



AZUSA PACIFIC
UNIVERSITY

Azusa Pacific University
International Handbook

International Handbook

Prepared by

The International Student Services Office

Azusa Pacific University
901 E. Alostia Ave.
Azusa, CA 91702
(626) 812-3055

Revised 8/10

Please Note

- This document is intended for new international students, missionary kids, and third culture kids entering into Azusa Pacific University. This version is also downloadable as a Acrobat pdf file and can consequently also be used for general information and pre-departure information.
- While most of the information is current, some items like immigration issues and contact people / addresses sometimes change. Please contact ISS staff if you have more questions at: iss@apu.edu

TABLE OF CONTENTS

SECTION 1: THE INTERNATIONAL CENTER	8
INTERNATIONAL CENTER	9
INTERNATIONAL STUDENT SERVICES (ISS)	9
MEET THE ISS STAFF	9
MEET THE IES STAFF	10
ISS SERVICES AND PROGRAMS	11
MEET THE ALCI FACULTY AND STAFF	13
ALCI SERVICES AND PROGRAMS	14
SECTION TWO: MONEY MATTERS	15
BANKING	16
Opening a Bank Account	16
Wiring Money to Your Bank Account	16
Using an ATM	17
Using a Debit Card	17
Online Banking	17
How to Write a Check	17
BUDGETING YOUR EXPENSES	18
Typical Expenses	19
Paying Your School Bills	20
Additional Fees and School Costs	21
Scholarships and Loans	22
Student Employment	22
TAXES	23
Federal Tax on Income	23
Sales Tax	23
SECTION THREE: TRAVEL ARRANGEMENTS	24
GETTING TO APU	25
Getting to APU from LAX	25
Getting Around	26
Buying a Car	26
Buying Car Insurance	27
Driving in the USA	28
Public Transportation	28
SECTION FOUR: IMMIGRATION	29

GENERAL INFORMATION	30
GENERAL INFORMATION	30
Important Terms and Forms	30
Maintenance of F-1 Status	31
Social Security	32
SECTION FIVE: ALL ABOUT APU	34
APU BACKGROUND	35
Statement of Faith	35
The APU Logo	36
APU Slang and Terminology	36
ACADEMICS	38
Student ID Cards	38
Registering for Classes	39
Testing	39
Classroom Behavior	39
Tips for Academic Adjustment and Success	40
Grading System	40
Graduation	40
Academic Integrity	40
Need Help Writing Papers?	41
The APU Catalog	41
The APU Bookstore	41
Student Government Association	42
Campus Policies	42
CAMPUS SAFETY	43
Parking	43
Safety	43
Emergencies	44
CAREER CENTER	46
CHAPEL PROGRAMS	48
Community Service (Required for Undergraduates)	48
COMPUTER SERVICES	48
The Computer Store	48
Internet Service	48
Laptop Leasing Program	49

HOME.APU.EDU _____	49
Printing _____	49
COUNSELING CENTER _____	49
FELLOWSHIP AND DISCIPLESHIP GROUPS _____	50
HEALTH CENTER _____	51
HOUSING _____	52
On-Campus Housing _____	52
Off-Campus Housing _____	52
Apartment Hunting _____	53
Roommates _____	55
Developing A Mutual Understanding _____	55
Negotiating A Compromise _____	56
Managing Conflict _____	57
Vocabulary _____	59
Other Housing-Related Issues _____	59
DINING AND GOING OUT _____	60
Meal Plans _____	60
Cougar Bucks _____	61
Places to Eat _____	61
Liquor Laws _____	63
STUDENT LIFE _____	63
OTHER STUDENT SERVICES _____	64
Student Post Office _____	64
Student Phone Services _____	65
Maps _____	65
APU SURROUNDINGS _____	65
Surrounding Neighborhoods _____	65
Outdoors _____	65
Theme Parks and More _____	66
Ethnic Alcoves _____	66
Traveling to Mexico _____	66
<u>SECTION SIX: LIVING IN THE USA</u> _____	<u>67</u>
ADJUSTING TO LIFE IN THE USA _____	68
Tips for Adjusting to Life in America _____	68
WHAT TO DO WHEN YOU ENCOUNTER ANOTHER CULTURE _____	70

Culture Shock _____	70
The Re-entry Process for MKs and TCKs _____	72
RELIGION _____	73
MORE ABOUT LIVING IN AMERICA _____	73
Things to Remember About Cross-Cultural Relationships _____	73
Clothing _____	74
Entertainment _____	75
FOOD _____	75
Eating Out _____	75
Food Shopping _____	76
HOLIDAYS _____	76
TELEPHONE SERVICES _____	78
Cellular Phone Services _____	78
Directory Assistance _____	78
Telephone Numbers _____	78
Using Pay Phones _____	79
UTILITIES _____	79
WHAT TO PACK _____	79
OTHER EXCELLENT RESOURCES _____	80
<u>SECTION SEVEN: GLOSSARY</u> _____	<u>81</u>
GENERAL WORDS _____	82
ACADEMIC TERMS _____	83
<u>BIBLIOGRAPHY</u> _____	<u>85</u>

Welcome

Welcome to America, and welcome to Azusa Pacific University! Can you believe you're finally here? Perhaps you have dreamed about this day for months, even years. Perhaps you are just a little scared of what's lying ahead. We trust that the orientation process will help answer some of your questions and help you to feel right at home. *At home. That's how we hope you feel at the end of orientation, having made new friends and having gotten to know the staff at the International Center.*

We are here to help you. We'll tell you everything from how to register for class to how to get around. **We're also here to provide great opportunities for you.** We will tell you of ways you can get involved in student life and get the most of your stay in the USA. **And we're here to encourage you.** Many of us have lived or studied internationally. We understand your situation and can help you to overcome some of the obstacles you might face. We believe in you, and have been praying for you.

May this be the start of an unforgettable new chapter in your life!

Haun Ying

Bienvenue

Djirri-nyurra

Kalos

Barka da

Selamat Datang

Dobro Pozhalovat

Welkom

Irashaimasu

Zuwa

Hau

Isten Hozta

Karibu

Aguaba

Ma Moulihcatzin

SECTION 1: THE INTERNATIONAL CENTER

International Center

www.apu.edu/international

The International Center (IC) consists of three departments: International Student Services (ISS), International Enrollment Services (IES), and American Language and Culture Institute (ALCI).

International Student Services (ISS)

ISS@apu.edu

The International Student Services office - better known as *ISS* - assists you during the application process to APU and throughout your entire stay at APU. As a part of the International Center at APU, ISS is here to assist you in matters relating to immigration, APU admission, cultural adaptation, and orienting you to life at APU. ISS also plans cross-cultural activities and arranges special trips for international students.

Meet the ISS Staff

Director: Mary Grams



Mary has been the director of ISS since 1994 and currently is also the Director of the International Center (IC). Before joining the ISS staff in 1987, Mary received her master's degree in Teaching English to Speakers of Other Languages (TESOL) at Azusa Pacific University. Mary loves working with people from all over the world that come to study at APU and enjoys learning about cultures and languages.

As the director of the IC Mary has numerous responsibilities around campus and also spends time traveling to various countries promoting APU. She does hope that the international students and scholars feel comfortable in the IC and consider it their 'home away from home.' And she hopes that every student/scholar will feel welcome to stop by her office to get to know them! Reminder to all: "Your Potential IS Our Priority!" Jeremiah 29:11 Contact: mgrams@apu.edu

International Programming Team

The International Programming Team consists of several students and staff who plan fun programs and activities throughout the entire school year for you. For information contact the programming team at: issprogramstu@apu.edu

International Student Advisor: Anita Gunadi

Among other things, Anita handles immigration matters, document request forms, and immigration sessions for International Student Orientation. She also helps with registration and academic advising for international students.

Originally from Indonesia, Anita has been working at APU for more than ten years. She was an undergraduate as well as a graduate student here. While she was a student, Anita worked at ISS. Anita enjoyed her studies at APU and wishes the same for you. Contact: AGunadi@apu.edu



International Student Development: Vijay Jacob



Vijay has been at APU for the past 2 years. He is responsible for caring for the spiritual needs of international undergrad students and TCK's through **International Chapel**. International Chapel is a weekly gathering of over 200 students, staff, and faculty from all over the world.

He also leads the **ISS Programming Team**. Vijay loves serving International Students and helping them succeed in all areas of life. Contact: vjacob@apu.edu

Meet the IES staff

Associate Director of International Enrollment Services: Yuriko Glessner

Yuriko, originally from Japan, has been a part of APU for over 15 years. Yuriko is primarily responsible for all international application processes, credential evaluations, and information & data maintenance. She enjoys being at the beach, playing and watching sports, having good food with good friends and listening to great music. Contact: YGlessner@apu.edu



International Graduate Enrollment Counselor: Jessica Marriott



Jessica is part of the Admissions Team here in International Enrollment Services. When you apply to the graduate programs at Azusa Pacific, she processes your application to the university! She enjoys getting to finally meet the students face to face when they arrive on campus after processing their applications to APU. She counts it a privilege to meet students from different culture and to learn about their cultures. When you come to study here, you will have to visit her favorite restaurant,

Kyala Sushi, for some great food! Contact: JMarriott@apu.edu

International Undergraduate Enrollment Counselor: Pimjai Santatiwat

Pimjai serves International Enrollment Services as an admission counselor for international undergraduate students. She works closely with applicants from the time an application is received up until orientation. She also works with several other offices on campus including International Student Services, providing support for your preparation and transition to APU. She was a former international student during her high school and college years in Australia and the U.S. During her free time, Pimjai loves to cook, host parties at home, and explore different cultures by trying new restaurants. Contact: intlundergrad@apu.edu



Student Workers

In addition to the full-time ISS staff, there are a number of students who will help you with whatever questions you have. Some of the students are hired to plan exciting programs for you, while others plan great international chapel programs for every Friday. Whatever their role at ISS, these student workers know what it's like to adjust to life abroad. Even the Americans among them have spent significant periods of time overseas. Contact: ISS@apu.edu

International Student Awareness (ISA)

The International Student Awareness Group (ISA) consists of a group of passionate students who strive to make a difference in their community. They organize a monthly discussion gathering for international and domestic students alike.

ISS Services and Programs

Academic Advising

Every student is assigned an academic advisor with whom they are required to meet each semester. The advisor is a resource person available to explore life, vocational and educational goals and growth, as well as assist in academic planning and course selection related to your major.

Country Information Center

ISS has flags, brochures, videos, equipment, and other items. The materials may be borrowed for special occasions. Contact ISS for more information.

International Chapel



Every Friday, international and American students who care about the international student body gather for a time of fellowship and worship. As APU is a Christian university, chapel attendance is mandatory for all undergraduate students. (Read more about this under Chapel Programs.) Both Christian and non-Christian international students agree that International Chapel is a great time to connect with fellow students. If you have more questions about international chapel, or you would like to get involved, please feel free to email Vijay at vjacob@apu.edu.

International Connection Program

The International Connection program is run by student workers in ISS who will assist you in all the details of your arrival and first semester here. For graduate students or undergraduates who do not wish to live on campus, they can help you find a place to live off campus, get a driver's license or California identification card, open a bank account, and help you connect your electric, gas, and phone services. They will even [pick you up at the airport](#) when you arrive.

International Student Orientation

Provided prior to the first day of classes, orientation will familiarize you with American culture and laws, the American educational system, and APU. Registration procedures for both undergraduate and graduate students are reviewed. Attendance to orientation is mandatory.

MK and TCK Programs

At APU, MKs and TCKs are free to join in all International Student events. APU also has an MK and TCK group called TCN (Third Culture Network). This group arranges regular events for MKs and TCKs. Contact ISS for current information to join!

Meet the ALCI Faculty and Staff

www.apu.edu/international/alci

Director: Sue Clark

Sue has been a teacher for more than 20 years—working most of that time with internationals. She and her family lived in Thailand, which has given her good insight into the challenges that you, as an international student, might face living abroad.

Sue would love to help you explore culture and become a successful leader who can return to your country with global skills to impact organizations and businesses. Contact: SClark@apu.edu



ALCI Assistant Director/ Assistant Professor: Michael Chamberlain



Michael Chamberlain has spent more than a decade working as an ESL/EFL teacher, director, and assistant director in five countries and four universities. Michael has a Master's in TESOL from World Learning's School for International Training, and he is currently pursuing a Ph D in Intercultural Education at Biola University. He is married and has three young children. Before coming to APU, he specialized in designing custom-made programs for international leaders who were learning English for business or political purposes. Applying a similar experiential learning model at ALCI, Michael and his colleagues

encourage students to learn how to give professional presentations, facilitate discussions related to their majors, and write academic research papers. Contact:

MChamberlain@apu.edu



Administrative Assistant: Miriam Escobedo

Miriam is the assistant to the director of ALCI. She helps new students with registration and handles office management. Most importantly, Miriam has the honor of welcoming you to our program and will do her best to make your transition as smooth as possible. She loves to interact with the students and learn more about their cultures. Contact: maescobedo@apu.edu

ALCI Instructors

ALCI has several adjunct instructors who teach each session. These individuals come with many years of English as a Second Language (ESL) classroom experience and wisdom in working with international students. They have traveled abroad, lived overseas, and have personally experienced learning a second language. The instructors are ready to help you inside and outside of the classroom to help you have a great experience at APU!

ALCI Services and Programs

American/International Mentoring (AIM)



This program is designed to assist international students in their transition to American university life, as well as help local students learn more about a culture different from their own.

How can you get an American partner?

Pick up an application from the AIM office, located in the International Center. After turning in your application to the AIM office, you will be given an AIM Partner Handbook. Take time to read this handy guide. After a short time, the AIM leaders will contact you to give you information on your American partner. Contact your partner. Don't wait for your partner to call or e-mail you. If you need help setting up a meeting with your partner, please contact the AIM office. Try to meet with your partner at least once a week. (ALCI students are required to meet with their partners weekly for a minimum of one hour.) Enjoy your time with your new American friend!



AIM Contact: AIM@apu.edu

SECTION TWO: MONEY MATTERS

Banking

Opening a Bank Account

It is not safe to carry large amounts of cash with you. When first coming to the U.S., it is safest to bring your money in the form of traveler's checks. Make it a priority upon your arrival to open an account with a bank or temporarily with the university financial aid office.

The two closest banks to the APU campus are the Christian Credit Union and Chase (www.chase.com) Both Christian Credit Union and Chase offer great deals for students. At Chase this includes free checking (that is, there is no monthly service fee for having a checking account or writing checks) and free ATM service, providing you make withdrawals from a Chase ATM. Chase accepts your passport and one other government-issued identification card plus your APU student ID as sufficient identification when you open your account. Other banks in the area include Wells Fargo



(www.wellsfargo.com), Citibank (www.Citibank.com) and Bank of America (www.bankofamerica.com).

When opening your account, the bank will provide you with information on how money can be wired to your account from overseas. They will also issue you with temporary checks. Within a couple of days of opening your account, you will receive your own checkbooks as well as an ATM/Debit card.

If you deposit checks or traveler's checks into your account, the money can take up to three weeks to be cleared for withdrawal. As a special service to APU international students, however, Chase might be able to make your money available for immediate withdrawal. (Remember, you'll need money to pay for school, food etc.) Be sure to ask the bank official about this arrangement when making your opening deposit. If you have a spouse or other dependents, you may wish to open a "joint account" so multiple family members can use the same account. If you would like assistance opening an account, stop by the ISS office.

Wiring Money to Your Bank Account

It is possible to wire money to your APU account prior to coming to the US. Request to have any amount in excess of your school bills to be refunded to you. A refund takes up to two weeks, so be sure to carry other money with you for initial expenses other than tuition. Follow the instructions in the section called Paying Your School Bills .

Once you have opened a U.S. bank account, your parents can deposit money into this account from overseas by wire transfer. When opening your account, be sure to ask the bank official to give you the necessary information your parents would need in order to make such a transfer.

What's a buck?

The dollar is also called a *buck*, a *single* or a *one*, depending on the region.

All US paper money is the same size and color. Common denominations are \$1, \$5, \$10, \$20, \$50 and \$100.

American coins come in two colors and six sizes:

penny = 1 cent

nickel = 5 cents

dime = 10 cents

quarter = 25 cents

half-dollar = 50 cents

dollar coin = 100 cents or \$1

Using an ATM



Automated Teller Machines or ATMs in short, allow you to make cash withdrawals, deposits, and transfers between accounts. You can also view your account balance. This is free at your own bank and its branches, but when you use another bank's ATM, both your bank and the other bank could charge you a bank fee of between \$1.50 and \$2.50. You will need an ATM card or a debit card to use the ATM machine.

