over-spending. Remember you may pay 15 to 22 % per year in interest for the unpaid balance on your account.
- Credit card companies may call or send you information that you are eligible for their credit card. Read all of the information thoroughly before deciding on getting the card. Most companies have high annual fee charges.
- Cooking meals at home is not only cheaper, but also healthier than eating out at fast food restaurants.
- In the summer, electric bills can be very high because of the use of air conditioning. If your apartment has a

window unit, turn it off during the day when you are not at home. If you have a central air unit and do not want to turn it off completely, turn up the temperature on the thermostat when you are not at home.

- Keep an eye out for coupons in newspapers and local magazines.
- Whenever you are planning to buy an expensive item, SHOP AROUND. Don't just buy at the first place you find it. Often, you can find what you are looking for at another store for a lower price.

Everything is so
expensive....what can I do
to save money?

HEALTH INSURANCE INFORMATION

Health insurance is a complex issue for everyone, especially for international students and scholars who come from countries that offer national health plans. Health care in the United States is one of the **most expensive** in the world and having health insurance is necessary. All XULA students are required to have medical insurance. Additionally, it is mandatory for everybody who comes to the USA in J-1 and J-2 status to have health insurance coverage even if you come for a short period of time. As a XULA student,

your account will automatically be billed for health insurance fall and spring semesters unless you have completed a health insurance waiver form.

SOME HEALTH INSURANCE TERMS

Co-insurance/Co-payment: The portion of a covered medical expense that must be paid by the insured person after the deductible is paid. This is usually expressed as a percentage; for example, if the insurance company pays 80% of covered charges, the co-payment is 20%. Also referred to as "out of pocket expenses."

Deductible: The initial portion of a covered medical expense that must be paid by the insured person before the insurance company pays its part of the expense.

Exclusion: Any condition or medical expense for which, under the terms of the insurance policy, no coverage is provided and no payment will be made.

Medical Evacuation Plan: An insurance policy that covers your transportation home in the event that your illness is such that doctors in the United States feel that your illness would be better treated at home.

Repatriation Coverage: Insurance that would pay to send your remains home should you die in the United States. Medical Evacuation and Repatriation insurance coverage are mandatory by law for all individuals in J status (J-1, J-2).

Pre-Existing Condition: It is a condition that existed prior to the beginning of insurance coverage, including pregnancy. Treatment of pre-existing conditions are generally not covered by most insurance plans.

Usual and Customary Rates: Some insurance plans will state that certain expenses cannot exceed a predetermined amount. This amount may, or may not, be sufficient to cover expenses. Usual, Customary, and Reasonable are those expenses that the majority of providers would charge for the same treatment in the same geographic area.

Prescription Drugs: Prescription drugs can be obtained from a pharmacy only with a doctor's written prescription. You may purchase a Name Brand drug that is an original drug or a Generic Drug, a copy of a name brand drug made by another company (i.e. Coca-Cola vs. other colas). Generic drugs are usually cheaper. Over-the-Counter Medications are available without prescription from the pharmacy or food store. A pharmacist cannot prescribe drugs.

Public Assistance: Public assistance is given by the government to needy people through such programs as welfare, food stamps, medical assistance and charity care. International students, scholars and their dependent children are not permitted to receive these benefits or else risk violating their immigration status.



IMMUNIZATIONS

XULA requires that all students be immunized and that they provide proof of their immunizations. If you should need immunizations, you can get them at:

City Hall (Downtown New Orleans)
Room 1W10 1300 Perdido
OR Student Health Service

658-4000

520-7392

SAFETY

In general, XULA is a pretty safe campus. However, it is very important to remember that you are in a big city and that there is crime. There are some things you can do to make sure that you do not become a victim of crime.

WHILE WALKING

Always be alert while walking. Look up and down the street for suspicious people walking or on bikes or in cars. Keep an eye on bushes and stay in lighted areas. On campus, try to walk near campus emergency phones (those with blue lights on top).

Walk purposefully like you know what you're doing and know where you're going. Watch where you are going. Be alert to your surroundings.

Do not carry valuables or important documents (i.e. passport) with you. Only have enough cash with you for your immediate needs, including some change for phone calls and for the bus/street car.

Try to walk with someone else or in a group.

Do not leave your books, backpack, or purse unattended anywhere, including the library.

Avoid Shortcuts through isolated areas or areas that are not lit well.

Accept rides ONLY from persons you know and trust. If harassed from a car, walk swiftly or run in the opposite direction to safety. If you're really frightened, scream for help.

It may be a good idea to have a whistle on your key ring.

I have heard that there is
so much crime in the
US, how do I remain
safe?

IN YOUR APARTMENT OR RESIDENCE HALL

Lock your door whether you are in the room or not. Even if you are just going down the hall for a minute, lock the door.

Do not keep large sums of money in your office, apartment, or residence hall room.

If an item can be easily stolen, keep a list of the serial numbers, model numbers and descriptions. Items that can be stolen easily include TV's, stereos, laptop computers, cell phones and more.

Immediately report any broken windows or lights to the landlord or the security staff of the residence hall.

