



INTENSIVE ENGLISH LANGUAGE PROGRAM

STUDENT HANDBOOK

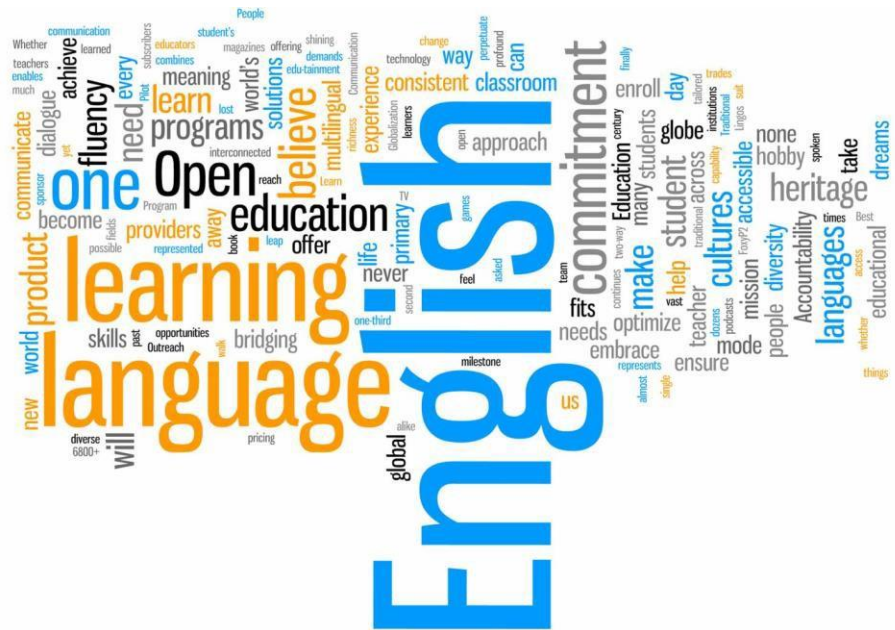


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Academic Programming and Advising

1. IELP Mission Statement

The mission of the Intensive English Language program at Portland State University is to assist non-native English learners in acquiring the language skills and learning strategies necessary to compete successfully in a post-secondary academic environment. The program provides an atmosphere supportive of socio-cultural exploration and development that helps students adjust to life in the United States. In so doing, the IELP promotes the University's broader mission of enhancing the quality of urban life.

2. Where to Go with Questions

Offices & Staff	Contact	Issues/Questions
IELP Office	UCB 400 Phone: 503-725-4088 E-mail: esl@pdx.edu Office Hours: Monday to Friday 8:00–5:00	Information about the program, classes, etc.
International Students and Scholar Services	East Hall 101 oia@pdx.edu	Immigration information & questions
IELP/ESL International Student Advisors <ul style="list-style-type: none">• Michele Miller• Paula Harris• Pilar Montejo	East Hall 101 Phone: 503-725-4094 E-mail: oia@pdx.edu Office Hours: Monday to Friday 9:00-5:00 <ul style="list-style-type: none">• millerm@pdx.edu• harrisp@pdx.edu• montejom@pdx.edu	Immigration information & questions
IELP Student Academic Advisors <ul style="list-style-type: none">• Betty Brickson (PEP-3)• Brett Bolstad (4-5)	UCB 400 <ul style="list-style-type: none">• bettyb@pdx.edu• brettb@pdx.edu	Academic information and questions
Activities Office <ul style="list-style-type: none">• Kristi Kang	UCB 405D <ul style="list-style-type: none">• kkang@pdx.edu	Activities information, getting involved, conversation partners

3. IELP Curriculum

The IELP is part of Portland State University, a community-oriented urban university with a diverse student and teacher population. The IELP offers students full immersion and integration into PSU while they improve their English skills. The IELP offers a wide variety of courses and program options to help students meet their goals.

Program Options:

- **Pre-Entry**

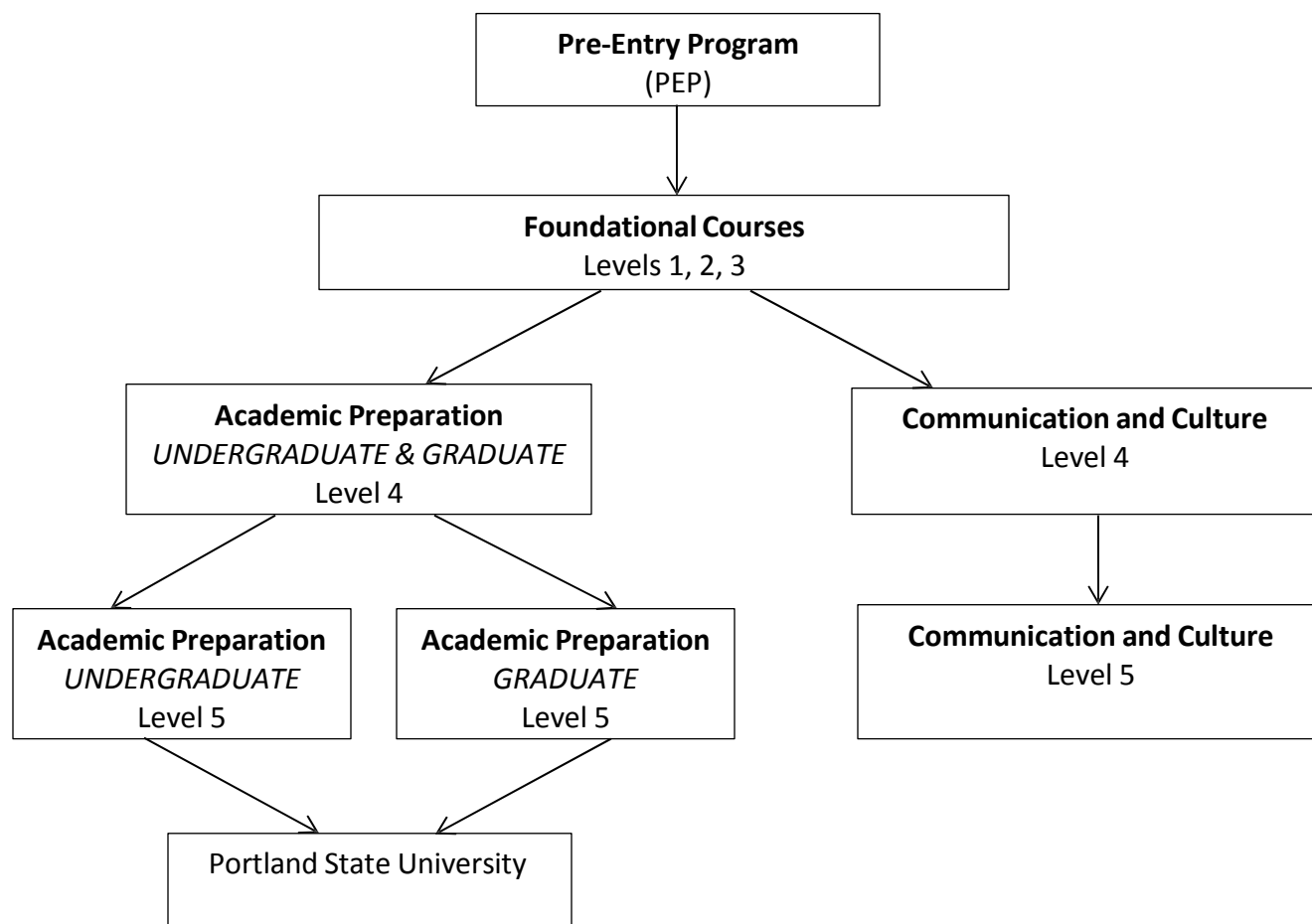
The Pre-Entry Program (PEP) prepares students with limited English ability for the Foundational English classes. Pre-Entry students receive extra tutoring support and structure to help them develop their basic English skills. After successfully passing all of their Pre-Entry Program courses, students enter the Foundational English Program. (Note: Students must pass the Pre-Entry Program within two terms.)

- **Levels 1-3**

Levels 1-3 courses are designed to help students build a strong foundation in written and oral communication.

- **Level 4-5**

Level 4 and 5 students select a track to complete coursework. IELP program tracks are: Communication and Culture, Academic Preparation for Undergraduate Students and Academic Preparation for Graduate Students.



4. IELP Language Level Descriptions (Proficiency Scales)

These scales describe what learners should be able to do when they successfully complete each level in the IELP program. Teachers use these descriptions to test whether or not you are ready to move to the next level in the IELP program.

Level PEP

If you are at the **PEP Level**, you can do the following with frequent errors, unless otherwise noted:

Grammar	Can use simple present and past tenses in simple and compound sentences.
Writing	Can write sentences and short paragraphs about personal topics related to current needs.
Reading	Can understand short readings with simple sentence constructions on concrete, common topics.
Speaking	Can talk about personal information and topics related to immediate needs.
Listening	Can understand simple directions and descriptions if spoken slowly and in simple phrases and sentences.

Level 1 (Foundation)

If you are at **Level 1**, you can do the following with some errors, unless otherwise noted:

Grammar	Can use simple and compound sentences and adverb clauses using basic vocabulary and simple verb form in all three time frames. Can describe activities using present progressive. Can use questions to gather information on concrete topics.
Writing	Can write descriptive and narrative paragraphs on personal and common social and cultural topics, using simple verb tenses and present progressive. Can write in simple and compound sentences and basic adverb clauses.
Reading	Can comprehend and distinguish main ideas and supporting information in short, adapted readings about general social and cultural topics.
Speaking	Can discuss everyday familiar topics and relay personal information in conversations in simple present, past and future tenses as well as present progressive, gather information through question asking and answering, and identify main themes in short listening activities
Listening	Can understand oral and written directions and important information about everyday life and social interactions.

Level 2 (Foundation)

If you are at **Level 2**, you can do the following with few errors, unless otherwise noted:

Grammar	Use simple and continuous verb tenses in active voice; recognize, but use with frequent errors, passive voice. Can incorporate simple and compound sentences, as well as common adverb clauses.
Writing	Can write paragraphs on personal, social and cultural themes describing processes or comparing and contrasting ideas, using simple, compound, and common adverb clauses and basic cohesive devices.
Reading	Can distinguish main ideas and supporting ideas in one-to-two-page texts on common topics of a concrete nature.
Speaking	Can speak on personal, social and cultural themes using simple and compound sentences and connecting ideas in short discourse.
Listening	Can complete notes on short, adapted lectures and conversations in order to answer questions regarding main ideas and details.

Level 3 (Foundation)

If you are at **Level 3**, you can do the following with some errors, unless otherwise noted:

Grammar	Can use a variety clause structures. Can use verb tenses commonly used in writing and speaking with few errors but some errors in active and passive voice.
Writing	Can write argumentative and cause/effect essays on social, cultural, and current event topics using cohesive devices necessary for unity and coherence. Can use a variety of clause structures. Can use verb tenses commonly used in argumentation and informational writing with few errors in tense but some errors in active and passive voice.
Reading	Can distinguish main ideas from supporting ideas in adapted readings on academic and non-personal topics whether explicit or implied. Can write short summaries that identify main ideas and important supporting points from article-length readings. Can distinguish fact from opinion in understanding an author's purpose. Can infer meaning from texts. With guided support, can interpret themes, characters, settings and plots in original fiction.
Speaking	Can present both prepared and impromptu speeches on academic, cultural, and current event topics.
Listening	Through written summary and note taking, can distinguish main from supporting ideas in short lectures on academic and other non-personal topics.

Level 4 (Academic)

If you are at **Level 4**, you can do the following with few errors, unless otherwise noted:

Grammar	Can use common verb tenses in both passive and active voice and a variety of clause and phrase structures.
Writing	Can use common verb tenses in both passive and active voice and a variety of clause and phrase structures to produce written summaries, analytical responses, and short, source-supported essays based on academic texts, and popular magazines and newspaper articles.
Reading	Can comprehend medium-length adapted and authentic academic readings containing both concrete and abstract topics. Can summarize readings; can paraphrase and respond to ideas and author's implications using analysis and synthesis. Can read extensively for main ideas in authentic non-fiction.
Speaking	Can comprehend authentic and adapted academic lectures and orally expand on ideas using analysis and synthesis in group discussions.
Listening	Can demonstrate comprehension of authentic and adapted academic lectures containing both concrete and abstract topics. Can express understanding through note-taking, written responses and group discussions.