There is a limit on how much money you can withdraw from an ATM at one time or on one day. Check with your bank what the limit is.

Using a Debit Card

A debit card—also called a check card—is connected to your checking account and is used almost like a regular credit card (such as MasterCard or VISA), except that the charges made are deducted from your checking account upon purchase. You do not get a separate bill at the end of the month as with a credit card. Be sure to keep track of your spending, though. If you spend more money than is in your account, you do not only risk ruining your credit record, but the bank also charges you with a fee of around \$30 every time you overdraw your account.



Online Banking

Most banks have extensive online banking services, from paying bills (at a cost) to transferring funds between accounts to paying credit card bills. Visit your bank's Web site (listed below) to learn more about their services.

How to Write a Check

Americans use checks rather than paying cash for big purchases. When opening your bank account, you'll be given a check book. Using a check book for paying rent, your phone bill etc. helps you to keep track of payments.

On the next page are the steps to follow when writing a check:

Your name _____ 101 ←
 Your address _____
 Your city, state, ZIP _____ ¹ Aug. 28, 2009

Pay to the _____
Order of ² Spring \$³56.79
⁴ Fifty six and 79/100 ----- Dollars

Your Bank Name _____
 Bank Address _____

⁶ 626-555-1000 _____ ⁵ Jan Jansen
I: 123456789 **I:** 12 34567890 101 ←

9-digit bank routing number Your account number

Check number

1. 1. Write the date on which you are “issuing” or writing the check.
2. 2. Write the name of the person or business to whom you are making the payment, and draw a line after the name so no one can add to the name.
3. 3. Write the dollar amount in numerals (e.g. \$20.53). Put the first number directly after the dollar sign so that there is no room for someone to add another number between the dollar sign and the first number.
4. 4. Write out the dollar amount, and draw a line to fill the space.
5. 5. Sign your name as it is printed on the check (don’t sign in Chinese, Japanese etc.).
6. 6. Write down the purpose of the check in the lower left hand corner, e.g. Groceries, or if it is for payment of an account, write the account number in that space.


Budgeting Your Expenses

In order to use your money wisely, you need to plan ahead and carefully consider ways in which you will spend your money. Here are some suggestions for managing your budget:

1. Before you can plan how much you can spend, you’d need to plan where you will be getting money from. Sources of income might include parental support, campus jobs, and scholarships.
2. Next, write how much money you will need to spend. Adjust spending or seek additional income.
3. Pay all bills promptly so you will not incur late fees. Paying bills on time also helps you track how much money you have left to cover other expenses.
4. Write down how much you spend, even on snacks and drinks. This will give you a good idea of how much money you need every month. It will also help you to reveal areas where you could spend less money.



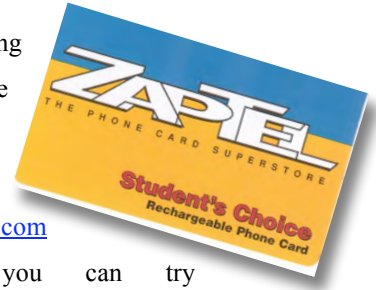
Typical Expenses

- Tuition:** International students have to pay the complete amount each time you register for classes.
- Books:** Used textbooks can often be purchased for less than the price of new books. If time allows, also look into purchasing text books online, which can be cheaper than buying them from the local bookstore. You can purchase books at www.halfbook.com or www.amazon.com . (ALCI students, take note: Your text books are included in your tuition.)
- Rent:** Living off campus is cheaper than living on campus. Consider sharing an apartment with other students or renting a room from a family. Keep in mind that you will most likely be required to pay a one-time deposit for an apartment as well as one-time set-up fees for gas, water and electricity.
- Meals
(also called *board*):** To limit expenses on meals, consider packing lunch. Share cooking and shopping expenses with roommates, and buy groceries at large supermarkets rather than convenience stores.
- Health Insurance:** APU requires all international students to purchase health insurance through the university. Payable every semester, it gives you free access to health services on campus.
- Transportation:** Owning a vehicle can be expensive. Gas prices in California are high, as are annual vehicle registration. Compare gas prices. There can be as much as 20 cents per gallon price difference!
- Local transportation in the area is affordable (\$1.25 per trip), but not as expensive as in many international cities. A day pass costs \$5 and if you are a regular traveler you might want to buy a week pass for \$17 or a month pass for \$36 (special deal for students). For more information visit the metro website at www.metro.net.
- 
- Clothing:** Shopping for clothing can be very expensive. However, there are a number of outlet malls in the greater Los Angeles area where you can find clothing at better prices than at the local malls.
- Personal Expenses:** From toiletries to birthday gifts, these can easily amount to more than you expected. Try to be careful!
- Recreation:** The \$5 movie theater across the road from APU offers the more affordable rate. For the latest movies at this theater, you'd pay around \$3.50 for a morning/afternoon show and up to \$5.50 for shows after 5pm. Also keep in mind, when dining out, drinks can make a meal far more expensive than you had planned.

Travel: Planning on going away for Thanksgiving or Christmas? Plan and buy tickets ahead of time. Last-minute tickets can be costly. APU also offers numerous weekend getaways to places like Yosemite and Joshua Tree national parks. Keep your eyes open for posters around campus.

Communications

(phone calls & Internet): Make use of e-mail for communication rather than making long-distance phone calls. When you do make long-distance calls, use phone cards. Compare prices on phone cards—some of the best deals can be found online. Consider: www.PhoneCards.com, www.Talk011.com, www.Zaptel.com <http://www.longdistanceworld.com/calling-cards/> or you can try www.skype.com/. As for Internet service providers, refer to the section on APU's **computer services** in this booklet.



Other fees: See the [cost sheet](#) on page 21 for other mandatory academic fees.

Paying Your School Bills

Complete payment for each semester is required at registration. Be prepared to pay for your tuition and fees at the time of your registration. If you have on-campus housing, also be prepared to pay for your housing and board at the time of registration. If you bring money to the U.S. in a check or money order and deposit it in a bank, it may take up to three weeks for the check to be processed and become available for your use. Therefore, we strongly recommend you choose one of the following options to insure that you will have money available at the time of registration:

1. Send a check or money order ahead of time to the university.
2. Wire your funds electronically to the university.
3. Upon arrival, deposit your money at the university's Student Financial Services office before going to the bank, or before depositing the money into a new bank account, ask if the funds can be released earlier.
4. Have a credit card available to pay your bills.

Option 1: If you decide to send money ahead of time to the university so that it will be available for you during the registration period, please send a check or money order made payable to APU. We will deposit the funds into your school account. (Please note that this will not be an interest-bearing account.) Request to have any amount in excess of your school bills to be refunded to you at the beginning of the school year. A refund takes up to 2 weeks, so be sure to carry other money with you for initial expenses other than tuition. If you send money ahead of time and are not able to come to study, we will refund your money. Any amount that may have been charged by the bank to process your check or money order will be deducted from your refund check.

Option 2: If you decide to wire funds, ask your bank to wire the funds to:

Bank of America
ABA #: 121000358
To credit: Azusa Pacific University
Account #: 1463-7-01756



Funds wired from: *(name of person sending money)*

Purpose of funds: *(student name and ID#)*

For you to receive your money at the university, it is **VERY IMPORTANT** that all the above information is supplied correctly.

Option 3: If you decide to bring your money to the Student Financial Services office upon arrival, your check or money order can be processed within three to four working days and be available on your school account to pay your school fees. Money not used to pay your fees may be refunded at your request. A money refund takes up to 2 weeks so be sure to carry other money with you for initial expenses other than tuition.

Option 4: Using your own credit card to pay your school bills is no problem. If your parents wish you to use *their* credit card for your tuition payment, they will be asked to send a fax to the university to authorize payment.

Additional Fees and School Costs

Besides tuition, there are additional fees to be paid while attending university. These include:

Health Fee	\$250 per semester	Freshman Parking Fee	\$275 per semester
	\$550 per semester: G		
UG Univ. Service Fee	\$150 per semester	General Park Fee	\$100 per semester
ALCI Univ. Fee	\$150 per semester	Graduation Fee: UG	\$80
		Graduation Fee: G	\$80* optional

UG=Undergraduates G=Graduates*

If you are in a music, art, science, or nursing program, additional fees may be charged to cover extra expenses, such as choir outfits, recitals, laboratory costs, research fees, etc. Each class that has an extra fee should be explained in the class schedule and/or catalog. Prices are subject to change.

* **Note:** The prices are an estimation. Be sure to check if the current fees and costs are different. We can not guarantee that all fees and costs are included. For a complete overview of current fees and costs please look at www.apu.edu/admissions/undergraduate/tuition/ Prices can change without notice.

Scholarships and Loans

There are scholarships available for international students. Visit the ISS office and ask to browse through the binder with scholarship information to find the scholarship most suitable for you. You could also talk to ISS about financial aid. There are a number of Web sites on the Internet with scholarships and loans for international students (search for “Scholarships for International Students”), but we cannot vouch for their credibility.

Scholarship Lists

List of scholarships compiled by the Georgia Board of Regents

www.uga.edu/gaie/scholarships.doc

Int'l. Student Organization - List of Scholarships and Grants for Int'l. Students

www.isoa.org/list_scholarships.aspx

Graduate Level Fellowships - American Association of University Women

www.aauw.org/fga/fellowships_grants/international.cfm

Golden Key International Honor Society

www.goldenkey.org/GKIHS

Scholarship Search Engines

The Open Society Institute – Grant, Scholarship & Fellowship Search Engine

www.soros.org/grants/research/

Scholarship Search Engine

scholarships.fatomei.com/

The Scholarship Page

www.scholarship-page.com/search.shtml

Student Employment

International students are not allowed to work off campus. Luckily there are many opportunities to work on the APU campus. You can apply for an on-campus job by following the following 5 steps.

1. Stop by the Student Employment Office to pick up the Hiring Packet. Student Employment will help complete the packet with you. Bring your I-20, I-94 and passport. If you have a social security card, please bring it.
2. Job search for an on-campus position online by using [Symplicity \(https://apu-csm.symplicity.com/students/\)](https://apu-csm.symplicity.com/students/). You can register here and search the available jobs. You can also take a look at the job board outside of student employment..
3. Your hiring supervisor will complete section 2 of Hire/Promotion form indicating position title, rate of pay and start date. If you are applying for a social security card, the supervisor will complete a confirmation letter of hire for you.

4. Take the hiring packet and letter to the International Student Services Office for an official letter to the Social Security Administration to obtain a social security card.
5. You may begin to work upon receiving a Social Security Card.

Taxes

Federal Tax on Income

Whether or not you are earning an income in the US, you will be required to file a tax return each year. ISS offers free workshops in the springtime to assist you in filling out the income tax statements. When tax time rolls around, an e-mail will remind you of workshops offered.

Sales Tax

Whenever you buy something, sales tax is added before you pay. The percentage varies from state to state. California sales tax ranges from 7.25 to 8.75 percent depending on the counties own local taxes. This means, if a price is listed as \$2.99 and the sales tax is 8.25, the cashier will add the tax (in this case, 25 cents) when you pay, coming to a total of \$3.24.

SECTION THREE: TRAVEL ARRANGEMENTS

Getting to APU

After receiving your I-20 or DS-2019 from APU, you can apply for your visa from the American Consulate closest to you in your home country. After this—at least one month before you plan to leave for the US—you should purchase your airplane ticket. If you are flying to Los Angeles, you will most likely land at the Los Angeles International Airport (LAX), which is about 50 miles from APU. Other nearby airports include the Ontario and Burbank airports.

Getting to APU from LAX

Own Transportation (i.e. Coming from LAX by Car)

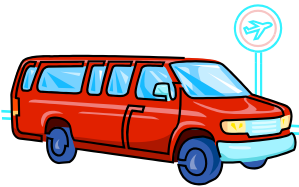
1. From the airport, follow the signs to the 105 East. You will continue eastward on the 105 for almost 17 miles.
2. Then take the 605 North. Continue northwards for just more than 18 miles.
3. Merge onto the 210 East, toward SAN BERNARDINO.
4. After just more than 4 miles you will see signs for the Citrus Avenue exit. Take this exit and turn left onto Citrus Avenue.
5. Proceed northwards (toward the mountains) to the intersection of Citrus and Alostia (Route 66). APU is on the northeast corner.



Requesting APU to Pick You Up at the Airport

For your first arrival only, you may request that ISS picks you up from the airport. On the APU website you can find an Airport Pickup Request Form(http://www.apu.edu/international/pdfs/airport_form.pdf). If you need APU to arrange transportation from the airport to the university, please fill out this page and fax us the completed form at least two weeks in advance of your arrival. If possible, try to arrive in Los Angeles between 8:00 a.m. and 4:30 p.m. Monday to Friday.

Taking a Shuttle Bus to APU or Your Place of Living



Another option is for you to arrange for the shuttle service to drop you off at your final destination. It will take the van between 1 ½ to 3 hours to reach Azusa. The cost is around \$50-\$100. The following companies offer shuttle services. You must phone 24 hours ahead for reservations, or make your reservation online.

- | | |
|--------------------------------|--|
| Prime Time | 1-800-RED-VANS/1-800-733-8267 or www.primetimeshuttle.com |
| Super Shuttle | 1-310-782-6600 or www.supershuttle.com |
| XPress Shuttle | 1-800-I-ARRIVE/1-800-427-7483 or www.xpressshuttle.com |
| Prime Time | 1(800) RED-VANS or 1-800-733-8267 or http://www.primetimeshuttle.com/ |

Getting Around

Bicycles

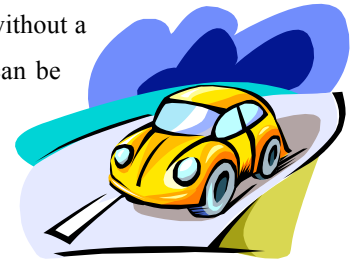


If you are planning to live in Azusa or Glendora, it is feasible to get to and from school by bicycle. If you live further and plan to [take the bus](#), you can put your bicycle on a special bike rack at the front of the bus at no extra cost.

As for parking your bike on campus: Be sure to register your bicycle with [Campus Safety](#). Always chain bicycles securely, and when on campus, park your bike only at designated bicycle stands. You could purchase a bicycle for anywhere between \$50 to \$500 or more, depending on what you're looking for.

Cars

Many international students who live on or near the APU campus get around without a car. Others choose to purchase a car in order to get around town. But owning a car can be expensive. At around \$3 per gallon, gas prices in California are higher than in most other states. So are the annual California vehicle taxes. If you cannot afford to buy a car, be sure to look for accommodation close to campus or close to a [bus route](#).



Buying a Car

Buying a Car from a Local Dealer

If you've never bought a car before, we strongly suggest that you seek the input of a trusted friend or family member when making this purchase. Although you could buy a car for as little as a thousand dollars or less, vehicles in this price class often end up costing you a lot of money in repairs. A car dealer in the APU area which has proven itself trustworthy to international students is Andy's Auto Center. They are located about 5 minutes from campus by bus. Feel free to talk to Andy about buying a secondhand car. His telephone number is (626) 963-4444. There are also a number of other used car dealerships within walking distance from APU. But before you rush out to buy a car, be sure to read on!

Buying a Car from a Big Dealer

If you prefer to buy a vehicle from a nationwide dealer instead, we'd suggest CarMax or Auto Trader. In fact, by visiting their web site (www.carmax.com) or (www.autotrader.com) you can practically complete the purchase while you are still in your home country. When doing a vehicle search, you will be asked for a ZIP code for the area where you live. Use 91702, the code for Azusa.

Checking Out the Car's History and Price

Whether you buy a car from a dealer, from a friend or from a stranger, we strongly suggest that you check out the vehicle history to know if it has been in major accidents. Visit www.carfax.com for such a report. However, in order to obtain such a report, you will need to know the car's VIN (vehicle identification number). If you want to check whether a vehicle price is justifiable, visit Kelley Blue Book (www.kbb.com). Also, have the vehicle inspected by a mechanic to make sure it is in good working condition.