Take care of your keys! Do not give anyone the chance to duplicate them.

If you see unusual activity or an actual crime like burglary, vandalism or assault, report it to the campus or local police. Their major responsibility is to protect you.

To contact the XULA Police call

Ext. 7490 (from on-campus)

520-7490 (from off-campus)

**For off-campus emergencies call
911.**

WHILE DRIVING AND BICYCLING

DRIVING

Lock all doors and close all windows when leaving your car, whether it's for a few minutes or several hours.

Park in well-lighted areas and try not to walk alone in the parking areas at night.

Have keys ready when you approach your car. Check car for intruders before entering and lock the door immediately after getting into your car.

Always keep your gas tank at least half full.

Store valuables out of sight and lock them in the trunk when the car is parked.

If your car breaks down in an isolated area, raise the hood. Stay in the locked car. Ask whoever stops to call the police. Sound your horn if you feel threatened.

NEVER PICK UP HITCH-HIKERS! A person walking along the road with their thumb out or with a sign asking for a ride is a Hitch-Hiker.

BICYCLING

Park your bicycle in well-lighted areas and try not to walk alone at night.

Always LOCK your bike when leaving it unattended, even if it's only for a few minutes.

Invest in a kryptonite "U-Lock" for your bicycle. These are the most secure and most difficult to break and therefore it is unlikely your bike can be stolen.

TELEPHONE TIPS

List only your first initials and last name in telephone directories.

Be suspicious of surveys or wrong number calls, and do not give out your name or address. **NEVER** give out your credit card numbers or social security number to anyone who calls and asks for that information.

Never reveal that you are home alone.

Hang up immediately on obscene phone calls.

If you are **receiving harassing** phone calls, keep track of when and what time you get the calls and then give the information to the police. **Making harassing** phone

calls could cause you to lose your ability to have a telephone number.

Xavier Police

On-Campus:

Ext. 7490

Off-Campus:

520-7490

IF SOMEONE TRIES TO ASSAULT YOU

Stay as calm as possible. Think rationally and evaluate your options: escape, self defense, negotiation or screaming to attract attention.

It may be more **advisable to submit than to resist** and risk injury or death. You will have to make this decision based on the circumstances, such as the presence of a weapon and the type of person you are.

Try to get an **accurate description** of the assailant's appearance, what was said and a license number to assist the police.

If you are robbed, threatened, or raped, **call campus and/or local police immediately.** You may save someone else from becoming a victim.

Call a victim assistance service or

rape crisis hotline to help you deal with the trauma that any assault causes.

For off-campus emergencies call 911.

HURRICANE EVACUATION INFORMATION

Hurricane season lasts from June 1 to November 30. Because New Orleans is below sea level and virtually surrounded by water, people who live here pay special attention to weather reports during these months. Before a hurricane enters the Gulf, you should develop your own evacuation plan. You don't need to panic! A hurricane moves slowly, giving us time to implement our evacuation plan. Individuals who reside in trailers will be required to evacuate their trailers in the event of severe tropical storm or category 1 or 2 hurricane. New Orleans city officials will call for a city-wide evacuation if Southeast Louisiana is directly threatened by a category 3 hurricane or above. Of course, XULA would close in this situation and all buildings would be locked. Students and scholars living on campus would have to leave their dorm rooms and apartments. Students are encouraged not to make airline reservations for winter break until the end of October due to the possibility of the fall semester being extended for university closure during an emergency. Here are some suggestions for getting out of the city if an evacuation is ordered. Information about the XULA Hurricane Emergency Plan is available from a link on the University's home page at www.xula.edu.

FIRST, STAY INFORMED

The local news stations will have detailed information about the storm. The following two radio stations are part of the Emergency Alert System and will have information on road conditions, shelter locations and reentry information: **870 AM** and **101.9 FM**.

Register for Xavier's text notification service, <http://www.xula.edu/student-life/e2Campus-Signup>. Check the XULA website, www.xula.edu to find out if the university will close, or call the main phone number, **504-486-7411**. If you live on campus, check with Residential Life to find out when you must evacuate.

There are two good websites that offer detailed information on tropical storms, with regular updates and projections, emergency preparedness information, and much more. The National Hurricane Center (which offers information in English and Spanish) can be found at www.nhc.noaa.gov. The Federal Emergency Management Agency (FEMA) can be found at www.fema.gov.

WHERE TO GO

When everyone is leaving the city, it can be difficult to find a hotel, so people end up driving far away as they look for a vacancy. You can avoid this problem by making a reservation as soon as it looks like you may need to evacuate; you can always cancel the reservation if it becomes obvious that evacuation is unnecessary. The later you leave, the farther you'll have to go to find a room. There are several inexpensive motel chains that can be found throughout the Southeast, in small towns as well as in larger cities: **Motel 6**, **Days Inn**, **Super 8**, and **Comfort Inn** are a few examples. You can find their national numbers in the Yellow Pages or you can check their websites online. (This is merely for your information; Xavier does not endorse or recommend any particular hotel chain.)