Level 5 (Advanced Academic – Undergraduate)

If you are at **Level 5**, you can do the following with almost no errors:

Grammar	Can use a variety of sentence structures, cohesive devices, and verb tenses for academic, source-based writing and speaking tasks.
Writing	Can use a variety of sentence structures, cohesive devices, and verb tenses for academic, source-based writing tasks. Can identify, collect, and organize sources that support a research question.
Reading	Can express understanding of concrete and abstract concepts in book-length authentic nonfiction on social and academic topics through discussion and written summaries and responses. Can make connections between readings with similar topics or themes. Can demonstrate comprehension of, can summarize, and can critically expand on ideas from authentic readings.
Speaking	** Can use language flexibly and effectively for social, academic and professional purposes. Can express understanding and critical analysis of authentic videos and lectures on academic, social issues, and current events through oral summary, synthesis, and expansion of ideas.
Listening	Can comprehend authentic videos and lecture materials on academic, social issues, and current events.

Level 5 (Advanced Academic – Graduate)

If you are at **Level 5**, you can do the following with almost no errors:

Grammar	Can use complex sentence structures and verb tenses necessary for graduate writing tasks.
Writing	Can recognize and produce well-structured texts showing controlled use of organizational patterns, connectors, and cohesive devices. Can use complex sentence structures and verb tenses necessary for academic writing tasks at the graduate level. Can apply principles of research and citation to discipline-appropriate assignments.
Reading	Can understand underlying principles of research and citation. Can comprehend overall purpose and implications of research articles and can summarize and critically evaluate and expand on ideas. Can understand and make connections between readings with similar topics or themes and express these in appropriate academic language.
Speaking	Can use language flexibly and effectively for social, academic and professional purposes. Can express understanding and analysis of authentic videos, lectures, and news through summary, synthesis, and expansion of ideas.
Listening	Can demonstrate listening techniques needed to participate in graduate courses, including receiving and processing feedback from instructors and peers on presentations; demonstrating active listening techniques, observing and comprehending actual graduate-level courses in academic disciplines; responding appropriately, based on information previously heard; demonstrating understanding of hedging techniques used by other speakers.

5. Level Placement and Movement

New Students

When new students arrive to start their first term in the IELP, they will take a placement test. Their scores on the placement test are used to place them in the appropriate level. On the first day of each class, students will take a diagnostic test to make sure they were placed in the correct level. New students will only be moved to another level if their teachers recommend it.

Returning Students

Returning students advance through levels based on fulfillment of learning outcomes in each course. Teachers will monitor academic achievement through tests, projects, and class assignments. Students must fulfill the learning outcomes for a course at 70% or higher in order to advance to the next level.

General Placement and Movement Policy:

- a. Students will only be moved to another level based on teacher recommendations. All level change requests must be reviewed and approved by the Student Academic Advisor.
- b. Students can only change to a different class section if:
 - 1) They took the same class with a teacher before and failed it.
 - 2) They have had 2 classes (or more) with a teacher.
 - 3) They have a time conflict related to childcare issues, documented medical concerns, regular PSU classes, work, or religious observance.
- c. Students will successfully complete the IELP when they pass all of their level 5 classes. Students will receive a certificate of completion. Students who are admitted to PSU and in good academic standing can begin taking regular university classes before they have completed the IELP. For more information, speak to an academic advisor.

6. Transition to Regular Classes

Transition to Regular Classes (Undergraduate Students)

Portland State University's English Language Requirement

International students who have been admitted to PSU as undergraduates need to have:

- a. TOEFL score of 527
- b. iBT score of 71 (with a minimum of 15 in reading and writing)
- c. IELTS score of 6.0 (with a minimum of 6.0 in reading and writing)

Students who do not have the required score are conditionally admitted with an ESL hold. These students are restricted to the Intensive English Language Program (IELP) until they meet the English requirement. ESL students who are full-time in IELP are required to take the full 18 contact hours of coursework (Grammar/Writing, Reading, Listening/Speaking, and Skills Enhancement Course).

Criteria for Removal of the ESL Hold for Students in the IELP

Students may continue to take the TOEFL or IELTS in order to meet PSU's language requirement, or they may have their ESL hold removed by finishing levels 4 and 5 of the IELP with a combined GPA of 2.7. The final decision is made by the Student Academic Advisor.

Students who do not finish the coursework with a GPA of 2.7 in levels 4 and 5 may be allowed to continue for one additional term and must meet conditions set by the Student Academic Advisor. If the student is not able to meet these conditions, the student will be required to transfer out of PSU.

Transition Terms for PSU-admitted undergraduate students with an ESL hold

Students may begin taking regular PSU classes if they are admitted to PSU, finish level 3, and have a GPA of 2.7 or above in their classes. Students may take 4 credits of academic coursework in conjunction with part-time ESL coursework (Total credit hours must be 16). The SEC is optional. Students who choose to take part-time ESL and part-time PSU still must meet the requirements for release by finishing all of the ESL coursework with a GPA of 2.7 in levels 4 and 5. By taking a combination of regular and ESL courses, the student will spend at least one more term in ESL courses than if he were to continue with ESL full time. It is required, unless otherwise arranged with the Student Academic Advisor, that a student taking part-time regular courses along with ESL courses finish at the end of three terms of transition.

Example Schedule of Transition Terms:

Transition Term	Classes				Total Credits
Term One	ESL grammar 4	ESL writing 4	ESL reading 4	PSU class	12 ESL credits 4 PSU credits
Term Two	ESL grammar 5	ESL writing 5	PSU class	ESL listening/speaking 4	12 ESL credits 4 PSU credits
Term Three	PSU class	PSU class	ESL reading 5	ESL listening/speaking 5	8 ESL credits 8 PSU credits

Note: Students who begin taking PSU classes part-time with their ESL classes must be making good progress toward meeting the release requirements in order to continue taking PSU classes. If students fail their ESL classes or earn below a 2.7 GPA for the term in their ESL classes, they may be restricted to ESL.

Transition to Regular Classes (Graduate Students)

International students who have been admitted to PSU as graduate students need to have:

- TOEFL score of 550
- iBT score of 80 (with a minimum of 18 in reading and writing)
- IELTS score of 6.5 (with a minimum of 6.5 in reading and writing)

An individual department may have higher requirements. It is recommended that students take the language proficiency test prep class during their last two terms in the IELP program.

7. Grades and Credits for IELP Classes

Class Assignments

Students earn grades for assignments, projects, presentations, quizzes, tests, attendance, participation, and so on. Each teacher will give students a syllabus that explains the grading policy for that class.

Final Grades

Final grades appear in two places: in a student's IELP record and on a student's official PSU transcript.

a. **A = excellent, B = good, C = okay, D = failing, or F = failing**

Students receive letter grades in the IELP grade record. These grades are used for advancement within the IELP program. The lowest grade a student can receive and still pass a class is a C- (70%). This grade report shows them the grade they earned in each of their IELP classes.

b. **P/NP (pass/no pass)**

Students in levels PEP-3 receive a P/NP (pass/no pass) on the official PSU transcript. Students in levels 4-5 receive letter grades (A, B, C, D, F) on the official PSU transcript, but can choose to change their grading option to P/NP. Students may view their grading options and their transcripts by accessing the PSU information system at banweb.pdx.edu.

Level	IELP Record	PSU Transcript
PEP-3	A, B, C, D, F	P/NP
4-5	A, B, C, D, F	A, B, C, D, F OR P/NP

Grades are used to calculate a student's GPA (grade point average): one for the IELP record and one for the PSU transcript. The GPA determines the student's academic standing in the IELP and in PSU. Students must maintain a GPA of 2.0 to remain in good academic standing.

Students receive up to 24 credits for the level 4 and 5 classes they take in the IELP. These may be applied towards an undergraduate degree at PSU as elective credits.

Students receive an IELP grade report at the end of each term. This grade report shows them the grade they earned in each of their IELP classes. Students can see their final grades on the Wednesday after finals week. Students will be given their final grades in two ways: through their Banweb account and their PSU email account.

8. Attendance Policies

All absences are recorded in the IELP. Teachers will keep records of attendance. As an Intensive English Program, the pace of learning requires active and engaged learning. Students who miss class are at a disadvantage.

If you need to miss class due to an illness or other circumstance, you should...

- i. notify your instructor by email or voicemail with your full name and date(s)
- ii. check your class syllabus or speak with your instructor about assignment and exam policies due to absence

Excessive absences and /or failing to attend classes may result in a violation of F-1 student visa status.

PSU / IELP Policy on Religious Observation

"Any student who, because of religious beliefs, is unable to attend classes on a particular day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of the absence. Students should make arrangements with their instructors prior to the holy day."

For more information visit - <http://www.pdx.edu/registration/religious-holy-days>

Here are some suggestions to help you make time for your religious observation and follow classroom expectations:

Do you have a class that conflicts with your daily prayers (fard as-salat)?

1. Wait to pray at break time or after class.
2. Make up your prayer during a later prayer time.
3. Talk with your teacher in advance if you need to leave the classroom for a short time to pray.

Do you have a class that conflicts with Friday midday prayer (jumu'ah)?

4. Request a change to another section of that class at a different time. This must be done during week 1 of the term.
5. Talk to your teacher in advance if you will miss part of class.

Do you have a class that conflicts with a religious holy day?

6. Talk to your teacher in advance if you will miss class that day.

9. Tuition and Fees

Students have four options for paying their tuition and fees:

1. Online: Students can pay using the PSU Information System at banweb.pdx.edu.
2. U.S. Mail
3. Drop Box: Located in the lobby of Neuberger Hall.
4. In Person: Visit the Cashier's windows in the Neuberger Hall lobby. (hint: During the first several weeks of each term, lines can be very long.)

Tuition and Fees Payment Policy:

Oregon University System and Portland State University policies require payment of tuition and fees by the due date. Students who cannot meet fee payment deadlines may choose to enroll in the Revolving Charge Account Plan. For more information on the payment policy see:

www.pdx.edu/regISTRATION/payment.html

Tuition Refunds:

Students may receive a complete to a partial refund on their tuition, depending on when they drop a course. For more information on tuition refunds see: www.pdx.edu/regISTRATION/refunds.html

10. Program Expectations

U.S. Higher Education System

New international students will quickly see that there are both similarities and differences in the rules and ways of doing things in an American university compared to a university in their home culture. To be a successful student here, it is important to learn the new standards for communicating with teachers, participating in class, and completing class assignments. These new rules can be confusing and frustrating to learn. Sometimes students will make mistakes along the way, but the IELP instructors, advisors and staff are here to answer questions and offer help. Students should remember to be patient with themselves, pay attention, and ask questions.

IELP Classroom Expectations

The IELP is an intensive English language program designed to help students improve their skills in the English language and to prepare for further academic studies. Therefore, class expectations in the IELP are similar to class expectations in Portland State University.

- Students must attend class. If they don't, their immigration status may be affected, and they may fail a class.
- Students must arrive to class on time.
- Students must participate in class.
- Students must be respectful in class.
- Students will most often have homework every night for every class. University students will need to spend four to six hours of homework per week for each class.
- If a student doesn't understand something, he/she needs to ask the teacher for help. The student can do this during class or meet with the teacher during the teacher's office hour.
- Students earn their grades. If a student studies hard and does well on tests, homework, attendance, and other classroom requirements, he/she will earn a good grade for the class.
- Students cannot request a grade change from their teachers or any other person on campus.

- Students are responsible for their learning; teachers are responsible for helping students.
- Students should speak English outside of class as much as possible. This will help them learn more quickly.

Instructor Office Hours

Most IELP teachers are bilingual, and many of them have traveled, lived, worked, studied or taught English in another country. They understand the challenges of learning a second language and adjusting to another culture. All IELP teachers have drop-in or by-appointment office hours to help answer students' questions about their class. Teacher's office hours are posted on class syllabus. Students should visit their teachers when they have questions. Teachers do not see student use of office hours as a weakness. In fact, they see it as a positive sign. It shows the student cares about his or her work and solving any problems. Don't be shy! It is a great way for students to get to know their teachers and get the help they need.

Ways to start a conversation with your teacher:

- I do not understand the assignment, can you please explain.....
- I would like to talk about my progress in class.
- I would like to improve my grade, what do you recommend?

Emailing Your Teacher

It is very common in university to email a teacher to make an appointment or ask a question. Writing an email to a teacher is very different than writing an email to friends or family. It is important that the email is formal and has clear information.