Buying Car Insurance

If you have a car, you *must have* car insurance. That's the law. Being an international student, however, you will be considered a new driver, unless you have had a US driver's license for more than three years. After calling a number of insurance agencies and comparing, Eastwood Insurance offers the best deal. Call them at 1-800-468-5377. But before making that call, you'd need an American drivers license (see next section). You'll also need to be familiar with the following terms:

- Liability:** This relates to how much your insurance will pay another person if you are at fault in an accident (that is, if *you* hit *them*.) It covers damage to their vehicle as well as treatment for any injuries. The numbers a company will quote you will be something like 100/300, meaning in case of an accident, your insurance company will pay a maximum of \$100,000 for car damage or injury per person for people injured in the other car with a maximum of \$300,000 for three people. If there were more people in the other vehicle, the \$300,000 will be split among them.
- Collision:** This category covers damage to *your* vehicle if you are at fault in an accident. This covers running your car into another car, a tree etc.
- Deductible:** Collision comes with a deductible which you specify. If you have a deductible of \$500, for example, you pay the first \$500 towards repairs of your vehicle in case of an accident. The higher your deductible, the cheaper your insurance rates will be. The insurance broker will use the phrase "500 collision" or "collision at 500" when determining your deductible.
- Comprehensive:** This category covers events *other than* accidents. This includes theft of your vehicle, theft of your car stereo etc., or incidents such as if you were to hit an animal, if a tree falls on your car, if your windshield is shattered by a rock etc. As with collision, this category also comes with a deductible.

Driving in the USA



When you first arrive, you may use your international driver's license. However, after a month in the US this document is no longer valid. You will need a local driver's license. Stop by ISS and find out how we can assist you in obtaining your license from the nearest Department of Motor Vehicles (DMV). Feel free to visit the [DMV Web site \(www.dmv.ca.gov\)](http://www.dmv.ca.gov) to schedule an appointment for your driving test.

Public Transportation

Taking the Bus

Though not as advanced as the public transportation system in other parts of the country or around the world, the public transportation system in Southern California is growing fast. The local bus, run by Foothill Transit, offers a variety of routes. Your student ID and proof of residency (through a California ID card or driver's license) allows you to buy a 31-day pass for just \$36. For schedules, route maps and more, visit their www.foothilltransit.org.



What about Trains?



There are two types of trains in this area: Metrolink (www.metrolinktrains.com), and the MTA Metro Rail (www.metro.net). The nearest Metrolink station to APU is in Covina, a short bus ride from APU. The closest Metro Rail/MTA station is in Sierra Madre, a slightly longer bus ride from the campus. The Metro is a great way to do sightseeing. To find out how to get to Chinatown, Hollywood and more, try out their online trip planner (www.metro.net). Metro Adventures (www.experiencela.com/Adventures/) is a great way to explore the area, too!

Traveling in the USA

If you are planning to visit friends or family further away or would like to explore the USA during your summer or winter break, you can, of course, fly. But you can also take the train or bus. This will not only save you money; you will also get to see more of the countryside.

Amtrak (www.amtrak.com) provides service to all major cities, and Greyhound (<http://www.greyhound.com>) is the major bus carrier. These two services can even take you into Canada. If you're adventurous, look into their explorer tickets. These allow you to travel anywhere in North America at one flat rate. For shorter trips, purchasing a \$20 Student Advantage (www.studentadvantage.com/discountcard) discount card, will get you a 15 percent discount on the fare.

SECTION FOUR: IMMIGRATION

General Information

All students and scholars who are in the U.S. on non-immigrant visas are subject to a complex and changing set of regulations mandated by the U.S. government (www.dhs.gov/files/immigration.shtm). A major role of ISS is to provide advice about these regulations. **It is necessary that you bring your passport, visa, I-20/DS-2019, and I-94 to the ISS office in order to register.** If you have dependents that came with our I-20/DS-2019, then you should also bring all of their immigration documents. Copies will be made and kept in your file in case your forms are lost or stolen.

Be sure to store these documents in a safe place at all times. You will NOT be allowed into the USA without your passport, visa, and I-20/DS-2019. Once you've entered the country once, you'd need to keep your I-94 in your passport.

Important Terms and Forms

Passport

It is your responsibility to see to it that . . .

1. Your passport (and the passports of any dependents) is valid for at least another six months.
2. Your passport is kept in a safe place.
3. You have your passport on you when you travel within 50 km from the Mexican or Canadian border.

U.S. Visa



In order to gain entry into this country, you will need to apply for an American visa outside the U.S. It allows you to enter the U.S. during the time of the validity of the visa. The expiration date indicated on the visa means that you must enter the U.S. prior to this date. However, pay attention to how many entries you have on the visa: one entry, two entries, or multiple entries. You are allowed to remain in the U.S. (even if the visa stamp has expired) as long as you remain in legal status and your other immigration documents are valid. If your I-94 has "D/S" (Duration of Status) written on it you will be allowed to stay in the U.S. in full-time student status until you complete your studies (as stated on your I-20).

I-94

This is the white arrival/departure card that you fill out as you enter the U.S. This card records your entry date into this country and indicates the visa you have and when you must leave the U.S. If the I-94 is marked with a "D/S" when you pass through U.S. Customs, this means "Duration of Status" and you may remain in the U.S. until you complete your studies (as stated on your I-20).



The I-94 will be stapled in your passport. **Do not to lose or misplace your I-94 as it is needed during your stay at APU and in the U.S.** The U.S. Immigration Services charges a substantial fee to replace it.

SEVIS I-20

After applying to APU and being admitted to this university, this form will be sent to you. (*Have we mentioned yet how important it is not to misplace this document?*) Once you receive your SEVIS I-20 from the university, you may go to a nearby U.S. Embassy or Consulate and apply for an F-1 student visa by submitting the I-20 as well as evidence of financial support and other documents required.



The SEVIS I-20 consists of three pages. On the first page you will see your SEVIS I-20 number, which is different than your immigration admission/I-94 number.

Once you arrive in the United States you will need to present your I-20 to the U.S. immigration officer. **Please do not throw away or lose your I-20.** You will need it throughout your stay at APU and in the United States. You will not be allowed into the country without your I-20.

If you plan to leave the U.S. for vacation or any other reasons, you have to stop by ISS at least 10 days prior to your trip, bringing with you your passport and I-20. You cannot leave the country without your I-20 being signed by an ISS staff member.

Maintenance of F-1 Status

International students are responsible for maintaining their F-1 visa status. Here's how you can be sure to remain in the country legally:

1. Make sure your passport is valid at all times
2. Register every academic semester
3. Study full-time every academic semester
4. Make normal progress every academic semester
5. Contact ISS a few months before your Form I-20 expires
6. Contact ISS if you want to change your major
7. Contact ISS if you plan to change your education level (ALCI to undergraduate or graduate program)
8. Report a change of address to U.S. immigration and ISS within 10 days of the change
9. Do not work off campus without permission from US Immigration and ISS
10. Obey U.S. laws
11. Contact ISS if you decide to transfer to another school
12. Contact ISS if you plan to leave the US

Social Security

A Social Security number (SSN) is intended to accurately record your earnings in this country. International students in F-1 status have permission to work on campus only. You can apply for a Social Security letter after you find a job on campus. Request your supervisor-to-be to provide you with a job offer letter that describe the job, the employment start date, the number of hours you will be working, and the supervisor’s name and telephone number. The letter must be signed by the supervisor and dated.

Applying for a Social Security Card

Once you have proof of an on-campus job offer, stop by ISS to apply for a Social Security letter. Next, go to the Social Security Administration Office (contact information is listed below). Take the job offer letter, letter from ISS, your passport, I-94, and your SEVIS I-20 with you. Complete the Social Security application form (downloadable as a PDF from www.ssa.gov/online/ss-5.html), which asks for a mailing address.



Social Security Administration Office

- Office Address:** Social Security Administration (SSA)
1165 E. Route 66 Glendora, CA 91740
- Website:** www.ssa.gov/
- For more information:** www.ssa.gov/pubs/10120.pdf
- Phone #:** **Local:** 626-963-4449
 Toll-Free: 1-800-325-0778
 TTY: 1-800-325-0778
- Office Hours:** Monday – Friday: 9:00 a.m. – 4:00 p.m. except Federal Holidays
- Direction (from APU):** Exit onto Citrus Ave. and go South (left). Go East (left) on Alostia Ave., Alostia will become Route 66. Continue on Route 66, pass Glendora Ave., then pass Loraine Ave. The SSA is on the left hand side of Route 66, after Legend’s Restaurant.
- Cost:** Nothing
- Things to bring:** Passport, I-94, I-20, a letter from supervisor-to-be, a letter from ISS, mailing address, and phone number

Web Links

Important points to remember when applying for a visa:

- SEVIS I-901 Fee Frequently Asked Questions www.ice.gov/sevis/faq.htm
U.S. Embassy and Consulate travel.state.gov/
Living in the U.S. www.educationusa.state.gov/life.htm

Travel outside the U.S.

travel.state.gov/visa/visa_1750.html

U.S. Immigration and Customs Enforcement

www.ice.gov/pi/news/factsheets/worksite.htm

U.S. Citizenship and Immigration Services

uscis.gov/graphics/

International students and Social Security Numbers

www.ssa.gov/pubs/10181.html

Social Security Application

www.ssa.gov/online/ss-5.html

SECTION FIVE: ALL ABOUT APU

APU Background

Founded in 1899, APU is a coeducational, independent, nondenominational Christian liberal arts university. This simply means that the university has both male and female students, it is not funded by the state of California, and though it is a Christian university, APU is not affiliated with one specific church. APU gained full university status in 1981. APU is a leading Christian college and ranked as one of U.S. News & World Report's Best Colleges of 2009.



Statement of Faith

- We believe the Bible to be inspired, the only infallible, authoritative Word of God.
- We believe there is one God, creator of heaven and earth, eternally existent in three persons—Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in his ascension to the right hand of the Father, and in His personal return to power and glory.
- We believe in the fall of man and in his consequent total moral depravity, resulting in his exceeding sinfulness and lost state and necessitating his regeneration by the Holy Spirit.
- We believe in the present and continuing ministry of sanctification by the Holy Spirit, by whose infilling the believing Christian is cleansed and empowered for a life of holiness and service.
- We believe in the resurrection of the saved and the lost: those who are saved to the resurrection of life and those who are lost to the resurrection of damnation.
- We believe in the spiritual unity in our Lord Jesus Christ.

The following are fundamentals held to be essential, and the university prayerfully expects staff not only to believe in them, but also to practice them in daily living:

Caring, effective love to both God and man

A Christ-like unity and acceptance between believers

A lifestyle dedicated to God's will in society

A growing, victorious state of mind because of the indwelling Christ

A daily affirmation of Christ as Lord

A willingness to serve the Lord, even if it means sacrifice

A desire to be more sensitive to the personal work of the Holy Spirit

A working faith in God's promises for all needs and daily life situations

A witness for Christ without hypocrisy

A firm desire to be God's person

The APU Logo

APU's logo consists of a number of elements:

1. Four cornerstones representing our core values: Christ, Scholarship, Community and Service.
2. A cross, the essence of our faith.
3. The letter A, for Azusa Pacific University.

APU Slang and Terminology

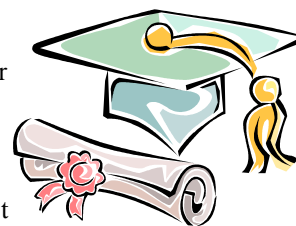
APU	<i>Azusa Pacific University.</i> Hopefully you know where you are going to school.
Adams	Women's freshmen dorm located near the big parking lot on East Campus.
AIM	American and International Mentoring Program. This program matches domestic students and international students in a one-on-one partnership to share in a cross-cultural relationship.
ALCI	<i>American Language and Cultural Institute.</i> Located in the ISS office, this institute serves to teach English to international students from around the world.
Alosta	<i>Alosta Place.</i> Living area located on the South Side of Route 66(Alosta Ave).
ALPHA	Alpha is the new student orientation program at APU. When you first arrive at APU, alpha leaders will help you through the orientation program. You will be required to meet with your "Alpha Group" once a week through your first semester.
ART	<i>Azusa Revival Team.</i> This is a Chinese fellowship which meets on campus. Please stop by ISS for more information
Beginnings	This class is required of all new students and focuses on college issues and leadership development.
Bowles	Living Area located on the South Side of Route 66.
The Caf	<i>Cafeteria.</i> This is the large eating area in the middle of East Campus.
The Clause	The university student-produced newspaper given out every Friday.
Common Day of Learning	A day held in the spring semester in which students, faculty, and staff together learn to apply faith and education through informative workshops.
Communiversality	This is the office of student activities at APU. They are involved in the planning of Orientation, Coffee House, Intramural Sports, as well as many other fun events planned for students.
Corner Stone Café	Coffee shop on East Campus next to Darling Library and Cougar Walk.
Cougar's Den	This is a lounge and eating area located just east of the Cafeteria.
Cougar Dome	This is the student union located directly across from the Cafeteria. Here you can study, relax, use computers, and play pool, basketball, table-tennis, and also purchase tickets for events.

Cougar Walk	This term refers to an eating area in the center of East Campus that serves hot dogs, sandwiches, salads faster than any other eating area. This term can also refer to the main walkway through the middle of East campus.
D Groups	<i>Discipleship Groups.</i> These are groups that provide a climate for spiritual growth to the students on our campus.
Dinner Rally	A once a year event that invites alumni back to share in the growth of our campus as well as partake in fund-raising.
East Campus	The campus located at the corner of Citrus and Alostia Ave.
Engstrom	A freshmen and sophomore male and female dorm. Located next to the baseball field.
Felix	<i>Felix Event Center.</i> Used for large sporting, outreach, entertainment events and the Friday community chapel, this arena is on West Campus.
Fire Pit	Behind Smith Hall, this is a good place to worship, roast marshmallows, and sit and talk.
Heart to Heart	A mentoring program for women where undergraduate females are mentored by an older female.
Heritage Court	This eating area and lounge is located on West Campus and features a salad bar, smoothies, coffee and a grill.
Homecoming Weekend	A weekend full of events such as Dinner Rally, a football game, parade, and a dance that is held for Alumni.
International Chapel	This chapel is held every Friday in Munson chapel at 9:30 am. This is a time to share in multicultural worship, small group fellowship, and teaching.
Intramurals	Sports leagues within the APU student body. These include basketball, flag football, volleyball, and soccer.
IOM	<i>Institute for Outreach Ministries.</i> This office oversees student Mission Trips to many countries around the world and also the Mexico Outreach Program.
JCF	<i>Japanese Christian Fellowship.</i> This is a Japanese fellowship which meets on campus. Please stop by ISS for more information.
Les Femmes	A school dance held in the Fall Semester in which it is tradition that a girl must ask a guy to attend.
Liturgical Chapel	This chapel occurs once a month on a Thursday at 9:00pm and offers students a more contemplative experience.
Lollapazusa	A large rock concert held at APU once a year.
MAS	Ministry and Service. Every undergraduate student is required to complete ministry hours before they graduate. This office organizes the ministries in which students serve, and makes sure that students complete these hours.
Mexico Outreach	This office oversees Thanksgiving and Spring break Missions trips down to Mexico.

Midnight Breakfast	This event is held the night before finals week every semester. Students are given free breakfast at 10:00pm and are also given a chance to talk to many of their professors (many attend) and classmates before their big tests.
Night of Champions	This is a once a year event held for youth in the area that is a large outreach and is hosted by many Christian celebrities and pro athletes.
RA	<i>Resident Advisor.</i> This is the person in charge of community building and disciplinary action in your section of your on-campus living area.
RD	<i>Resident Director.</i> This is the person in charge of all RAs in your living in your living area. Many final disciplinary decisions are made by them.
Rezlife	Located behind Smith Hall, all residential problems and issues are taken care of here.
Seven Palms	The grassy area next to the student post office that is surrounded by seven palm trees.
SFS	<i>Student Financial Services.</i> Located behind the Cougar Dome, across from Admissions, this is where you can find out about financial aid and tuition payment. Actual tuition payments are made to the Cashier's office, which is across from this office.
Smith	<i>Smith Hall.</i> Men's freshmen dorm located near the big parking lot on East Campus.
Spring Thing	A dance held in the Spring Semester. This is traditionally more formal than Les Femmes.
SGA	<i>Student Government Association.</i> This body of people represents the students in university policy building and decision-making.
Trinity Hall and Lawn	Freshmen men's and women's dorms located between Adam's and Engstrom.
Trolley	Bus that drives frequently between East- and West-campus.
The Village	APU's housing located across from East Campus on Citrus Ave.
West Campus	Located on Foothill Ave above East Campus.
U.P.	<i>University Park.</i> University living area located on the South side of Route 66(Alosta Ave.)