Motel 6 www.motel6.com

Super 8

www.super8.com

Days Inn www.daysinn.com

Comfort Inn

www.comfortinn.com

Red Cross shelters will be set up outside of the New Orleans metropolitan area in such places as Hammond, Baton Rouge, Alexandria, or even as far north as Monroe, Louisiana, and Vicksburg, Mississippi. If you want to go to a Red Cross shelter rather than to a hotel you should plan to bring with you a blanket, non-perishable food, and water. (See the section on what to bring). Listen to the Emergency Alert System radio channels listed above to find out

HOW TO GO

CAR: If you have a car, check with your friends to see if others need a ride. Do not wait until the last minute to leave the city. Remember that everyone else is leaving too, and traffic will move so slowly that it can take several hours to go just 100 miles. Leave the city with a full tank of gas and a map. To avoid the worst traffic, try leaving in the early morning. Consider driving north on Interstate 59 instead of west on Interstate 10. Once outside of the city you may want to get off the Interstate and travel the smaller highways to avoid traffic jams. At some point, the Louisiana State Police will direct all lanes of traffic on the major highways to flow out from the city. Prior to your departure, make sure you understand the various "contra-flow" evacuation routes. Contra-flow maps and more information are available at <http://www.lsp.org/contraflowmap2.html>.

HOW TO GO CONT...

TRAIN: Only two trains leave New Orleans on a daily basis, so if you use this method, you need to make your arrangements as soon as it becomes clear that evacuation is necessary. The Crescent City leaves at 7:00 am and travels all the way to New York; the first five stops after Slidell are Hattiesburg, MS; Laurel, MS; Meridian, MS; Tuscaloosa, AL; and Birmingham, AL. The City of New Orleans leaves every day about 2:00 pm headed for Chicago. The first six stops out of New Orleans are Hammond, LA; McComb, MS; Brookhaven, MS; Hazelhurst, MS; Jackson, MS; and Memphis, TN. Prices vary, of course, but as an example, a round trip ticket to Meridian, Mississippi, costs about \$90. It can be cheaper when people travel in groups and there are student discounts. For more details, you can call **1-800-USA-RAIL** or check the website at www.amtrak.com.

BUS: The bus is probably a better choice than the train because it's cheaper and there are many more options, but, once again, you must move quickly. Pick your destination, make sure you can get there by bus, make your hotel or shelter arrangements, then buy your bus ticket. (A round trip bus ticket to Meridian costs about \$75.) You can reach Greyhound bus by calling **1-800-231-2222** or, locally, **525-6075**. You can find the website at www.greyhound.com.

BEFORE THE STORM

- Prepare your disaster kit (See section on What to Bring)
- Pick up an "Evacuation Guide" from the CIIP office, which contains additional information about evacuation. These guides may also be available at some convenience stores and restaurants throughout the city.
- Use Banner to update your alternate e-mail address. In the event your XULA e-mail does not work, CIIP will use an alternate e-mail address to communicate with you.
- Plan where you will go
- Plan how you will get there and when you will depart

WHAT TO BRING

You should prepare your disaster evacuation kit (items below) before the start of hurricane season. When evacuating, take these items with you:

- Prescription medication and first aid kit
- Clothing and bedding including sleeping bags, blankets and pillows
- Battery operated radio, flashlight, and extra batteries
- Enough non-perishable food and water for at least 3 days (1 gallon of water per person per day)
- Immigration documents including passport, I-20 or DS 2019 and I-94 card
- Other important documents such as: social security card, proof of residence, birth & marriage certificates, insurance policies, tax records, etc.
- Important books, laptop, etc.
- Cell phone and charger
- Car keys and maps
- Written instructions on how to turn off electricity, gas and

AFTER THE STORM

Monitor the XULA website regularly to find out when the institution will re-open and check your mobile phone for text message updates. Check your XULA e-mail and the emergency website for specific instructions.

LAWS TO KNOW

DRINKING AGE

The drinking age throughout New Orleans, Louisiana, and the United States is twenty-one (21). It is unlawful for anyone under the age of 21 to purchase or consume alcohol. It is unlawful for anyone to sell or serve alcohol to a person under the age of 21. Many bars, restaurants and convenience stores will ask you to show them your Picture Identification (ID) when entering or attempting to purchase alcohol. Do not take offense; it is the law. Your XULA student ID is not considered a legal form of personal identification. When going somewhere with the intent to consume alcohol, always carry your passport, driver's license or Louisiana ID card.

DRIVING UNDER THE INFLUENCE (DUI)

Driving while under the influence of alcohol (also known as Driving While Intoxicated (DWI)) is a serious offense. In the State of Louisiana, a person is considered legally intoxicated if his/her blood alcohol level is **.10 percent (.042 for people under 21)**. Penalties for FIRST-TIME offenders include:

- Fine of \$300 to \$1000
- 10 days to 6 months in jail
- Suspension of driver's license

Penalties for MULTIPLE OFFENSES include seizure of car, fine of \$5000, and 30 years in jail! *The bottom line: do not drink and drive. Besides the possibility of fines and jail, you could cause your own or someone else's death.*

DRUGS

It goes without saying that you should never use or be in possession of a controlled substance. Drug offenders are punished very severely. You will go to jail.

