



International Student & Scholar Services  
Office of International Education

UNIVERSITY OF COLORADO **BOULDER**



# International Student Handbook

Disclaimer: Information may have changed since the date of publication.

# Welcome to the University of Colorado, Boulder!

We are glad you are here! This handbook contains important information intended to help you acclimate to the University and life in Boulder, Colorado, as well as maintain your immigration status. Please review the information and explore the [blue web links](#) to learn more about your new campus, community, and responsibilities. Additional information can be accessed on the [International Student and Scholar Services \(ISSS\) website](#).



International Student and Scholar Services (ISSS) is part of the Office of International Education (OIE) and can help you understand your immigration and cultural inquiries during your time at CU Boulder.

Street address: 2249 Willard Loop Drive, Center for Community (C4C), Suite S355  
Mailing address: 123 UCB, Boulder, CO 80309-0123 USA  
Home Page: <http://www.colorado.edu/oie/iss>  
Telephone: 303-492-8057  
Fax: 303-492-5185

If you have immigration questions during your program at CU-Boulder, feel free to:

- Check out the [ISSS website](#) for resources and commonly asked questions from your international colleagues!
  - Email ISSS anytime at: [iss@colorado.edu](mailto:iss@colorado.edu)
  - Sponsored students, please email: [sponsoredadvising@colorado.edu](mailto:sponsoredadvising@colorado.edu)
  - Stop by ISSS to meet with an adviser during our general advising hours:
    - **Monday through Friday**
    - **10:00am – 3:00pm**
- Sponsored student advising hours:
- **Monday, Wed, Fri: 12:00pm - 3:00pm**
  - **Tuesday & Thursday 10:00am - 12:00pm and 1:00pm - 3:00pm (no advising from 12:00pm-1:00pm)**
- Call ISSS at: 303-492-8057

If you have a complicated matter that requires an extended length of time to discuss, you may request an appointment.

The ISSS staff hopes that your time at CU-Boulder is enjoyable and rewarding!

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## **Section 1: Preparing for your F-1 or J-1 Program and Arrival in the U.S.**

### **Applying for a F or J Visa for “Initial Attendance” or to “Begin New Program”**



A general overview of the visa application process is included below. The process can vary so be sure to consult the instructions available on the:

- Visit the Embassy/Consulate website where you will apply; and
- [F-1: U.S. Department of State Website](#)
- [J-1 : U.S. Department of State website](#)

### **Preparing for Your Arrival in the U.S.**

- ☐ Review pre-arrival information in your [D2L Pre-Arrival Online Orientation for International Students course](#) and complete any required quizzes

- ☐ Review Your Orientation Schedules



- [International Student Orientation](#)
- [Undergraduate/Transfer Student Orientation](#)
- Graduate Students
  - Register for an [Immigration Reporting Session](#)
  - Check with your academic department and the Graduate School for additional orientation details

- ☐ Notify [International Undergraduate Admissions](#) or [International Graduate Admissions](#) and ISSS ([adviser@colorado.edu](mailto:adviser@colorado.edu)) if you no longer plan to attend CU-Boulder or are unable to begin your degree program on the date indicated in item 5 of your I-20 or item 3 of your DS-2019.

- Depending on when you intend to arrive in the U.S., you may have to defer your admission and a new I-20 or DS-2019 may be required.
- If you will not attend CU-Boulder, your CU-Boulder I-20 or DS-2019 and SEVIS record will be canceled.

- ☐ Obtain Housing in Colorado

- Review housing resources on pages 7-8
- Review [on-campus housing options](#)
  - If applicable, apply for [On-Campus Housing & Meals](#)
    - Review information about [living on campus](#)
      - [Residence Hall Handbook](#)
      - [Graduate & Family Housing Handbook](#)
    - Review information about [moving in and moving out of on-campus housing](#)
- Please note ISSS is not able to arrange housing and cannot recommend non-CU Boulder housing alternatives.

- ☐ Arrange travel to Boulder, Colorado. *Be sure to keep in mind the dates of your orientation sessions when booking travel.*

- The closest airport is [Denver International Airport](#) (DIA). It is approximately 45 minutes from Boulder. Additional information about DIA is included in the “Arriving in Colorado” section.

- ☐ Review the U.S. Port of Entry Arrival Procedures

- [U.S. port of entry arrival procedures](#)



- Carry the following documents with you in your carry-on for you, and if applicable, your dependent(s): Original I-20 or DS-2019; Valid passport (should have at least 6 months' validity); F or J visa (exception: Canadian citizens); SEVIS I-901 fee receipt; proof of funding as noted on your I-20 or DS-2019; and CU-Boulder admission letter.

## Housing

ISSS does not provide recommendations or assistance with obtaining housing in Boulder. Please review the resources below and, if necessary, ask a staff member in admissions or your department for guidance.

First-year students are required to live in a [University residence hall](#) for two academic semesters unless: you are married; you live with parents or legal guardians and have permission to commute; or, there is limited housing available on-campus. If you are required to live on-campus but meet any of the previously mentioned exemption criteria, you can submit an [Exemption Request](#).

The demand for rental properties in Boulder is high so finding a place to live that is both reasonably priced and suits your needs may take time. Campus apartments or family housing costs vary, generally ranging from around \$700 to \$1,300 per month, depending on where you live. (Costs subject to [change](#)). Off-campus housing costs also vary ranging from around \$600 per month for an efficiency apartment to \$1,600 per month or more for a house in Boulder County. Rent is often cheaper if you live with a roommate or roommates and can split utility costs.



### **On-Campus Housing**

#### [Housing and Dining Services](#)

Center for Community (C4C), S300  
Boulder, Colorado 80309-0123  
Phone: 303-492-6871

Housing and Dining Services oversees the undergraduate residence halls and apartment as well as the University's dining halls and meal plans.

#### [University Graduate and Family Housing](#)

Family Housing Office  
1350 20th Street  
Boulder CO 80302-0061  
Phone: (303) 492-6384

All Graduate and Family Housing apartments are within a 15-minute walk to campus. Some complexes are along Boulder Creek to the north and east; one complex is close to the Engineering Center. Graduate and Family Housing's priority is to provide housing for families, married couples, and single parents; there are a limited number of units for graduate students and for CU-Boulder staff, faculty, and visiting scholars. There are studio, one-, two-, and three-bedroom units, either furnished or unfurnished. The on-site staff at the Family Housing Office manages the apartments, assigns all leases, and collects rent.

### **Off-Campus Housing**

#### [Off-Campus Housing and Neighborhood Relations](#)

University Memorial Center (UMC), Room 313  
Phone: (303) 492-7053

The Off-Campus Housing and Neighborhood Relations Office maintains listings of off-campus rental properties and provides helpful resources including local maps, furniture rental information, and other materials related to living off campus. Here is

their [website](#).

Ralphie's list is another off-campus housing resource. Here is [the website](#).

A [helpful rental checklist](#) of things to look for when renting an apartment in the U.S.

## Purchasing Renters Insurance

It is recommended that you consider purchasing renters insurance. Depending on the policy, it may cover the replacement of your property if it is damaged or stolen in your apartment. At around \$15 to \$30 per month, renter's insurance is a bargain compared to what it would cost you to replace your household goods and personal belongings in the event of fire, severe weather, or theft. You can find a list of rental insurance providers online by doing an internet search for "renters insurance."



## Arriving in Colorado

Boulder is about 45 minutes from [Denver International Airport \(DIA\)](#).

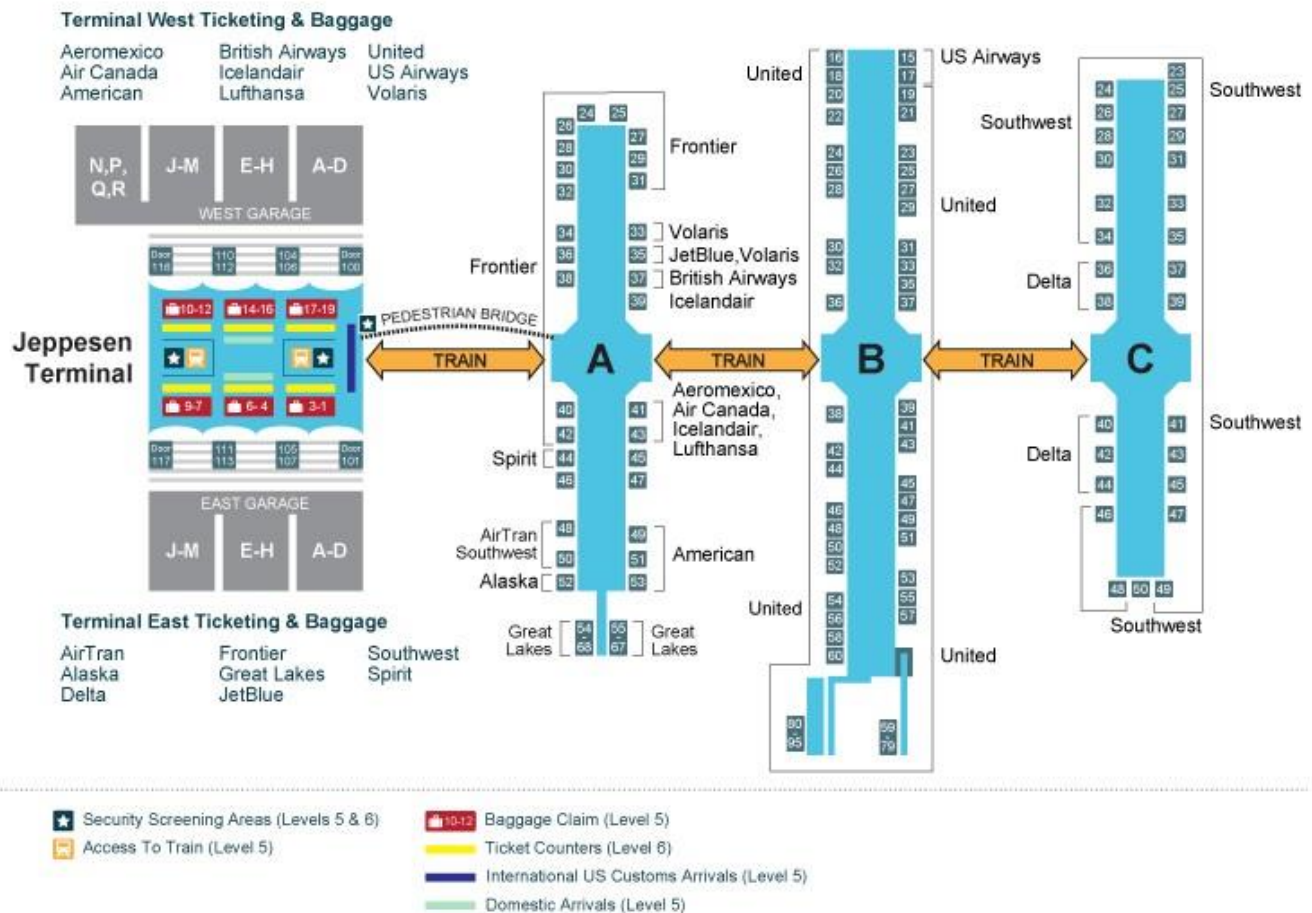


### About Denver International Airport (DIA)

The airport's main terminal is characterized by a large canopy of "peaks" that were constructed to resemble the peaks and valleys of the nearby mountains. There are two sides to the main terminal, called the Jeppesen Terminal; carriers are organized by Terminal West and Terminal East—separating traffic into three levels: The upper level is for departures and arrivals, the mid-level is for ground transportation, and the lower level is for passenger pick-up. The gates are arranged along three concourses connected to each other and the main terminal by a train.