Academics

You are coming to America to study. You will want to succeed at studying, or the US government can revoke your visa and ask you to leave. During International Orientation you will be told how to chose classes and register for the classes you have picked. It is absolutely **imperative that you attend these sessions** or else you will not know what is expected of you.



Student ID Cards

Both undergraduate and graduate students must get a free APU Student Identification (ID) card. These photo ID cards serves multiple purposes:

1. It serves as proof that you are an APU student.

2. It gives you access to university libraries and services.
3. Should you prefer not to carry cash on you, you can deposit money onto your ID card. Called Cougar Bucks, the card can then be used at all campus restaurants and coffee shops.
4. Undergraduate students who live on campus can also purchase [meal plans](#). You will need your student ID to access campus restaurants and the Café.
5. Show it at movie theaters or other places to obtain student discounts.

Registering for Classes

At orientation you will get advice on how to pick classes. You will be given a checklist of all that has to be done on campus before you can register for classes. Learn more about registration at www.apu.edu/registrar.

Adding or Dropping Classes

You cannot add or drop classes without notifying Anita Gunadi (Immigration Advisor) to make sure that you can make the changes and still be legal and/or on track. Consult the APU Academic calendar (www.apu.edu/calendar/academic/) for the last day to add or drop classes. Money paid for classes being dropped can be applied to future classes, or you can request a refund.

Withdrawing from Classes

As with adding and dropping classes, **you cannot withdraw from a class without notifying Anita Gunadi (Immigration Advisor) to make sure that you can make the changes and still be legal.** Consult the APU Academic calendar (www.apu.edu/calendar/academic/) for the last day to withdraw from a class. Withdrawing *after* the cut-off date will result in a class being listed as INCOMPLETE on your academic records. You are also not eligible for a tuition refund if you withdraw after the deadline.

Testing

Proficiency testing in reading, math and writing is required of all freshmen and transfer students with fewer than 28 units. However, if you have taken SAT or ACT prior to coming to APU, these scores can be used for your math and writing placement. You would still need to take the reading test. Testing is conducted by appointment at the Learning Enrichment Center (www.apu.edu/lec/).

Classroom Behavior

Professors usually allow eating and drinking in the classroom as long as it is not distracting. Most professors are informal and might even ask you to call them by their first name. Classroom is a place for exchanging ideas, opinions, and personal experiences to understand each other, issues, and/or topics of discussions. Textbooks are tools for you to form and develop your own ideas, not to be taken as final words. Be there to learn, be open

mindful, be challenged. As international students you will be able to bring completely different ways of thinking or views of life experiences to the classes. Listen carefully to others.

Tips for Academic Adjustment and Success

- Professors prefer it if students discuss ideas rather than just sit and listen. The manner in which you express your viewpoint is important, however. Show respect by acknowledging the professor or classmates' point of view and then offer your opinion. Say, "In my opinion..." or "I think..." or "I feel..." or "I believe..."
- If you do not understand, ask. If you are not yet used to ask questions in class, make an appointment with your professor.
- At the start of each semester you will be handed a syllabus for each course. This is an outline of the course objectives, due dates for assignments and more. Keep the syllabus for the duration of the course and refer to it if you are not sure about assignment requirements. Pay close attention when the professor discusses the syllabus as he/she will often explain during this time how grades will be determined.
- Do not try to write down everything in class. Practice taking notes. If you need help learning how to take notes, check out the following website: www.dartmouth.edu/~acskills/success/notes.html.
- Get familiar with the terms listed in the academic glossary at the end of this booklet.



Grading System

Grades are given on a 4.0 scale. All international undergraduate students *must* maintain a GPA (grade point average) of at least 2.0 while graduate students must maintain a GPA of 3.0.

Graduation

At their graduation ceremony, many international students at APU choose to wear a sash with their country's flag. Visit Vision Wear's (www.visionwear.com/intersash.html) web site to order a sash with your country's flag. An order form is also included in the HANDOUTS section of this booklet.

Academic Integrity

APU students are expected to do their own, independent work, and to refrain from plagiarizing the work of others. When drawing from various resources for research purposes students must provide citations and bibliographic information. (If you do not know how to correctly cite sources, stop by the Writing Center for help.) Students may not use an editor for any work turned in under their own name unless approved in advance in writing by the instructor, and only to the extent approved.

During exams be sure to only use pencil and plain paper or a printed answer sheet (ScanTron). No books, notes, calculators, phones, electronic organizers and other electronic gadgets are allowed during an exam except if the instructor has indicated differently. Papers need to be created by you except if you work in a group. Furthermore,

do not hand in the same paper twice to for different courses without authorization from the faculty members. It can sometimes be appealing to fabricate findings or sources, however this not allowed.

Students who engage in academic dishonesty will automatically receive an F in the course and may be in jeopardy of expulsion from the university. Dishonesty is reported to the chair and the dean.

Need Help Writing Papers?

There are 2 offices on campus that can specifically help you academically. Namely the writing center and the Learning Enrichment Center.

Writing Center

The Writing Center is a free source of feedback by trained writing consultants for writers from all disciplines and all skill levels. It is located in the Marshburn Library (East Campus). To make an appointment at the Writing Center, stop by their office or call (626) 815-6000 x 3141. Please note that this is not a place for your papers to be edited. If you need more help with research papers than the Writing Center can offer you, stop by ALCI and enquire about our one-on-one tutoring for research papers. This, however, is not a free service.

Learning Enrichment Center

The Learning Enrichment Center, located behind Adams Hall on East Campus, can provide free tutoring. If you would like to make use of their services, stop by their office or call (626) 815-3873.

The APU Catalog

The APU catalog (for undergraduate and graduate students respectively) is an important document for each student to have. All APU rules, regulations and procedures are noted in the catalog, which is a legally binding document. As an enrolled APU student, you are under legal obligations to follow the procedures listed in the catalog. If you do not have one, pick up a copy from the Admissions office.

The APU Bookstore

Located on West Campus, across from the Hugh and Hazel Darling Library, the University Bookstore offers a wide range of merchandise and services. In addition to materials needed for courses, the bookstore carries a wide range of Christian books, magazines and CDs. The Bookstore also carries gifts, cards, class rings, as well as art and office supplies. Services offered by the Bookstore include a fax sending and receiving service, Bible imprinting and balloon bouquets. With proper ID, students can also cash checks of up to \$50 at the Bookstore.



Tip: Check out their website (www.bookstore.apu.edu/) for a list of text books needed for your classes. You can order these books online from the APU bookstore, or compare prices on Amazon.com and elsewhere.

Student Government Association

Every undergraduate student of APU is a member of the Student Government Association (SGA) and is represented by student senators. SGA acts as a student government and represents student opinions and turns that representation into action. This year's international senator, Hyungon Lee (Martin), is from South-Korea. Feel free to contact Martin at the SGA office if you have any questions or comments.

Campus Policies

It is important for each student to develop a living and learning style that is consistent with the Christian beliefs of the APU community. These standards help to create an environment that is respectful of individual rights and freedoms; one where all are free to pursue academic excellence; and one that brings glory to God.

If you do not follow APU's rules (standards of conduct), you will receive the appropriate punishment/fine. Each student is expected to assume responsibility for his/her actions at all times and to cooperate fully with any campus safety officer. The university tries to be fair and respect each individual in matters of campus safety.

Student Standards of Conduct

For a complete list of Student Standards of Conduct, refer to the Student Handbook (available on campus from the Student Life office or at ISS).

- Because the safety and well being of the community may be at risk, students who break the law, either on or off campus, will be subject to investigation and judicial action.
- Students who engage in unmarried sexual conduct will be subject to judicial action. These include unmarried sexual relations or activities, homosexual acts or behavior, and overnight stays with persons of the opposite sex.
- Students who possess, distribute, and/or use alcohol, narcotics, or other intoxicants on university premises or at university-sponsored activities will be subject to judicial action. Students present on campus while under the influence of illicit drugs or alcohol are subject to judicial action even if their consumption was off campus.



- In the interest of common health concerns, the campus provides a tobacco-free environment. Use of any form of tobacco on university premises is strictly prohibited.
- All gambling in the living areas or on university property is strictly prohibited.
- Slander and profane language, physical or violent verbal abuse of any person in the living areas or on university property or at functions sponsored by the university will not be tolerated and will result in judicial action.
- Harassment or intimidation of a community member, including a roommate, or the threat of physical or emotional harm will not be tolerated.



- Lewd, indecent, or obscene conduct in the living areas or on university property will not be tolerated and will result in judicial action. This includes possession or display of pornographic material in any form on university-owned or leased premises, including on computers.
- Theft, damage, or vandalism of university, public or private property will result in judicial action.
 - Unauthorized entry and misuse of university facilities or property, including the unauthorized use of computers, telephones, or other university equipment will result in judicial action.
 - Possession of any type of firearm—including BB or pellet guns, paint guns, any copy of a gun or any counterfeit firearm, switchblades, bows and arrows, explosive devices, martial arts weapons, fireworks and/or other weapons considered illegal or dangerous—on university property will result in judicial action.
- The illegal use or possession of, or tampering with safety equipment such as fire alarms, smoke detectors etc. on university premises is illegal and will result in judicial action.
- Software piracy is a theft and APU does not condone or tolerate the unauthorized copying of licensed computer software. The unauthorized duplication or other piracy of software is a violation of federal law, and may expose the individual and the university to legal processes.



Campus Safety

www.apu.edu/campussafety

The Department of Campus Safety is located in the lobby on the first floor of Adams Hall. The staff can assist students with any problems they might encounter on campus, such as thefts, accidents or threats. In case of injury or sickness, contact Campus Safety at 626-815-3805. They will notify the proper emergency agency for assistance.

Parking

Campus Safety also enforces traffic and parking regulations. All vehicles (including bicycles) must be registered with Campus Safety and display an APU vehicle registration. Vehicles found without a permit will be fined.



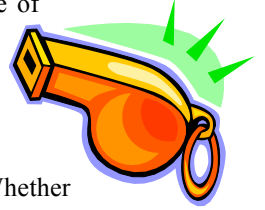
Safety

Around campus you will notice a number of “Blue Light” stations. These are for your safety. If you ever feel unsafe, you can press the button at the Blue Light and an officer from Campus Safety will respond to your call.

Students who study late on campus and feel unsafe walking to their vehicles or nearby homes can call Campus Safety at 626-815-3898 (add this number to your cell phone, so you can get to it quickly in case of an emergency). They will send an officer to escort you to your vehicle or your home. You can also request a ride by

contacting Campus Safety from a Blue Light station. It is important to point out that it is not an emergency. In case of an emergency call 911 or 811 from a campus phone.

A free whistle is provided by request to all women on campus and should be used in case of emergency. It can signal for help, frighten away someone who means harm, or alert others to call Campus Safety. The whistle should only be used if students are in distress or see others in distress. To prevent misuse of the whistles, there is a \$250 fine for misuse on campus.



For the safety of pedestrians and motorists alike, **jaywalking is not allowed** in the USA. Whether you are walking from a nearby apartment to campus or wanting to go to Starbucks for a cup of coffee, be sure to ***cross the road at pedestrian crossings*** only. Failure to do so may result in fines of up to \$100, issued by the local police!

Emergencies

Here are some examples of emergency procedures:

Medical Emergencies

Life threatening situations – Always dial 911 and then immediately notify the Department of Campus Safety (626-815-3898). Also, make sure to use official addresses, building names, and room names. Emergency personnel may not be accustomed to APU terminology.

Crimes in Progress

If possible, get to a safe and secure location. Always dial 911 and then immediately notify the Department of Campus Safety. Try to remember as much suspect information as possible (number of suspects, male/female, height, weight, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information). Do not confront or try to apprehend the suspect(s) because this could place your life in danger.

Bomb Threats

1. Ask the caller questions: Where is the bomb? When is the bomb set to go off? What does it look like?
2. Take notes on everything said and be sure to notice any background noise, voice characteristics, etc. Note the exact time of the call.
3. Report the threat immediately to Campus Safety at 811 from an on-campus phone, (626) 815-3898 from an off-campus phone.

Earthquake

1. Take cover under a desk or table, protecting as much of your body as possible, especially your head and neck.
2. Stay away from windows and objects that may fall

3. Do not run outside
4. If outdoors, stay in an open area away from buildings and power lines
5. Do not run outside
6. If outdoors, stay in an open area away from buildings and power lines.
7. After shaking stops, evacuate to your designated area. If driving, pull over and stop. Do not park under bridges, trees, power lines, poles or signs.

Evacuation

1. Calmly and quietly walk to the nearest exit
2. Do not use elevators
3. Follow the instructions of emergency personnel
4. Stay with the group you were with inside the building until emergency personnel tell you that you may leave the area

Fire

1. Call 811 from an on campus phone, or 911 and (626) 815-3898 from off campus, and report the location and nature of the fire
2. Activate the closest fire alarm
3. Evacuate the building

Campus Safety Tips

1. Put 911 in your cell phone list. Put the following numbers in your phone also:

Campus Safety	626-815-3898
Azusa Police	626-812-3200
Glendora Police	626-914-8250
2. Be on the alert when walking at all times. If you are on the sidewalk or in a parking lot, you should be aware of the people around you and always keep a tight hold on your purse, backpack or wallet. Walk on the inside of the sidewalk closest to buildings, rather than near the street.
3. Choose to travel through campus to get from one place another on foot. If traveling alone, call Campus Safety to escort you from campus to home or the West Campus.
4. Women should not walk alone ANYWHERE after dark. Find a friend to walk with or call Campus Safety.
5. Always lock your car wherever you go. Do not leave valuable items in your car such as money, purses, cameras, computers, or documents. If necessary to leave them, lock them in your trunk. Do NOT leave them inside your car overnight.
6. If you see someone suspicious on campus or near your home, please report to Campus Safety immediately.
7. Women should run and scream if someone tries to approach them in an unfriendly manner. Yell, "Help! Help!" and run. Resist with kicking. Whistles are being issued by Campus Safety.

8. Take a self-defense class on campus to learn safety tips and techniques.
9. Do not give anyone your credit card, phone number, driver's license or any other personal information unless you are certain of the person's identity and official position. If approached on or off campus, report it to Campus Safety or the International Center office immediately.
10. If you face any situation in which you feel unsafe, call Campus Safety. Please report all situations to Campus Safety first, then contact the International Center and inform the office immediately, You can leave a message at 626-812-3069 at all times.
11. In case of a car accident, remain stopped. Call 911 and let the police make a report. Get the name, phone number and car insurance policy number of the other car(s). Call Campus Safety and let them know you were in an accident. Report this to the International Center immediately in person or by phone message.
12. Always lock your bike wherever you go. Please register your bike in Campus Safety.
13. When a policeman has his lights on or siren (loud noise) behind you, immediately pull your car to the right side of the road. Remain inside your vehicle and put your hands on the wheel. DO NOT take any actions without the policeman's instructions.
14. ALWAYS feel free to ask questions at the International Center or Campus Safety. We are here to help you be safe and to succeed.

Career Center

www.apu.edu/careerservices/

The Career Center is located next to the Health Center on East Campus' Magnolia Court, helps students capture a vision for their lives, learn how to make career choices, and identify personal interests and values. The Center provides career counseling and career-related information. Other services are offered to assist students in locating job opportunities.

Events



Further services offered include a Graduate School Fair in the Fall. This event is designed for students seeking further education. Visit www.apu.edu/graduateschoolfair for more information. The Evening of Industry in the spring is a unique event that brings sponsoring employers and graduating seniors around the table for advice, learning, and networking. Résumania is an two-hour event where students can bring their résumé and show it to employers. For these and more events look at www.apu.edu/careerservices/about/events/.

Services

The Career Center staff has many services available on topics such as résumé writing, job interviews, applying for graduate school, and more. Counselors can also help you discover your strength and abilities and to

make decisions based upon this. To make an appointment with a counselor at the Career Center, email at career@apu.edu or call 626-815-2103, or stop by the office located next to the Health Center on East Campus' Magnolia Court.

Chapel Programs

www.apu.edu/chapel/

All full-time undergraduate students are required to attend chapel three times per week. Chapel is offered at 9:30 a.m. on Monday, Wednesday and Friday and also at 9:00 p.m. on Wednesday nights. There is also a seniors-only chapel on Monday nights at 9:00 p.m. On Friday mornings, at 9:30 am, ISS offers a chapel specifically for international students and internationally-minded students in Munson Chapel. Liturgical Chapel occurs once a month on Thursday at 9:00pm and offers students a more contemplative experience.