DRIVING WITHOUT INSURANCE

Being uninsured is not just a bad idea...it is illegal! Louisiana law requires you to carry liability insurance. If you are stopped by a police officer and fail to show proof of

insurance, your car will be taken away and you will be issued a ticket. Look in the Yellow Pages under Insurance Companies for information on car insurance.

CHILD CARE

It is illegal in the US to leave children under the age of 13 home alone without adult supervision. If you are caught leaving your children home without adult supervision, it is called Child Neglect and could cause the State to take custody of your children.

IMMIGRATION IMPLICATIONS

Criminal activity that has immigration consequences includes: conviction for or admission of a crime of moral turpitude (CMT); conviction for aggravated felony; conviction for drug-related offenses; drug-related activities not resulting in conviction (drug trafficking and drug/alcohol abuse); and Security-related offenses, whether or not resulting in conviction (espionage, sabotage or terrorist activity). Conviction for immigration purposes means a formal judgment of guilt entered by a court where either a judge or jury found the individual guilty; OR you enter a plea of guilty and the judge ordered some form of punishment.

Moral Turpitude refers to conduct which is inherently improper, vile, or depraved, and contrary to the accepted rules of morality. Anyone who is convicted of, admits committing, or attempts committing a so-called crime of moral turpitude (CMT) is inadmissible (can not obtain a US Visa stamp) and deportable with certain exceptions. Examples of CMT include: Aggravated assault, spousal abuse, manslaughter, rape, arson, forgery, child abuse, bribery, fraud offenses, burglary and more. Examples of crimes that are not CMT include: simple assault or battery, misdemeanor DWI or DUI, urination in public, disorderly conduct, public drunkenness, most traffic violations, and consumption of alcohol by a minor.



Laws are different in different countries, here are a few of the important ones you need to be aware of.

HOW TO GET A LOUISIANA DRIVER'S LICENSE OR IDENTIFICATION CARD

Division of Motor Vehicles

TOLL-FREE NUMBER:

1.877.DMV.LINE

Website:

<http://omv.dps.state.la.us/>

Office Hours are:

8am - 4:00pm Monday-Friday

100 Veterans Blvd.

Metairie, La 70124

504-483-1870

2150 West Bank Expwy

Harvey, La 70058

504-361-6222

State motor vehicle offices have recently started implementing new guidelines for international students and scholars to receive either a driver's license or an identification card.

Please go to <http://www.dps.state.la.us/omv/license.html> for the latest requirements.

A new license costs \$35.00 cash. You will be required to take a written test, an eye test and an on-the-road driving test. If you feel you need to study for the test, you may download the entire driver's guide at the Office of Motor Vehicles website:

<http://www.dps.state.la.us/omv/driversguide.html>

The vehicle that you take the road test in must have valid license plates, a brake tag (inspection sticker), and proof of insurance. It may be a car that you have borrowed from a friend, but you will be required to prove that it has insurance. **YOU MAY NOT TAKE THE DRIVING TEST IN A RENTAL CAR.** These tests are given at the Office of Motor Vehicles at the addresses above.

Non-immigrants applying for or renewing a driver's license must

have at least 6 months left on their I-20, DS-2019, I-94 or other immigration documents.

Non-immigrants who are not eligible to obtain a Social Security Card (F-2s and H-4s) may also get a driver's license. You must first get a letter from the Social Security Administration office, which says that you are ineligible for the Social Security Number.

If you do not intend to drive while in Louisiana, you may wish to obtain a Louisiana ID for identification purposes. You will need to present the same documents as you would for a driver's license. A Louisiana ID costs \$21.00 cash.

ALWAYS carry your driver's license, car registration card and insurance card.

Driver's License and
State ID card
information



Driving Schools

If you cannot demonstrate a *valid* driver's license (international, out of country, or out of state), you will be required to take a 6-hour driver's education course. This is called the *6-hour Pre-Licensing Course*.

The following schools offer both classroom and road instruction:

New Orleans Safe Driving School
2518 Tulane Ave.
504.821.5334

Victor Manning Safety Driving Institute Inc.

4939 North I-10 Service Road

Ste. 202 Metairie, La 70006 (Behind Target Store in Clearview Mall)

504-455-2103

CULTURE SHOCK

Culture shock is the normal process of adjusting to a new country and a new culture, which may be dramatically different from your own. You no longer see the familiar signs and faces of home. Climate, food, and landscapes, as well as people and their ways all seem strange to you. Your English may not be as good as you expected. You may find yourself suffering unexpectedly from the pressures of US academic life and the different pace of life.

If you feel this way, do not panic. As you become adjusted to US culture and attitudes and begin to know your way around, you will start to adapt to and understand your new surroundings and way of life. International students and scholars experience culture shock in varying degrees; some hardly notice it at all, while others find it terribly difficult to adapt. Below are explanations of the four stages of culture shock that you may experience. Not every person will experience culture shock in the same way, but no one escapes it completely and it is important to remember that you are not alone.