- [Information for International Travelers](#)
- [Virtual Tour of DIA](#)

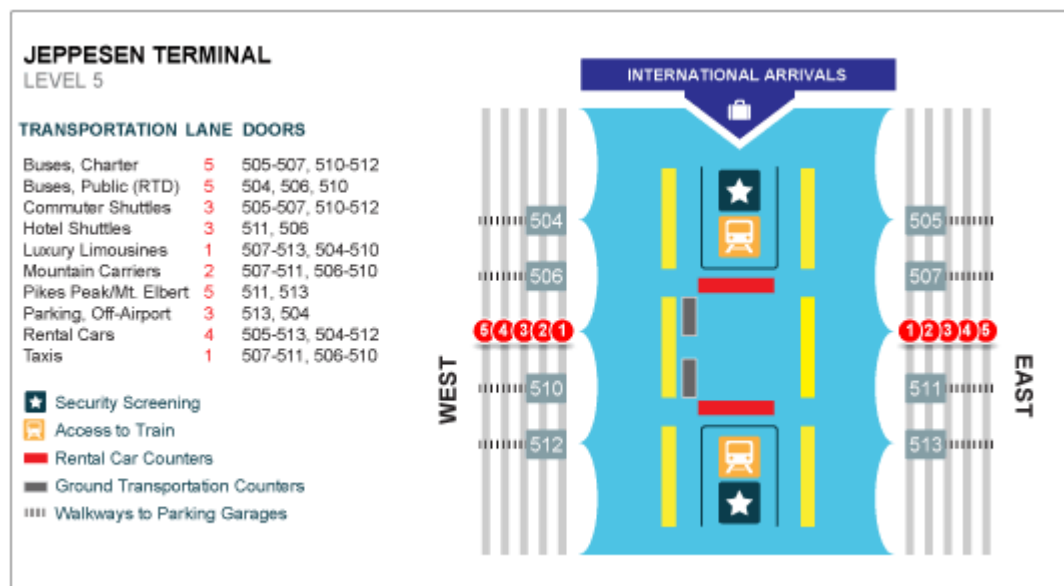
## AIRPORT LAYOUT



Hospitality Ambassadors and Airport Guest Services are numerous, and staff provides customer service, information booths, airport paging, directions, and help with the often expected mishaps, like lost luggage. They can direct you to the Ground Transportation Information Center so you can catch a bus, shuttle, or taxi to Boulder.

## Ground Transportation at DIA

The [Ground Transportation](#) Information Counter is located on Level 5 of the Jeppesen Terminal. You can get to Boulder by bus, shuttle, or taxi.



## RTD Bus Service

The [Regional Transportation District's \(RTD\) bus service](#) to and from DIA is called the [SkyRide](#).

- RTD buses pick-up and drop-off passengers at Jeppesen Terminal Level 5, Island 5, outside doors 504, 506, and 510 (west side).
- The [AB Bus towards Boulder Transit Center](#) takes passengers from DIA to Boulder.
- The fare for a one-way ride from DIA to Boulder is \$13 (U.S. currency).
  - You must have exact change to pay the bus fare; bus drivers do not carry change. Additional [fares](#) are online.
  - You can buy a ticket at the SkyRide ticket counter located on the west side of the Ground Transportation area, Level 5, inside door 506. If the RTD ticket counter is closed, you will need to have \$13 cash to put into the fare box as you board the bus.
- You can check SkyRide departure times at the Ground Transportation Information Center, SkyRide ticket counter, Kiosk at the Jeppesen Terminal on both the north and south sides of the fountain, or [online](#).
- It typically takes from 60 to 90 minutes to get to Boulder by bus.
  - The Broadway & Baseline Rd stop is located near main campus.
  - To determine which buses to take to get to a desired location, try using the [RTD Trip Planner](#).
  - Access the SkyRide service map [online](#).



## Commuter Shuttles

Commuter shuttles, also known as shared ride services, operate regularly from DIA.

- Commuter shuttles pick-up and drop-off from Jeppesen Terminal Level 5, Island 3, outside doors 505-507 (east side) and 510-512 (west side).
- A list of commuter shuttle with service to Boulder are listed [online](#).

A list of commonly-used shuttles, websites and contact information, and estimated fares appears below. The rates in this publication are from 2014 and subject to change

The shuttle providers, taxi cab companies, and websites listed below are not affiliated with CU-Boulder. CU-Boulder provides links to this and other, third-party sites solely as a convenience to the user. The information available at such sites is furnished by others. CU-Boulder does not sponsor, maintain, warrant or endorse any of these sites and is not responsible for their accuracy or content. By choosing to connect to any such site, the user (i) assumes all risks associated with access to and/or use of the information at such site; and (ii) releases the University, its trustees, officers, administrators, faculty, employees, agents and representatives from any and all liability for injury, damages or loss of any kind, accidental or otherwise, resulting from access to the site and/or use of the information contained therein.

<b>Ride-Share Shuttle Provider</b>	<b>Phone Number</b>	<b>*Estimated Fare</b>
<a href="#">SuperShuttle</a>	800-258-3826	\$33

<b>Private Shuttle Provider</b>		
<a href="#">Green Ride Colorado Shuttle</a>	303-997-0238	~\$45 (for 1 passenger)
<a href="#">All Star Metro Airport Express</a>	720-308-9075	~\$75 (for 1-3 passengers)
<a href="#">Discount Shuttle</a>	877-890-1080	~\$80 (for 1-3 passengers)
<a href="#">A Class Above Transportation</a>	303-434-0819	~\$80 (for 1-3 passengers)
<a href="#">#1 Airport Shuttle</a>	800-761-7786	~\$85 (for 1-3 passengers)
<a href="#">Road Runner Express</a>	720-297-7369	~\$85 (for 1-3 passengers)
<a href="#">Best Ride Airport Shuttle</a>	720-937-8141	~\$90 (for 1-3 passengers)

- \* It is customary in the U.S. to give a shuttle driver a tip of at least 15-20 percent, plus an extra \$1 to \$2 for each piece of luggage.
- \* The fares listed are subject to change. Please confirm fare amounts with the service provider.

When researching and booking transportation, be sure to pay attention to:

- When the reservation can be made (e.g., same day? 24 hours in advance?)
- What type of payment is accepted (e.g., cash? Specific credit cards? Traveler's checks?)
- Whether there are additional fees (e.g., per piece of luggage, per passenger, tip)

### **Taxis/ Taxi Cabs**

Taxis are readily available and provide service to the Denver metro area and surrounding counties. Some companies may also provide service to other destinations within the state of Colorado. Check with the cab company (or with your driver at the airport) for more information on fares and destinations served. The rates in this publication are from 2014 and subject to change.

- Taxis pick-up and drop-off from Jeppesen Terminal, Level 5, Island 1, outside Doors 507 through 511 (Terminal East) and Doors 506 through 510 (Terminal West).

The following popular destinations have flat-rate charges (one-way fare, airport access fee already included):

- Boulder: \$88.15
- Downtown Denver: \$55.15
- Denver Tech Center: \$61.15
- Broomfield and Louisville Area: \$70.15 (Yellow Cab only)

<b>Taxi Company</b>	<b>Phone Number</b>
<a href="#">Denver Yellow Cab</a>	303-777-7777
<a href="#">Freedom Cab</a>	303-444-444
<a href="#">Metro Taxi</a>	303-333-3333
<a href="#">Union Taxi Cooperative</a>	303-922-2222

- \* It is customary in the U.S. to give the shuttle driver a tip of at least 15-20 percent, plus an extra \$1 to \$2 for each piece of luggage.
- \* The flat-rate charge is subject to change. Please confirm fare amounts with the service provider.



## Temporary Housing Accommodations

If you have not located local housing or are unable to move in upon arrival in Colorado and are need of temporary housing accommodations, there are several hotels located near campus. Search here for [local hotels](#), and [accommodations](#).



## After Arriving in Boulder, Colorado You made it!



- ☐ If you entered the U.S. by air or sea, you will need to check your electronic I-94 arrival record, and if applicable, your F-2 or J-2 dependent(s)' I-94 arrival record(s)

- Access your [arrivals record here](#)
- Enter your information as it appears on the visa or, for Canadian citizens, passport you utilized to enter the U.S.
  - Additional instructions are [online](#)
- Print the I-94 record for your records, and if applicable, your dependent(s).
  - If you are unable to access your I-94, seek a correction from Customs and Border Protection (CBP) by following the process indicated on p.2 of the ISSS [I-94 handout](#).

- ☐ **Complete your MANDATORY Immigration Reporting Process**

International Students (you!) are required by federal regulations to complete an immigration reporting session in which ISSS reviews students' documents and registers their SEVIS records so that they are in "active" immigration status.

Immigration Reporting with ISSS is a 2-Step Process:

1. As soon as you arrive in the US (*not before*) complete this [Immigration Reporting Form](#) in DocuSign and attach the required documentation.
  - Click here if you have questions: [Instructions for completing the Immigration Reporting Form in DocuSign](#)
2. Attend an **in-person** ISSS Immigration Reporting Session that provides important information about your immigration status.
  - This is included in Undergraduate, Transfer, and Exchange Students' International Student Orientation Itinerary. **These sessions are not optional, they are REQUIRED!**
  - Graduate students must [sign-up for an Immigration Reporting Session](#).

**Individuals studying in a visa status other than F-1 or J-1 must still complete the [Immigration Reporting Form](#) and attach the required documentation**

- ☐ **Attend Welcome Orientation(s)**

- [International Student Orientation](#)
- [Undergraduate/Transfer Student Orientation](#)
- Graduate Students
  - [Immigration Reporting Session](#)
  - Academic department and/or Graduate School

**If you are a F-1 and J-1 student, you must also:**

- Sign the International Student Responsibilities Contract section of the form

**If you are a J-1 and J-2 student, you must also:**

- Complete the J Insurance Compliance section of the form

**All Exchange Students must also:**

- Complete the Transcript Release section of the form

## Section 2: About Us

### Colorado (CO)

Colorado is part of the Western U.S., Southwestern U.S., and Mountain states.



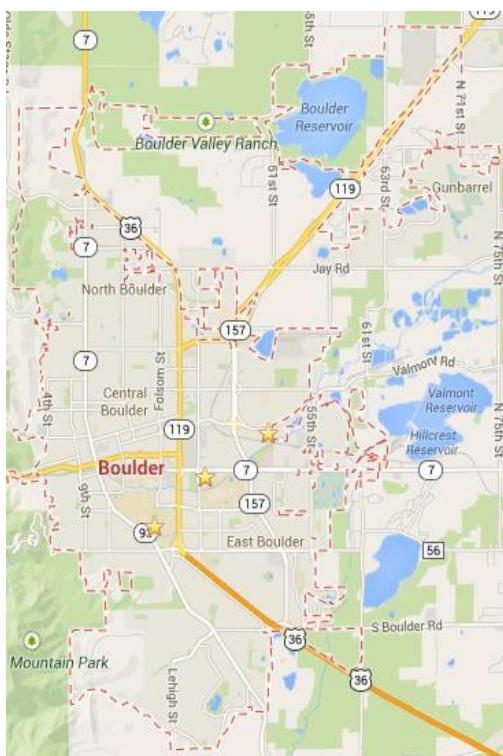
It shares a border with Wyoming to the north, Nebraska to the northeast and Kansas to the east, Oklahoma and New Mexico to the south, Arizona to the southwest, and Utah to the west.

Colorado is noted for its diverse landscapes of mountains, foothills, forests, rivers, canyons, high plains, and deserts. The estimated population of Colorado is 5,268,367 (2013 U.S. census). Denver is the capital of Colorado and most populous city (649,495, 2013 U.S. census).

Colorado State Flag



### Boulder, CO



Boulder is located at the base of the foothills of the Rocky Mountains at an elevation of 5,430 feet (1,655 m). The city has a population of approximately 97,385 and is commonly known for its sunny weather, outdoor activities, and quality of life. No matter what season it is, sightseeing in Colorado is spectacular. If you go to the mountains, particularly on the weekend, allow plenty of time to get to your destination. Traffic is heavy through the mountain corridors – stop-and-go traffic is not uncommon. During the winter months, driving can be dangerous, particularly in the mountains, because of snow and ice on the roads. Be sure to check local weather advisories before traveling in the mountains.

Additional information about things to do in Boulder is available in this handbook starting on page **Error! Bookmark not defined..**

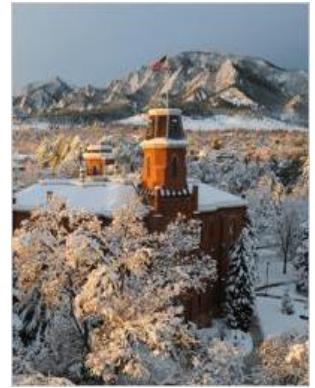
#### **Boulder Climate and Weather**

Boulder's climate is relatively dry and mild. During the summer months, temperatures average a high of 85-90 degrees F (30-32 degrees C). Fall is generally mild with cooling temperatures and an occasional snow fall as early as October. From December through March, daytime high temperatures average from 35 degrees F (2 degrees C) to 55 degrees F (13 degrees C), and evening temperatures may get down to 0 degrees F or below ( -18 degrees C). A few times in the winter, the Boulder-area may get a heavy snow of several inches or more, but generally snowstorms are light and melt within a day or two. Spring temperatures are unpredictable; it is not uncommon to have snow, rain and thunderstorms, and even hot weather.