Follow these steps to write a clear email:

1. **Email Address:** Use your pdx email account. Do not use your personal email account.
2. **Subject:** This should be clear and short and quickly explain the purpose of your email. For example: Reading 3 question or Speaking/Listening 1 appointment.
3. **Email Message:** There are three parts to an email message: a greeting, message, and closing.
 - Greeting: Include a greeting and your teacher's preferred name. For example, "Dear, Heather" or "Dear, Ms. Jones."
 - Message: Introduce yourself (first and last name) and why you are writing. If you have a question, remember to ask politely. For example, "Could you please.....?" For appointments that are not during your teacher's office hours, it is important to give your teacher more than one day and time option. Tell your teacher when you are available to meet. For example, "I am available Monday, Wednesday or Friday after 2pm." Also be sure to check your spelling and grammar and use uppercase and lowercase letters appropriately.
 - Closing: This is your opportunity to say goodbye and remind your teacher who you are and what class you are in. You should always include a formal closing such as "Sincerely" or "Regards," your full name (first and last), and your class (e.g. Reading 3).

Example Email:

From mohamalsu@pdx.edu
Subject Reading 3

Dear Ms. Jones,

I am confused about today's homework assignment. Are we expected to answer both questions, or choose one question to answer? Thank you!

Regards,
Mohammad Alsuwaidi
Reading 3

11.Academic Dishonesty

Academic dishonesty in the IELP includes but is not limited to the following types:

- a. Plagiarism or the use of another person's work, words, or ideas without giving credit or acknowledgement.
- b. Cheating on tests and other written work used for grading and student assessment as determined by the instructor.

Procedure for students caught plagiarizing or cheating:

If a student has cheated or plagiarized material that is graded, the student will receive a zero or failing grade for that work. In the case of major assessment work (finals, research papers) this may result in failure of the class.

For the first offense, the instructor will report the student's act of academic dishonesty to the academic advisor who will note it in the student's IELP record. Also, the instructor will give the student a copy of the IELP Procedures and Policies for Cheating and PSU's Student Code of Conduct related to cheating and inform the student what will happen in the event of any further act of academic dishonesty.

For the second offense, the instructor will report the student's act of academic dishonesty to the academic advisor who will submit a formal complaint to PSU's Office of Conduct and Community Standards.

For the third offense, the instructor will report the student's act of academic dishonesty to the academic advisor who will meet with the student to discuss disciplinary action. This could include suspension from the program for a limited time or expulsion from the program effective the following term as determined by the IELP Scholastic Standards Committee.

The above policy is based on the guidelines and policies set forth by PSU in the Student Code of Conduct (see Articles 577-031-0136 and 577-031-0142).

12.Procedure for Student Complaints

When a student has a complaint about an IELP faculty member, he or she must follow the steps below.

Each step must be completed before proceeding to the next one.

- a. **Step 1:** If a student is having a problem with a teacher, for example about their grade, they should talk with the teacher about it. Sometimes, a student's concern may simply be a misunderstanding, and the teacher and student can resolve it together. However, if the student is not satisfied, go to the next step.
- b. **Step 2:** The student should talk with the IELP Student Academic Advisor about the problem during advising hours. The academic advisor may decide to bring the teacher back into the discussion so that the advisor, teacher and student can try to resolve the student's concern together. If the student is not satisfied, go to the next step.
- c. **Step 3:** The student should write a letter of complaint to the IELP Director (email is not acceptable), and leave it at the front desk in UCB 400. The student should include their name and student ID number, a phone number, and email address. After reading the written complaint, the director will set up an appointment to meet with the student, the teacher, and the academic advisor to talk about the student's concern. If the student is not satisfied, go to the next step.
- d. **Step 4:** The student should make an appointment to talk with the Chair of the Department of Applied Linguistics in EH 224. The IELP Director will inform the chair about the student's concern prior to their meeting. If the student is not satisfied, go to the next step.
- e. **Step 5:** The student should make an appointment to talk with the Dean of the College of Liberal Arts and Sciences (CLAS) in CH 341J. If the student is not satisfied, go to the next step.
- f. **Step 6:** The student should make an appointment to talk with the Dean of Student Life in SMSU 433.

13.Academic Advising

The IELP has two full-time Student Academic Advisors who are dedicated to assisting students with language learning, academic success, and goal achievement. Both advisors are available for regular drop-in advising hours throughout the week in addition to separate appointments as needed.

Pre-Entry Program and Levels 1-3	Levels 4-5 and completing the IELP or pursuing graduate studies
Betty Brickson Advising Hours: Monday to Thursday 1:00-4:00 UCB 400A bettyb@pdx.edu 503-725-2329	Brett Bolstad Advising Hours: Monday to Thursday 1:00-4:00 UCB 400F brettb@pdx.edu 503-725-2434

How the Student Academic Advisors Can Help:

- The Student Academic Advisors assist students with their transition into the IELP as they make the adjustment to living in a new culture and fulfilling new academic expectations.
- The academic advisors also assist students when they experience difficulties. When students do not pass their classes, the academic advisors help them get special help or tutoring. When students experience personal problems, the academic advisors help them access resources and services available on the PSU campus. When students have questions about IELP and PSU policies, the academic advisors help them to understand.
- The academic advisors collaborate with teachers to recognize students for their outstanding contributions to the classroom with the Inspirational Student Awards, and the academic advisors recognize students for their language learning success with the Academic Excellence Awards.
- Finally, the academic advisors assist students with their transition out of the IELP as they complete their IELP classes and begin taking regular PSU classes. For example, the academic advisors coordinate workshops for applying to PSU, registering for PSU classes, and applying to graduate schools.

14. Learning Support Programs

The IELP helps students at every level achieve their language-learning goals. The IELP provides support through a variety of programs to help students be successful while enjoying their studies and living in Portland.

Offices	Contact	Issues/Questions
IELP Learning Center	UCB 485 Monday-Thursday: 8am-7pm Friday: 8am-5pm	<ul style="list-style-type: none"> • Meet with a tutor • Practice English with English-language learning software • Work on class assignments • Practice for the TOEFL, IELTS, and other tests • Type and print homework assignments • Borrow books and movies • Surf the internet and check email
Reading Room	UCB 401 M Mondays, Wednesdays, and Fridays, 2 pm-4:30 pm	<ul style="list-style-type: none"> • Books for every level and interest • Place to practice reading skills or study quietly • Comfortable chairs, hot tea and coffee, and snacks!
Conversation Room	UCB 405 A and 405 B Monday – Friday 9am-5pm Group Drop-In: Tuesday & Thursday 12pm-2pm	<ul style="list-style-type: none"> • Practice conversation skills with native English speakers in individual or group sessions.
Individual Conversation Partner Program	UCB 400C ielpcpt@pdx.edu	<ul style="list-style-type: none"> • Levels 3-5 only • Meet with a PSU student for 1 hour a week to practice English and make cultural connections
Strategies for Academic Success (SAS)	Skills Enhancement Course (SEC) 2 hours per week	<ul style="list-style-type: none"> • By Advisor recommendation • Develop study skills and understanding of American academic expectations • Meet regularly with instructor and advisor
Learning Center Support Our Students (LCSOS)	UCB 485 twice a week for one hour	<ul style="list-style-type: none"> • By teacher recommendation • Work with a tutor to identify, discuss, and help overcome learning difficulties.

15. Glossary of Academic Terms and Vocabulary

- **Academic disqualification** - A suspension from the university due to academic difficulties. If you are placed on academic warning, you will be automatically disqualified at the end of the following quarter after the warning if you have not raised your GPA.
- **Academic standing** - Course hours completed and grade point average required for a specific year of college that is considered satisfactory progress.
- **Academic probation** - An enrollment restriction as a result of poor grades. If you are placed on academic probation, consult International Student and Scholar Services (ISSS).
- **Academic warning** - A notice that your grades are below the academic requirements. The minimum university grade point average is 2.0 (higher for some majors) for graduation.
- **Academic year** - September to June (9 months).
- **ACR** - The Advising and Career Center (ACR) provides academic advising and other services to newly admitted and newly enrolled students (after they have attended New Student Orientation—see www.ess.pdx.edu/orient/); students who are on academic warning, probation or dismissal; and students who have not chosen a major. www.pdx.edu/advising/
- **Add/Drop** - The process of “adding or dropping” classes during the beginning of the term.
- **ASPSU** - (Associated Students of PSU) Portland State’s student government. www.aspsu.pdx.edu/
- **CAS** - The Course Applicability System (CAS) provides transfer course equivalency information and degree progress reports. www.pdx.edu/admissions/transfer_courses.html
- **Core curriculum** - The courses that all students are required to complete prior to graduation, regardless of their academic major.
- **Course load** - The number of courses taken per term.
- **Credit hour** - Credit awarded for participation and completion of a course.
- **Credit load** - Total number of credits for which a student is enrolled. At least 12 credit hours for undergraduates/9 credit hours for graduates per term is a full-time credit load.
- **DARS** - The Degree Audit Report System (DARS) is a tool to assist in the academic advising process. It is meant to help advisors and students in the process of course selection and academic program planning. Students should review their DARS report prior to meeting with an Academic Advisor. www.dars.pdx.edu
- **Distance learning** - Providing learning through media (e.g. computer) where the teacher and student are physically separated.
- **ESL** - English as a Second Language. Students conditionally admitted to PSU on the condition of taking ESL classes take these classes in the Intensive English Language Program. ESL courses for PSU students are credit-bearing classes offered through the Department of Applied Linguistics (LING 110).
- **Elective** - A course selected by the student, which is not a requirement for a program but still fulfills graduation requirements.
- **FERPA** - Refers to a student’s right of privacy concerning release of information without authorized consent. (FERPA stands for Family Educational Rights and Privacy Act of 1974)
- **Grade Point Average (GPA)** - The average of your graded credits. This is counted by term and overall or cumulatively.
- **IASC** - The Information & Academic Support Center (IASC) provides academic advising and other services to newly admitted and newly enrolled students (after they have attended New Student Orientation—see www.ess.pdx.edu/orient/); students who are on academic warning, probation or dismissal; and students who have not chosen a major. www.pdx.edu/advising/
- **IELP** - Intensive English Language Program. Students who apply and are admitted to the IELP take non-credit courses. Students who apply and are admitted to PSU with an ESL restriction take credit English courses in the IELP.
- **Incomplete** - A temporary grade granted when the student has been unable to complete the required coursework by the end of the term. Work must be completed within a specific time. (See the PSU Bulletin.)

- **Liberal Arts** - A broad overview of academic disciplines within the arts and sciences that includes languages, history, philosophy, art and the natural sciences.
- **Major** - The main subject of interest for a student studying for a degree. A major usually requires approximately 40-60 credit hours of work.
- **Matriculation** - A student currently enrolled in and successfully making progress toward the completion of a degree.
- **Minor** - A secondary field of interest not required for a degree.
- **New Student Week** - Information sessions, open houses, and social activities designed to welcome new students prior to the beginning of fall term. Schedules will be mailed in late August.
- **Odin Account** - An "Odin" computer account will allow students to access online resources, including email, campus computer labs, UNIX shell access and disk space for personal files and web pages.
www.account.pdx.edu/
- **The Park Blocks** - The half-mile stretch of trees, grass, and fountains that runs through the center of campus and is filled with people on sunny days.
- **Party in the Park** - The first Friday of fall term is host to a festive event that kicks off fall term and fills the park blocks with food, music, opportunities to get involved and students.
- **Placement tests** - Exams given to determine entering students' level of knowledge in specific subjects. PSU offers placement tests in a variety of foreign languages.
- **Prerequisite Course** - A basic course necessary before admission can be granted into a higher-level course.
- **PSU Student Information System(BanWeb)** - The online system used to register for classes, view student accounts, reserve parking permits and more. www.banweb.pdx.edu
- **Quarter or term** - A division of the academic year. Each term lasts ten to eleven weeks. Three quarters or terms make up one academic year.
- **Registration & Enrollment** - Official procedure of arranging a class schedule, paying tuition and fees. You are formally enrolled after the payment requirements for the applicable tuition and fees have been satisfied
- **Required/Core course** - A necessary course which fulfills a student's major requirements.
- **Special Registration Form** - The form used to add or drop a class, change grade options or get an override. This form can be found in the Neuberger Hall Lobby.
- **The Square** - This refers to Portland's Pioneer Courthouse Square which is a public gathering space that hosts many events throughout the year.
- **Syllabus** - A course description including the requirements for the course, the student's responsibilities, and criteria for the final grade.
- **Transcripts** - An official document that includes all of the student's academic courses, grades, credits and academic status.
- **Undeclared/Undecided** - Students who have not yet declared a major.
- **University Studies** - PSU's General Education curriculum. The goal of the general education curricula is to assure that all graduates have taken all, or part of, a common set of coursework designed around the university's educational goals.
- **Vanguard** - PSU's student-run newspaper. You can view it online at <http://psuvanguard.com/>
- **Victor Viking** - PSU's beloved mascot. See him drop and give us twenty during football season when the Viks get a touchdown. www.goviks.com/
- **D2L** - D2L is an online course management system used by PSU to provide instructional support via the Internet. Instructors may use D2L to deliver online course materials, provide online communication tools, assess student performance and/or manage student's course grades and activities.