FOUR STAGES OF CULTURE SHOCK

The "Honeymoon" Stage

The first few weeks in your new home will be very exciting. Everything will be new and interesting, and you will likely be so busy getting settled and starting classes that you may hardly notice that you miss home.

Irritability and Hostility

As you begin to realize that you are not on vacation and that this is where you live, you might experience anger and hostility. Sometimes you may feel hostile toward Americans and their way of doing things, and even trivial irritations may cause hostility to flare.

Understanding and Adjustment

In time you will come to better understand your new environment and will find, maybe even unconsciously, that you are adjusting to your new home. You will experience less frequent feelings of hostility and irritability.

Integration and Acceptance

Finally, you will find that you have come to feel that, at least on some level, you consider your university or college and your new town, your home. You will have made friends and will feel that your community accepts you just as you have accepted it.

COMMON SYMPTOMS OF CULTURE SHOCK

Below are some common symptoms of culture shock, some keys to dealing with culture shock are at the top of the next page.

Homesickness

You miss your homeland, your family, and your friends. You frequently think of home, call or write letters to your family and friends often, and maybe even cry a lot.

Hostility

Minor irritations make you unusually angry, and you feel life in the US is the cause of your problem. You feel your expectations have not been met. It takes time to get used to life in a foreign country and many things need to be relearned. Be patient and ask questions when you feel you do not understand.

Dependence

You become dependent on fellow nationals, friends, or your international student adviser and feel you cannot achieve anything by yourself. You may feel scared of doing things by yourself without somebody else's help or approval.

Loss of self-confidence

You may feel everything you do is wrong, that nobody understands you, that you have trouble making friends. You may start to question the way you dress and think because you are afraid not to fit in.

Values shock

You might find yourself facing situations that are not accepted in your culture and have trouble getting accustomed to them. For example, relationships between men and women, the informality of American life, political or religious attitudes, or the social behavior of Americans may seem amoral or unacceptable to you.

Adapted from the following website:

<http://www.educationusa.state.gov/life/environment/culture.htm>

Things are so different
here!

CULTURE SHOCK

Keys to surviving the first few weeks:

Remember that it is natural for you to experience culture shock.

Get plenty of rest to deal with the stress and jet lag that you may experience

Try to relax. Take a nap.

Take time to think and/or talk through your feelings.

Put little things that bother you in perspective. Is the problem really so bad?

Make an effort to be optimistic, but not to the point of avoiding negatives that should be expressed.

Make your new home environment as comfortable as possible.

Make friends as quickly as possible. If there are others of your nationality on campus, get acquainted. It will give you a support system.

Get in touch with a friend or family member at home.

Find someone whom you can talk with in your native language.

Keep a diary or journal. This is a great way to vent some of the frustration you might be too embarrassed to speak about. It may also be an interesting record of the changes that occur over time.

Try not to compare and search out things like home. Things are different! Enjoy and explore those differences.

Always, always keep an open mind and a sense of humor.

Feel welcome to come to CIIP to talk with an adviser. CIIP is your home away from home.

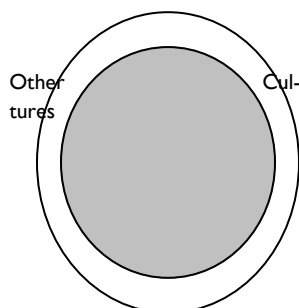
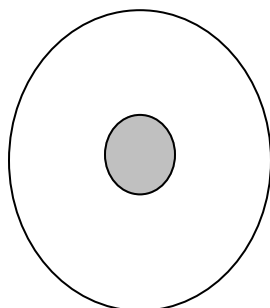
(This is adapted from: Welles, Paddy S., "Coping with Culture Shock", The Bridge, Vol. 6, No 4, Winter 1981, pp44-47).

FRIENDSHIP VERSUS FRIENDLINESS

Americans seem so friendly. They say hello as you walk by; they ask about how you are doing...yet, do they take the time to listen to your answers? NO! Just how does one become friends with Americans. First we need to understand the difference between friendliness and friendship.

Friendliness can be seen as an openness, easiness, kindness, warmth and hospitality. Friendship is on a deeper level, there is closeness, familiarity, and an ease of conversing. The white in the circles below represents friendliness and the gray represents friendship.

US Culture



How do I make friends
with Americans?

As you can see in the representation of the "US Culture" there is a large amount of friendliness that one passes through before becoming a friend with most Americans. You can think of it as peeling away layers of an onion, except in this case the layers are that of friendliness. When you look at the representation of the "Other Cultures" you can see that there are much fewer layers of friendliness that one must go through in order to become friends. You are likely to feel these differences, sometimes be confused by them and find it difficult to understand. The first step is going up to an American and saying hello.

(Model borrowed from Dr. David D. Horner, Director Emeritus, Michigan State University)

INTERNATIONAL AND NATIONALITY ORGANIZATIONS AT XULA

African Students Union

check with CIIP for more information
or with the Student Involvement and
Leadership Office in UC 305B, or by
calling 520.7357.