Precipitation averages 20-46 cm. (15 to 18 inches) per year. Much of this moisture comes in heavy spring snows and summer rain. Because the Boulder area does not get a lot of precipitation, residents are asked to use water wisely and to conserve it.

## The University of Colorado, Boulder

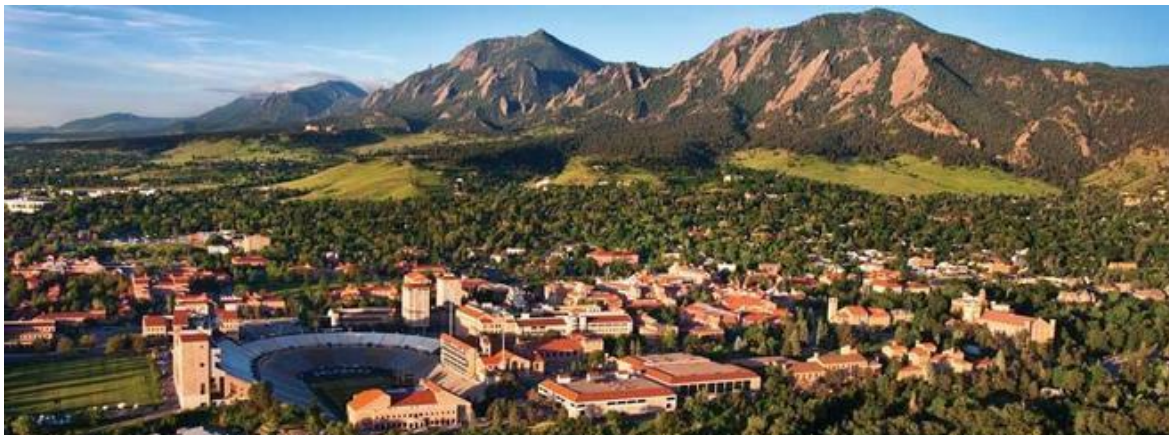
The University was founded in 1876, and its doors opened in 1887. The building fondly called “Old Main” housed 44 students, two faculty members (one of whom served as the president), and all of the classrooms and laboratories. The president and his family lived in the basement and the students lived on the second and third floors. Today, CU-Boulder’s enrollment is approximately 32,000.



- Learn more about the history of the University by visiting the [Heritage Center History Museum](#) (top floor of Old Main)
- Take a [virtual tour of campus](#)
- Explore the [Campus Map](#)

The Board of Regents determines the general policies of the University. There are nine Colorado citizens who serve on the Board and are elected in general statewide elections. The president of the University is chosen by the Board of Regents. Each campus has a head administrator, called the Chancellor. The Chancellor appoints their vice chancellors and other administrators who run each campus. Administrative offices for CU-Boulder are located in Regent Hall.

Also in the University of Colorado system are the University of Colorado, Denver including the Anschutz Medical Campus and the University of Colorado, Colorado Springs.



## The Office of International Education (OIE)



**OIE** is part of the Division of Academic Affairs and seeks “**to actively promote international and intercultural understanding and to enrich the academic and cultural environment of CU-Boulder by facilitating the exchange of people and ideas**” - OIE mission statement. OIE works with international student and scholars coming to the University to study, teach, or conduct research as well as outgoing study abroad students.

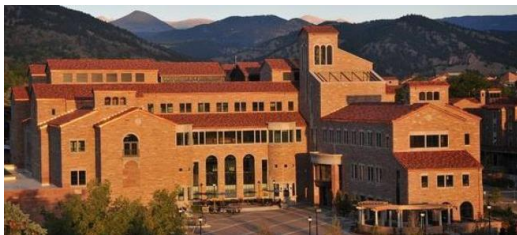
### The Office of International Education has three components:

- 1) International Student and Scholar Services (ISSS);
- 2) Study Abroad Programs (SAP); and
- 3) Global Education Initiatives (GEI).





## International Student and Scholar Services (ISSS)



ISSS is a part of the Office of International Education. ISSS provides immigration advising for CU-Boulder students and scholars and works with the [Cultural Unity and Engagement Center's International Student and Scholar Programming](#) to provide cultural adjustment support and social programs.

ISSS provides service to over **3,000** international students and **750** international scholars.

### **If you have immigration questions or concerns during your program, feel free to:**

- Check the [ISSS website](#)
- Email ISSS at [iss@colorado.edu](mailto:iss@colorado.edu)
- Stop by ISSS to meet with an adviser during regular business hours
  - Monday through Friday
  - 10:00am to 3:00pm
- Call ISSS at 303-492-8057

## Communicating with ISSS

### **CU-Boulder Email**

The University's Information Technology Services (ITS) assigns all students an official University email address. All official University communications including ISSS emails will be sent to this email address. Students are responsible for monitoring their Colorado.edu email account and reading and responding to University emails in a timely manner.

- [Student Email Information](#)
- [Student Email Policy](#)

### **ISSS News! Your international newsletter while studying at CU Boulder**

After setting up your University email address, it is important that you subscribe to the ISSS electronic newsletter—fs-adviser. ISSS will send important announcements via fs-adviser.

To sign up for fs-adviser:

1. Send an email message to: [listproc@lists.colorado.edu](mailto:listproc@lists.colorado.edu)
2. In the body of the message, type in: "subscribe fs-adviser" and your first and last name
3. Send the message.

### **Facebook**

Check out the [International Student and Scholar Services \(ISSS\) CU Boulder fan page](#) for events and updates!

## International Student and Scholar Programs (ISSP)

International Student and Scholar Services  
Center for Community (C4C), S355

Make the most out of your time living and studying in the U.S.! Outside of the classroom, you can make lifelong friends and memories! Join in the fun by attending any of the many events sponsored by the ISSS office. Community dinners, trivia nights, holiday-themed parties, free food, Colorado outings, ski trips and more! Get involved and make the most out of your time at CU!



## CU-International

CU International is an amazing student run club on campus that seeks to support new members of the international community and organizes social events!

- *International Coffee Hour*: 4-5:30pm on Fridays (Fall & Spring semester) @ the [UMC Grill](#)

Where cultures meet! International Coffee Hour offers you a chance to meet other students for good conversation and free refreshments in an informal setting. Join students, faculty, and staff every Friday afternoon, from 4 pm to 5:30 pm during the fall and spring semesters when classes are in session! Located in the UMC food court area across from Baby Doe's. Friends and family members are welcome.



- *W.T.F. Friday (Where's the Food Friday)*: Weekly gathering at different local restaurants!

A weekly dinner planned by CU International takes place in a different restaurant each week. Participants do not need to make a reservation - just show up and join the group! Each person pays for their own dinner. Friends and family members are welcome! For location, check the [CU International website](#), [email them](#), or check the [ISSS Facebook fan page](#).

## Boulder Friends of International Students (BFIS)

Get an American Family! BFIS matches international individuals with host families in the Boulder-area for 1) monthly connection or 2) a single family dinner 3) cultural exchanges over food and other fun events!

- Students are given a preference for placements since student fees pay for the program.
- Information and application [online](#)



## International Festival

Showcase your culture to the CU Boulder community! Celebration of the diverse cultures of the CU-Boulder campus featuring displays, activities, performances, and food. (This student run event is family-friendly and FREE to attend.) The [International Festival](#) is usually held in April on the Saturday following the [Conference on World Affairs](#) in April.

## Section 3: Getting Established On-Campus

### Getting Around Campus

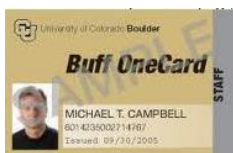
Learning your way around campus can take some time. Here are a few resources to help you on your way:

- [Printable Campus Map](#)
- [Searchable Campus Map](#)
- [Virtual Campus Tour](#)
- [Visitor Parking](#)

You may find it helpful to attend a campus tour. Information sessions and campus tours provide a great overview of CU-Boulder and the Buffalo community. Information sessions and campus tours include a one-hour information presentation led by an admissions representative, followed by a 90 minute, student-led walking tour of campus.

- Information sessions and campus tours are held **Monday through Friday beginning at 9:30 a.m. and at 1:30 p.m., and select Saturdays at 10:30 a.m.** Information sessions and campus tours are free to all guests
- Additional information is [online](#).

## Obtain a University Identity (ID) Card—the Buff OneCard



[Campus Card Office/ Buff OneCard Office](#)

Center for Community (C4C)

N180

Monday-Friday 8:00am - 4:30pm

303-492-0355

[info@buffonecard.com](mailto:info@buffonecard.com)

The Buff OneCard is the official university ID card. You are required to carry it with you whenever you are on-campus and will be asked to show it every time you meet with an ISSS adviser or pick-up a document from ISSS. The Buff OneCard is used to access [CU-Boulder services](#) and events on-campus.

- [Information for New Students](#)
- If you are an undergraduate student living in CU-Boulder housing, your Buff OneCard will be given to you when you check into your residence hall.
- If you are a graduate student or undergraduate student who is not living in CU-Boulder housing, bring a government photo ID (e.g., passport) to the Buff OneCard Office to obtain your Buff OneCard.
- Your first Buff OneCard is free; you will be charged a fee for a [replacement Buff OneCard](#).

## RTD CollegePass



Full fee-paying students also receive the [RTD College Pass](#) which allows the student to ride the local and regional buses and light rail at generally no charge.

- A replacement CollegePass currently costs \$10.

## Keeping Your Address Current in [MyCUInfo](#)

F-1 and J-1 students are required by federal regulations to inform ISSS of their address and any address change within 10 days of moving; this includes one's initial residence in the U.S. ISSS updates this information in the student's SEVIS record.

- Students can report their address information in [MyCUInfo](#).
  - Exception: students who have completed their degree program must email address updates to [iss@colorado.edu](mailto:iss@colorado.edu)
- For SEVIS reporting purposes, F and J students must enter their:
  - HOME COUNTRY INTERNATIONAL address with their address in their home country
  - MAILING ADDRESS with their local Colorado address

## Entering Your Initial Address in [MyCUInfo](#)

Step 1: Log into MyCUInfo

Log In Features Help

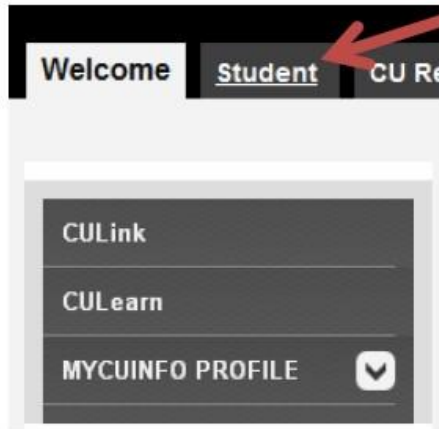
CU Login Name:

IdentiKey Password:

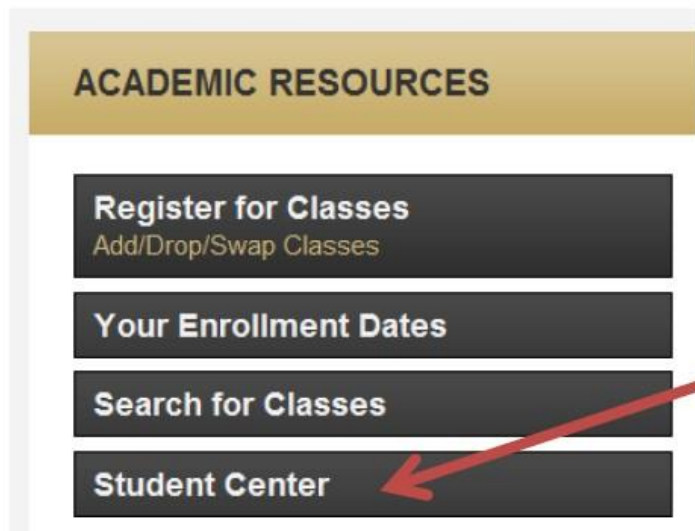
Log In

**Need help logging in?**  
**IdentiKey Help**  
Go to [IdentiKey Accounts](#) for more information and help.  
To reset or activate your IdentiKey, go to [CU-Boulder Identity Manager](#).