Upon entering chapel, all students receive an attendance card. You should complete this card by filling in your student ID number carefully. You are expected to check your attendance record on your personal Cougars' Den account and notify the Chapel Programs office of any discrepancies. No student is automatically excused from chapel for any reason without petitioning through the Chapel Programs office.

Though graduate students are not required to attend, they are welcome to attend any or all chapels.

Community Service (Required for Undergraduates)



Community service is an integral part of American culture as well as APU's Christian heritage. APU is committed to setting students on a road towards a lifetime of service. Through local and global service opportunities, students serve in a variety of ways from tutoring underprivileged children to clearing paths on local mountain trails. APU's trips to Mexico during the Easter and Thanksgiving breaks include a global team specifically for international students. Other opportunities include traveling on missions trips around the world.

Full-time undergraduate students are required to fulfill up to 120 community service credits (30 ministry credits per year) through the Office of Ministry and Service (MAS). Graduate students who want to participate in these activities may, but are not required to do so.

Computer Services

The Computer Store

The IMT computer store, located in the Heritage Food Court on West Campus, provides students assistance in purchasing computer equipment and software at retail pricing.

Internet Service

Internet service is provided by IMT and is included in your tuition. APU is a wireless campus. This means that if your computer is equipped with a wireless network card, you can access the Internet from anywhere on campus.

If you do not have a wireless network card you can connect to the Internet free of charge by simply connecting with a network cable. Many desks in the library are fitted with network sockets. Computer labs are also available throughout campus.

Laptop Leasing Program

APU offers a program whereby you can lease a laptop from the university. The lease is for a period of two years, however, after this two-year period-at the beginning of the student's junior year-the student has the option to renew their lease contract for two additional years and receive a new laptop package. If students lease for four years, the second laptop is theirs to keep upon graduation. Music majors are required to lease a laptop through APU's lease program and are expected to continue with the laptop lease program for all four years of full-time study.

It is very important that students planning to be music majors identify themselves to APU as such; incoming music students need to fill out a laptop program reservation form and denote that they need the music accessories package. (The reservation form is available from the laptop program website at <http://laptop.apu.edu/>.)

After signing the laptop lease agreement, the cost of the lease will automatically be added to the student's bill each semester. More details about the laptop program at APU are available at <http://laptop.apu.edu/>.

HOME.APU.EDU

Once you have been accepted to APU, you are issued with a personal computer account. This includes an e-mail account and a home.apu.edu account, which gives you access to your e-mail, grades and more. To activate your account, stop by the Information and Media Technology (IMT) Support Desk on East Campus.

In addition to assisting you with your computer needs, IMT also provides assistance in multiple computer labs on campus. Your home.apu.edu account gives you access to computers in the Cougar Dome, all three libraries as well as the ALCI computer lab. Computer assistants are available to help you. For more information visit home.apu.edu. If you don't have an account yet you can login as a guest.

Printing



To print materials on campus, you will need Cougar Bucks to print. You can add Cougar Bucks at the cashier's office or the window next to heritage. Only \$1, \$5, \$10, and \$20 bills are accepted and the money on the card is non-refundable. APU charges 10c per black and white page, and 50c per colored page. For highest-quality printing and other graphics needs, visit the Graphics Center, located in the Darling Building on West Campus.

Counseling Center

www.apu.edu/counselingcenter/

The University Counseling Center (UCC) seeks to facilitate the emotional, psychological, social, academic, and spiritual wellness of the APU student community. The UCC is staffed by professionally trained Christian

counselors committed to providing high quality, short-term counseling services. There are counselors that have experience counseling international students. The first counseling session is free. Students are eligible for up to 10 counseling sessions per year at a minimum cost of \$5 per student and \$10 per couple. To make an appointment with a counselor at the UCC, call 626-812-2104. Or stop by their office, located in East Campus' Magnolia Court.

Fellowship and Discipleship Groups

International Chapel D-Groups

Short for *Discipleship Groups*, International Chapel D-groups meet weekly for Bible studies and fellowship. It's a great place to make friends from different cultures, have a "family" to support you here in the United States and learn more about the Christian faith. If you'd like to join, please email Vijay Jacob at vjacob@apu.edu

Japanese Fellowship

Every Friday night, you'll find a huge group of students gathering around MM5, a classroom located at the main campus entrance. Though Japanese is the main language spoken, Japanese Fellowship is open to all. (English translation is provided for non-Japanese speakers and Japanese speakers get the opportunity to learn English from English speakers).

Korean Fellowship

The Korean fellowship meets twice a month. Please contact ISS for more information.

Grad Connection Tea & Grad Fellowship Group

Once a month international grad students can connect with each other over tea and cookies. Relax, build friendships, share stories, and find support. In addition, International Chapel hosts a bi-monthly grad fellowship group. Contact Vijay Jacob, at the international center or via e-mail at vjacob@apu.edu for more information.

Health Center

The APU Health Center nurses and staff are some of the first people you'll meet on campus. If you need to

Emergency

What happens if you get sick or get hurt in an accident *after hours*? Call Campus Safety at 626-815-3805. They will get in contact with a doctor or a nurse and let you know what to do.

visit the health center you will have to make an appointment by phone. The health center can be reached at 626-815-2100. They will be able to schedule appointments for you on Mondays to Thursday from 9:00 am – 5 pm, and Fridays from 9:00 am - 3:00 pm. The office is closed on weekends and most holidays.

Before you can register for classes, you'll be required to provide proof that you have received all the vaccines required by the US government. While still in your home country, take the immunization record to your doctor and have him fill it out in English. You will be required to provide proof of shots received before you will be allowed to register for classes. If you do not take care of this prior to coming to the U.S., you can get these shots at the Health Center for a small fee.

What shots do you need?

In order to register for class, you will need proof of the following immunizations, or you will need to get these immunizations at APU at a small fee:

1. Proof of 3 Tetanus shots with the last one given in the past 10 years
2. Proof of two MMR (measles, mumps, rubella) immunizations in your lifetime
3. TB skin test in the last year, with results. If positive, you need a chest X-ray and consult the health center.



The Health Center staff will let you know when to come for follow-up shots or visits.

What do you do when you're not feeling well?



In the US, it is not the custom to go directly to the hospital when you are feeling unwell. Instead, you will visit a doctor. Your health insurance covers your visits to the Health Center where the staff will do all they can to help you feel better. If necessary, they will refer you to a local clinic or hospital. They will give you a claim form to take with you. If you plan to receive medical treatment under your health insurance, you **HAVE TO** stop by the Health Center first to take care of the paperwork. The only exception is life-threatening emergencies.

The Health Center also offers the following: physical examinations, immunizations, allergy injections, first aid, preventive medicine, nutritional guidelines, weight loss monitoring, lab services (at a minimal fee), X-ray referrals, and medications (at a minimal charge).

Health Insurance Information

Contrary to what is true in most foreign countries, there are no free medical facilities in the United States. Health care is extremely expensive! Therefore, we advise you to take care of any current medical or dental problems before leaving your own country. **APU requires all international students to purchase health insurance.**

For your benefit, safety, and convenience, all international students on APU immigration documents (F or J visas) will participate in mandatory insurance coverage provided by the university. Health insurance protects you from having to pay large medical bills that can arise even from simple medical procedures. Insurance for any dependents that come with you is available also. However, it is limited, and so we encourage you to purchase insurance for your dependents from your own country.

All undergraduate *and* graduate students are required to purchase the health insurance policy offered by the university. If you are on a visa other than F or J, you can provide your own; however, you will not be allowed to register without proof of health insurance.

Housing

www.apu.edu/housing/

On-Campus Housing



Housing is available on the APU campus for undergraduate and some ALCI students. It is important to apply early, as on-campus housing is limited. Housing facilities on campus include dormitories and apartments. There will be at least two students in each room in the dormitories or apartments. Engstrom Hall and Trinity Hall, APU's newest dormitories, are coed dorms. Though male and female students share the same dormitory, they are separated into different floors.

For those wanting to live on campus, read more about the various housing options from the Housing Webpage (<http://www.apu.edu/housing/campus/>) Please contact International Center to request 'Request for Campus Housing Assignment' Form and submit it as soon as possible with a US\$250 room deposit to our office.

There are also apartments located within walking distance of the university for those who do not want to live on campus and for graduate students.

Non-Campus Housing

Graduate students and those wishing to live off campus may rent apartments or rooms in the area. Due to the high cost of living in Southern California, many students choose to share an apartment.

APU's Asset Management Office has housing information available and can assist you in locating housing before or upon your arrival. We cannot, however, guarantee housing placement for you. You can view current off campus housing opportunities at <http://groups.apu.edu/realestate/>, or contact David Reid in the Office of Asset Management at (626) 815-6000 ext 4495 or email dreid@apu.edu. to inquire about off-campus housing information even before you arrive on campus.

In order to assist you as you try to locate housing, we will be happy to provide you with a room in a local motel for up to seven days. This will give you an opportunity to find a permanent place to live. We will pay for the cost of the room, but you will be responsible for other costs such as phone calls, food, etc. If you transfer to another

school during the first session/semester of your enrollment, you are required to reimburse the university for the motel payment.

Apartment Hunting

If you decide to hunt for an apartment by yourself, consider the following tips:

Where to Look

While you are still at home, you could search the Internet to see what is available in this area. Once you're on campus, check the bulletin boards for advertisements. Many students on campus also put up rooms for rent. You can also take a look for housing at the following websites and newspapers;



- Penny Saver (Buy at the Local grocery store or gas station)
- LA Times (Buy at the Local grocery store or gas station)
- The Recycler (Buy at the Local grocery store or gas station)
- Move @ www.move.com/apartments/
- Apartments.com @ www.apartment.com

Below is a list of questions to consider when you interview potential landlords and/or roommates.

Questions to Ask a Potential Landlord

1. For how long will my contract be?
2. What will happen if I have to leave before my contract expires?
3. Is there a security deposit? If so, how much?
4. Are utilities included in the rent?
5. What types of crime have been reported in your area?
6. How long of a commute is it from the apartment to APU?

If you plan to rent only a room from a landlord, include these questions

1. How many students are currently living in your house?
2. How long have you been renting out rooms to students?
3. Will I be sharing a room with others? Can I choose my roommate?
4. What are the arrangements regarding meals? Laundry?
5. Do you smoke? Do you have pets?

Additional Questions about Housing

1. What is the rental price for the apartment?
2. How many bedrooms / bathrooms does the apartment have?
3. How many tenants may share the apartment?
4. Where is the apartment? How close to APU's campus?
5. How close is the nearest bus stop?
6. How often does the bus service run?
7. is the other roommate paying half of the utilities?
8. Is the lease an individual lease or a joint lease?
9. What furniture and/or appliances are in the apartment?
10. What amenities are included in the rent? (Swimming pool, laundry room, social room, exercise room, game room, parking, bicycle storage, pest control service)
11. Where is the nearest laundry service?
12. Is there a direct bus service to the nearest grocery store?
13. Who is responsible for maintenance and repairs of the apartment (landlord or tenant)?
14. Is a short term lease available (semester, six month, nine month, summer only)?
15. What is the price difference between a short term and a long term lease?
16. Are sublets allowed? (sublets are people who rent from you)
17. is an application fee required? What is the required security deposit? Is the application fee credited to the security deposit?
18. For families: Is there a play area for children? How near is a public park?
19. For families: Where one lives determines where your children will attend school.
20. Is there a written move out policy? May I have a look at it? A Copy?
21. Are pets allowed?
22. Is it allowed to smoke in the apartment or apartment complex?



Questions to Ask a Potential Roommate

1. Are you a student? What are you studying? What are your study habits? (Do you need it to be quiet? Do you study late at night?)
2. How long do you plan to stay in the apartment?
3. How many students are currently living in your house?
4. What was your last roommate situation like?
5. Do you smoke? Do you have pets?
6. What are the arrangements regarding cleaning? And cooking?
7. Regarding visitors in the apartment: What do you consider to be reasonable?
8. What are your expectations regarding cleanliness/neatness of shared spaces?
9. Do you have any reason to believe you won't be able to pay rent and utilities?

10. How will we be splitting costs (phone, rent, utilities, food)?

Other Tips



If possible, pay by check or money order; not cash. Always ask for a receipt in order to have proof that you have paid. In the US, a written contract is more important than what is said. If possible, bring a friend with you to help ask questions. Read carefully before you sign a contract. Ask for a copy. To find out how far an apartment or house is from APU, look on maps.google.com. The address for APU is 901 E. Alosta Ave., Azusa, CA 91702. Google maps (or a similar site) will be able to give you an idea how long the commute to and from school will be.

Roommates

Living with someone else is an art no matter who that person is or what relationship you have with them.

When learning this art, it helps to be:

- Flexible
- Courteous
- Respectful
- Communicate openly in a productive, positive manner
- You do not need to be friends with your roommate, but it helps to be friendly
- Communication is the key to avoiding and resolving roommate conflicts

As in any relationship conflict sometimes happen. We have written down some tips to help you avoid and resolve conflict

Developing A Mutual Understanding

Begin by establishing a pattern of open communication and cooperation with your roommate(s). Take time to share your reactions to some of the following leads:

Background

- The family and community environment I come from is...
- What I miss most and least about home is...
- I came to APU because...
- This year, I'm most looking forward to...
- This year, I am worried about...

Lifestyle

- I like to spend money on...
- I like to sleep at these times:
- I need approximately _____ hours of sleep each night.
- The grades I hope to earn this semester are...
- My typical approach to studying is...
- I think drinking and drugs are...
- Some things I feel strongly about are...
- For me, making friends is...

Emotions

- My parents and friends describe me as...
- What I do when I'm: restless, happy, sad, stressed or angry...

- What I want others to do when I'm: restless, happy, sad, stressed or angry...
- Something that is likely to annoy me is...

Summary

- Something I find interesting about you is...
- I believe we may be similar in...
- I believe we may be different in...
- We may have to negotiate or compromise on...

Communicating the points above will help you understand each other more fully and will help you to pinpoint potential areas for negotiation and compromise.

Negotiating A Compromise

Once you and your roommate(s) have pinpointed aspects of sharing a living space where negotiation is needed, it is advisable to create a written agreement between you. Putting agreements and understanding in writing helps to clarify issues and provides a point of reference if future conflicts arise. For example:

1. Study time in the room/apartment.
When will it be? What days? What hours? Will the stereo or TV be on or off? Volume?
2. Guests.
When can there be guests? How long can they stay?
3. Use of personal property?
What can be shared? What can't be shared? Must permission be given?
4. Cleanliness.
How often will the room/apartment be cleaned? Who will do it? What are your definitions of clean and messy?
5. Privacy.
How much privacy is needed? How often? How long?
6. Space.
How much space is needed? Where will things be stored?

7. Social events.
How frequent? What time? Who will clean up?
8. Security.
When will the door be locked? When will it be left open?

Managing Conflict

If you do find yourself involved in a roommate conflict, here are some tips to help you address the situation.

- Talk straight
Describe in direct and honest language what your needs, thoughts and feelings are. For example: "When you do X in situation Y, I feel Z."
- Recognize each others' position
Try to understand others' points of view even when they differ from your own. Example: "I can understand how you might feel that way. Your reaction makes sense."
- Negotiate
Attack problems, no each other. Come to an agreement on what the conflict is and on what a solution may be. Make a plan of action that will help you to achieve the solution. Set a future date to evaluate the situation.
- Use "I" statements and express thoughts/feelings
For example: "I feel left out" sounds very different from "You never spend any time with me."
- When possible, state issues positively
Instead of detailing why you can't do what someone asks of you, state what you're willing to do. Example: "No, I can't clean up the kitchen right now, but I will do it by noon tomorrow."
- Try not to involve your neighbors or mutual friends in your conflict
This can aggravate the conflict and complicate the situation.
- Call an objective third party if needed
This could be your Resident Assistant, Community Adviser or Coordinator of Student Life. You can also contact the University Counseling Center at (626) 815-2109. Talking with someone early can prevent the conflict from growing.

Giving Criticism

1. Get your own head together before you see the person.
2. Get immediately to the point.
3. Be specific
4. Create a positive atmosphere
5. Get the person's reaction to your criticism.

6. Asks the person's suggestions and determine if there is any obstacles to the person's changing his/her behavior.
7. Get a commitment to change and set consequences for breaking the commitment.