Asian Students Association

Caribbean Students Organiza- tion

If you do not see an organization here
and you would like to create a new
one, please visit the Student Involvement and Leadership Office in UC
305b.

NOTES:

If there is no website listed, please

All international
students are welcome.

INTERNATIONAL CULTURAL NIGHT 2017

November 3, 2017

HOLD this date in your calendars! This year the Center for Intercultural and International Programs (CIIP) will organize International Night, which is a festival of cultures.

The event will consist of catered food from local ethnic restaurants and exhibits where different cultures and groups have elaborate displays of items that are important to them and their culture.

There will be performances and a wonderful international fashion show!

This is the perfect time to wear traditional clothing from your home country. In fact we strongly encourage you to do so...therefore we suggest that you start thinking about having your family send

something over now (if you did not bring a traditional dress/clothing) instead of waiting until its too late.

This event is will be one of the largest events on campus. If



NINE TIPS FOR SUCCESSFUL STUDENTS

9. Take advantage of opportunities to interact with your XULA classmates from around the world and learn about their cultures and perspectives.
8. Join a student organization, play an intramural sport, and/or find an on-campus job.
7. Take a chance and introduce yourself to someone who might become a new friend.
6. Ask for help when you need it.
5. Use tutoring services that the university offers.
4. Sit towards the front of the class.
3. Attend professors' office hours.
2. Do not procrastinate.
1. BALANCE – your study, work, fitness and play time.

WHEN IN DOUBT

Exchange Visitor Program Information and Instructions—Contact Information

U.S Department of State

Office of Designation

Academic & Government Programs Division

ECA/EC/AG

SA-5, 5th Floor

2200 C St. NW

Washington, DC 20522-0505

Telephone: (202) 632 9310

Fax: (202) 632 2701

Email: jvisa@state.gov

Website: <http://exchanges.state.gov/jexchange>

How do I find my
Academic Advisor?

HELPFUL WEBSITES

New Orleans:

www.nola.com www.neworleans.com

www.nolafunguide.com

Audubon Nature Institute -

www.auduboninstitute.org

National WW II Museum -

www.ddaymuseum.org

New Orleans Museum of Art -

www.noma.org

Ogden Museum of Southern Art -

www.ogdenmuseum.org

Immigration and other federal websites:

US Citizenship & Immigration Services (USCIS) -

www.uscis.gov

Department of Homeland Security - www.dhs.gov

Department of State - www.state.gov

Department of State: Consular Affairs -

www.travel.state.gov

"J" Visa Program -

<http://exchanges.state.gov/education/jexchanges/>

Visitor/Tourist Visas

http://travel.state.gov/visa/visa_1750.html

Foreign Embassies of Washington DC

<http://www.embassy.org/>

OFFICE:

PHONE:

Admissions Office	520-7388
Fiscal Services	520-7667
Campus Activities	520-7361
Campus Dining	520-7572
Campus Police	520-7490
Counseling Center	520-7315
Human Resources—Benefits	520-7537
Registrar's Office	520-7583
Student Affairs	520-7357
Student Government	520-7367
Student Health Services	520-7392
CIIP	520-5490 or 520-5491



REMEMBER: To telephone a XULA number from on-campus, just dial the last four digits of the phone number.

Where can I find...?

US HOLIDAYS AND CELEBRATIONS



The federal government has designated several days each year as national holidays. On these days, governmental offices and most businesses, banks and schools are closed. Most stores are closed on Christmas, New Year's Day and Thanksgiving. Special commemorative days, such as Mardi Gras, Valentine's Day, St. Patrick's Day and Halloween are not legal holidays, but are celebrated with special customs. The following are some of the holidays many Americans celebrate.

- New Year's Day (January 1) —the celebration of the arrival of the New Year. It is customary to make a New Year's resolution, which is a promise to quit a bad habit or to do something good during the coming year.
- Chinese New Year (date varies) - Of all the traditional Chinese festivals, the new Year was perhaps the most elaborate, colorful, and important. This is a time for the Chinese to congratulate each other and themselves on having passed through another year, a time to finish out the old, and to welcome in the new year.
- Martin Luther King, Jr. Day (January 15) —official holiday since 1986 honoring the American civil rights leader who sought to secure equal rights for all Americans and won the Nobel Peace Prize.
- President's Day (February) —a holiday honoring two of America's most beloved presidents, George Washington and Abraham Lincoln.
- Mardi Gras (Fat Tuesday) —a holiday that is not celebrated widely throughout the US, but is New Orleans' biggest celebration. The Mardi Gras season begins 12 days after Christmas and continues for several weeks. Mardi Gras day is always the day before Ash Wednesday, which marks the beginning of Lent, and is a day for parties, parades, balls and celebrations of all kinds.
- Saint Valentine's Day (February 14) —not a holiday, but a special day for the celebration of friendships and love. It is customary to send cards, candy and flowers to one's spouse or close friends.
- Saint Patrick's Day (March 17) —not a holiday, but an occasion to honor the patron saint of Ireland and America's Irish heritage. Some people wear a green article of clothing on this day, and restaurants may serve green food and drinks.
- Easter (April) —a religious holiday observed by Christians, celebrating the resurrection of Jesus Christ. In addition, this celebration is a special occasion for children.
- Memorial Day (last Monday of May) —a day to honor Americans who died in military service to their country.
- Independence Day (July 4) —a holiday to celebrate the signing of the Declaration of Independence on July 4, 1776. Americans celebrate this occasion by having picnics, parades and parties. In the evening, there is usually a free public fireworks display on the Mississippi River.