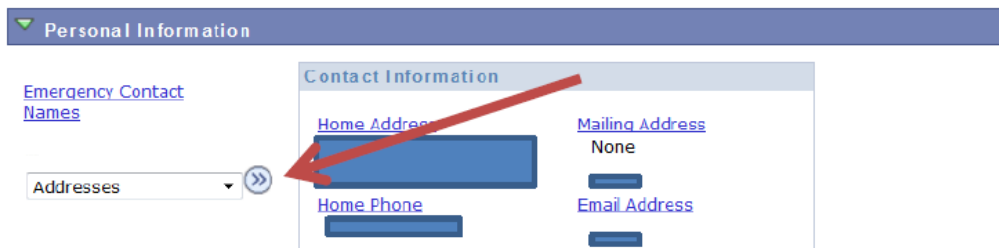
Step 2: Click on the STUDENT tab



Step 3: Click on the STUDENT CENTER tab



Step 4: Go to the Personal Information Section and to the drop down menu and select addresses



Step 5: Click on "Add A New Address"

## Addresses

View, add, change or delete an address.

Address Type	Address	
Home	<input type="text"/>	<input type="button" value="edit"/>

**Step 6:** Type in the appropriate address. If you are adding your home country international address, remember to change the country! Hit OK after you have completed entering the address.

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:  Postal:

County:

**Step 7:** You will need to verify the address is correct and then select the appropriate address type. Remember! Your MAILING address should always be your local Boulder address. Your international home country address should always be the F1/J1 international address. Select the correct address and hit SAVE! You must hit SAVE or the new address will not be added to your record!

## Addresses

### Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

**Add a new address**

[Edit Address](#)

Date new address will take effect: 12/05/2013 (example: 12/31/2000)

[Return to Current Addresses](#)

Address Types	
<input type="checkbox"/> Home	*
<input type="checkbox"/> Mail	*
<input type="checkbox"/> Campus	
<input type="checkbox"/> Local	
<input type="checkbox"/> F1/J1 Intl	*

## Updating Your Existing Address in [MyCUInfo](#)

### Step 1: Log into MyCUInfo

**Log In** **Features** **Help**

CU Login Name:

IdentiKey Password:

**Need help logging in?**

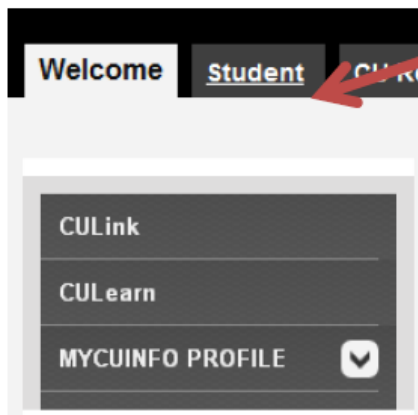
**IdentiKey Help**

Go to [IdentiKey Accounts](#) for more information and help.

To reset or activate your IdentiKey, go to [CU Boulder Identity Manager](#).



**Step 2:** Click on the STUDENT tab



**Step 3:** Click on the STUDENT CENTER tab



**Step 4:** Go to the Personal Information Section and to the drop down menu and select addresses



**Step 5:** Select the address you would like to update.

### Addresses

View, add, change or delete an address.

Address Type	Address	
Home		<a href="#">edit</a>
Mail		<a href="#">edit</a>
F1/J1 Intl		<a href="#">edit</a>

[ADD A NEW ADDRESS](#)

**Step 6:** Update the address. Make sure the country is correct. You can change the country by clicking on Change Country. Please note, the last field for the MAILING address is *county*, not *country*.

YOU MUST HIT THE OK BUTTON TO PROCESS THE CHANGE

#### Edit Address

Country: United States [Change Country](#)

Address 1: 9119 Bear Creek Apartments

Address 2:

Address 3:

City: Boulder State: CO Colorado Postal: 80310-3500

County:

**Step 7:** This is a very important step. Your address will not be updated unless you make sure you complete this final step.

1. Make sure the address is correct
2. ***Make sure you have only the address you want to update selected on the right.*** If you select both F1/J1 INTERNATIONAL and MAILING, both addresses will be updated with the same address. Remember, your F1/J1 INTERNATIONAL address must be your address in your home country and your MAILING address must be your local Colorado address.
3. **HIT SAVE!!!** The address update will not work if you do not click on the **SAVE** button!

#### Addresses

##### Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

##### Change Address

[Edit Address](#)

Date changes will take effect 23/11/2011  (example: 31/12/2000)

[Return to Current Addresses](#)

##### Address Types

- ☐ Home \*
- ☒ Mail
- ☐ Residence Hall \*
- ☐ Campus

Make sure you select the correct address AND make sure you deselect any other addresses!

Make sure you click the SAVE button!

**Step 8:** Your address has only been updated when you see the message below. After you have updated your address, log out of MyCUinfo.



## Computer Access and Computer Labs On-Campus

The [Office of Information Technology Services \(OIT\)](#) provides a variety of technological services to the campus including internet services. If you have a laptop or table, you can connect to the internet through [UCB Wireless](#). UCB Wireless can be accessed in all buildings on campus, in popular campus life locations, in residence halls, and even on the Buff Bus.

There are more than 50 computer labs on campus equipped with a variety of personal computers and scientific work stations that students can use. For more information on these labs or to locate a computer lab on campus, please see [OIT's Computer Lab information](#).

The [Anderson Language Technology Center \(ALTEC\)](#) provides computers which enable students to do word processing in foreign languages. Its facilities offer state-of-the-art multi-media classrooms, and a library of films from around the world. ALTEC is located on the first floor of Hellems, south of the Norlin Quad.

For short-term use, students can [check out a laptop](#) free of charge using their BuffOne cards. Student must returned the laptop by the return date and time.

If you intend to make any technology purchases before arriving to campus, please consult OIT's [Recommended Software and Hardware page](#).

## University Libraries

CU-Boulder's [University Libraries](#) system features [Norlin Library](#), housing social sciences and humanities 700,000 volume collection, archives ,and special collections, and four branch libraries —[Business](#); [Earth Sciences / Map](#); [Engineering, Mathematics & Physics](#); and [Music](#). The University Libraries collection includes over twelve million books, journals, government publications, audiovisual content, maps, and computer recourses. CU-Boulder's Law School also has a [Law Library](#) located on the second floor of the Wolf Law Library.

## University Recreation Services and Centers



### [Recreation Services](#)

CU-Boulder features 2 indoor recreation [facilities](#) (on main campus and Williams Village), an indoor climbing gym, 3 artificial turf fields, 4 natural grass fields, 4 outdoor basketball courts, 3 tennis courts, and a challenge ropes course. The main Rec Center features strength and cardio equipment, basketball and volleyball courts, an ice arena, 4 pools, a climbing gym, a turf gym, and over 200 fitness classes a week. Recreation Services also coordinates [club sports](#), [intramural sports](#), and an [outdoor program](#).





All CU-Boulder students who pay full CUSG fees are members of the Recreation Center. Students who pay a portion of CUSG fees or base fees will be charged a fee for membership to the Rec Center. Additional information about membership fees is [online](#).

## Things To Do On-Campus

In addition to the [University Libraries](#) and [Recreation Center](#), there are many other events, activities, and experiences to participate in on-campus.

- [International Student and Scholar Programs](#)
- [CU-Boulder Events Calendar](#)
- [Colorado Buffaloes Athletics Calendar](#)
- [CU Presents](#)
- [CU-Boulder's Macky Auditorium Concert Hall](#)
- [CU-Boulder Theatre and Dance](#)
- [CU-Boulder College of Music Performances](#)
- [International Film Series](#)
- [CU Art Museum](#)
- [CU Museum of Natural History](#)
- [Fiske Planetarium](#)



## English Language Resources for Non-Native English Speakers

There are many resources available at the University of Colorado for non-native speakers of English.

Options include classes for credit, non-credit classes, workshops, on-line resources, in person writing consultants, conversation hours, and tutoring. Additional information is [online](#).

## Section 4: Living in Boulder, Colorado

### Altitude Sickness

Boulder is located approximately 5,340 feet above sea-level. This high altitude can impact how individuals feel especially when they first arrive. Common symptoms of altitude sickness are: breathlessness, light-headedness, headaches, nausea, fatigue, loss of appetite, difficulty sleeping and the lack of moisture in the air can cause dry eyes, skin, and nose bleeds.

Important things you can do to minimize the negative effects of the local altitude are: drink a lot of water; take it easy when you first arrive to allow time to adjust before engaging in strenuous activities; protect yourself from the sun by wearing sunblock and sunglasses and staying in the shade; minimize alcohol intake; and eat foods high in potassium.

### Safety and Crime Prevention

Maintaining a safe and secure city and campus requires a community effort. Please take common sense precautions, be alert, and to look out for others. Please review the links below and information in this section:

- [CU-Boulder Campus Police Department](#)
- [Boulder Police Department](#)
- [Crime Prevention](#)
- [Campus Safety](#)
- [Crime Map & Statistics](#)

Always keep your apartment doors locked, even when you are at home or just stepping out for a short time. Burglary and theft are the two most common crimes in Boulder. Backpacks, laptops and bicycles are frequent targets of thieves. Don't leave your personal belongings unattended. Attach your bicycle to a bike rack, and lock it with a sturdy lock.

## Calling for Emergency Assistance



The universal telephone number for emergencies throughout the United States is 9-1-1; you do not have to dial an area code or a telephone number. You can dial 9-1-1 from a pay telephone without having to deposit a coin. If you call 9-1-1 from a landline, the dispatcher will know your exact location. If you call from a cell phone, the dispatcher can usually determine approximately where you are, but you should be prepared to tell your exact location.

When you dial 9-1-1, a dispatcher will answer your call and direct it to a public safety dispatch center (a fire department, police station or sheriff's department). After you have clearly stated your location, what help is needed, and you have followed all directions given to you by the dispatcher, an ambulance, police officer, and/or fire truck are directed to your location.

This number is strictly for LIFE-THREATENING emergencies (fire, car accident, a serious fall when someone is unconscious or bleeding, showing symptoms of a heart attack, or if someone is breaking into your house). While there is no charge for dialing 9-1-1 to get help, there will be charges for ambulance transportation.

The [CU-Boulder campus police](#) telephone number for a non-emergency is (303) 492-6666

## Transportation

You can travel around Boulder rather easily by walking, riding a bicycle, or taking a bus. There is an extensive network of over 300 miles of pedestrian and bike paths in, throughout, and around Boulder. There are also more than 140 bus routes and six light rail lines in the Boulder- Denver metro area.

City of Boulder Biking and Pedestrian [Paths Map](#)



## Walking



You are considered a pedestrian if you are "standing, walking, or using a wheelchair on public streets, highways, and private property." Boulder laws grant pedestrians the right of way at crosswalks and intersections. Despite this, it is important to be cautious to ensure that cars yield to you before walking into the street. Drivers have the right of way when they have a green light and pedestrians cannot legally cross; pedestrians do not have the right to impede the flow of traffic.

Traffic is often heavy in Boulder and around campus, particularly on Regent Drive and on Broadway. Pedestrians should cross at visibly-marked crosswalks with walk lights.

Pay attention to "walk" and "don't walk" signals at intersections.

- A steady "don't walk" (red hand) is do NOT cross.
- A steady "walk" (white person walking) means it is safe to walk.
- A flashing "walk" (flashing red hand) is CLEAR THE INTERSECTION.





Some important pedestrian laws to be aware of include:

- No pedestrian shall cross a roadway other than by a route at right angles to the curb or by the shortest route to the opposite curb.
- Except as otherwise directed by a pedestrian traffic control signal, no pedestrian shall enter the roadway at an intersection controlled by a steady traffic control signal unless a circular green signal is displayed governing the direction of travel.
- Where a pedestrian control signal exhibiting "Walk" or "Don't Walk" word or symbol indications is in operation, no pedestrian shall enter the roadway unless a steady or flashing "Walk" indication is displayed governing the direction of travel.
- No person while upon a roadway shall solicit a ride from the driver of any vehicle.

## CU Night Ride (303) 492-7233

CU NightRide is a student-operated program dedicated to meeting the safety needs of CU students, faculty, and staff by providing night-time transportation to support a safe academic and socially responsible environment both on campus and in the community. CU NightRide is **free** for CU students, faculty, and staff. Clients will be asked to show a CU identification card to use the program; however, if you do not have a Buff OneCard or Visitor/Guest Card, you may ride at the driver's discretion. CU NightRide runs regularly throughout the year, but does not operate during school breaks, bad weather, or holidays. Since their schedule changes, look at their [CU Night Ride](#) website for current and contact information.