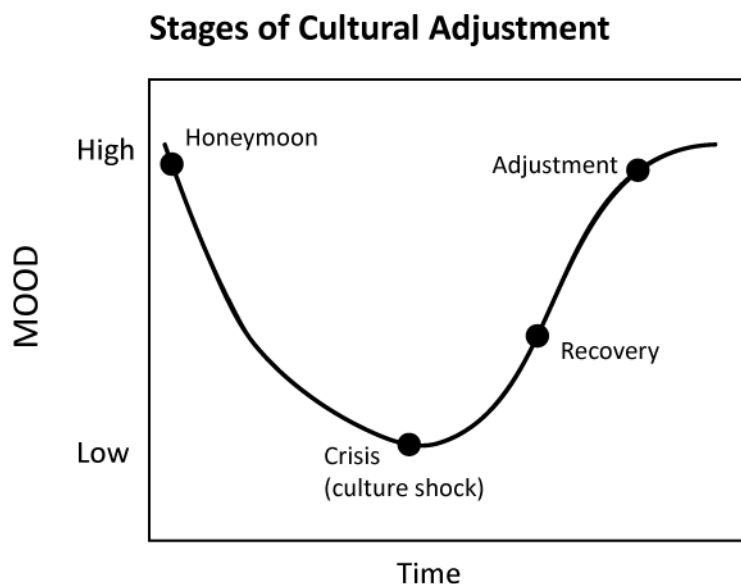
For additional information on warning levels and GPA requirements, see the PSU Bulletin or consult your major department. In case of academic, disqualification/suspension, consult the Office of International Student Services.

Daily Life and Settling In

1. Culture Shock and Cultural Adjustment

Living in a different culture can be like watching a play. You can see what is happening on the stage, but you do not know what is happening behind the scenes. When you leave home, you leave behind your family, your friends, and all that is familiar. You arrive in the United States and experience many new situations which sometimes may be very confusing. Although you may not think so at first, living in an unfamiliar place causes stress, which can cause new feelings, some of which may be uncomfortable. This is called culture shock. This should not worry you because these feelings are a normal part of adjusting to a new culture.

Adapting to a new environment takes time. The period of adjustment for each person is different, but most people will experience similar stages of adjustment. Understanding these stages may help you adjust to your new environment.



Based on Oberg (1960) and Gallahorn & Gallahorn (1963)

Honeymoon Stage

- Everything is exciting, new, and mostly positive

Culture Shock Stage

- Unsure of customs
- Overwhelmed, anxious, confused, frustrated

Recovery Stage

- Flexible, open to new experiences
- Better understanding of host environment

Adjustment Stage

- Able to maintain home cultural practices/beliefs
- Accept or incorporate new cultural practices/beliefs

Some of the differences between life in the United States and life in your home country are easy to identify: language, food, educational system, and environment.

Other differences, though, are not as visible, and therefore may be difficult to identify:

- how students and teachers interact
- how people spend their leisure time
- how people express their emotions
- the meanings of hand, face, and body movements: 70% of communication is nonverbal
- how close or how far we stand/sit from each other
- why and how people make decisions
- how people communicate

Symptoms of Culture Shock

These differences between your home culture and American culture may make you feel uncertain, confused, and lonely. It is very important to remember that many people feel this way when they are in a new situation. You are not alone. What you are feeling is temporary and will pass as you get used to your new environment. Here are some signs that you may be experiencing culture shock:

- | | |
|---------------------|--|
| • Homesickness | "I miss my home!" |
| • Helplessness | "I can't do anything!" |
| • Boredom | "Nothing is exciting." |
| • Depression | "I am very sad." |
| • Fatigue | "I am very tired." |
| • Irritability | "I am very angry." |
| • Self-Doubt | "Am I doing the right thing?" |
| • Sleeping too much | "I am so tired!" |
| • Isolation | "I just want to talk to people who speak my language." |
| • Pain | "My head hurts." |

Ways to Adjust

There are many things you can do to make your adjustment to the new country go more smoothly. Here are just a few:

- Make a daily routine for yourself. Exercise, eat healthy, and get a good night's sleep.
- Keep a few special items from home near you: photographs of friends and family or your favorite music.
- Treat yourself to something you like: a movie, a walk, exercise, writing, or reading in your native language.
- Try to get involved! Join a club or group that shares your interests: soccer, dance, literature, cooking, religion, etc. This will help you meet new people and have new experiences.
- Try to make friends with native speakers. Visit the IELP Conversation Rooms or invite someone for coffee.
- Try to avoid thinking of things as either "right" or "wrong." People around the world do things differently for specific reasons. Try to understand why something happens in a way other than what you expected rather than judging what happened.
- Ask questions! If you experience something in the United States that confuses you, pay close attention to the situation. Ask a teacher, a conversation partner, a friend or an advisor to explain to you why the people you observed behaved as they did. Please know that you can always talk to your IELP teachers and staff.
- Remember that laughter really IS the best medicine. Try to laugh when you find you've done something wrong or misunderstood something. It often makes you feel better quickly.
- Don't be too critical of yourself either. It may take longer than you expect to adapt to the new culture, even if you have spent time away from home before.

2. Money Matters

Most banks offer similar services, but there are differences in the fees they charge and the minimum balance they require in each account. For the best price, ask several banks for details about their services.

Checking Accounts

In order to keep your money safe and pay your bills while you are in the United States, you will need to open an account at a local bank or financial institution. You deposit money in these accounts, and then write checks or use a debit card to buy things so you do not have to carry a lot of cash with you. There are various kinds of checking accounts with different types of privileges and restrictions; therefore, you should ask many questions and make sure you understand what the person at the bank is telling you.

To Open an Account

You will need two pieces of photo identification (I.D.). You may use your passport and Portland State I.D. If you do not yet have your I.D., a second piece of photo identification will be required. Most banks open at either 9:00 AM or 10:00 AM and close at either 4:00 PM or 5:00 PM.

- Bank of America
1001 SW 5th Ave.
www.bankofamerica.com 503-279-3445
- U.S. Bank
410 SW Harrison St.
www.usbank.com 503-275-4381
- Key Bank
1222 SW 6th Ave.
www.key.com
503-321-2100
- Unitus Community Credit Union
1300 SW 6th Ave.
www.unitusccu.com
503-227-5571

Important Banking Language

Deposit	To put money into your bank account
Withdraw	To take money out of your bank account
Overdraw	To withdraw more money than you have available in your account. This can happen if you do not keep a careful record of how much money you spend. Banks charge you a LOT of money if you overdraw your account. Always know how much money you have, and do NOT overspend.
Balance	The amount of money in your account.
Interest	The amount of money a bank gives you for keeping money in their bank. Interest rates vary from bank to bank and from account to account.
Clear	When you deposit a check into your account, you cannot use the money immediately. You cannot use the money until the bank is certain that the person who wrote the check has enough money in his or her account. This process is called “clearing” a check. It can take several days or weeks for a check from overseas to clear. When the check clears, you can use the money.
Service charge	The fee that a bank charges for a service. The amount depends on the type of account you have, the services you receive, and the policies of the bank. Banks typically charge for changing currency, international wire transfers, and overdrawing your account.
Debit Card	A bank card like Visa or MasterCard that you can use to make purchases with money from your checking account.
Credit Card	A bank card like Visa or MasterCard that you can use to make purchases with money borrowed from the bank. This money must be paid back later.

3. Transportation and Travel

If you live off campus, you will have to budget for the cost of transportation. Walking and bicycling are the healthiest and least expensive ways to get around, but they are not always practical if you need to travel far. Here are some common transportation and travel options:

Bus & MAX Trains	<p>TriMet is Portland's public transportation system.</p> <ul style="list-style-type: none">• The FlexPass is a transit pass that you can use anytime for the entire term. This pass is good for any Tri-Met bus, MAX train, and Portland Streetcar.• The Cost per-term cost for the FlexPass is \$220.• FlexPasses may be purchased at the Parking and Transportation Office located in the Student Rec Center. You must buy your FlexPass by the end of the second week of every term.• Visit www.pdx.edu/transportation/ or www.trimet.org
Bicycles & PSU Bike Loan Program	<p>PSU is at the center of the #1 bicycle city in the US. It's healthy, inexpensive and fun! Buying a new or used bicycle can be expensive, so think about borrowing a bicycle from PSU's Bike Hub.</p> <ul style="list-style-type: none">• PSU students may borrow bikes for 1-3 terms for \$45 per term.• The PSU Bike Hub is located in the Student Rec Center. They will equip you with everything you need to become part of the PSU biking community.• Visit VikeBikes loan program at www.pdx.edu/bikehub/vikebikes
Carsharing	<p>Carsharing is a way to use a car when you need it. You can rent a car for a few days or just a few hours.</p> <ul style="list-style-type: none">• Zipcar: The Zipcar service has cars that may be rented by the hour, day, or weekend. Rental fees include usage, insurance, and gas. Visit www.zipcar.com/psu to join or get more information.• car2go: The car2go service provides environmentally-friendly cars that are parked on city streets throughout central Portland. These cars can be used for one-way trips and you pay by the minute or by the hour. For more information, visit www.car2go.com/en/portland.
Parking	<p>If you will be parking your car on campus, you should purchase a parking permit from Portland State University.</p> <ul style="list-style-type: none">• Hourly, term and yearly parking permits are available. Parking permits may be purchased at the Parking and Transportation Office located in the Student Rec Center.• Visit www.pdx.edu/transportation/parking
Car Rentals	<p>Car rental policies differ by company.</p> <ul style="list-style-type: none">• Most car companies require you to be at least 18 years old to rent. If there is damage to the rental car, it is your responsibility unless you purchase a waiver (a document saying you are not responsible for damage) at the time of rental.• Visit www.enterprise.com or www.avis.com
Train	<p>The Amtrak train station is located on 800 NW Sixth Avenue Union Station.</p> <ul style="list-style-type: none">• You may order tickets at www.amtrak.com
Bus	<p>For travel between cities, Greyhound bus station is located on 550 NW 6th Ave.</p> <ul style="list-style-type: none">• You may order tickets at www.greyhound.com

4. Telephones and Internet

Telephone and Cell Phones

You have many options for communicating and keeping in touch with friends and family. You can have a landline telephone in your home with local and long distance service. However, you will probably find it easier to sign up for cell (mobile) phone or wireless service.

Internet

You may also choose to have home internet access, as well as cable TV or satellite. You can save money by using one company to combine these services for a discount. This usually requires that you sign a contract for one year or longer. PSU Campus has free internet access and Wi-Fi for students. There are also many computer labs on campus for you to use.

Off-Campus Phone and Internet	PSU Campus Computer Labs and Internet
<p>Here is a list of companies near PSU to help you connect your phone and internet:</p> <ul style="list-style-type: none">• AT&T, 734 SW 3rd Ave. 503-228-2675 www.att.com• T-Mobile, 635 SW Alder St. 503-274-9802 www.t-mobile.com• Verizon, 616 SW Broadway 503-827-4287 www.verizon.com• Century Link, 310 SW Park Ave. 800-366-8201 www.centurylink.com• Clear, 1233 NW Lovejoy St. 503- 974-0733 www.clear.com	<p>PSU offers free internet access and Wi-Fi to students on campus. Here is a list of some of the PSU computer labs where you can use the internet, do your homework, and print.</p> <ul style="list-style-type: none">• IELP Learning Center (IELP students only) UCB Building, Room 485 Monday to Thursday 8-7pm Friday 8-5pm• Broadway Housing Building (IDSC) BHB Building, Room 225/226 24 hours a day, 7 days a week• Miller Library Library 1st and 2nd Floors For open hours, visit http://library.pdx.edu/hours.html• Neuberger Hall Lab NH Building, Room 461/465 Monday to Thursday 8-10pm Friday 8-5pm Saturday 9-5pm

5. Safety

Portland and the PSU campus are considered very safe places to live and study. But because PSU is located in the middle of a large city, it is important to take steps to ensure your safety in your new environment. Here are some safety tips that you can follow:

- Always be aware of your surroundings, and walk like you know where you are. When walking at night, always try to walk with a friend or a group in a lighted area.
- If you have classes that begin or end after dark, you may call Campus Security at 503-725-4407 (non-emergency) to request an escort to walk you to your car or the bus stop.
- Be aware of the location of blue (outside) and red (inside) emergency phones on campus to call Campus Security and get immediate help. If you are off campus, find a phone and call 911, or go into the closest open business.
- Always keep your doors locked.
- Make sure to lock your car, and do not leave valuables inside it.
- Keep your passport in a safe place. Make a copy of your passport to carry with you for identification. If someone steals your passport, report the theft to your Embassy in the U.S. and to International Student and Scholar Services (ISSS).
- In the U.S. and at PSU, there are rules and laws about relationships and sexual touching. Sexual assault is unwanted sexual touching or rape. It is illegal for a person to make you have sex with them no matter what the situation. If you are on a date with someone who wants to have sex with you and you do not want to have sex, tell them NO. If someone makes you have sex, it is considered rape. PSU has rules against unwanted touching, sexually touching or having sex with someone when they have taken drugs or alcohol, and harassing or hurting someone by following them, contacting them, or doing other things to scare them. If you have had any of these things happen to you, do not try to deal with it alone. Call the offices below for help.
- You may, at some time during your stay in the U.S., face racial discrimination. Someone may try to hurt or harass you for no other reason than they do not like the way you look. The best way to deal with this is to ignore negative comments and come to International Student and Scholar Services (ISSS) for help.
- Sign up for PSU Alert. PSU Alert is a way to send important safety information to your cell phone and email account. In the event of an emergency, PSU uses this system to communicate alerts such as unscheduled campus closures, emergencies on campus and campus closures due to weather. You must sign up for PSU Alert to receive these messages through cell phone, email or text. Visit www.banweb.pdx.edu and sign in using your ODIN account log-in information. Click on "Personal Information." Then click "PSU Alert Emergency Notification System." Then enter your contact information.