What is Mardi
Gras?



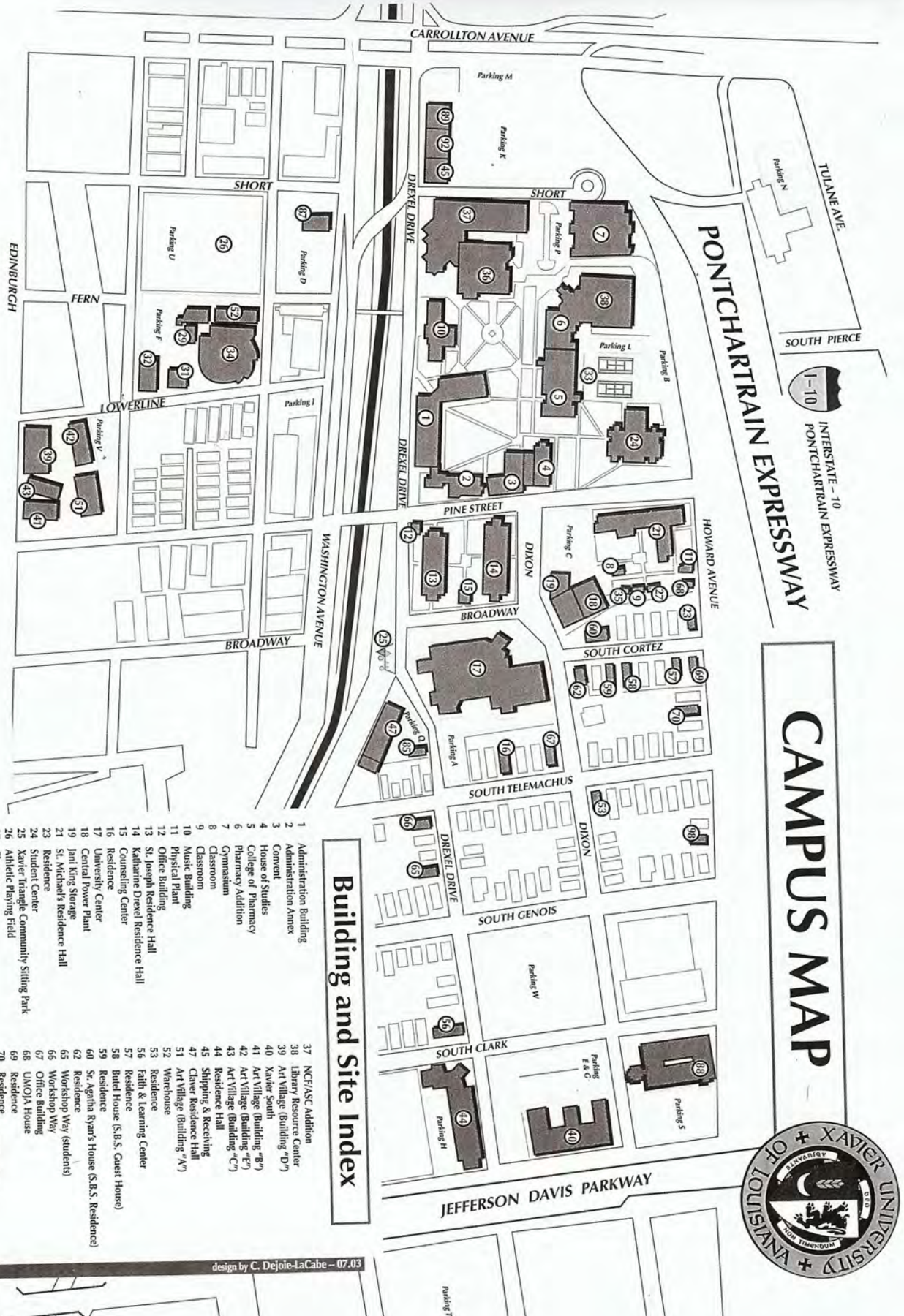
US HOLIDAYS AND CELEBRATIONS...Con't

- Labor Day (first Monday of September) —a day to honor the workers of America. Picnics in public parks are popular on this day.
- Halloween (October 31) —not a holiday, but a festival of Scottish-Irish origin. Traditional activities include attending parties while dressed in costumes, carving pumpkins, and telling ghost stories. In the evening, children go from door to door for “trick or treat”; you are expected to give them candy (the treat) or they may play a “trick” on you.
- Diwali is a five day Hindu festival. Diwali means “rows of lighted lamps” and the celebration is often referred to as the Festival of Lights. During this time, homes are thoroughly cleaned and windows are opened to welcome Lakshmi, goddess of wealth. Candles and lamps are lit as a greeting to Lasksmi. Gifts are exchanged and festive meals are prepared during Diwali. The celebration means as much to Hindus as Christmas does to Christians.
- Ramadan—Ramadan is the ninth month of the Muslim calendar. It is during this month that Muslims observe the Fast of Ramadan. Lasting for the entire month, Muslims fast during the daylight hours and in the evening eat small meals and visit with friends and family. It is a time of worship and contemplation, a time to strengthen family and community ties. At the end of Ramadan is a huge feast and party called Eid-al-Fitr.
- Chanukah—The eight-day Festival of Lights commemorates the Maccabees' victory over the oppressive Syrian king, and the miracle that occurred after the Jews regained their temple. The victors found enough purified oil to keep the temple's candles burning for only one day. But the oil lasted for eight days, allowing them to purify more.
- Thanksgiving (fourth Thursday of November) —a traditional holiday that began when the first American settlers, the Pilgrims, gave thanks for a bountiful harvest. Americans celebrate this day by preparing a special meal which usually includes turkey and dressing, cranberry sauce, and pumpkin pie.
- Kwanzaa (December 26 to January 1) - Kwanzaa (Quansa) is a holiday celebrated by many African-Americans. Unlike most holidays, Kwanzaa has neither religious nor political origins. Rather, it was the invention of one man, Dr. Maulana Karenga of Los Angeles, who saw it as a way for African-Americans to reaffirm their ancestors and their culture. The celebration focuses on traditional African values of family, community responsibility, commerce and self-improvement.