## Bicycling

The mild weather, sunshine, and ample bike paths makes riding a bicycle a very common transportation option in Boulder. Bicycles are considered "vehicles" under state law so bicyclists follow the same rules as car drivers do.

### Bike Laws

If you plan to bike in and around Boulder, please review the [following bicycle laws](#).

### Bike Safety

As laws and safety practices vary by country, please also review the following [bike safety tips](#)

### Bike Sharing

If you do not plan on purchasing a bike but would like to ride a bike on occasion, there are several bike-sharing programs.



**Buff Bikes:** Ninety Buff Bikes are available for faculty, staff, and students to rent with a valid university ID. Rental is FREE for one 48-hour check-out period.

- **Semester Bike Rental Program:** provides faculty, staff, and students with a gently used but newly tuned bike on a semester by semester basis for a \$30 rental fee (non-refundable) and a \$100 deposit (refundable).
- **Boulder B-cycle** is a bicycle sharing program available in Boulder and Denver. You can sign-up online or purchase a 24-hour membership at a B-cycle station. Bikes can be picked-up and dropped-off at any B-cycle station.

### Bike Theft Prevention

- Bicycle registration is required to bike on-campus, use the bike stations, also serves as a great anti-theft device by proving ownership of your bike. Click [here](#) to register your ride.
- Use a quality U-lock to lock-up your bike even if you will only be away from it for a short amount of time.

### Trip Planning Resources

You may also find the following resources helpful when planning your bike route:

- [Boulder County Bike Map](#)
- [Downtown Boulder Bike Map](#)

## Riding the Bus

The [Regional Transport District](#) (RTD) bus and light rail system includes the [Stampede](#), [Skip](#), [Hop](#), [Jump](#), [Dash](#), [Bound](#), [Bolt](#), and numbered routes that go through Boulder and to almost all of the cities around Boulder, Denver, and the Front Range area. The [Stampede](#) runs from the main CU-Boulder campus to East campus. The [Hop](#) loops around University Hill, campus, downtown Boulder, and the Twenty Ninth Street shopping mall. The buses run regularly and often, and most routes run late at night. The local one-way fare is \$2.25 (subject to increase).

You can check the fares [online](#). You can also call the RTD customer care line with questions: 303-299-6000.

### RTD Resources

- [How to Ride the Bus, Light Rail, and Transferring](#)
- [Boulder County Transportation Map](#)
- [Schedules](#)
- [Trip Planner](#)
- [Rider Alerts](#)
- [Mobile RTD Tools](#)
- [Riding the bus with your bike](#)

### Bus Passes

- **CollegePass:** If you do not have a EcoPass but live in CU-Boulder family housing, you can check with the [Buff OneCard Office](#) to see if you are eligible for the College Pass for a fee of \$85/semester (subject to increase).
- **RTD bus passes:** [RTD passes](#) (day, monthly passes, ticket books) can be purchased at the main bus terminal or online at the RTD website.

## Driving a Car and Obtaining a Colorado Driver's License

If you plan to drive and own a car while you are in Colorado, please refer to the ISSS pamphlet "[Driving a car in Colorado](#)." If you do not have a car and do not plan on purchasing one, you may be interested in joining the [eGo CarShare](#) program, which allows you to borrow a car for a fee.



## Parking



Parking space is limited at CU-Boulder, and permits can be expensive. Here are details regarding [on-campus parking](#). Downtown Boulder parking has electronically-metered spaces which will require you to put money or a credit card into a kiosk, take the ticket that is issued and place it on your dashboard in order to park without penalty. You must pay attention to when the parking kiosk ticket indicates your parking will expire as the University and City monitor parking meets and will fine people who exceed the parking time they have paid for. Be sure to read meter and parking signs as parking may be restricted at specified times or may even be free after 5pm or on the weekends.

## Telephone Service

Colorado has ten-digit dialing. You have to dial the area code (303, 719, 720, or 970) before you dial the number, even if it is not long distance.

- For example, if you want to call an advisor at ISSS, you would dial: 303-492-8057.

To dial a long-distance number or a toll-free number from a landline, you will have to dial a "1" first, then the ten-digit number or 800 number.

- For example: 1-800-555-5555. From a cell phone, just dial the ten-digit number.

If you are calling an on-campus number from another on-campus telephone, you only need to dial the last five digits of the phone number.

- For example, to call ISSS from an on-campus phone, you would dial 2-8057.





## Cellular/Mobile Phone Services



Cellular or mobile phone companies offer a variety of kinds of services—phone, texting, data. Some plans include a free device but require one- or two-year-long contracts, which involve a credit check, a Social Security number (SSN), substantial deposit, and a credit history. Breaking a year-long contract can involve a “de-activation” fee. Since it is likely that you will not have a credit history in the U.S., your choices for these kinds of service plans may be limited. If you do not have a SSN, you may have to pay a higher deposit.

Another option is to purchase a pre-paid cell phone plan without a year-long contract and buy increments of minutes or text messages which may, depending on the plan, have to be used within the month or unused minutes may roll-over to the next month. Major wireless providers may offer pre-paid cell phone plans; discount department stores and supermarkets also sell phones with pre-paid plans.

Cellular or mobile phone companies and services are constantly changing so any information included in this handbook may be out of date so be sure to do your research and talk directly with the cell phone service providers. Some mobile phone service providers include: [AT&T](#), [Sprint](#), [T-Mobile](#), [TracFone](#), [Verizon](#), and [Virgin Mobile](#). Be sure to compare various plans and to read the fine print so that you know the advantages and disadvantages of each. To see what is available, search for wireless telephone service providers in Boulder. If you buy a phone directly from a service provider’s store, a sales person can answer your questions and help you learn how to operate the device. If you buy a phone from the internet, you may be on your own.

## Landline Telephone Service



Local telephone companies provide local and regional telecommunication services; long-distance companies provide national and international services.

If you decide to arrange for landline, cable or internet-based telephone service, you should look at the services provided by companies such as [Century Link](#), [Comcast](#), [Century Link](#), [Skype](#), and [Vonage](#) to determine who provides the level of service you are looking for. Some companies, such as Century Link and Comcast offer “bundled” communication services, combining telephone, internet, and/or

cable television service at a discount when you buy more than one service. Be sure to ask questions so you can understand the pros and cons of each provider’s services.

New customers will generally pay a one-time installation charge, as well as a deposit that is usually refunded with interest after 12 months if your bills are paid on time. If you move, you must call your provider to request that your telephone service be disconnected or transferred to your new address. There is no charge for disconnecting telephone service, but make sure you let the phone company know at least two weeks before you want to have your phone disconnected.

As mobile phones have become widespread, it is increasingly difficult to find a pay phone. If you do locate one, you can use pay phones for local calls, and most allow you to make local and long-distance calls without coins by using a credit card or any of a wide variety of calling cards. You can make long-distance calls from any pay phone in the United States.

## Utilities and Garbage/Recycling Services

The term “utilities” often refers to a set of services utilized by the public including electricity, natural gas, water, and sewage. When signing a lease for a rental apartment or home, be sure to check to see if the cost of utilities is included in the monthly rent or if you will have to pay for the expense each month independent of your rent payment.

If you are responsible for setting up and/or paying your utilities, the following companies are responsible for Boulder-area utilities:

### Electricity and Natural Gas:

#### [Xcel Energy](#)

24 Hour Residential Customer Service: 1-800-895-4999 Electric  
Emergency/Power Outage: 1-800-895-1999 Gas  
Emergency/Gas Odor: 1-800-895-2999



Water, Wastewater, and Flood Control Services: [Boulder Water Utilities](#) After Hours:

303-441-3245

Administration: 303-441-3200

Billing: 303-441-3260

Emergency: 303-441-3245

Flood: 303-441-1856

Maintenance: 303-413-7100

Wastewater: 303-413-7340

Water Quality: 303-413-7400



### Garbage and Recycling Services

The city of Boulder does not provide a residential trash and recycling service. Residents must either: 1) haul their own trash and recyclables to a [Trash and Recycle Center](#) or 2) [contract with a local trash disposal and/or recycling service](#).

## Mail Services

### **On-Campus Housing Mail Services**

Regular mail and standard packages are delivered to [mailrooms](#) centrally located in your hall or commons area through our corporate partner, [UPS](#). All overnight express packages, flowers, cakes, etc. are delivered to the hall office and are signed for by staff. You will be notified by email for package pickup. Outgoing mail is picked up daily from each hall.

Your mailing address will be:

[Your Name] - ALWAYS include the student name on the package or letter!!

[Box No.] [Hall Name]

[Residence Hall Street Address]

Boulder, CO 80310

For example:

Ralph E. Buffalo

9405 Andrews Hall

2510 Kittredge Loop Road

Boulder, CO 80310



**The residence hall street addresses can be found by hall on the [residence halls information page](#).**

### **e-Ship Global**

ISSS uses the e-Ship Global express mail service for express mailing of international student documents. eShip allows students to set-up accounts, select their desired mailing speed and provider, enter the delivery address, and pay for the mailing.

If you would like to have your document(s) sent to you via an express mail service (Federal Express or DHL) and/ or internationally, ISSS utilizes an express mail service called “e-ShipGlobal.” The mailing of your documents through eShipGlobal is **at your expense**. Your credit card (Visa, MasterCard or Discover cards only) will be charged upon requesting the express mail service. You may request shipment either to your foreign address or to a U.S. contact address. If your document(s) will be sent to a U.S. contact address, please include the name of the person who lives at that address. **The name and address you enter in eShip for the mailing request will be used to generate the mailing label; ISSS cannot change this information so be sure you enter the information accurately.**

In order to receive your documents by express mail, you must create an eShip account and mailing request using the eShipGlobal website. Do not access the DHL or Federal Express website directly. All communication must go through eShipGlobal. They will notify ISSS once you have requested the express mailing. Once ISSS mails the document(s), you will be able to track them.

To request express mailing of your documents, please follow the instructions on the [ISSS Mailing Authorization Form](#).

## United States Postal Service (USPS)



[USPS](#) provides mail service in the United States. It is a self-supporting government enterprise that receives no tax dollars for operating expenses and relies on the sale of postage, products, and services to fund its operations. First class mail is delivered by the post office to your home address or post office box, Monday through Saturday. Unlike postal services in many countries, the USPS does not offer long-distance telephone service or savings accounts.

### Boulder-Area Post Offices

#### **Boulder (main)**

1905 15th Street (downtown)  
(the corner of 15th Street and Walnut) Monday  
through Friday, 8:30 a.m. to 5:30 p.m.  
Saturday, 10 a.m. to 2 p.m.  
Phone: 303-938-3704

#### **Valmont**

2995 55th Street  
Monday through Friday from 8:30 a.m. to 6:30 p.m.  
Saturday from 9:30 a.m. to 2:30 p.m.  
Phone: 720-564-6486

#### **High Mar**

4985 Moorhead Avenue  
Monday through Friday from 9 a.m. to 5:30 p.m.  
Saturday from 10 a.m. to 1 p.m.  
Phone: 303-494-5006

**CPU Colorado Bookstore** 1111 Broadway  
(Postal Provider) Saturday, 10 a.m. to 11:30 a.m.  
Phone: 303-442-5051

In addition to the post office branches, USPS offers self-serve kiosks and a number of retail stores (grocery stores, banks, pharmacies, office supplies stores) provide some postal services. You can [search for locations online](#)

The USPS suggests that you never send cash through the mail.

## Private Express Couriers

Courier companies like [United Parcel Service](#) (UPS), [Federal Express](#) (FedEx), and [DHL Worldwide](#) compete with the USPS for express mail and package delivery, but are run by private companies:

## Finances and Banking

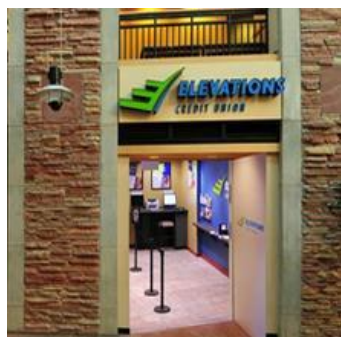
The U.S. dollar (USD; US) is the official currency of the U.S. There 100 cents (or pennies) in a dollar. Coins are fractions of a dollar. A five-cent piece is known as a nickel, a ten-cent piece is a dime, and the twenty five-cent piece is a quarter.



Debit or credit/charge cards are a common way to pay for expenses in the U.S. You can often schedule automatic payments of bills and even make small purchases at stores with a credit card (there may be a minimum purchase amount in order to use a credit card). Automatic Teller Machines (ATMs) are a common and convenient way to access cash as they will often be located around retail areas, on the campus, and in banks. Please be aware though, withdrawing money from an ATM generally costs a fee unless the ATM belongs to your bank.