Important Telephone Numbers

Emergency and Support Services	Call or Contact
Help with an emergency or safety issue	<p>Campus Public Safety Office (CPSO) at PSU</p> <ul style="list-style-type: none"> • 503-725-4404 Emergency • 503-725-4407 Non-emergency • In person at Shattuck Hall (SH), 1914 SW Park, Suite 148 <p>Portland Police, Fire, Ambulance</p> <ul style="list-style-type: none"> • 9-1-1 Emergency
Help with legal issues	<p>Student Legal Services (SLS) at PSU</p> <ul style="list-style-type: none"> • 503-725-4556 • In person at Smith Memorial Student Union, 1825 SW Broadway
Report a rape or sexual assault that occurred on or off campus	<p>Campus Public Safety to Report to Portland State University</p> <ul style="list-style-type: none"> • 503-725-4404 Emergency • 503-725-4407 Non-emergency • In person at Shattuck Hall, 1914 SW Park, Suite 148 <p>Portland Police Bureau to report directly</p> <ul style="list-style-type: none"> • 9-1-1 Emergency • 503-823-3333 Non-emergency <p>Women's Resource Center (WRC) to report anonymously</p> <ul style="list-style-type: none"> • 503-725-5672 • In person at Montgomery Hall, 1802 SW 10th & Montgomery <p>Student Health and Counseling Center (SHAC) to report anonymously</p> <ul style="list-style-type: none"> • 503-725-2800 • In person at University Center Building, 1880 SW 6th Ave., Suite 200 <p>The Office of the Dean of Student Life (for incidents involving PSU students) to a Student Conduct Code Complaint</p> <ul style="list-style-type: none"> • 503-725-4422 • In person at Smith Memorial Student Union Building <p>The Office of Equity and Compliance (for incidents involving PSU faculty or staff) to file a complaint</p> <ul style="list-style-type: none"> • 503-725-5919 • In person at Market Center Building, 1600 SW Fourth Ave., Suite 830 <p>PSU's Title IX Coordinator to file a complaint</p> <ul style="list-style-type: none"> • 503-725-5919 • In person at Market Center Building, 1600 SW Fourth Ave., Suite 830 <p>Portland Women's Crisis Line to talk to someone about a sexual assault after office hours</p> <ul style="list-style-type: none"> • 503-235-5333
<p>* You can also speak to your IELP Academic Advisor or someone from International Student and Scholar Services (ISSS) if you are not sure who to call.</p> <ul style="list-style-type: none"> • Betty Brickson, IELP Academic Advisor for PEP and Levels 1-3 (503-725-2329) • Brett Bolstad, IELP Academic Advisor for Levels 4-5 (503-725-2434) • International Student and Scholar Services (ISSS) (503-725-4094) 	

6. Housing

Portland has a wide variety of housing options both on and off campus. Housing and related costs will probably be your biggest monthly expense. Living in a University Housing residence hall or living with a host family in a homestay are less expensive options. Renting an apartment is more expensive because in addition to rent you also have to pay for utilities like water, electricity, gas, etc. You can save money by living with a roommate.

On-Campus Housing

Approximately 3,000 students live in University Housing, which has over 10 buildings with various room types. University housing is convenient and provides support services and social activities. Housing fees are billed to your student account and include all utilities (water, gas, electricity, phone, Internet, etc.). Meal plans are available for an additional cost. Consider living on the Global Village floor where international students are matched with American roommates and there are opportunities to participate in cross-cultural activities. University Housing fills up fast, so you are encouraged to sign up early.

For more information, including rates for each room, visit <http://pdx.edu/housing/>

Near-Campus Housing

College Housing Northwest provides housing in seven unique apartment buildings, all within walking distance of campus.

For more information, visit <http://chnw.org/>

Off-Campus Housing in Portland

Off-campus housing offers more choices in terms of location, types of housing, and costs. However, it can be difficult to find affordable rental housing near to campus, and you will have to sign a rental agreement or lease.

Listed below are some resources you can use to help you find off-campus housing:

- The Oregonian: <http://realestate.oregonlive.com/for-rent>
- Willamette Week: <http://portland.wweek.com/rentals>
- Craigslist: <http://portland.craigslist.org/hhh/>
- Moving to Portland: <http://www.movingtoportland.net/moving-to-portland/find-a-rental-home>

Homestays

Living with a host family is a great way to improve your English and gain a better understanding of American culture. Homestays are relatively inexpensive and include a private room and meals. Most homes are located near public transportation, though it may take 30-60 minutes to get to campus. Homestays can be for a short period of time or for a longer period of time. There are two organizations in Portland that arrange homestays for international students. Please visit their websites to compare homestay arrangements and fees:

- Friends of Overseas Citizens and University Students (FOCUS): <http://fs.elpidzo.com/menu/homestays/>
- ANDEO International Homestays: <http://www.andeo.org>

7. Health

Taking care of your health is one of the most important things you need to do while you are studying in the U.S. Getting enough sleep, eating healthy food, and exercising will make you a more successful student.

Health Insurance

All PSU international students and their families must have health insurance. Health care in the United States is very expensive, and health insurance is for your benefit and protection. F-1 students admitted to or enrolled in classes in the Intensive English Language Program are automatically enrolled in the following medical insurance plans provided by Portland State University. Do not purchase private medical insurance – it is a large, unnecessary extra cost.

PSU's required insurance coverage and fees consist of two parts:

1. Health Service Fee – included in your tuition when taking 5 or more credits.
Allows students access to the Center for Student Health and Counseling (SHAC), a primary health care clinic on campus for all PSU. This clinic includes many services such as: Student Health, Counseling, Testing, and Dental services.
2. Health Insurance Plan – this fee varies for students and dependents.
This is a \$100,000 major medical health insurance plan to cover your medical needs while a student. This fee will be on your tuition bill.

It is each student's responsibility to follow the insurance requirements by checking your student bill for insurance fees each term or meeting all of the requirements for a waiver. For more information, please visit the following websites:

- <http://www.pdx.edu/shac/international-students>
- http://oia.pdx.edu/intl_students/insurance/
- <https://wfis.wellsfargo.com/psu/>

You may also contact Christi Ziegler, Student Insurance Coordinator, 503-725-2467, christi.ziegler@pdx.edu.

Center for Student Health and Counseling (SHAC)

All full-time students at PSU must pay the health services fee which gives them access to a variety of health care services at the Center for Student Health and Counseling (SHAC). Most medical and counseling services are free, and dental services are available at a reduced cost. There is also a dispensary where medicines are available at a reduced cost.

Location: 1880 SW 6th Ave, UCB 200

Hours: Monday to Thursday 8:00-5:00pm, Friday 9:00-5:00pm

Website: <http://www.shac.pdx.edu>

Phone: 503-725-2800 **Fax:** 503-725-5812

Whenever you have a minor health problem or injury, you should go to SHAC for treatment. Call to make an appointment. After business hours, you can call to speak to an advice nurse.

SHAC Services	Reasons to Go	Cost
Medical: doctors and nurses	<ul style="list-style-type: none"> • Minor pain: ear, head or stomach • Mild fever • Colds and coughs • Immunizations • Sexually Transmitted Diseases (STD's) • Wellness exam (male and female) • Nutrition Counseling 	Free
Mental Health: counselors, psychologists and social workers	<ul style="list-style-type: none"> • depression • stress or anxiety • eating disorders 	Free
Dental: dentists, hygienists and dental assistants	<ul style="list-style-type: none"> • examinations and X-rays • teeth cleaning • fillings and extractions 	Fee for service, but prices are much cheaper than services off-campus. Visit SHAC's website for fee information
Testing	<ul style="list-style-type: none"> • Your teacher may send you to SHAC for make-up tests or if you need special accommodations. • Arrangements must be made with your teacher first. 	<ul style="list-style-type: none"> • Make-up test: \$10 • DRC Accommodated Testing: Free

Medical Emergencies and Urgent Care

- Go to a **Hospital Emergency Room (ER)** for treatment if you have a major health problem or a medical emergency.

For more information and a list of local Hospitals, visit:

<http://www.pdx.edu/shac/hospitals>

- Go to an **Urgent Care Clinic** if you have a minor health problem and mild symptoms.

For more information and a list of local Urgent Care Clinics, visit:

<http://www.pdx.edu/shac/urgentcares>

8. Where to Shop

Food and Grocery

The cost of groceries depends on where you shop and what you buy. Large supermarkets tend to have the lowest prices and the largest selection of products.

Grocery Stores near PSU

- Safeway 1025 SW Jefferson
- Fred Meyer NW 21st & Burnside (Bus numbers 20, 15 and 17 will get you there)
- Whole Foods 1210 NW Couch St. (across the street from Powell's Bookstore-Bus number 20 and Streetcar)

Natural Food Stores

- New Seasons 1954 SE Division St
- Trader Joes 2122 NW Glisan St

International Food Stores

Middle Eastern

- Halal Meats and Mediterranean Foods 11535 SW Pacific Hwy
- International Foods Supply 8005 SE Stark Street

Asian

- Uwajimaya 10500 SW Beaverton-Hillsdale HWY
- Fubonn 2850 SE 82nd Avenue

African

- African International Food Market 922 N Killingsworth St. # 1C
- East African Hallal Meat Deli 7830 NE Glisan St

Seasonal Markets

Seasonal markets offer fresh produce. You can usually buy fruits, vegetables, berries, and flowers at seasonal markets.

- Farmer's market in the Park Blocks of PSU on Saturdays (March-Dec.)

Restaurants

Portland has more restaurants per person than any other city in the world. There are many good restaurants serving local specialties, as well as a variety of restaurants serving ethnic cuisines from around the world. Portland is also famous for its food carts, which serve delicious food at prices students can afford.

For complete guides to restaurants in Portland, visit the following websites:

- <http://www.travelportland.com/food-and-drink>
- <http://www.wwweek.com/portland/article-18078-restaurant-guide-2011-listing-a-z.html>
- http://www.wwweek.com/portland/flex-294-cheap_eats_2012.html

Clothing

The cost of clothes varies depending on when and where you shop. Look for sales for big savings, and remember that Oregon has no sales tax. Shopping malls are convenient because they have many stores in one place, which allows you to compare prices for similar items.

- Pioneer Place 700 SW Fifth Ave.
- Lloyd Center 2201 Lloyd Center
- Clackamas Town Center 12000 SE 82nd Avenue, Happy Valley
- Washington Square 9585 SW Washington Square Rd.
- Woodburn Company Stores 1001 N Arney Road, Woodburn

Furniture and Household Items

If you choose to live in an unfurnished room or apartment, you will have to buy or rent furniture when you move in.

- City Target 939 SW Morrison St.
- Fred Meyer NW 21st & Burnside
- IKEA 10280 NE Cascades Pkwy
- City Liquidators Furniture 823 SE 3rd Ave.

9. Living in Portland

As a student, it is important to have a balance between work and play. If you really want to improve your English, learn about American culture, and have fun at the same time, get out and enjoy your new home.