- Christmas (December 25) —a Christian holiday which celebrates the birth of Jesus Christ. Through time, this has become a more secular holiday. Traditional activities include singing Christmas carols, decorating Christmas tress, sending cards and giving gifts. Children are told that Santa Claus will bring them gifts if they have been good.



Traditional Fourth of July Fireworks

Xavier Campus Map



Parking

Parking Zone "A ⁿ " – Open	Parking Zone "F ⁿ " – Staff and Faculty	Parking Zone "S ⁿ " – Student
Parking Zone "B ⁿ " – Student	Parking Zone "G ⁿ " – Staff and Faculty	Parking Zone "U ⁿ " – Staff and Faculty
Parking Zone "C ⁿ " – Student	Parking Zone "H ⁿ " – Staff	Parking Zone "V ⁿ " – Staff and Faculty
Parking Zone "D ⁿ " – Student	Parking Zone "J ⁿ " – Student	Parking Zone "W ⁿ " – Open
Parking Zone "E ⁿ " – Staff and Faculty	Parking Zone "K ⁿ " – Faculty	Parking Zone "X ⁿ " – Open

Building and Site Index

- | | | | |
|----|--|----|---|
| 1 | Administration Building | 37 | NCE/ASC Addition |
| 2 | Administration Annex | 38 | Library Resource Center |
| 3 | Concert | 39 | Art Village (Building "D") |
| 4 | House of Studies | 40 | Xavier South |
| 5 | College of Pharmacy | 41 | Art Village (Building "B") |
| 6 | Pharmacy Addition | 42 | Art Village (Building "E") |
| 7 | Gymnasium | 43 | Art Village (Building "C") |
| 8 | Classroom | 44 | Residence Hall |
| 9 | Classroom | 45 | Shipping & Receiving |
| 10 | Music Building | 46 | Clave Residence Hall |
| 11 | Physical Plant | 51 | Art Village (Building "A") |
| 12 | Office Building | 52 | Warehouse |
| 13 | St. Joseph Residence Hall | 53 | Residence |
| 14 | Katharine Drexel Residence Hall | 56 | Faith & Learning Center |
| 15 | Counseling Center | 57 | Residence |
| 16 | Residence | 58 | Bridal House (S.B.S. Guest House) |
| 17 | University Center | 59 | Residence |
| 18 | Central Power Plant | 60 | St. Alpha Ryan's House (S.B.S. Residence) |
| 19 | Jan King Storage | 62 | Residence |
| 20 | St. Michael's Residence Hall | 65 | Workshop Way (Students) |
| 21 | Residence | 66 | Workshop Way |
| 22 | Student Center | 67 | Office Building |
| 23 | Xavier Triangle Community Sitting Park | 68 | UNOH House |
| 24 | Athletic Playing Field | 69 | Residence |
| 25 | Classroom | 70 | Residence |
| 26 | Fish Laboratory | 85 | University Health Services |
| 27 | Baldwin Child Care Center | 87 | XU/Tulane Program |
| 28 | Deleage Health Center | 88 | Living/Learning Center |
| 29 | University Tennis Courts | 89 | Campus Police |
| 30 | Carl Owen Swimming Pool | 92 | Athletics Weight Room @ Garrard |
| 31 | Classroom | 98 | Residence |
| 32 | NCE Academic Science Complex | | |