## Opening a Bank Account



If you do not have a U.S. bank account, you may want to consider opening an account at a local bank or credit union. It is important to compare fees and services to determine which bank is the best fit for you. Some banks may offer free checking or savings accounts, others may require that a certain minimum amount of money be in an account, or may yield higher interest rates.

When you are setting up your account, take your BuffOne card, passport, and the funds you intend to deposit with you.

- Banks in Boulder that do NOT require a SSN to open an account: [Chase](#), [First Bank](#), [US Bank](#), and [Wells Fargo](#).

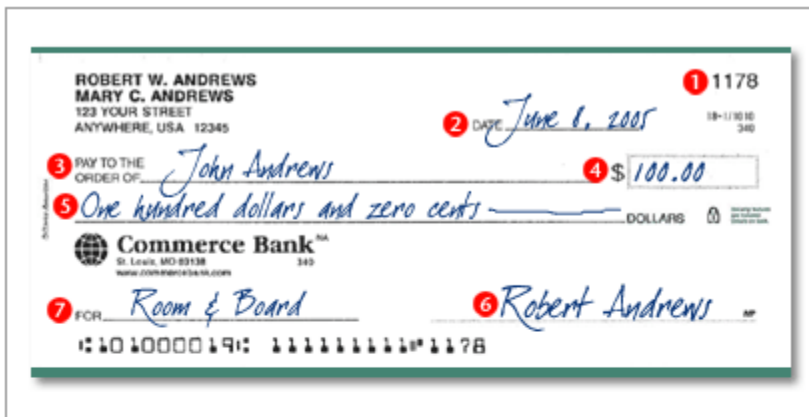
[Elevations Credit Union](#) has a branch conveniently located on-campus in the [University Memorial Center](#). They require that you provide either a Social Security Number (SSN) or proof that you have applied for one (SSN application receipt).

## Types of Banking Services

- A **checking account** will allow you to write checks (paper or electronic) for purchases and to pay bills. Most service providers and local retailers will accept a personal check drawn on any U.S. bank, as long as you can show appropriate identification, such as a passport, Buff OneCard, or driver's license. Using checks makes it is easy to keep records of your purchases and payments. At most banks you need not keep a substantial sum of money or "balance" in the account – in order to cover your checks and any fees the bank charges to maintain the account. Many banks offer "overdraft protection," which allows you to write a check that exceeds your balance with the understanding that you will pay interest on the overdrawn amount. There are fees involved, though, so you should ask how much overdraft charges are before you do so. Finally, checking accounts have the advantage of providing you with immediate access to your funds. If you have to mail payment, mailing a check is safer than mailing cash. It is not recommended to mail cash.
- A **debit card**, also known as a check card, allows you to withdraw or deposit money to your bank account using an ATM, and to make purchases at stores without writing a check.
- **Savings accounts** earn interest on the balance in the account. If you plan to bring money for your entire stay, you may want your money earn interest. You can withdraw money from an ordinary savings account, but you cannot do so by writing a check unless the account is set up this way. Many visitors open a savings account and a checking account at the same bank so that they can transfer money from the interest-bearing savings account into their checking account as needed.
- **Certificates of deposit** (CD's) may pay higher rates of interest than savings accounts, but your deposits must be made in certain amounts (usually in increments of \$1,000 or more) and must remain in the bank for a specified period of time (usually a minimum of three months) before you can use them. The penalties for withdrawing money before the specified time has elapsed can be quite substantial. A CD account may make sense if you bring money that you will not need right away.
- **Other Banking Services:** A safe deposit box, available at most banks, is a good place to store valuable possessions such as the airline ticket for your flight home, expensive jewelry, foreign currency, a car title, and any important documents you brought with you. Banks generally charge a fee for this service.



## How to Write a Check



1. Check number- Record this in your check register.
2. Date - Write the date the check is written in this spot.
3. "Pay to the order of" - Write in blue or black ink the person or company that you want to pay.
4. \$ Amount - Write the amount to be paid in numbers, dollars and cents.  
*Always write the numbers close to the dollar sign, so that additional numbers cannot be added by someone else.*
5. Amount - Write the amount of the check in words. Start at the left edge of the line, right under "Pay To The Order Of." Once you've written the amount, draw a line from the end of the amount to the word "Dollars."
6. Signature - Sign your name to promise that the funds are available and may be taken from your checking account.
7. "For" line - Write yourself a note to help remember the purpose of the check.
8. Be sure to record the check in your check register.

## Transferring Funds to the U.S.

If you need to transfer large amounts of money for your expenses, check with your bank to discuss the options that best suit your situation. You should learn whether or not your country has restrictions on sending money abroad.

The best ways to carry or transfer money are:

- a "wire transfer" from your bank at home to your U.S. bank. Your money is usually available fastest with this method, but your bank at home and the bank in the U.S. may each charge a fee for the transfer, so it could be the most expensive way.
- a bank check (also called a cashier's check) drawn on a U.S. bank in U.S. dollars.
- traveler's checks (in U.S. dollars). Using traveler's checks is a safe way to carry money but is not as common as it was in the past. Not all U.S. merchants accept traveler's checks.

Checks in U.S. dollars drawn on a foreign bank and checks in a foreign currency drawn on a foreign bank may take much longer to "clear" than do checks in U.S. dollars drawn on U.S. banks. Remember that until a check clears, you may not have access to your money.

## Managing Your Money

You may find it helpful to start budgeting and keeping track of the money you spend when you first arrive in Boulder. The following resources (may have a fee) are designed to assist with money management:

- [Mint](#)
- [You Need a Budget](#)
- [LearnVest](#)
- [Kiplinger's Best Money Apps](#)
- [My Consumer Tips](#)

*A non-profit that aims to provide helpful and independent information to students about consumer issues*



## Things to Do in Boulder

Boulder offers visitors a variety of activities and sights to see. To explore all that there is to do in the area, please access:

- [Explore Boulder](#)
- [Things to Do in Boulder](#)
- [Boulder Events Calendar](#)
- [Boulder Visitor Guide](#)
- [Boulder Arts & Culture Guide](#)
- [Where to Eat and Shop](#)

## Boulder Libraries

In addition to the CU-Boulder University Libraries system, there is also a public library system in Boulder featuring five branches. Additional information is below and online at: <http://boulderlibrary.org/>

### Main Library Branch

1001 Arapahoe Avenue, Boulder, CO 80302 |  
phone 303-441-3100 | fax 720-564-2178

### Carnegie Brach Library for Local History

1125 Pine Street, Boulder, CO 80302 |  
phone 303-441-3110 | fax 720-406-7452

### George Reynolds Branch

3595 Table Mesa Drive, Boulder, CO 80305 |  
phone 303-441-3120

### Meadows Branch Library

4800 Baseline Road, Boulder, CO 80303 | located behind Safeway |  
phone 303-441-4390

### NoBo Corner Library

4600 Broadway, Boulder, CO 80304 |  
phone 303-441-4250



## Boulder Recreation Centers

The City of Boulder also operates three recreation centers.

### South Boulder Recreation Center

1360 Gillaspie  
Boulder, CO 80305  
303-441-3448  
[more information](#)

### East Boulder Recreation Center

5660 Sioux Dr.  
Boulder, CO 80303  
303-441-4400  
[more information](#)

### North Boulder Recreation Center

3170 Broadway  
Bolder, CO 80304  
303-413-7260  
[more information](#)

## Hiking



There are over 100 miles of trails in Boulder County. Before heading off into the woods, please take some time to plan your trip and to review the trail conditions and rules. Additional information about popular hikes and associated trail rules can be found on the websites indicated below.

- [Boulder County Hiking](#)
- [Boulder Hiking](#)



## Shopping in Colorado

### Grocery Stores and Markets

There are many grocery stores in and around Boulder—some have a natural foods focus while others may be ethnically-focused or have a more general appeal. There are also produce delivery services. Below is a list of some markets in the Boulder-area. You can also ask your colleagues and friends where they shop for particular goods.

[Alfalfa's Market](#)  
[Door to Door Organics](#)  
[King Soopers](#)

[Lucky's Market](#)  
[Mile High Organics](#)  
[Natural Grocers](#)

[Safeway](#)  
[Sprouts](#)  
[Trader Joe's](#)

Some of the larger grocery stores may carry specialty or ethnic ingredients, but if you are having a hard time finding specialty ingredients from your home country, you may want to do an online search for specialty grocery stores in the Boulder/Denver metro area. A few are listed below:

[A B Fruteria & Carniceria](#)  
[Asian Seafood Market](#)  
[Bayleaf on Pearl](#)

[H Mart](#)  
[India Bazaar](#)  
[India's Grocery](#)

[Pacific Ocean Marketplace](#)  
[World Market](#)  
[Zamzam Halal Intl Market](#)

Another option for obtaining fresh produce and goods is to attend a local farmer's market. These are typically outdoor spaces where farmers sell products directly to customers.

- [Boulder County Farmers' Markets](#)
- [Metro Denver Farmer's Market](#)



Many markets charge a small fee for plastic or paper bags to carry your groceries out of the store. You can however purchase reusable grocery bags in many stores that you save and bring back to the store to use every time you go shopping.

Shopping carts are provided by grocery stores and other vendors for the convenience of shoppers while inside the store and should not be used to transport goods to your front door. Shopping carts should be left at the front of the store, not taken home. It costs ALL shoppers a great deal of money to have these carts replaced because the vendor will raise prices to buy more carts.



### Superstores

Superstore are retail businesses that provide a large inventory of goods in a wide range of product types—groceries, clothing, electronics, home and office supplies etc. Examples include [Target](#), and [Walmart](#).

### Local Malls

- [29<sup>th</sup> Street Mall](#)
- [Pearl Street Mall](#)
- [Flatirons Crossing](#)
- [Park Meadows Mall](#)
- [Cherry Creek Shopping Center](#)
- [16<sup>th</sup> Street Mall](#)
- [The Shops at Northfield Stapleton](#)

### Second-Hand Stores and Garage Sales

Second-hand stores, also known as thrift shops, can be a good source for used clothing and furniture. Examples include: [ARC Thrift Stores](#), [Goodwill](#), and [Salvation Army](#) for home goods and clothing and there are also second-hand and vintage clothing stores where you can both purchase and sell clothing. Examples include [Buffalo Exchange](#) and [Plato's Closet](#).





A garage sale (also called a “yard sale,” “rummage sale,” or “moving sale”) is the sale of used household items or clothing held in neighborhoods at the home of the seller. Anything from picture frames to kitchen goods, sofas and beds may be for sale at reasonable prices. Garage sales are sometimes advertised in the newspaper, but often the sellers will simply put up signs in their yard, so the best idea is to just ride around a neighborhood to find one. Summer and the beginning of fall, usually on Saturday and Sunday, are usually popular times for garage sales. Examine everything carefully before buying it, because the seller will not give you a refund!

## Bartering

In general, bartering to obtain goods and services is not an accepted practice in the United States. Unless you are buying a car or purchasing items from a garage sale, prices are typically not negotiable. If you are shopping and are unhappy with the price of an item, don't ask the store clerk to give you a cheaper price (they can't); simply shop someplace else.

## Restaurants

Boulder has been named one of the “Foodiest Towns” in the U.S. There is an abundance of restaurants and food trucks to sample and experience.

- [Search Boulder Restaurants by food category or location](#)
- [Restaurants on the Hill](#)
- [Downtown Boulder Dining](#)
- [Food Trucks in Boulder](#)
- [Denver Restaurants](#)



## Tipping

Tipping is a gauge of how satisfied consumers are for service received. How much we tip one leaves is based on the cost of the service before taxes. In the United States, tipping is expected for service by waiters, waitresses, taxi drivers, hair stylists or barbers, porters at airport terminals and in hotels, and hotel cleaning and room service staff. Do not tip customs officials and other government employees, postal workers, airline personnel, room clerks or people at hotel desks, bus drivers (unless they are a tour guide), store clerks, gas station attendants, receptionists, and theatre or movie ushers. Usually a tip should be 15 to 20 percent of the bill at a restaurant. A tip of between 18 and 20 percent is expected at fancier restaurants, or if there are more than six people in your group.