PSU Campus Activities and Entertainment

There are many options for entertainment and recreation right here on the PSU campus.

IELP Activities Office	<ul style="list-style-type: none">• Free or low cost.• Activities include campus and local social, cultural, and academic events on and off campus, and opportunities to explore and experience Oregon.• Visit http://www.pdx.edu/esl/events-activities for upcoming activities and events or go to IELP Activities and Student Life Office in UCB, Room 405 D.
Student Recreation Center	<ul style="list-style-type: none">• Free for PSU students. This is a full sports facility where you can swim, take fitness classes, do indoor rock-climbing, play team sports, go on outdoor trips, rent equipment for outdoor recreation, and join a variety of sports clubs.• Visit http://www.pdx.edu/recreation/ for more information
PSU Campus Events	<ul style="list-style-type: none">• Use your PSU student ID to buy tickets for events or ask about free events.• Watch and cheer for the Portland State Vikings at their many sporting events such as basketball, football, soccer, volleyball and much more. Enjoy concerts, cultural events, and lectures to name a few.• Visit http://goviks.com/ or the Portland State Box Office in SMSU building's Broadway entrance.
The Viking Game Room	<ul style="list-style-type: none">• Prices vary by activity.• Activities include bowling, billiards, and video games.• Visit SMSU building in the basement or www.pdx.edu/gameroom/
5th Avenue Cinema	<ul style="list-style-type: none">• Free movies for PSU students.• \$7-\$15 for theater and concerts.• Visit 510 S.W. Hall St. or www.5thavenuecinema.org

Portland Area Activities and Entertainment

Portland is a great place to live for both indoor and outdoor activities. It is located on the banks of the Willamette River and only 90 minutes by car from the mountain and the Pacific Ocean.

Portland's neighborhoods are filled with restaurants, record shops, bars, cool clothing stores, and art galleries. Portland also has an abundance of movie theaters, new and used bookstores, coffee shops and clubs.

Near PSU Campus	<ul style="list-style-type: none">• Portland Art Museum 1219 SW Park Ave., www.pam.org• Oregon Historical Society 1200 SW Park Avenue, www.ohs.org• Lan Su Chinese Garden 239 Northwest Everett Street, www.lansugarden.org• Arlene Schnitzer Concert Hall 1037 SW Broadway, www.portland5.com/arlene-schnitzer-concert-hall• Powell's City of Books 1005 W. Burnside St., www.powells.com
Local Sports Teams	<ul style="list-style-type: none">• MLS Timbers (Soccer) 1844 SW Morrison, www.portlandtimbers.com• Trail Blazers (Basketball) Rose Quarter, www.nba.com/blazers• WHL Winterhawks (Ice Hockey) 300 N. Winning Way, www.winterhawks.com
Indoor Entertainment	<ul style="list-style-type: none">• Oregon Museum of Science and Industry - OMSI 1945 SE Water St., www.oms.edu• The Oregon Zoo 4001 SW Canyon Rd., www.oregonzoo.org• Pittock Mansion 3229 NW Pittock Dr., www.pittockmansion.com
Outdoor Recreation	<ul style="list-style-type: none">• Forest Park the largest city park in the U.S.• Columbia River & Columbia River Gorge 80 miles of cliffs and waterfalls starting just 20 minutes up the river from Portland.• Pacific Ocean Drive along the beautiful coast Highway 101. There are many small beach towns and quiet ocean beaches.• Mount Hood This mountain is Oregon's highest point. You can ski, snowboard or play in the snow. During the spring and summer, you can go camping and hiking. Visit Timberline Lodge, located 7,000 feet up the mountain.• Crater Lake The deepest lake in the U.S. You can enjoy many activities such as boating and hiking.
Festivals and Events	<ul style="list-style-type: none">• Portland loves to celebrate with a variety of seasonal festivals, concerts, and events.• For more information visit http://www.travelportland.com/things-to-see-and-do/attractions/annual-events

Immigration Matters for ALL IELP Students

1. International Student Advisors

The International Student and Scholar Services Office (ISSS) is your most important resource for any questions relating to your immigration status. IELP International Student Advisors are located in East Hall 101.

The front desk staff can answer many of your questions. If they cannot answer your question, you will meet with your international student advisor. IELP International Student Advisors are located in East Hall 101.

During the time that you are taking English classes in the IELP, your international student advisor is:

Pilar Montejo

Office: East Hall 101

Phone 503-725-2441

Email: montejom@pdx.edu

Advising hours: Monday, Tuesday, Wednesday, Thursday 1:00 – 4:00 p.m.

Students holding a visa OTHER than J-1 or F-1 should consult with an International Student Advisor in East Hall 101 regarding any questions relating to their immigration status.

2. Are you an IELP student, or a PSU student restricted to ESL?

How do you know if you are an IELP student, or a PSU student restricted to ESL? **Look at your I- 20 or DS-2019.** Your level of study is shown in #4. Exchange Visitor Category: Student. Your major is in Subject/Field.

IELP	PSU/ESL
<ul style="list-style-type: none">• your level of study is <i>LANGUAGE TRAINING</i>• your major is <i>SECOND LANGUAGE LEARNING</i>• your program of study length is from <i>3 months to 18 months</i>	<ul style="list-style-type: none">• Your level of study is <i>UNDERGRADUATE, POST-BACCALAUREATE, MASTER’S OR DOCTORATE</i>• Your major could be any <i>FIELD OF STUDY</i> at PSU (engineering, computer science, nursing, etc.)• Your program of study may be from <i>30 months to 60 months</i>• Your I-20 states that you <i>do not have the required English language proficiency</i> and that language instruction will be provided

3. Important Immigration Terms

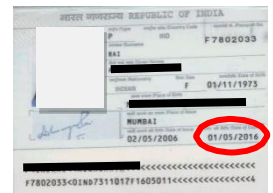
- **DHS** - Department of Homeland Security. This is the U.S. government agency that oversees all matters relating to immigrant and non-immigrant visa matters, including customs and border protection.
- **ICE** - Immigration and Customs Enforcement. This is the agency which enforces federal immigration laws.
- **CBP** – Customs and Border Protection. This agency is charged with securing U.S. borders and regulating trade and travel.
- **USCIS** – United States Citizenship and Immigration Services. This is the U.S. government agency which oversees and administers benefits to immigrant and non-immigrant visa holders.
- **DOS** – the United States Department of State. This is the U.S. government agency which oversees all U.S. consulates and embassies throughout the world. This is the agency overseeing all visa issuance.
- **SEVIS** – the Student and Exchange Visitor Information System. This is a national database overseen by the DHS in which all those holding F, J or M visas are registered. It is through the SEVIS system that I-20s are issued and registration and address information for each F, J and M student is reported.
- **EV**: Exchange Visitor: This is anyone holding a J-1 visa.
- **I-20** – the Form I-20 Certificate of Eligibility for an F-1 student visa is the immigration document issued by PSU that certified your acceptance into an academic program and your eligibility to apply for an F-1 visa.
- **F-1 Visa** – this is the document issued by a U.S. consular officer that allows students to seek entry into the U.S. at a port of entry. F-1 visa status is for students.
- **DS-2019** – the Form DS-2019 Certificate of Eligibility for a J-1 student visa is the immigration document issued by authorized organization in the US that certified student's acceptance into an academic program and eligibility to apply for a J-1 visa.
- **J-1 Visa** – this is the document issued by a U.S. consular officer that allows J-1 students to seek entry into the U.S. at a port of entry. J-1 visa status is for students and several categories.
- **D/S** – Duration of Status; this is the time allowed for students in F-1 and J-1 status to complete their program of study as long as the program dates on the I-20 or DS-2019 are valid and no status violation has occurred.
- **Electronic I-94** – Your arrival in the U.S. through an airport or seaport will be recorded electronically by U.S. Customs and Border Protection (CBP). Your passport will be stamped with your date of arrival, class of visa and duration of stay. A paper I-94 card will be issued to anyone arriving at a land port.
- **Travel signature** – this is the signature of a Designated School Official (DSO) on page 3 of the I-20 certifying that the student is in good standing and is maintaining his/her F-1 immigration status. Travel signatures are generally valid for 6 months. For J-1 students, the signature is on page 1 of the DS 2019 and is generally valid for one year.
- **DSO** – Designated School Official. Each international student advisor at PSU is authorized by the United States Department of Homeland Security as a DSO to sign the form I-20 for F-1 students and to administer the benefits of F-1 status.
- **RO/ARO**– Exchange visitor program's Responsible Officer (RO) and Alternate Responsible Officers (ARO) at PSU are authorized by the United States Department of Homeland Security to sign the form DS-2019 for J-1 students and to administer the benefits of J-1 status.
- **Transfer** – the immigration process by which a student changes from one U.S. educational institution to another. This involves transferring a student's SEVIS record to a new school.

- **Extension** – this is the process of changing the end date on a student’s I-20 or DS-2019 to allow for additional time to study.
- **Vacation term** – a term during which a student is not required to study. Please see the explanation of when and how to request a vacation term.
- **Status violation** – a violation of your F-1 or J-1 student visa status, for example unauthorized under-enrollment, unauthorized work, failure to enroll. Students who incur a status violation may be required to return to their home country or to file a request with the USCIS for reinstatement of status. Speak with an international student advisor if you think you may have violated your status.
- **Out of status** – a student who has violated his/her F-1 or J-1 immigration status is considered to be “out of status.” No benefits relating to F-1 or J-1 visa status can be authorized. A student who is “out of status” must return to their home country, file a request with the USCIS for reinstatement of status, or otherwise seek reinstatement of status. Speak with an international student advisor if you think you may be out of status.
- **Authorized under-enrollment**– permission to take less than full-time classes (to be a part-time student). There are very specific situations, such as a medical or psychological condition, that may require authorized under-enrollment. Speak with your international student advisor if you may have circumstances which require authorized under-enrollment. In order to maintain your F-1 or J-1 immigration status, you must have the permission of an international student advisor to be under-enrolled.
- **Unauthorized under-enrollment / Unauthorized reduced course load (RCL)** – taking less than full-time classes without the authorization of an international student advisor. This is a violation of F-1 or J-1 student visa status. Speak with your international student advisor if you think you may have had unauthorized under-enrollment.

4. Important Immigration Documents

Passport

You must keep your passport valid at all times. Your F-1 or J-1 status requires that your passport be valid at least 6 months into the future. Be sure to allow plenty of time to renew your passport. To do so, contact the embassy or consulate of your country.



Visa:

When you were given a visa stamp at a U.S. Consulate or Embassy outside the United States, you were given permission to request entry to the U.S. A visa stamp can expire while you are in the United States. **Your visa is the only immigration document that is allowed to expire while you are in the United States. You cannot obtain a new visa stamp in the United States.** If you have an expired visa stamp and are traveling outside the United States, you will need to contact ISSS before you leave. **NOTE:** The validity period of the visa does **not** indicate how long you may remain in the United States after entry. It is your electronic I-94 card and I-20 or DS-2019 form that contain that information.



I-20 Document (for F-1 student visa)

The I-20 is the form you received from Portland State University. You must keep this form with you during your entire length of study. This form has important information and is a record of your immigration history. You need to obtain a new I-20 if the information on your I-20 changes in any way. **If your I-20 form is ever lost or stolen, please notify ISSS.**

Changes that need to be updated on your I-20 include: a change of major, a change of educational level, a change in your financial support information, off-campus work authorization, or an extension of your program dates.

DS-2019 Document (for J-1 student visa)

Your DS-2019 document must remain valid during your entire period of stay in the United States. The dates and financial information on the document must be correct and valid while you are in the United States. Your DS-2019 is the document that must remain current during your entire period of stay in the United States. The J-1 visa stamp in your passport is a travel document that allows you to request entry to the U.S. in valid J-1 status. Your **J-1 visa may expire** while you are inside the United States. Your **DS-2019 cannot expire** while you are inside the United States. Please staple your updated DS-2019 to the top of your previous DS-2019 from Portland State University.

I-94 record:

Your arrival in the U.S. through an airport or seaport will be recorded electronically by U.S. Customs and Border Protection (CBP). Your passport will be stamped with your date of arrival, class of visa and duration of stay.

If you wish to verify your arrival information, or print a paper copy of your arrival record, you may go to the CBP website to do so:

<https://i94.cbp.dhs.gov/i94/request.html>. On the website, you will enter the required information and be able to print a paper copy of your I-94 record. Printing your paper I-94 record is not required.

NOTE: If you plan to apply for an Oregon ID card, Oregon driver's license or social security number, you will be required to submit a paper copy of your electronic I-94 record.