Refusing Requests: Ideas to Keep in Mind

1. You have a right to say no to unreasonable requests.
2. You deny your own importance when you say yes and you really mean no.
3. Saying no does not imply that you reject another person – you are simply refusing a request.
4. When saying no, it is important to be direct, concise, and to the point.
5. If you really mean to say no, do not be swayed by pleading, begging, cajoling, compliments, or other forms of manipulation.
6. You may offer reasons for your refusal, but do not get carried away with numerous excuses.
7. Do not become overly apologetic; this can be offensive.
8. Saying no is a skill that can be learned.
9. Saying no and not feeling guilty about it can become a habit – a habit that can be very growth enhancing.

Making Simple Requests: Ideas to Keep in Mind

1. You have a right to have preferences, wants, and desires.
2. You deny your own importance when you keep yourself and/or others unaware of your wants.
3. The best way to get exactly what you want is to make a direct request.
4. Indirect ways of asking for what you want may be misunderstood, i.e., complaining of a heavy workload rather than asking for help, etc.
5. Asking for what you want is a skill can be learned.
6. Directly asking for what you want can become a habit with many rewards.

Roommate Expectations

It is helpful to talk about each others' expectations at the beginning of the year. Below there is a list of topics that you could possibly talk about.

1. Groceries
 - a. What items will be purchased together (i.e. cleaning supplies?)
 - b. What food items are okay to share? What can't be shared?
2. Cleaning
 - a. What are your definitions of a clean vs. messy room
 - b. How often will the room/apartment be cleaned
 - c. How will we take turns cleaning the kitchen (including the fridge), bathroom, living room
3. Use of Personal Property (dishes, clothes, toiletries, etc.)

- a. What can be shared? What can't be shared?
 - b. Must permission be given for certain items to be borrowed/used?
4. Study Time
- a. What days/hours do we each prefer to study? Will the TV or stereo be on or off? Volume?
5. Social Events
- a. How often can we have friends come over? What time/how long can they stay? Who will clean up after they leave?
 - b. If we live off-campus, is it okay if friends spend the night?
6. Personal Space/Time
- a. How much personal time do we each need? How often? How long?
 - b. Must permission be given to go into each others' room?
7. Phone Calls
- a. What time is it okay to make phone calls? (early morning/late at night)
 - b. Where should messages be written for each other?
 - c. How will we pay the phone bill? (i.e. share the cost of local calls)

Ellis, D. (1994). *Becoming a Master Student*. Rapid City, SD: Houghton Mifflin Co.

Vocabulary

You will notice the following abbreviations in housing advertisements.

AC/H Air-conditioning and Heat

BR Bedroom

BA Bathroom

½ BA No shower or bathtub

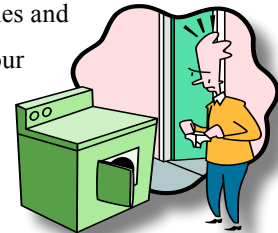
Util. Utilities: gas, electricity and water

Dep. Deposit, usually one month's rent or less. If you leave the apartment the way you found it, you should be refunded this money.

Other Housing-Related Issues

Laundry

Both on-campus and off-campus university housing have coin-operated washing machines and tumble dryers. You will need quarters (25 cents) to run these machines, so hang on to your quarters! In the College Center, a plaza near campus, you will also find a Laundromat which operates in the same way.



Tips for Doing Laundry

1. Sort your load

It's very important that you sort your laundry before doing a load. Wash light colors together, separate from dark colors or you'll soon find that your white T-shirts could come out in shades of blue or pink...

2. Detergents

There are a lot of different detergents you can get. Some come in powder form, some in liquid. You usually need one cup of detergent per load, but read the directions on the bottle/box to be sure you don't use too much or too little.

3. Temperature and Other Settings

Most machines gives you an option to you can pick between "whites", "colors" and "bright colors". The "whites only" setting makes the water very hot and wears out the material, so you might not want to use this setting.

Using hot water could also shrink your clothing, so it's best to choose colder temperature settings.

4. Tumble Dryers

Not all fabrics can be tumble dried. Some fabrics shrink, so you need to check the tags on your clothing. If you remove clothes promptly from the dryer and hang or fold it nicely, it eliminates a lot of wrinkles.

Dining and Going Out

Meal Plans

If you are an undergraduate student living on campus or off campus, you are able to purchase a meal plan. This means that you may eat a certain number of meals at the APU cafeteria or any of the on-campus dining facilities. If you live in the dormitories and are a freshman, you are required to purchase a meal plan of at least 10 meals per week. Meal plans are also available as 20, 15, 7 and 5 meals per week. These are payable per semester. The costs vary depending on the number of meals you have in your plan. Visit www.apu.edu/sfs/undergraduate/cost for a cost breakdown.

Meal Plans for Graduate Students

Graduate Meal Plans are only for currently enrolled graduate students. In order to add a meal plan, students must purchase a minimum of 15 meals from either the Cashier's office on East Campus, the University Bookstore, or the Graduate Center Cashier. The cost per meal is currently \$8.00 (Subject to change). Refunds are available for unused meals upon graduation or formal withdrawal from the University. A valid APU ID card is required to access meals at all Food Service locations. For more information contact the Felix Event Center or ask ISS.

Graduate Students Purchasing an UG Meal Plan Policy

Graduate students can purchase a bulk rate plan (undergraduate meal plan). If the card is lost or stolen the card could be voided and unused meals placed on the new card. Flex dollars would apply as per current meal plan pricing. Graduate students should meet with their student account counselor to determine payment for meal plan.

Complete a Meal Plan Contract – Can be picked up at the Felix Event Center (FEC)/Ticket Office or the Graduate Center. For more information contact the Felix Event Center or ask ISS.

Cougar Bucks

You can deposit money into an account called Cougar Bucks. The student ID card is used to access this as well as meal plans and dining dollars. Deposits for Cougar Bucks can be made with cash, check, or credit card at the Cashier’s Office, the University Bookstore (www.bookstore.apu.edu/), or the One Card Office (www.apu.edu/hospitalityservices/onecardoffice/) located in Cougars’ Den Café. There must be a minimum \$5 deposit each time and there are no cash withdrawals. Cougar Bucks are not transferable. Cougar Bucks can be used at all Hospitality Services venues, the University Bookstore, the Computer Store, Graphics Center, Trinity Laundry Room, and selected vending machines around campus.

Places to Eat

There are a number of places to eat in this area. Stop by the Café on East Campus for a warm meal, salad or sandwich wrap. Or pick up a pizza from The Cougar Den, located next to the Café. On West Campus, Heritage Court offers a wide variety of dining options.

Directly off campus you’ll find numerous fast food restaurants, pizza shops as well as Mexican, Japanese, Thai, and Vietnamese restaurants. Venture a bit further, and you’ll find Chinese, Middle-Eastern and numerous other restaurants. Below you find a list of local international eateries.



<i>Brazilian Barbeque</i>	932 E Alosta Ave, Azusa	(626) 964-5888
Greenfield	(626) 969-2181	
381 N Azusa Ave, West Covina		Happy Family Restaurant
(626) 966-2300	Beijing Gourmet	18425 Colima Rd, Rowland Height
	1125 E. Alosta Ave.	(626) 965-9923
<i>Chinese-not so authentic</i>	(626) 852-8938	
Panda Express		Hop Li-Dim Sum
856 E. Alosta Ave.	Thainary BBQ	855 South Baldwin Ave, Arcadia
(626) 815-2723	459 S Azusa Ave, Azusa	(626)445-3188
	(626) 334-4778	
Boba World Inc		Empress Pavillion-Dim Sum
24 W Colorado Blvd, Pasadena	<i>Chinese- little more authentic</i>	988 N Hill St. # 201, Los Angeles
(626) 585-5885	99 Ranch Market	(213) 617-9898
	1300 S Golden West Ave, Arcadia	
	(626) 445-7899	Din Tai Fung
	99 Ranch Market	1108 S Baldwin Ave. Arcadia
Chinese Taste Azusa	1015 Nogales St, Rowland Heights	(626) 574-7068

Japanese and Sushi

Kyala Sushi

1178 S. Diamond Bar Blvd.
Diamond Bar
(909) 860-9162

Dai Shogun

750 W Route 66 # D Glendora
(626) 914-5058

Hana Haru Japanese Restaurant

956 S Grand Ave, Glendora
(626) 335-0417

Kabuki Japanese Restaurant

3539 E Foothill Blvd, Pasadena
(626) 351-8963

Restaurant Kiyosuzu

921 S Baldwin Ave, Arcadia
(626) 445-4756

Todai Restaurant

400 S Baldwin Ave, Arcadia
(626) 445-6155

Korean Food

Korean BBQ House

4232 Holt Blvd, Montclair
(909) 621-0336

BCD Tofu House

3575 Wilshire Blvd, Los Angeles

(213)382-6677

Lebanese Food

Lebanese Kitchen

1384 E Washington Blvd, Pasadena
(626) 296-9010

Mediterranean Food

Eden Garden Café

1447 E. Route 66, Glendora
(626) 335-4447

Continental Burger

535 S Lake Ave, Pasadena
(626) 792-6634

Mexican Food

Albertos Authentic Mexican Food

905 N Azusa, Ave, Covina
(626) 732-0171

El Taco Nazo

163 N Azusa Ave, Azusa
(626) 969-3664

La Tolteca

429 N Azusa Ave, Azusa
(626) 334-0302

Taco King

245 E Gladstone St, Azusa
(626) 334-4344

Middle Eastern Food

Sinbad Deli & Cafe

947 E Route 66, Glendora, CA
91740
(626) 857-7270

Thai Food

Siam Palace

992 E Alostia Ave, Azusa
(626) 334-0441

Saladang Thai Restaurant

363 S Fair Oaks Ave, Pasadena
(626) 793-8123

Sunny Thai Food

541 W Baseline Rd, Glendora
(626) 335-1663

Thai Derm Cuisine

357 W Foothill Blvd, Glendora
(626) 335-3519

Thai Tae Wa

Citrus Ave. (South of Big Lots next
to Kin's Chinese Food), AZUSA
(626) 633-1700

Vietnamese Food

PHO' 777

920 Alostia Ave, Azusa
(626) 334-6055

Saigon Restaurant

28 N Raymond Ave, Pasadena

Liquor Laws

The legal drinking age is 21. Even if you are allowed to legally drink at a younger age in your home country, it is illegal for anyone below age 21 to consume alcohol in the USA. In fact, the local police can revoke your driver's license for up to a year if they even catch you carrying alcohol in your car! For alcohol-related rules specific to APU, refer to the APU Student Standards of Conduct section in this booklet.

Student Life



Your experience at APU is directly related to how you involve yourself in activities and programs. Throughout the year, the International Center hosts large on-campus events to highlight the many diverse cultures at APU. In addition, various activities are held to expose international students to U.S. culture. Below are just some examples of activities. Keep your eyes and ears open for events on campus. There are many!

Throughout the year there are plenty of opportunities for you to get to know both international students and Americans. The first such opportunity is International Student Orientation. Around the same time, ISS hosts a welcome back dinner for all international students. One of the most popular events on the International student calendar, it is a time to meet new friends and for old friends to get together after a long summer

During the academic year APU organizes theme weeks. One of these theme weeks is coined “Global Vision Week” and it takes place either at the end of October or the beginning of November. This week is set aside to promote international and global awareness through internationally-minded community chapels, forums, and activities. One event that is particularly exciting is World Market. It is an event that international students are invited to have a table where they can sell food or gifts from their countries (and keep the profits!). There are other events throughout



the year where students, faculty, and staff share their cultural backgrounds through language, music, and food. If you have an outfit specific to your country, you may want to pack it for these events in particular.

There's a winter retreat in the mountains every December. It's a great time for playing in the snow, enjoying warm camp fires, and creating great memories with friends!

Other Student Services

Student Post Office

Receiving Mail

All APU undergraduate students as well as international graduate students are eligible for a free mail box on campus. We strongly recommend that you stop by the post office during your first week on campus to sign up for a mail box and use this address for all correspondence. That way, if you move you do not have to remember to change your address with the bank, your car insurance company etc. When you sign up, you will be given a **unit number** (a box number).

Letters can then be sent to your new address, which will be:

Your name

P.O.Box 9521 Unit # ____ (the unit number goes here)

Azusa, CA 91702

Packages (care packages from home or when you order goods online) need to be sent to the following address:


Your name

701 E. Alosta Ave. Unit # ____ (the unit number goes here)

Azusa, CA 91702

Sending Mail

When you want to send letters or packages home, you can mail them from the student post office as well. When addressing an outgoing letter, use the following format.

<p>Your name P.O. Box 9521 Unit # ____ Azusa, CA 91702 USA</p>	
<p>Name of the person Their address, in English Their country, in English</p>	

Student Phone Services

APU provides telephone service to all students living in university dormitories. Each dorm room is equipped with one active voice line jack and are shared by all roommates. There is no monthly service fee billed.

Contact IMT at 626-825-5050 if you have any questions regarding the student phone service.



We strongly advise international students to use international phone cards when making international calls as these services are often much cheaper than long-distance fees. For more information, refer to the budget section of this document. There are also software programs, such as skype™ (www.skype.com), available that will give you the ability to call cheaply to phones and for free to other computers.

Maps

For a virtual tour of the APU campus, go to www.apu.edu/tour. The APU homepage also has downloadable maps of the campuses (www.apu.edu/azusa/downloads/azusa_campus.pdf).

APU Surroundings

Surrounding Neighborhoods

Azusa

APU is situated in Azusa (www.ci.azusa.ca.us/), 26 miles (about 42 km) northeast of the city of Los Angeles. Azusa has a small-town atmosphere and has a population of nearly 50,000. The San Gabriel Mountains separates Azusa from the desert.

Glendora

Just another mile eastward lies the city of Glendora (www.ci.glendora.ca.us/). Also at the foot of the San Gabriel Mountains, Glendora started out as a citrus-producing community in 1887. They host a weekly farmer's market and their international sister cities are Moka, Japan and Mérida, Mexico.

Outdoors

If you love spending time in nature, you'll love APU! Hike or cycle in the San Gabriel Mountains or drive to nearby Mt. Baldy where you can camp, ski or snowboard. For surfers, it's about a 40-minute drive to Santa Monica and Venice Beach. Or head either south or north along the coast for quieter beaches. Prefer rock climbing or spending time in the desert? Head about an hour eastward and you're in Joshua Tree National Park www.joshua.tree.national-park.com/info.htm.

Theme Parks and More

Become a child again at Disneyland (www.disney.com), located half-hour south of the university. Get an aerial view of California at Disney's California Adventure. Or show your steel at Six Flags Magic Mountain's (www.sixflags.com/magicMountain) roller coasters (40 minutes northwest of APU). And the list goes on: Universal Studios (www.universalstudios.com), Knott's Berry Farm (knotts.com) and San Diego's Sea World (www.seaworld.com) all make for easy day trips. Or hop on the train and go see the stars at the Mann Chinese Theater! (www.manntheatres.com) Be sure to stop by Cougar Dome to find out if they can provide you with cheaper tickets to get into the parks.



Ethnic Alcoves

Nearby Arcadia has a host of Chinese and Korean supermarkets and restaurants. Or head toward downtown LA to pick up ingredients for home cooking at Chinatown (www.chinatownla.com), Korea town (www.koreatownplaza.com), Thai Town (www.thaitownusa.com) or Little Tokyo (www.ltsc.org).

Traveling to Mexico

Though Mexico isn't quite in the APU neighborhood, it is close enough to make a weekend trip to this neighboring country. Keep in mind, however: When you are traveling across the Mexican border, you have to have your *passport, I-95 and SEVIS I-20* with you. If you are planning to go into Mexico, get clearance from ISS before leaving.

Many nationals of other countries do not need visas to visit Mexico. Check with the Mexican Embassy (www.sre.gob.mx/losangeles) whether or not you need a visa. Upon entering Mexico, you may be asked to show your passport. When returning to the US, you will most likely be asked to show your passport and other related documents. Be aware that U.S. insurance is not valid in Mexico. Short-term insurance is available for purchase near the border or at AAA (www.aaa.com).

SECTION SIX: LIVING IN THE USA

Adjusting to Life in the USA

The majority of APU's international students are from Asia, where cultures are quite different from American culture. Other students join us from countries where English is widely spoken and where the sights, smells and values might be similar to what he or she is used to. But despite these similarities even students from Europe often find that they experience some challenges in adjusting to "the American way" of doing things.

And then there are American students who have grown up overseas and although they aren't "officially" international students, they deal with some of the same issues as those students with international passports. Whatever category you fit into, we realize that you may experience some initial feelings of anxiety.