Should you tip if you consider the service sub-par? Yes, but you can leave a lower tip. If a tip is included in a larger group table and you feel the service is not good, be specific when you point out to your server or restaurant manager why you are unsatisfied. For example, “My beverage glass was never refilled,” or “my salad was served with my meal, when I asked for my salad to arrive first.” In this case, you should alert the manager and negotiate a smaller tip. If you are at a fast/casual restaurant or coffeehouse where there is a tip-jar on the counter, it is a nice gesture to put some coins in it

## Section 5: Health Care and Health Insurance

### CU-Boulder Health Insurance Requirement

CU-Boulder requires all students to maintain insurance coverage while attending the University. Accordingly, undergraduate students enrolled in 6 credits or more and graduate students enrolled in one credit or more are automatically enrolled in the University's [Student Gold Health Insurance plan](#) through the [Wardenburg Health Center](#) each fall unless the student actively waives it.

- [Automatic Enrollment Exceptions](#)
- [Insurance FAQs](#)
- [Insurance Terms](#)
- [Affordable Care Act](#)



Click on the image to view the  
Health Care at CU-Boulder Video →



In addition to the University health insurance requirement, J-1 students and any accompanying J-2 dependents are required by federal law to maintain comprehensive medical insurance with evacuation and repatriation coverage that meets the government [minimum requirements](#) for the duration of the J program.

### **If You Already Have Health Insurance from Home**

1. You can select the Wardenburg Campus Care supplemental plan which provides basic health care coverage on campus for \$175/semester with no additional out-of-pocket costs;
2. You can do some research to see if the Student Gold Health Insurance Plan might better fit your health care needs; or
3. You can waive all university coverage and rely on your policy only. Please keep in mind that Wardenburg Health Center does not bill non-university insurance plans.

### **If You Do Not Have Health Insurance from Home**

1. You can select the Student Gold Health Insurance Plan, that provides coverage on campus and comprehensive nationwide coverage with low out-of-pocket costs; or
2. You can waive the Gold Plan however, you must purchase an individual plan before the start of the semester.

Students must [select or waive](#) the university insurance online by the semester deadline.

### **Waiving University Health Insurance**

Students can waive or withdraw from the University Health Insurance through [MyCUinfo](#) or by going to [Wardenburg Health Center](#) to fill out the paperwork to waive it. This action must be completed by the Wardenburg deadline. If the University insurance coverage is waived, students will need to show evidence that they are covered by another policy.

If you purchase your own health insurance, ask your insurance company the following questions:

- What are the exclusions in my policy? What kind of medical procedures will or will not be covered?
- What will the co-payment be, if applicable? Or, what percentage of the doctor's fees will I be responsible for?
- How do I submit a medical bill to be considered for payment by the insurance company?
- How do I contact my insurance company?
- I need to show documentation of my insurance coverage. Will I receive an insurance card or another document that I can carry with me during my time in the US so that I can receive treatment?

Remember that medical insurance never covers 100 percent of all expenses. The best policies may cover 100 percent of some expenses, but cover only 80 percent of other charges and do not always cover prescription medications, dental care, eye care, pre-existing conditions, or doctor's visits to the home. Read the policy carefully and if you don't understand it, ask someone at the insurance company to explain it to you.

### **J Insurance Requirements**

According to immigration regulations (22 CFR S62.14), J-1 Exchange Visitors and accompanying J-2 dependents are required to maintain comprehensive medical insurance with evacuation and repatriation coverage that meets U.S. government minimum requirements beginning on the start date of the J-1 program (indicated in item 3 of the DS-2019) continuing to the end of the J-1

program. *There cannot be any breaks or lapses in insurance coverage even if one travels outside the U.S for an extended period of time during the J program.*

ISSS must terminate the SEVIS record of an exchange visitor who: 1) does not provide ISSS with a valid [Insurance Compliance Form](#) by the start of the CU-Boulder J program; and 2) does not submit an updated *Insurance Compliance Form* when the previously reported insurance expires or s/he seeks to extend the J-1 program.

**The willful failure to carry the required insurance for yourself and, if applicable, your dependents, or material misrepresentation of insurance coverage will result in the termination of your J program and legal status in the U.S.**

### **Comprehensive Medical Insurance Minimum Requirements Starting May 15, 2015:**

<p>The J insurance coverage must provide the following minimum coverage:</p> <ul style="list-style-type: none"> <li>• Minimum medical benefit of \$100,000 per person per accident or illness;</li> <li>• Deductible that does not exceed \$500 per accident or illness;</li> <li>• Minimum repatriation of remains in the amount of \$25,000;</li> <li>• Minimum medical evacuation expenses in the amount of \$50,000; and</li> <li>• Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness.</li> </ul> <p>Insurance policies:</p> <ul style="list-style-type: none"> <li>• May require a waiting period for pre-existing conditions that is reasonable as determined by current industry standards; and</li> <li>• Must not unreasonably exclude coverage for the perils inherent to the activities of the exchange program in which you participate.</li> </ul>	<p>Any policy, plan, or contract secured to fill the J insurance requirements must at minimum be:</p> <ul style="list-style-type: none"> <li>• Underwritten by an insurance corporation having: <ul style="list-style-type: none"> <li>◦ An A.M. Best rating of "A-" or above; or</li> <li>◦ A McGraw Hill Financial/Standard &amp; Poor Claims-paying Ability rating of "A-" or above; or</li> <li>◦ A Weiss Research, Inc. rating of "B+" or above; or</li> <li>◦ A Fitch Ratings, Inc. rating of "A-" or above; or</li> <li>◦ A Moody's Investor Services rating of "A3" or above; or</li> </ul> </li> <li>• Be backed by the full faith and credit of the exchange visitor's home country; or</li> <li>• Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or</li> <li>• Offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers of Medicare and Medicaid Services of the U.S. Department of Health and Human Services</li> </ul>
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## **Health Care in the U.S.**



Medical care in the U.S. is not funded by the government and it is expensive if you do not have insurance. A catastrophic illness or car accident could mean a financial crisis that may impact your time in the U.S. When you receive medical care, you are responsible for paying the bill, regardless of whether or not you have insurance, and you are responsible for paying any costs that are not covered by your insurance company.

## Overview of Healthcare in the U.S.

Click on the image to view the  
Overview of Healthcare in the U.S. Video →



There are many health insurance providers and evaluating insurance plans can be difficult to understand. If you are not eligible for the CU insurance benefit, you may want to review the [list of independent health insurance providers](#) that ISSS has compiled. If you are in J status, you must maintain comprehensive health insurance that meets the [minimum requirements](#) indicated in the J regulations.

The insurance providers included on the list of independent health insurance providers are not affiliated with CU-Boulder. CU-Boulder provides links to this and other, third-party sites solely as a convenience to the user. The information available at such sites is furnished by others. CU-Boulder does not sponsor, maintain, warrant or endorse any of these sites and is not responsible for their accuracy or content. By choosing to connect to any such site, the user (i) assumes all risks associated with access to and/or use of the information at such site; and (ii) releases the University, its trustees, officers, administrators, faculty, employees, agents and representatives from any and all liability for injury, damages or loss of any kind, accidental or otherwise, resulting from access to the site and/or use of the information contained therein.



You can use your insurance coverage for medical treatment at various doctor's offices/clinics, but depending on your health insurance plan, you may have coverage only at certain facilities. Some clinics may not be accepting new patients. It is wise to find a primary care doctor and doctor's office/clinic when you first arrive so that you know you have a place to go for treatment. For consistent medical care, choose one doctor's office/clinic and use it throughout your stay.

Medical insurance almost never covers one-hundred percent of all expenses. The best policies cover only 80 to 90 percent and may not always cover prescription medications, dental care, eye care, pre-existing conditions, or doctor's visits to the home. Read the policy carefully and if you don't understand it, ask someone at the insurance company to explain it to you.

### Useful terms

**Premium:** The cost of coverage for the specified period  
**Exclusions:** Items not covered. In some cases maternity costs, mental-health care, dental, and vision are not covered.  
**Limits:** The highest maximum payment the insurer will make OR the kind of services a policy will cover  
**Deductible:** The annual amount you must pay before insurance coverage begins  
**Co-payment:** The percentage of a bill for which you are responsible, even after you meet your deductible amount  
**Primary Care Physician (PCP):** The doctor you choose to provide your care.

### Seeking Medical Care

If you have the CU Student Health Insurance, the [Wardenburg Health Center](#) will be your primary health care facility. If you have selected a non-CU health insurance plan, you should go to your primary care physician (the physician you chose when you selected your non-CU plan) or a clinic

If you are in need of medical treatment for a non-life-threatening condition and your primary care facility is open, contact your primary care physician to schedule an appointment. The time you spend with your health-care providers may seem brief and impersonal, but they are simply trying to be efficient and thorough. You may be asked, more than once, about your family's medical history and your own health, medicines and supplements that you take, your sexual activity, and the symptoms of the problem that led you to make an appointment. American physicians expect their patients to participate in making decisions about their health care so you are encouraged to ask about your diagnosis, treatment options, medications, and costs. Because the staff at any health care facility moves



quickly to treat many patients, you may not understand what is going on around you. If necessary, ask the medical staff to talk slowly, to repeat what has been said if you don't understand, or to write something down. If you think it would be helpful, you can take a trusted friend or co-worker along to translate.

If you are in need of medical treatment for a non-life-threatening condition and your primary care facility is not open (evening, weekend), you can go to an urgent care center. You do not need an appointment. Urgent care centers are generally open from the morning until the evening at 8:00 or 9:00 p.m. and may be open on the weekend, but hours vary, so it is best to call ahead to confirm when the facility is open.

If you have an emergency, such as chest pain, severe bleeding, loss of vision, or if you have been in an accident and you think your condition is life-threatening, go to the emergency room of any of the hospitals named below OR dial 9-1-1 if you can't get yourself there. Dialing 9-1-1 alerts an emergency service that dispatches an ambulance to your location. The ambulance will take you to the nearest emergency room. Do not use this service unless it is truly a life-or-death situation. You can go to an emergency room without calling 9-1-1, but again, your condition should be perceived as life-threatening. Emergency room care and ambulance services are expensive. If you go to an emergency room to get treatment or you take an ambulance to a hospital for a condition that does not threaten your life, your insurance will likely not cover your expenses, and you will be responsible for paying the bill in full.



## Local Hospitals

In Boulder:

- [Boulder Community Hospital](#) located at North Broadway and Balsam (1100 Balsam Avenue, Boulder; 303-415-7000);
- [Boulder Community Foothills Hospital](#) located at Foothills Parkway and Arapahoe Avenue (4747 Arapahoe Avenue, Boulder; 720-854-7000).

In Lafayette:

- [Exempla Good Samaritan Medical Center](#) located at Highway 287 and Dillon Road. Good Samaritan is attached to the Kaiser Permanente insurance primary care facility. (200 Exempla Circle, Lafayette, 303-689-4000)

In Louisville:

- [Avista Adventist Hospital](#) located just off Highway 36 on the south side of town. Although it is a Seventh Day Adventist Hospital, people of all faiths are served. (100 Health Park Drive, Louisville, 303-673-1000).



In Longmont:

- [Longmont United Hospital](#) is located at the intersection of Hover and Mountain View Avenue (1950 Mountain View Avenue, Longmont, 303-651-5111).

## Local Urgent Care Facilities

There are six Urgent Care facilities in Boulder County that are open evenings and weekends:

- [Boulder Medical Center](#), North Broadway and Balsam across from Boulder Community Hospital (2750 Broadway, Boulder; 303-440-3000);
- [Rocky Mountain Urgent Care- Boulder](#), Baseline Road and Foothills Parkway (4800 Baseline Road, Suite D106, Boulder, 303-499-4800);
- [Community Medical Center- Lafayette](#) the intersection of US 287 and South Boulder Road (1000 West South Boulder Road, Lafayette, 303-666-4357); and
- [Rocky Mountain Urgent Care- Longmont](#) (1551 Professional Lane, Longmont; 720-494-4747);
- [Longmont Clinic](#) (1925 West Mountain View Ave., Longmont; 720-494-3136); and
- [NextCare Urgent Care- Longmont](#) (at 2144 N Main Street, Suite 8, Longmont; 888-381-4858).

## Community Health

University Memorial Center, Room 411

Phone: 303-492-2937

[Healthbuffs@colorado.edu](mailto:Healthbuffs@colorado.edu)

[Community Health](#) is the public health division of Wardenburg Health Services that aims to foster a community that promotes students' health and well-being through workshops, classes, and one-on-one conversations, our trained student staff and





- The I-20 is valid only for the period of time specified on the form and for the academic program at the school indicated on the I-20.