Students who enter the U.S. through a land port will receive a paper I-94 arrival/departure card, which is a small white card stapled to the passport by an immigration official. This form is very important and should be kept in a safe place. On that card is written your port of entry, your arrival date, your visa status, and how long you have been given permission to stay in the U.S. (for F-1 or J-1 students this should read D/S).

U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1051-0111
Expiration Date: 11/30/2014

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 123456789101
Admit Until Date (MM/DD/YYYY): D/S
Details provided on Admission (I-94) form:

Family Name: Einstein
First (Given) Name: Albert
Birth Date (MM/DD/YYYY): 03/14/1879
Passport Number: ABC123XYZ
Passport Country of Issuance: Germany
Date of Entry (MM/DD/YYYY): 05/17/2013
Class of Admission: F1

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB No. 1545-0047

Departure Record
Admission Number:
123456789 01

[Stamped at Port of Entry]
U.S. CUSTOMS AND BORDER PROTECTION
ADMITTED
(Port of Entry)
(DATE)
CLASS F-1
D/S

18. Family Name
19. First (Given) Name
20. Birth Date (DD/MM/YY)
21. Country of Citizenship
U.S.

CBP Form I-94
STAPLE HERE

Duration of Status (D/S):

The D/S on your I-94 record stands for Duration of Status. As long as you are maintaining full-time status (a **minimum** of 14 credits while studying in the IELP, a minimum of 12 credits for undergraduate students and a minimum of 9 credits for graduate students) at the school you are authorized to attend, you are in good immigration status. Maintaining full-time status means registering for the required number of credits, and successfully completing them. Students in the Pre-entry Program (PEP) will enroll in 22 credits for fall, winter and spring terms (and 20 credits for summer term).

5. Responsibilities of International Students: Maintaining student visa status

As an international student in F-1 or J-1 visa status at Portland State University, you must follow these six rules:

1. ENROLL full time in classes each term that your I-20 or DS-2019 is valid.
2. ATTEND all your classes (core classes and SEC).
3. Make EFFORT and PROGRESS in your classes.
4. Keep your ADDRESS current with the IELP office, the ISSS office in East Hall 101, or through Banweb.
5. Do not work without permission.
6. Do not allow your I-20 or DS-2019 to expire if you plan to continue your studies in the IELP/at PSU.

6. Enrollment/Registration Requirements: Full-time status

Full-time enrollment

- Students admitted to the IELP and PSU admitted students who are taking only ESL courses are required to register for 18 credit hours in the IELP: Grammar, Reading, Writing, Speaking/Listening and one Skills Enhancement Class.
- Upon completion of ESL study, international students taking regular classes must maintain full-time status (a minimum of 12 credit hours for undergraduate students and a minimum of 9 credit hours for graduate students in every term enrolled).
- Reducing your classes to less than full time (part-time) may result in a ***violation of your F-1 student visa status*** (out of status). Failure to maintain the proper number of class hours may also result in your having to abandon your studies and return to your home country. If you are considering WITHDRAWING from (dropping) a course you MUST consult your international student advisor at ISSS BEFORE doing so
- Listen to your academic and international advisors. Advisors are trained to evaluate students' needs and abilities. Following their advice can mean the difference between a good grade point average and a poor or inconsistent one.

Early Departure or Withdrawal from Program

Add/drops, changes and withdrawals

- If you wish to withdraw completely from classes you must meet with an international student advisor. This decision will affect both your academic and your immigration status. Students who withdraw completely from classes, for reasons other than an authorized under-enrollment (see below), are required to depart the U.S. within 15 days of withdrawing from classes. Authorization for under-enrollment must be given by an international student advisor BEFORE withdrawing from classes.
- NOTE: If you do not officially withdraw from / drop a class that you do not attend, you will be charged for the class and will be required to pay the bill.
- Be sure to check your term calendar in the Bulletin for deadline dates.

7. Grace periods

A grace period is the additional time a student has after their F-1 student visa status has ended.

- F-1 students are allowed a **60 day grace** period within which to depart from the US following completion of the program of study (the program end date on your I-20). During this time, students may remain in the U.S. and they do NOT have to be enrolled in classes.
- A **15 day grace period** is permitted if the student stops his or her course of study prior to completion (authorized early withdrawal with ISSS approval). Students in this case must meet with an international student advisor before withdrawing from classes or departing from the U.S.
- **J-1** students are allowed a **30 day grace** period within which to depart from the US following completion of the program of study (the program end date on your DS-2019).

8. Extensions of Study

F-1 and J-1 students are admitted to the U.S. for a period of stay noted as duration of status or D/S on the I-94 record. Duration of status is defined as the period during which you, as a student, are pursuing a full course of study in an educational program.

If you will not complete your educational program within the time period indicated on your I-20 or DS-2019 form (by the program end date), you will be required to request a program extension in order to continue your studies and maintain your F-1 or J-1 status.

Go to the ISSS office in 101 East Hall for instructions to request an extension of your I-20 or DS-2019. You will need to provide a current financial document showing funding for the additional time that you wish to study, AND you will need to request an EXTENSION LETTER from the IELP office in UCB 400.

- PSU admitted students will need to demonstrate that you are currently enrolled full-time, show financial documentation and have academic or medical reasons for the delay, such as a change in major or research topic, unexpected research problems, or documented illness.

You must apply for a program extension BEFORE the program end date on your I-20 or DS-2019. If approved, your international student advisor will prepare a new I-20 or DS-2019 form for you and

notify DHS of your new program completion date. Extensions CANNOT be processed after the program end date on your I-20 or DS-2019.

9. Immigration Issues and Travel

Students with F-1 Visa Status

If you leave the U.S. at any time during your studies and intend to re-enter, you must have a valid I-20 to present to immigration officials upon return to the U.S. To return to the U.S. after traveling you need:

- **A valid I-20 with a recent travel signature from your international student advisor.**
This signature certifies to CBP that you are a full-time enrolled student at Portland State University. Travel signatures are located on page three of your I-20. Each signature is valid for 12 months, HOWEVER it is strongly RECOMMENDED that you get a NEW signature if the most recent travel signature is older than 6 months.

You must also have:

- **A valid passport** (at least six months into the future)
- **A valid visa**

You need this to return to the U.S. **except** when you travel to Canada or Mexico - see below.

Students with J-1 Visa Status

To return to the U.S. after traveling you need:

- **A valid DS-2019 with a recent travel signature from your international student advisor.**
Travel signatures are located on page one of your DS-2019. Each signature is valid for 12 months.
- **A valid passport** (at least six months into the future)
- **A valid visa**

You need this to return to the U.S. **except** when you travel to Canada or Mexico - see below.

10. Travel Signature

How do you get a new TRAVEL SIGNATURE?

Students with F-1 visa status bring your I-20 to ISSS and complete a travel signature request form. An international student advisor will review your request and verify your immigration status. If you are in good immigration status an advisor will issue a new travel signature. Allow 3-5 business days for your I-20 to be returned. Plan ahead and bring your I-20 to ISSS at least ONE WEEK before you plan to travel.

Students with J-1 Visa Status

A travel Signature is needed to return to the United States after international travel (valid for one year). If you decide to travel internationally during your J-1 program, please request a travel signature from the International Student Advisor who prepared your DS-2019. The travel signature validates your DS-2019 for use when you re-enter the United States. If your DS-2019 was issued by Portland State University, you may bring your DS-2019 at the front desk in East Hall, Room 101. Allow 3-5 business days for your DS-2019 to be returned. If you travel outside the U.S. and wish to return to the U.S. in valid J-1 status, you must have a valid J-1 visa and DS-2019 with valid travel signature from a J-1 advisor to re-enter the United States in J-1 status.

Travel to Canada, Mexico and the Caribbean (F-1 / J-1 visa holders)

- Travel to Canada, Mexico, the Caribbean (and contiguous islands) from the U.S. is different than travel anywhere else in the world. In order to enter these countries, you must make sure that your I-94 record is valid for longer than the period you expect to stay in that country. If your I-94 record indicates D/S, this is sufficient, **as long as you are not near your academic completion date** (the completion date is indicated on your Form I-20 or Form DS2019).
- In addition to a valid I-94 record, F-1 and J-1 students must carry with them a valid passport and a valid I-20 or DS2019. It is recommended that evidence of financial support is also carried. This may be a bank statement or scholarship letter from a sponsor.

NOTE: Depending upon your country of citizenship, you may need a visa to enter Canada, Mexico or the Caribbean. If you travel to these areas, you will need to contact the appropriate embassy or consulate in the U.S.

Canadian and Mexican Embassies nearest to Portland State University:

Canadian Consulate	Mexican Consulate
1501 4 th Ave #600 Seattle, WA 98101 (206) 443-1777 Monday - Friday 8:00 a.m. – 12:00 p.m., 1:00 p.m. - 4:30 p.m. http://www.canadainternational.gc.ca/seattle	1305 SW 12th Ave Portland, OR 97201 (503) 274-1442 http://consulmex.sre.gob.mx/portland/index.php/en

If you leave the United States and plan to return to the U.S. using your F-1 or J-1 student visa, you must present the following documents at the U.S. port of entry when you return:

- I-20 with travel signature on page 3 dated within 6 months of the date of your return to the United States, or your DS-2019 with travel signature on page 1.
- Valid passport
- Valid F-1 or J-1 student visa*

*Exception: When traveling to Canada, Mexico, or an adjacent island for less than 30 days, it may be possible to request automatic visa revalidation. In this case, a student is not required to get a new F-1 or J-1 visa. Instead, a request is made to revalidate the existing F-1 or J-1 visa when returning to the U.S. The Customs and Border Protection (CBP) official will make this determination when the student enters the United States. For more information about automatic visa revalidation, please check with IELP International Student Advising. There are certain situations where automatic visa revalidation will not be possible.

It is recommended that you take your academic transcripts or grade reports and proof of financial support with you when you travel outside the United States, but it is not required. If you travel only WITHIN the United States, you do not need a valid travel signature on your I-20 or DS-2019, but you should carry your valid passport with you.

11.The Immigration Transfer Process

You are a transfer student if you are moving from one U.S. school to another (this includes a U.S. high school, college, university, or an English Language Program).

Transfer IN to PSU

If you are a transfer student and an F-1 visa holder:

- You must be in valid F-1 status,
- Your previous school must transfer your electronic immigration record (SEVIS record/I-20) to Portland State University.

Upon arriving at PSU, you must:

- Take the English language placement test
- Attend New Student Orientation
- Complete your immigration check-in
- Register full-time for classes

After completing these steps, you will receive two I-20 forms from Portland State University; one reflects that your transfer is pending, and the second reflects that you have arrived, registered and completed your transfer-in process. These I-20s will be prepared for you approximately 2-3 weeks after the term begins. You will receive an email when your new I-20s are ready. When you receive your new I-20s your transfer will be complete.

You are not authorized to attend PSU until the above steps have been completed.

Transfer OUT from PSU to a new school

Regulations governing F-1 student visa status permit a student to transfer from one SEVP (School and Exchange Visitor Program) school to another.

Continuing students: in order to remain eligible to transfer, students must enroll full time and attend classes until the date of the transfer.

Students who have completed their program of study: Students must transfer to a new school within 60 days after completing their program (after the end date on the I-20).

Transfer OUT process: Students wishing to transfer their F-1 student visa record (I-20) to a new school must complete the transfer out process:

1. Apply to and be admitted to a new school
2. Submit the following documents to IELP International Student Advising:
 - Completed a **Transfer Request Form** giving permission to transfer your SEVIS immigration record
 - Copy of your **admission letter**
 - If sponsored by a government agency, proof that the sponsor has **approved the transfer**.

3. Upon submission of all required documents, an IELP International Student Advisor will release the student's F-1 student visa record (I-20) to the new school. This is an electronic process.
4. After the date of release, the new school will be able to prepare the student's new I-20.

NOTE: Your new school cannot issue a new I-20 to you or complete your transfer process until they have access to your SEVIS record.

Most transfers occur upon completion of a term. It is possible to transfer at another time during the term, but students must attend classes until the transfer date. For additional information on transferring, please go to International Student and Scholar Services/IELP International Student Advising in East Hall, Room 101.