Tips for Adjusting to Life in America

1. Get to Know People

Get to know other international students during orientation. But don't rush trying to make best friends. Forming lasting friendships and relationships takes time. The staff from the International Center is here to serve you. Spend time getting to know them. You won't regret it!

ISS offers a welcome dinner in the fall semester. Join us and you'll be sure to meet other international students. You can also sign up for APU's AIM program. This program has been designed especially to connect American and International students.



2. Get to Know the Area

Take time to get to know the campus and the community. This is home for the next couple of years. Don't skip the campus tours during orientation. We'll show you where the workout room is (your student ID gets you in for free!), where the best places are to eat around campus, or where the rose garden is, where you can escape for some peace and quiet. You'll also want to join the neighborhood tours during orientation. We'll take you to the local markets for shopping. Take time on weekends to explore the great surroundings.



3. Get to Know the Culture

You can learn a lot from simply watching what the locals do! Pay attention to how American students greet each other. How do they interact in the classroom? On campus? Do they line up for the campus trolley (bus)? Do they get up before the trolley has come to a complete stop? How close do people stand when they talk? How do they greet each other? Try journaling about your observations. And talk to a friend about what you've noticed. If you have an AIM partner, it'd be fun to ask him/her why Americans do things certain ways.

4. Get Involved

There's a wide variety of clubs on campus. Visit different clubs and decide where you'd like to get involved. Be sure to attend the orientation session about APU's student activities. Or find out more about clubs during the information fair held on Cougar Walk early in October.

Throughout the year you'll see posters all over campus for events ranging from hikes in the mountains to snowboarding trips to a daytrip to the beach. The costs are often partly sponsored by the university, so you don't want to miss out on these opportunities to build great memories and make friends.

5. Get Organized



Once you have registered for classes, visit the APU bookstore and purchase your textbooks. Now that you have your class schedule, plan how you will spend your days. Plan study time as well as time for relaxation and exercise. Once classes start, stay on top of your work. Plan ahead to get assignments done—don't leave everything till the last moment.

6. Keep Track of Your Money

Money disappears quickly. Keeping track of expenses could keep you from spending money on unnecessary purchases. If you need help with creating a personal budget, talk to someone in the International Connection Program in ISS.



7. Keep in Touch

Don't forget to call your family and close friends regularly (or e-mail them) and tell them about your life at APU. It's OK to admit that you miss them! Send photos or keep a blog (such as wordpress.com or xanga.com) so they can picture you in your new environment.

8. Keep Your Perspective

The first week or two of school is not typical of college life. Things might seem a little crazy. You might have to find a place to live, get settled in, meet new friends, get immunizations and more! If you're feeling lost and confused, don't give up. Come and talk to the staff at ISS. Or make an appointment to talk to a professional counselor at the Counseling Center.

9. Be True to Yourself

Don't compromise your standards or personal beliefs just to fit in or to impress new friends. People who encourage you to do things that don't feel right are probably not worth becoming friends with.

10. Don't Judge

It's important not to label things as "good" or "bad" compared to your own culture. Things are often simply *different*. Be sure to read about the DIE concept below.

What to Do When You Encounter Another Culture

DIE. It's that simple. DIE is an acronym that stands for Describe, Interpret and Evaluate. (Althen, 1998. pp 153-155) Instinctively we skip straight to 'Evaluate' when we encounter difference, without bothering to see if there might be a different interpretation of our experience. By following the DIE sequence, devised by Gary Althen, we are more likely to 'make sense' of new, cross-cultural, situations.

Describe: Talk about what you actually saw, that is, the facts. For example, if you notice a classmate putting his feet



on the desk, your description would simply be that the classmate put his feet on the desk. You may think that it's terribly rude and the behavior may make you feel angry toward Americans for being disrespectful, but in this phase of talking about American culture, you cannot yet jump to any conclusions. Just describe what you saw.

Interpret: Talk about what you *think about what you saw*. You may think that your classmate is disrespectful of



others by putting his feet on the desk. Your interpretations will be based on your own assumptions and values, which are based on your cultural background. For example, in many Asian countries showing someone the soles of your feet is considered one of the rudest things you could do. It is utterly disrespectful.

Evaluate: Talk about how you *feel about what you saw*. You may feel that Americans are rude, disrespectful, even appalling. You may feel uncomfortable around them. What American students may see as perfectly



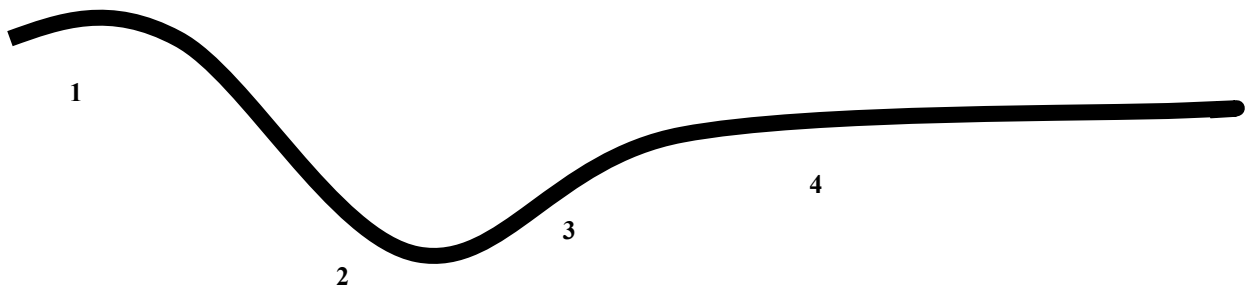
normal behavior, an Asian student may consider appalling. Which evaluation is correct? Is the American student at fault? Or are you wrong for evaluating the event the way you did? Neither is right or wrong. It is simply a matter of point of view.

Culture Shock

Culture shock occurs when a person enters a new culture or environment where much of what was familiar is now different (i.e.: food, language, customs, expectations, etc.). The person can no longer rely on the familiar. They often feel incompetent in dealing with everyday normal functions such as make a phone call. They start to question their abilities and intelligence. This often causes depression, frustration and discontent. Culture shock will vary in intensity from person to person.

There are four general stages of culture shock

1. **“Honeymoon”** - everything is wonderful; You are very eager to be in the new culture
2. **“Crash”** – feelings of disorientation start; You are not satisfied and resist the new culture; it may become difficult to deal with daily routine.
3. **“Adaptation”** –start to get used to the new culture; You begin to feel more comfortable and start to understand the culture so that you can deal better with some of the differences.
4. **“Adjustment”** – feel comfortable in their “home” culture as well as the new culture



Is it that simple?

Though the above model makes it seem like adjusting to life in America is a simple four-step process, culture shock may take you through a series of ups and downs. **Each student adjusts to life abroad in his own way.** And while you may have already adjusted well academically, you may still encounter challenges adjusting socially. Being aware of the many levels of adjustment helps you to understand yourself during this time of transition.

Role Shock

You may also find yourself experiencing a different kind of culture shock: role shock. In your home culture you may have various roles to play, as a son or daughter, even an uncle or aunt. If you had a job in your home country, you had a particular role to play in your workplace.

When first coming to APU you may find it hard to adjust to the fact that, initially, the only role you'll most likely play is that of student. Once you've made friends and nestled into your new community you may find yourself in new roles. Don't try and force your old roles onto your new circumstances.

Tips for Dealing with Culture Shock

1. Don't be too hard on yourself.
2. Make friends with an American who can help you by explaining the American way of thinking and doing. (Sign up to have an AIM partner.)
3. Remember that you are adjusting to life in various levels and at each level at a different pace.
4. Laugh at yourself when you make mistakes.
5. If you have a very hard time coping with the adjustment, come and talk to the staff at ISS or make an appointment with someone at the Counseling Center.



The Re-entry Process for MKs and TCKs

Reverse Culture Shock

MKs and TCKs may experience the same emotions of Culture Shock upon re-entry. There are four main responses:

1. **Cynical...** People around might seem disinterested in your experiences and do not notice your changed values. The cynic will be very critical of these people but does not take the time to look at his/her own views. Consequently the cynic accomplishes nothing.
2. **Withdrawal...** You feel unable to connect with others. You might have feelings of guilt from living in a part of the world where material goods are not as easily accessible and where people deal differently with these material goods.
3. **Avoidance...** You try to avoid interacting with the new culture. You might want to stay at home as much as possible or connect with family and friends who have had similar experiences abroad..
4. **Integration (the goal)...** You are able to resolve many of the tensions of living in the new culture. This stage involves continues work to be open-minded and reflect on what you see.

Making integration easier

- Awareness** Know that the feelings that come with culture shock and that of the re-entry process are normal. Everyone goes through this stage.
- Goodbyes** Saying goodbye to family and friends in your home country in a meaningful way is important. In this way you will be able to close one chapter of your life and start with a new one.
- Communities** Being part of a supportive community of people who have experienced the same thing that you have is important. They will be able to share their experiences with you and give you help with adjustment. This will also help to understand that feelings of loneliness and other negative feelings are very normal and that this is only a stage.

- Acceptance** Some things are different in the new culture and you will not be able to change them. It is better to accept that these behaviors, ideas, etc. are different. You don't have to agree, but it will make it easier for you to accept that these differences exist.
- Understand** Do not blame others for experiences you have had but they have not. Instead, be an example by changing your own life by the life changing experiences you have had. In this way you will be able to affect others by your example.
- Behaviors** Some of the behaviors that you have learned in you own culture or the culture you have lived in for a long time definitely can have a place here. One example is asking people to remove their shoes before they enter your dorm room. Another example is offering people a drink when they visit you. Using familiar habits and using them in the new culture will help you to adjust to the life here at APU.

Religion

About 59 percent of the Americans say that religion is important in their lives. About 78 percent of Americans identify as Christians. Next is Judaism with almost 2 percent, followed by Islam and Hinduism both with about a half percent.

APU is a Christian university. That means that we believe that Jesus Christ is the Son of God. For a detailed explanation of what we believe, refer to our Statement of Faith. Students at APU are not required to be Christian, but are required to attend chapel and respect our Christian beliefs by adhering to the students' Code of Conduct.

More About Living in America

Following is some information about living in the US, some things that may be helpful for you to know.

Things to Remember About Cross-Cultural Relationships

1. What seems to be logical, sensible, important and reasonable to a person in the culture may seem stupid, irrational, and unimportant to an outsider.
2. Feelings of apprehension, loneliness, lack of confidence are common when visiting another culture.
3. When people talk about other cultures, they tend to describe the differences and not the similarities.
4. Differences between cultures are generally seen as threatening and described in negative terms.
5. Personal observations and reports of other cultures should be regarded with a great deal of skepticism.
6. You should make up your own mind about another culture and not rely on the reports and experiences of others.
7. It requires experiences as well as study to understand the many aspects of another culture.
8. Understanding another culture takes a lot of time and effort.

9. Stereotyping is extremely difficult to avoid if you are not in contact with people from the other culture and when you do not study their culture.
10. The feelings which people have for their own language are often not obvious until they encounter another language.
11. People often feel that their own language is far superior to other languages.
12. It is probably necessary to know the language of a foreign culture to understand the culture in depth. However, language is only the key to culture. Understanding the language does not mean that you understand the culture as well.

Values in the USA:

Values in many other cultures:

Personal control over life	Fate/Destiny
Change seen as natural and positive	Stability/Tradition/continuity
Time and its control	Human interaction
Equality/Fairness`	Hierarchy/Rank/Status
Individualism/independence	Group’s welfare/Dependence
Self-help/initiative	Birthright Inheritance
Competition	Cooperation
Future orientation	Past orientation
Action/Work Orientation	“Being” orientation
Informality	Formality
Directness/Openness/Honesty	Indirectness/Ritual/”Face”
Practicality/Efficiency	Idealism/Theory
Materialism/Acquisitiveness	Spiritualism/Detachment

If you would like to find out more about the differences and similarities between your culture and the American culture you can take a look at Geert Hofstede Cultural Dimensions website (geert-hofstede.com). At this site you will be able to compare many countries’ values with each other.

Clothing

The California lifestyle is very relaxed, and it shows in the way people dress. Many of your professors will teach wearing blue jeans or even shorts during summer time. Only a few men on campus actually wear neckties. During Global Vision Week you will have the opportunity to wear clothing typical to your country. You are, of course, welcome to wear your ethnic clothing anytime during the year, but these functions will particularly give you an opportunity to show off your heritage.

Entertainment



There are always free art shows and music performances on campus. For events in the greater Los Angeles, however, pick up a copy of the *LA Times* Newspaper. Living within an hour from downtown Los Angeles, there is never a shortage of entertainment in this area! You can take the train to explore nearby Hollywood and walk the famous Avenue of the Stars.

Art

Some of the most famous art galleries in the area include The Getty (www.getty.edu), the Autry Museum (www.autry-museum.org) of Western Heritage, the Museum of Contemporary Art (or MOCA - www.moca-la.org) as well as the Chinese American Museum (www.camla.org). In nearby Pasadena you'll also find the famous Norton Simon Museum (www.nortonsimon.org) as well as the Huntington Library and Botanical Gardens (www.huntington.org).

Cinemas

There are many movie theatres near APU, the closest being across the road and charging entrance fees of just \$5.00 and \$7.00. There are a number of other theaters in the area, however, including AMC30 (www.amctheatres.com) and Edwards Theater (www.regalcinemas.com) in nearby Covina. For those who enjoy foreign films, Pasadena's Laemmle's Playhouse (www.laemmle.com – click on “location” and then “playhouse”) is the closest. But there are, of course, many more theatres in Hollywood and beyond.

Music

For the classical music lover, the latest and greatest destination in LA is the Walt Disney Concert Hall (www.laphil.com). But you'll also find a wide variety of bands performing around town. The Guide section of the LA Times (theguide.latimes.com) weekend edition is jam packed with concerts in the area.

Food

Eating Out

Dining out is sometimes more expensive than international students are accustomed to. If you are trying to stick to your budget, you will want to eat at home. If your budget allows you to dine out, there are plenty of restaurants around APU. These include a couple of Thai restaurants, Vietnamese food, Japanese and an Middle-eastern restaurant further down Route 66. Cheaper fast food places are plentiful.

Food Shopping

The nearest and also the cheapest grocery store to APU is Stater Bros (Bros is short for brothers). Down the road from Stater Bros you'll find George's Deli, a great spot for buying fruit and vegetables at discount prices. Diagonally across the street from APU you'll find Fresh and Easy which has fresh vegetables and baked goods.

Other nearby supermarkets include Albertson's, Von's and Ralph's. At the latter two stores you can apply for a free membership or club card, issued right away. These cards give you access to great in-store savings.

When you buy groceries, the clerk will often ask you, "Paper or plastic?" This means, would you like them to pack your groceries in a paper bag or in a plastic bag. Paper bags are better for the environment, but it's up to you to decide whether you'd like paper bags or plastic bags.

Holidays

There are many holidays in the United States. Although, banks and offices may be closed on certain public holidays, it does not mean that you do not have class on those days. If you're not sure if you have class, consult the online calendars (www.apu.edu/calendar/academic).

Following is a shortlist of American holidays and customs surrounding those holidays. Also, although APU students might not have class on a certain holiday does not mean ALCI students have that day off. This is due to the tight, 8-week schedule ALCI students are on.

December 31/January 1: New Year's Eve/New Year's Day

New Year's Eve is usually a special night of festivities. Many people attend parties.

At midnight, it is customary to kiss or embrace friends. New Year's Day is often spent with family or friends.



Third Monday in January: Martin Luther King Junior's Birthday

Martin Luther King was a civil rights leader who is remembered for his dedication and work toward civil rights during the 1960's.

February 14: Valentine's Day

It is customary on this day to send friends and "special friends" valentine cards, candy, or flowers.

Second Monday in February: President's Day

This day has been set aside to commemorate the birthdays of two important U.S. presidents: George Washington, who was the first president of the United States, and Abraham Lincoln, who was the 16th president and very popular for his leadership during the Civil War.

March 17: St. Patrick's Day

Named for the patron saint of Ireland, this day is often celebrated with parades and parties. Many people wear green clothing and put up decorations—even if they're not of Irish decent! If you do not wear green on this day, classmates may pinch you.



Springtime (date varies): Easter Sunday

This is a Christian holiday, celebrating the resurrection of Jesus Christ. It is customary for people to decorate Easter eggs.

April 1: April Fools Day

This day has no real meaning other than provide people to play jokes on each other.