12.Dependents or Visiting Relatives

- **Dependents:** In order for you to bring immediate family members (wife, husband or children) to the U.S., you must provide financial documentation which proves financial support of your dependents for the time that they plan to stay in the U.S. Bring the financial documentation to ISSS and complete a request for dependent(s) I-20. Once we have financial verification, an I-20 can be issued. A student's family member will then use the I-20 to apply for an F-2 visa. Allow 3-5 business days for the I-20 to be prepared.
- **Visiting family:** If you wish to obtain an invitation letter in support of a visa application for a family member who will be visiting temporarily only (obtaining a visitor or tourist visa), please make your request at the ISSS Office.
- **For J-1 students:** If you want to bring immediate family members (wife, husband or children) to the U.S., you must provide financial documentation which proves financial support of your dependents for the time that they plan to stay in the U.S. You should provide financial documentation and complete a request for dependent(s) DS-2019. Your request must be submitted to the organization who issued your DS-2019. A student's family member will then use the DS-2019 to apply for a J-2 visa.

13.Change of Address

It is a requirement to maintain your immigration status to report any change of address **within 10 days of the change**. You may do this in several ways:

1. Inform the Registrar's Office in the Lobby of Neuberger Hall, or
2. Make the change online using the PSU Information System (www.banweb.pdx.edu), or
3. Complete an address change form in the ISSS office, or
4. Complete an address change form in the IELP office

The university will report this change in your immigration record (SEVIS record).

14. Email address

Be sure to keep your current email address updated with the IELP and/or ISSS office. We often use PDX email to communicate with students and it is VERY important to keep your email address active. Update your password every 180 days and check your PDX email often!

15. Enrollment Verification

If you need to provide verification of enrollment, you may do so at the Registration windows in Neuberger Hall. This may be necessary for health or car insurance, scholarships, loans, and employers. If the verification does not have to be signed by a university official, a student can print their schedule from the web.

Some students may also require this verification in the form of an immigration status letter. This may be requested from the Office of International Student Services by filling out a Student Request Form. Status letter requests take three to five (3-5) business days to process; please plan accordingly.

16. Medical Documentation for authorized under-enrollment

There are only a few valid reasons for under-enrollment (reducing the number of credits/classes for which you are enrolled) during a term and all must be approved by your international student advisor. The most common of these reasons is a medical condition. If you are undergoing medical treatment and your doctor or psychologist has recommended that you be a part-time student, you should go to East Hall 101 and obtain a MEDICAL RCL FORM. You also must submit a letter from a medical doctor, licensed psychologist or osteopath. You must get ISSS approval *before* you drop any credits.

17. Employment

Employment Regulations for F-1 Students:

- On-Campus Employment may be granted to full-time students so long as it will not interfere with the student's full program of study or delay completion of the program of study.
- Students taking only IELP classes who wish to obtain on-campus employment authorization must have completed all of their Level 4 classes with an average GPA of 3.0. NO work off campus is permitted for ESL students. Working off campus would result in the violation of a student's F-1 or J1 immigration status.
- Students must meet with the IELP Student Academic Advisor and obtain permission to work on campus. If approved, the IELP Student Academic Advisor will complete a work authorization form. Students must submit this form to the ISSS office in order to obtain an on-campus work letter authorizing your employment.
- On-campus work permission is limited to a maximum of 20 hours per week while classes are in session and can be full-time during vacation periods. International students are eligible for non-work study positions on campus. A listing of these positions can be found in the Office of Financial Aid in the Lobby of Neuberger Hall and at Human Resources on the 3rd floor of the University Services Building. You should also feel comfortable going directly to departments to ask if they have openings. This link <http://www.pdx.edu/careers/your-job-search> also provides information for jobs on-campus:

- **I-9 Employment Eligibility:** If you are in F-1 immigration status and are seeking employment on campus, you will be required to complete a form I-9 Employment Eligibility Verification. You will need to present your employer with proof of your visa status, identity, and work authorization. The documents necessary to present to your employer consist of the following: your passport, I-20, I-94 record, ISSS on-campus work authorization letter.
- **Social Security Number:** You must have an offer of employment to apply for a social security number. You will have to provide the letter of offer from your employer as well as a letter from ISSS attesting to the fact that you are eligible for employment in the U.S. to the Social Security Administration. Contact ISSS for details and instructions on obtaining a social security number.

IMMIGRATION MATTERS FOR PSU/ESL RESTRICTED STUDENTS

The following information relates PSU-admitted students taking ESL classes who hold F-1 student visa status.

1. Vacation Term in the U.S. for PSU/ESL

- During a vacation term, students can take part-time classes or no classes.
- Students wishing to take a vacation term during fall, winter or spring must have completed 3 terms of study AND complete an ***Alternate Vacation Term request form in ISSS***.
- In the American university system, summer is the typical vacation term. Students may take a vacation term during summer term if they want; it is not necessary to complete three terms and approval is not required.
- However, if a student chooses to enroll full-time during the summer vacation term, s/he may request to take a vacation term during another term (fall, winter, spring) IF s/he has been enrolled full-time for 3 consecutive terms.
- Students may not take a vacation term during their first term of admission to PSU.
- Approval for a vacation term is granted by the International Student Advisors: Michele Miller, Pilar Montejo, or Paula Harris. (East Hall 101).

PSU students are not required to take a vacation term during summer, however if they want to take a vacation during summer term, they are not eligible for another vacation term until the following summer. PSU students must receive authorization from the ISSS to take an alternate vacation term other than summer.

Vacation terms can be confusing; please come to ISSS to determine when you are eligible for a vacation term. Taking a vacation term when you are not eligible could result in a violation of your F-1 status.

Talk to an IELP International Student Advisor if you have ANY questions about taking a vacation term. ***Do not rely on the advice of your friends***, as this directly relates to your immigration status!

IMMIGRATION MATTERS FOR IELP STUDENTS

1. Authorized reduced course load (RCL) during the last term of study in the IELP

If you have completed one or more of your Level 5 classes and require only one or two courses more in the next term of study to complete the IELP program, you may request an authorized **Reduced Course Load (RCL)** for your last term of study. You must meet with your Academic Advisor, who will assist you with your academic plan and to complete the Reduced Course Load Form. Then, you must submit the RCL form in EH 101. Your international student advisor will review your request and notify by email when your Reduced Course Load (RCL) is approved.

2. Vacation Term in the U.S.

A student who has been attending classes full-time for 9 consecutive months (three consecutive terms) is eligible for a vacation term, **ONLY** if he/she intends to register full-time for classes in the term following the vacation term. Students may **NOT** be authorized for a vacation term during their last term of study.

You must complete a VACATION REQUEST FORM and turn it in at East Hall 101.

You must then receive approval from your international student advisor before taking a vacation term. Taking a vacation term without approval from your advisor may result in a status violation.

Vacation request forms must be completed at least one week before the term begins.

Vacation terms can be confusing; please come to ISSS to determine when you are eligible for a vacation term. Taking a vacation term when you are not eligible could result in a violation of your F-1 status.

Talk to an IELP International Student Advisor if you have ANY questions about taking a vacation term. Do not rely on the advice of your friends, as this directly relates to your immigration status!

3. Applying for Admission to PSU

- IELP students who are interested in applying for admission to Portland State University as a degree-seeking student at the bachelor's, post-baccalaureate or graduate level should meet with an International Admissions Counselor in Neuberger Hall 105.
- Each term at least one workshop will be held to explain the application process. International Admissions staff will be available to answer your questions. Your teachers will announce the meeting in your classes and you should look for bulletins to be posted in UCB.

IMMIGRATION MATTERS FOR J-1 VISA HOLDERS

1. Responsibilities of International Students: Maintaining J-1 student visa status

As an international student in J-1 visa status at Portland State University, you must:

1. Be enrolled as a full-time student
2. Be aware of your immigration status and maintain it as necessary. *This includes obtaining an extension of your DS-2019 if you will not complete your program by the date indicated on that form.*
3. Obtain health insurance for the duration of your stay. It is a regulation in the State of Oregon that all international students obtain health insurance for themselves and their dependents. For more information, please see the health insurance section of this handbook. Failure to maintain adequate health insurance may jeopardize your legal status in the U.S.
4. If your ADDRESS or telephone number changes, you must notify PSU of this change within ten days. You may change your address online on the PSU Information System (Banweb), or submit an address change to the Registration Desk in Neuberger Hall, or submit an address change to the IELP office in UCB 400, or submit an address change to the ISSS office in East Hall 101. PSU is required to report this information to DHS through SEVIS. Failure to report a change in your address may result in a violation of your F-1 student status.

Students whose DS-2019 was prepared by an organization outside of PSU must notify that organization of all address changes.

2. Enrollment/registration requirements: Full-time status

Full time enrollment

J-1 Students must enroll and complete a full-time course load every term in J-1 student status.

Students enrolled in only IELP classes are required to enroll in 14 credits per term. Once in all PSU classes, undergraduate full-time enrollment is a minimum of 12 credit hours per term and Graduate full-time enrollment is a minimum of 9 credit hours per term.

Early Departure or Withdrawal from J-1 Program

If you end your program earlier than the end date on your DS-2019 form, you must inform your J-1 International Student Advisor and prepare to depart the U.S. Your J-1 Advisor will change your DS-2019 end date in the SEVIS system.

NOTE: If you do not officially withdraw from / drop a class that you do not attend, you will be charged for the class and will be required to pay the bill. Be sure to check your term calendar in the Bulletin for deadline dates.

3. Grace periods

The end date on your DS-2019 (box 3) indicates the last day of your program. You have 30 days to depart the U.S. after the end date on your DS-2019, per United States federal regulations. (Please note: Your J-1 visa may expire while you are inside the United States, but your DS-2019 form must remain valid.)

4. Extensions of Study

- If you will not complete your educational program within the time period indicated on your DS-2019 form (by the program end date), you will be required to request a program extension in order to continue your studies and maintain your J-1 status.
- You must apply to ISSS or to your sponsor for a program extension before the expected completion date indicated on your DS-2019 form.

5. Vacation Term

One vacation term is permitted each academic year (1 term out of 4). Summer is the normal vacation term for most students. To take a vacation term in a term other than summer, a student must attend classes full-time for 9 consecutive months (three consecutive terms) and must intend to register full-time for classes in the term following the vacation term. Students may NOT be authorized for a vacation term during their last term of study. Talk to your international student advisor or sponsor to determine if you are eligible for a vacation term.

Vacation terms can be confusing; please come to ISSS to determine when you are eligible for a vacation term. Taking a vacation term when you are not eligible could result in a violation of your Immigration status.

Talk to your International Student Advisor if you have ANY questions about taking a vacation term. Do not rely on the advice of your friends, as this directly relates to your immigration status!

6. Absence from the U.S.

If you plan to be away from Portland State University or outside the United States for more than 30 days you must contact the International Student Advisor or sponsor who prepared your DS-2019 for instructions on ways to maintain your J-1 status. Generally students will need to provide written documentation on how you will be maintaining your academic program while away. (If you are a continuing student and will be away for the summer term, no documentation is needed.)

7. Employment

- J-1 students may work on campus.
- J-1 students may NOT accept off-campus employment in the United States unless specifically authorized by your J-1 International Student Advisor or sponsor in writing. As a J-1 student you may be eligible for off-campus Academic Training. Please contact your J-1 International Student Advisor or sponsor for more details.

Employment Regulations for F-1 Students

- **On-Campus Employment** may be granted to full-time students so long as it will not interfere with the student's full program of study or delay completion of the program of study.
- Students taking only IELP classes who wish to obtain on-campus employment authorization must have completed all of their Level 4 classes with an average GPA of 3.0. NO work off campus is permitted for ESL students. Working off campus would result in the violation of a student's F-1 or J1 immigration status.
- Students must meet with the IELP Student Academic Advisor and obtain permission to work on campus. If approved, the IELP Student Academic Advisor will complete a work

authorization form. Students must submit this form to the ISSS office in order to obtain an on-campus work letter authorizing your employment.

- On-campus work permission is limited to a maximum of 20 hours per week while classes are in session and can be full-time during vacation periods. International students are eligible for non-work study positions on campus. A listing of these positions can be found in the Office of Financial Aid in the Lobby of Neuberger Hall and at Human Resources on the 3rd floor of the University Services Building. You should also feel comfortable going directly to departments to ask if they have openings. This link <http://www.pdx.edu/careers/your-job-search> also provides information for jobs on-campus:
- I-9 Employment Eligibility: If you are in F-1 immigration status and are seeking employment on campus, you will be required to complete a form I-9 Employment Eligibility Verification. You will need to present your employer with proof of your visa status, identity, and work authorization. The documents necessary to present to your employer consist of the following: your passport, DS-2019, I-94 record, ISSS on-campus work authorization letter.
- Social Security Number: You must have an offer of employment to apply for a social security number. You will have to provide the letter of offer from your employer as well as a letter from ISSS attesting to the fact that you are eligible for employment in the U.S. to the Social Security Administration. Contact ISSS for details and instructions on obtaining a social security number.