Second Sunday in May: Mother's Day

Americans honor mothers on this day with greeting cards, flowers, and gifts.

Last Monday in May: Memorial Day

Memorial Day was established to pay tribute to all members of U.S. Military who died in the service of their country.

Third Sunday in June: Father's Day

Fathers are honored on this day with greeting cards and gifts.

July 4: Independence Day

On this day in 1776, the Declaration of Independence was signed. Many people and businesses fly the American flag, on this day, which is celebrated with parades and fireworks.



First Monday in September: Labor Day

Labor Day was established to recognize people who work, and the importance of labor in our society. It is also seen as the end of summer.

October 31: Halloween

There are a number of theories on the origin of Halloween. People often celebrate this holiday by wearing costumes and carving faces into pumpkins. Children dress up in costumes and go trick-or-treating.

November 11: Veteran's Day

This holiday honors American veterans of foreign wars.

Fourth Thursday in November: Thanksgiving Day

One of the most popular holidays of the year, most students head home for the four-day Thanksgiving weekend to spend the time with family. It is a time to be thankful to God for all the good things in life. The holiday is based on a celebration that took place in 1621, where Pilgrims and Indians gave thanks for a good harvest. Thanksgiving dinner usually includes turkey, cranberry sauce and pumpkin pie. If you have no plans for Thanksgiving, consider going on the traditional APU trip to Mexico during this holiday.



December 24/December 25: Christmas Eve/Christmas Day

Christians celebrate the birth of Jesus Christ on this day. People often decorate their houses and exchange gifts with family and friends. At the start of the Christmas break is one of the highlights of the APU International calendar: a trip to the mountains. You do not want to miss this chance to hang out with friends, play in the snow, and enjoy many Christmas traditions.

Time Zones and Daylight Savings Time



California is in the Pacific Time Zone (GMT minus 8 hours). The state observes daylight saving time (DST). At 2 a.m. on the second Sunday in March, everyone moves their clocks an hour ahead, essentially giving them one hour more of daylight during spring and summer. On the first Sunday of November clocks are moved back from 3:00 a.m. to 2:00 a.m. to end DST.

Telephone Services

Cellular Phone Services

Unless you have lived in the United States before and had various accounts, you probably do not have a credit history. That means you will not be able to apply for a cell phone service like most Americans. Some phone companies are willing to open an account for you, but will charge a deposit which you will be able to get back after a year.



In order to apply for a cell phone account, you will also need a social security number (SSN), which is usually only issued if you have an on-campus job. If you would like to apply for an SSN, ask for help at ISS.

Directory Assistance

In order to find a phone number you don't know, dial 411. You will be charged for the call. Or call 1-800-555-1212 to find numbers outside of this area. You can also look up numbers online at www.whitepages.com.

Telephone Numbers

All U.S. phone numbers have seven digits (numbers) plus a three-digit area code which comes before the number. The Azusa area code is 626. The phone number for ISS is 812-3055. If you are calling from a phone of which the number also starts with 626, you need to dial only the last seven digits to reach the university. But if you are outside the 626 area, you will need to dial 1-626 and then the seven digit number.

The international code for the USA is 1. There might also be an extra code in order to call outside your country. For example in Europe that code is 00. In the case you are calling from Germany you would have to call 001-626-3055. To find the code that you need to call go to <http://www.countrycallingcodes.com/>.

Using Pay Phones

To use a pay phone you will need either U.S. coins or a phone card.

Coin Phones

Lift the earpiece, and after hearing the dial tone, dial your number. You will hear a voice (called “the operator”) which will tell you how much money you need to put in the phone. After depositing the correct amount, your call will be connected. You’d need *lots* of coins for an international call. Instead, use a phone which accepts phone cards. This is much cheaper and very simple.



Phone Cards

You can either purchase a phone card from a store or online. (See the [budget](#) section in this booklet for more information on purchasing phone cards.)

1. If you buy a “real” card—that is, if you buy an actual card in a store—the card will show the 1-800 (toll free) number you can call from a pay phone. If you buy a virtual card—that is, you get a number and a PIN (personal identification number) from a Web site but never actually get a phone card to keep—the company will e-mail you the access number as well as your PIN.
2. After you’ve dialed the toll free number, follow the prompts to choose a language.
3. Next, you’ll be asked to type in your PIN (usually about 8-10 digits).
4. After this, you will be prompted to dial your destination number. You usually have to dial 011 first (to indicate you’re dialing a number OUTSIDE of the US), then the country code (for example, 886 for Taiwan) and then the phone number. Remember to drop the 0 before your destination area code.

Utilities

If you rent an apartment, you will need to arrange for the electricity, gas and water to be connected when you move into the apartment. If you need help, don’t hesitate to stop by ISS. You do *not* want to be stuck in your apartment for your first weekend in town with no water, gas or electricity!

What to Pack

1. The Los Angeles area generally has warm weather, but it does get cool in the evenings and during the winter season. The temperature seldom exceeds 85F/29C, and it rarely drops below 40F/4C.
2. Students usually dress casually for classes, so you will see both men and women wearing jeans, sweatshirts, etc. Dresses and suits are appropriate for more formal



occasions. As a rule, it is better to bring clothes that are easy to care for than those that need frequent cleaning and ironing.

3. Please feel free to wear your national dress as we welcome you and the culture you represent.
4. There is not usually much rain in Southern California, but there may be times when an umbrella is necessary. Most rainfall occurs between late October and early April.
5. If you bring small electrical appliances from your own country (iron, hair dryer, electric razor), you should bring an adapter plug. U.S. electrical current is 110-115, 60-cycle AC. (American plugs are the same as those in Taiwan—pictured on the right.)
6. We encourage you to bring a good dictionary with both your language and English.
7. Also, don't forget to pack some of your favorite music and photos of family and friends!
8. Even if you live on campus, you will need to provide your own blankets, sheets, towels, lamps, pillow, etc. These items can be very easily purchased after you arrive if you do not wish to bring them with you.



Other excellent resources

International Students Inc. (ISI)

ISI has an excellent Web site with lots of information to help you prepare for moving to the USA. Download their free booklet called “How to Survive in the US” from www.internationalstudents.org/survival.php. Also take a look at the rest of the website at www.internationalstudents.org.

US Department of State

The US Department of State has some excellent resources for international students at

<http://educationusa.state.gov>

Undergraduate students can download an English or Spanish copy at

<http://educationusa.state.gov/home/education-usa/global-left-nav/undergraduate-study/publications>

Graduate students can download their version in Chinese or Spanish from

<http://educationusa.state.gov/home/education-usa/global-left-nav/graduate-study/publications>

Other

Other useful resources for learning about American culture include

www.leaderu.com/isr

http://www.isep.org/Family/helping_before.asp

www.internationalstudent.com

SECTION SEVEN: GLOSSARY

General Words

Accredited:	to be officially recognized as meeting specific standards
ALCI:	The American Language and Culture Institute, formerly known as the School of Intensive English
APU:	Azusa Pacific University
Customs:	the government office that examines imported goods
DMV:	Department of Motor Vehicles. This is where you may obtain your driver's license and/or California identification card. You will need to obtain a California driver's license if you plan to drive during your stay at APU.
Figure out:	to decide or understand about something
First name:	given name
Freshman:	first-year student
Full-time:	As an international student you are required by the U.S. Immigration to be enrolled as a full-time student. Full-time for undergraduate students is 12 units each semester; for graduate students it is 9 units per 15-week semester or per two 9-week semesters.
GPA:	Grade point average
Graduate Student:	one who enrolls in a master's degree after having obtained the equivalent of a four-year U.S. bachelor's degree or a doctorate program after obtaining a master's degree
Inspector:	a person who examines or checks
ISS:	International Student Services
Junior:	third-year student
LA:	Los Angeles
Last name:	family name
MK:	Missionary kid
Print:	to write in readable block letters
Restroom:	bathroom; toilets; water closet; WC
Senior:	fourth-year student
Shuttle:	short, connecting transportation between two places
SoCal:	Southern California
Sophomore:	second-year student
Student I.D. number:	Identification number assigned to you by APU. Your academic records will be kept on the computer under this number to avoid any confusion with others who may have a similar name as yours.
TCK:	Third-culture kid; someone who grew up in a culture different from their home culture. This include missionary kids, military kids or children of businesspeople working overseas.

Units: In order to graduate you must have a certain amount of "units" (credits) which are based upon the number of hours of study. Each class is awarded a number of units, usually 3. Undergraduates must have at least 126 units to graduate. Required units for graduate students will vary depending on the specific major

**US Citizenship and
Immigration Services**

(USCIS): formerly known as Immigration & Naturalization Service (INS). This is the government office that examines visas and passports and admits foreigners to the country

Valid: officially accepted

Violation: breaking of a law or rule

Academic Terms

The following terms are the most commonly used words in essay questions. It is important to understand clearly what they mean. If you are still unsure, consult a dictionary or speak to your professor for clarification.

Analyze: Break into separate parts and examine, discuss or interpret each part thoroughly.

Compare: Examine two or more ideas/things and identify similarities and differences. The emphasis is usually on similarities.

Contrast: Examine two or more things. Identify the differences and discuss those differences.

Criticize: Make judgments about the good or bad points in something. This usually implies the use of the process of analysis—breaking something into parts.

Define: Give the meaning of a word within the boundaries of the subject or course being taught. Typically, this requires a short answer.

Describe: Give a detailed account of something. It is important to list qualities of the item as well as list characteristics. Description usually entails the use of analysis.

Discuss: This involves writing as much as possible about the subject. Comparisons and contrasts may be a part of this as well as arguing the pros and cons (positives and negatives).

Enumerate: Make a numbered list of ideas, points, events etc.

Explain: This is similar to *discuss* in that it is important to make an idea clear. It is important to show logically how a concept is developed, giving reasons for the statements made.

Evaluate: Give your opinion or an expert's opinion on the value of something. Evidence must always be given for the statements made.

Illustrate: Explain what is being asked of you by using concrete examples. Comparisons or contrasts are sometimes used to illustrate.

Interpret: Give an explanation of something.

Justify: Discuss good and bad points and conclude that it is good.

- Outline:** Describe the main ideas or events in a well-organized manner. Make a well-organized list.
- Prove:** Support with facts.
- Relate:** Show the connections between two or more given ideas or events.
- State:** Explain precisely.
- Summarize:** Give a condensed account, usually including the main points.
- Trace:** Discuss in logical or chronological sequence the progress of a subject or event.

BIBLIOGRAPHY

- Adler, P. S. (1975). "The transitional experience: An alternative view of culture shock." *Journal of Humanistic Psychology*, 15(4), 13-23.
- "Advice for Students" Retrieved April 4, 2003 from www.UKCOSA.org.uk/pages/advice.htm
- Althen, Gary (1998) *American Ways, A Guide for Foreigners in the United States*. Intercultural Press. Yarmouth, Maine. Pp 153-155
- Bennett, J. (1977). "Transition shock: Putting culture shock in perspective." *International & Intercultural Communication Annual*, 4, 45-52.
- Chinn, Lisa E. (2001). "Your Cross-Cultural Journey." Paper presented at the GATEWAY 2001 International Student Conference in St. Louis, Missouri on January 12, 2001. Retrieved March 3, 2003 from www.ivcf.org/ism/article_item.php?article_id=585
- "Culture Shock " *Study Abroad: A Guide for Women*. Institute for International Education. Retrieved April 4, 2003 from http://www.iie.org/Content/NavigationMenu/Research_and_Resources/Publications3/Field_Papers1/Resources2/StudyAbroadAGuideForWomen/Shock.htm#1
- Fontaine, G. (1997) "Successfully Meeting the Three Challenges of all International Assignments." Retrieved March 3, 2003 from www2.hawaii.edu/~fontaine/manbkweb.html
- Furnham, A. & Bochner, S. (1986). *Culture shock: Psychological reactions to unfamiliar environments*. New York: Methuen.
- Gamboa, Dario. (1988). "The Experiential Approach to International Student Orientation." In Mestenhauser, Josef A Ed & others *Culture, Learning and the Disciplines* (pp. 58-65.) Washington, D.C.: National Association for Foreign Student Affairs.
- Getting to know the United States and Missouri. *A Guide to CMSU from the Office of International Programs*. Warrensburg, MO.: Central Missouri State University. [Brochure] Author: Rodenberg, T. C.
- Gordon, Alma Daugherty. (1993). "Don't Pig Out on Junk Food: The MK's Guide to Surviving in the U.S." Wheaton, IL: Evangelical Missions Information Service. Retrieved March 7, 2003 from www.TCKWorld.com
- Graduate Information Package*. Retrieved March 2, 2003, from www.umich.edu/~icenter/intlstudents/orientation/gradpack.html
- Guideline Series 4. (1980). *Orientation of Foreign Students*. Washington, D.C.: Field Service Program. [Brochure]. National Association for Foreign Student Affairs. Alten, G: Author.
- Handbook for International Students*. (1996). Syracuse, NY: Syracuse University. [Brochure].
- Howard, Janet M., Keele, R. (1991). "International students in a U.S. graduate business program: Cultures, subcultures and the new student." Ypsilanti, MI: Tenth annual Eastern Michigan University conference on languages and communication for world business and professions.
- Information for International Students*. Southampton University Students' Union. Retrieved April 4, 2003 from <http://info.susu.org/dloads/international.pdf>

- International Student and Scholar Handbook*. (1999). Los Angeles, CA: University of Southern California. [Brochure].
- International Student Information & Welcome Manual. Your Passport to CSULB*. Long Beach, CA.: California State University, Long Beach. [Brochure].
- Kendon, Gundrun (1994). "Crossing Cultures: A Manual for an Extended Orientation Program for International Students." *NAFSA Working Paper #46*. Washington, D.C.: National Association for Foreign Student Affairs.
- Kuhlman, Ann (1988). "Foreign Student Orientation at the University of Pennsylvania." In Mestenhauser, Josef A Ed & others. *Culture, Learning and the Disciplines* (pp. 35-38.) Washington, D.C.: National Association for Foreign Student Affairs.
- Oberg, K. "Culture Shock and the Problem of Adjustment in New Cultural Environments," in *Culture, Communication and Conflict: Readings in Intercultural Relations*, 2d ed., ed. Gary R. Weaver (Needham Heights, MA: Simon & Schuster Publishing, 1998), 185-186.
- "Orientation Workshops Descriptions." Retrieved March 2, 2003, from <http://www.umich.edu/~icenter/intlstudents/orientation/description.html>
- Paulson, Amanda. (2000). "Welcome to College. Now Take a Hike." *Christian Science Monitor*, Vol. 92 Issue 208. p. 16.
- Pre-Arrival Information for International Students*. (2002). Azusa Pacific University. [Brochure].
- Robinson, D.A.G., Burns, C.F., Gaw, K.F. (1996) "Orientation programs: A foundation for student learning and success." *New Directions for Student Services* No. 75. Retrieved March 8, 2003 from the WilsonSelectPlus database.
- Safko, Carol. (1993). "Foreign Student Orientation: A Proposal." *Profile: Newsletter for NACA Professional Members*. Columbia, SC.: National Association for Campus Activities.
- Send Your Child to College: The Internet Guide for Parents*. Retrieved April 4, 2003 from www.guideforparents.com
- "*The SmartStudent™ Guide to Studying in the USA*" Retrieved March 2, 2003 from www.edupass.org
- Staff, M. (2003) "Strangers in a Strange Land: Helping Students Adjust to Their New Environment." Presented at NAFSA National Conference, May 2003. Unpublished manuscript.
- Student Handbook*. (2003-2004). Azusa Pacific University. Azusa, CA.
- Twale, D.J. (1989). "Social and academic development in freshmen orientation: A time frame." *NASPA Journal*, 27, 160-167.
- Undergraduate Information Package*. Retrieved March 2, 2003, from <http://www.umich.edu/~icenter/intlstudents/orientation/ugradpack.html>
- Useem, R.H. and Cottrell, A.B. (1993). "TCKs Four Times More Likely to Earn Bachelor's Degrees." *Newslinks*. May 1993. Princeton, NJ.

Weaver, Gary R. "Understanding and Coping with Cross-cultural Adjustment Stress," in *Culture, Communication and Conflict: Readings in Intercultural Relations*, 2d ed., ed. Gary R. Weaver (Needham Heights, MA: Simon & Schuster Publishing, 1998), 187.

World Within Reach: Predeparture Information. [Video tape]. (1995). Kingston, Ontario: WSA Net Ontario.