U.S. Immigration and Customs Enforcement		OMB NO. 1665-0044																					
<b>SEVIS ID: N0004705512</b>		<b>YOUR SEVIS NUMBER</b>																					
<b>SURNAME/PRIMARY NAME</b> Doe Smith <b>PREFERRED NAME</b> John Doe-Smith <b>COUNTRY OF BIRTH</b> UNITED KINGDOM <b>DATE OF BIRTH</b> 01 JANUARY 1983 <b>FORM ISSUE REASON</b> INITIAL ATTENDANCE		<b>GIVEN NAME</b> John <b>PASSPORT NAME</b> John Doe-Smith <b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM <b>ADMISSION NUMBER</b> 00000000000000000000 <b>LEGACY NAME</b> John Doe-Smith	<b>CRVSS</b> <b>F-1</b> <b>ACADEMIC AND LANGUAGE</b>																				
<b>SCHOOL INFORMATION</b> <b>SCHOOL NAME</b> SEVU School for Advanced SEVIS Studies <b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20744 <b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Helene Robertson, CEO <b>SCHOOL CODE AND APPROVAL DATE</b> B02117461000 01 APRIL 2015																							
<b>PROGRAM OF STUDY</b> <b>EDUCATION LEVEL</b> POSTGRADUATE <b>MAJOR</b> Economics, General <b>PROGRAM ENGLISH PROFICIENCY</b> Required <b>ENGLISH PROFICIENCY NOTES</b> Student is proficient																							
<b>PROGRAM START DATE</b> 01 SEPTEMBER 2015 <b>PROGRAM END DATE</b> 31 MAY 2021																							
<b>FINANCIALS</b> <b>ESTIMATED AVERAGE COSTS FOR 9 MONTHS</b> <table border="1"> <tr> <td>Tuition and Fees</td> <td>\$ 25,000</td> <td>Personal Goods</td> <td>\$ 3,500</td> </tr> <tr> <td>Living Expenses</td> <td>\$ 6,000</td> <td>Scholarship and Teaching Assistantship</td> <td>\$ 20,500</td> </tr> <tr> <td>Repenses of Dependents (if)</td> <td>\$ 3,500</td> <td>Private Year Another Source</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> <td>On-Campus Employment</td> <td>\$</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$ 34,500</b></td> <td><b>TOTAL</b></td> <td><b>\$ 24,000</b></td> </tr> </table>				Tuition and Fees	\$ 25,000	Personal Goods	\$ 3,500	Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 20,500	Repenses of Dependents (if)	\$ 3,500	Private Year Another Source	\$	Other	\$	On-Campus Employment	\$	<b>TOTAL</b>	<b>\$ 34,500</b>	<b>TOTAL</b>	<b>\$ 24,000</b>
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Other	\$	On-Campus Employment	\$																				
<b>TOTAL</b>	<b>\$ 34,500</b>	<b>TOTAL</b>	<b>\$ 24,000</b>																				
<b>REMARKS</b> Orientation begins 8/25/2015. Please report to ISSS upon arrival.																							
<b>SCHOOL ATTESTATION</b> I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(b)(9). I am a designated school official of the above named school and am authorized to issue this form.																							
<b>SIGNATURE OF SCHOOL OFFICIAL</b> Helene Robertson, CEO		<b>DATE ISSUED</b> 21 April 2015 <b>PLACE ISSUED</b> Ft. Washington, MD																					
<b>STUDENT ATTESTATION</b> I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.5(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.																							
<b>SIGNATURE OF STUDENT</b> John Doe-Smith		<b>DATE</b> 																					
<b>SIGNATURE OF PARENT OR GUARDIAN</b> 		<b>DATE</b> 																					

### Must be kept up-to-date throughout your program

- Report changes to ISSS immediately as an updated I-20 may need to be issued
- Your program end date is estimated and must be updated if you complete the program earlier or require an extension

### Your SEVIS record and I-20 can only be extended prior to the expiration date

- Must submit [Program Extension Form](#) and current financial support documents to ISSS

## DS-2019: Certificate of Eligibility for Exchange Visitor J-1 Status

A legal document issued by a U.S. school [through the Department of Homeland Security (DHS) [SEVIS](#) database] as evidence that you have been accepted to a full course of study at the institution and have sufficient funds for the program; the document will only be issued for the duration of the funding.

- Used to apply for an J-1 student visa at a U.S. consulate/embassy abroad
- Must be presented at the U.S. port of entry every time you seek to enter the U.S in J-1 status
- It is only valid for the period of time specified on the form and for the academic program at the school indicated on the DS-2019.

## SEVIS Number

Items 3&4:  
Dates,  
Category, &  
Program

212(e)  
Endorsement

Box 1:  
Not subject  
Box 2:  
Subject

U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

Form I-901 (Rev. 01-2015)

1. **Personal Information**

Full Name: **Simpson** Last Name: **Simpson** Middle Name: **Simpson** Gender: **Female**

Date of Birth: **03-15-1979** City of Birth: **Sydney** Country of Birth: **Australia** Citizenship Country Code: **AUS** Citizenship Country: **Australia**

Legal Permanent Resident Country Code: **USA** Position Code: **214** Position: **UNIVERSITY GRADUATE STUDENT**

Primary School of Address: **University of Colorado at Boulder** **University of Colorado at Boulder** **Boulder, CO 80309**

2. **Program Information**

Program Sponsor: **University of Colorado - Boulder** Program Number: **P-1-00044**

Participating Program Official Designation: **PROFESSOR, RESEARCH SCHOLAR, SHORT-TERM SCHOLAR, SPECIALIST, STUDENT ASSOCIATE, STUDENT BACHELOR, STUDENT DOCTORATE, STUDENT INTERNSHIP, STUDENT MASTER'S, STUDENT NON-DEGREE**

3. **Program Dates**

From: **08-04-2011** To: **05-07-2015**

4. **Exchange Visitor Category**

STUDENT DOCTORATE

Subject/Field Code: **50.5903** Subject/Field Code Remarks: **J1 Ph.D. student studying music.**

5. **During the period covered by this form, the most relevant financial support (in U.S. \$) to be provided to the exchange visitor by:**

U.S. Department of State: **\$10,700.00** U.S. Department of State: **\$10,700.00**

U.S. Department of State: **\$10,700.00** U.S. Department of State: **\$10,700.00**

6. **U.S. DEPARTMENT OF STATE: REVIEW OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCL 120 & 42).**

7. **Time Zone**

Center for Community, 2249 Willard Loop Drive, Suite 8155, Boulder, CO 80309

8. **Signature of Responsible Officer or Alternate Responsible Officer**

Signature of Responsible Officer or Alternate Responsible Officer: **[Signature]** Date: **08-04-2011**

9. **Signature of Responsible Officer or Alternate Responsible Officer**

Signature of Responsible Officer or Alternate Responsible Officer: **[Signature]** Date: **08-04-2011**

10. **Signature of Responsible Officer or Alternate Responsible Officer**

Signature of Responsible Officer or Alternate Responsible Officer: **[Signature]** Date: **08-04-2011**

Item 5:  
Financial information

Must be kept up-to-date throughout your program

- Report changes to ISSS; may require an updated DS-2019
- Cannot authorize a change in objective
- You program end date is estimated and must be updated if you complete the program earlier or require an extension

Your SEVIS record and DS-2019 can only be extended prior to the expiration date. Must submit extension request and current financial support documents to ISSS

## Travel Signature

Valid for re-entry to the U.S. within 1 year of the signature date OR the end of the DS-2019, whichever occurs first

## I-797 SEVIS I-901 Fee Receipt

All initial F-1 and J-1 students must pay a **SEVIS I-901** fee: <https://www.fmjfee.com/i901fee/index.jsp>

Proof of payment of this fee should be:

- printed at the time of payment
- presented at your visa interview
- presented when you seek to enter the U.S in F-1 or J-1 student status.

## Student and Exchange Visitor Program: SEVIS I-901 Fee Confirmation

Please print this page immediately for your records. You will not be able to return to this page and print it later. Reference the confirmation number below on all inquiries related to your I-901 status. You will receive an I-797 hard copy receipt at the address you provided. You may be required to produce this receipt on your I-797 for visa issuance, admission to any United States port of entry, for any change of non-immigrant status, or other United States immigration benefits.

When you go to the Consulate for your visa, you should bring this receipt or your I-797 to prove you have paid the SEVIS fee.

U.S. Department of Justice  
Department of Homeland Security

Notice of Action

THE UNITED STATES OF AMERICA

RECEIPT NUMBER: (Confirmation Number): **000445070976** CASE TYPE: **I-901 Fee Remittance Form for F-1, F-3, M-1, M-3 and J-1 Non-Immigrants**

NAME AND ADDRESS: **UNIVERSITY OF COLORADO AT BOULDER** NOTICE TYPE: **Receipt Type**

RECEIVED DATE: **08-04-2011** APPLICANT: **SIMPSON**

NOTICE DATE: **08-04-2011** PAGE: **1 of 1**

This fee payment is valid ONLY for your particular course of study or program. If you fall out of status, apply for a new F-1, F-3, M-1, M-3, or J-1 non-immigrant visa, or if you want to change your non-immigrant category to an F-1, F-3, M-1, M-3 or J-1, you may be required to pay another fee.

APPLICANT STATUS: **F-1, F-3, M-1, or M-3**

DATE OF BIRTH: **03-15-1979**

GENDER: **F**

SCHOOL CODE: **000000**

AMOUNT RECEIVED: **\$100.00**

SEVIS IDENTIFICATION NUMBER: **000445070976**

Your I-901 fee transmittal form has been received. Please notify us immediately if any of the above information is incorrect.

THIS ELECTRONIC RECEIPT MAY BE USED AS EVIDENCE OF PAYMENT. IN ADDITION, YOUR OFFICIAL I-797 RECEIPT NOTICE WILL BE DELIVERED TO THE ABOVE ADDRESS BY THE RECEIPT DELIVERY METHOD YOU SELECTED.



## US Entry Visa

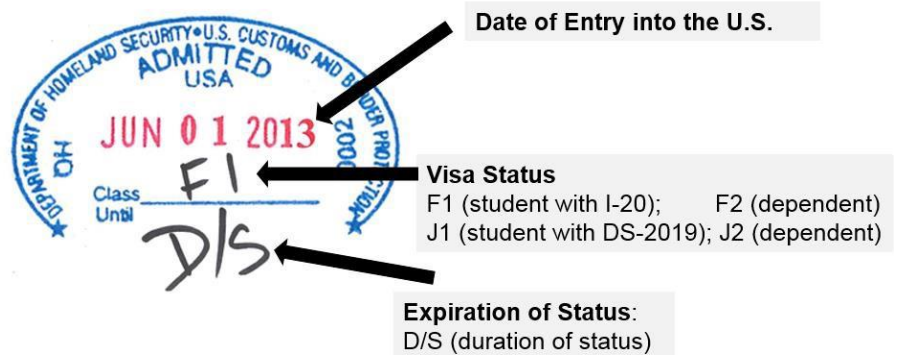
The U.S. visa is a “sticker” in passport that allows the holder to request to enter the U.S. to engage in the activity associated with the visa type. Canadian citizens do not require a student visa. The visa must be valid at the time of any entry to the United States; it does not have to be valid for you to remain in the United States as long as all of your other immigration documents are valid and up-to-date.

- Must be valid to enter the U.S.
  - Re-Entry Exception: Travel to Canada, Mexico, or the adjacent Islands and qualify for [automatic visa revalidation](#)
- Your visa CAN expire while in the U.S., as long as you are maintaining status and all other documents are valid and current
- Cannot renew your visa in the U.S.



## U.S. Admission Stamp

A stamp Customs & Border Protection (CBP) enters into a passport at the Port of Entry (POE) indicating the date of entry, visa status, and expiration date of the status.



## I-94 Arrival/Departure Record

A record of your arrival in the U.S. The record is completed when you depart the U.S.; a new record is created after a new arrival. The D/S means that you can remain in the U.S. in your current immigration status until you finish your program as long as you maintain status, continue as a full-time student, and all of your other immigration documents are valid and up to date (e.g., I-20 or Ds-2019, passport).

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

Get I-94 Information I-94 FAQ

Most Recent I-94

Electronic I-94 Printout

Admission (I-94) Record Number: 86753099999  
Most Recent Date of Entry: 2014 January 03  
Class of Admission: F1  
Admit Until Date: D/S  
Details provided on the I-94 Information form:  
Last Surname: SIMPSON  
First (Given) Name: LISA  
Birth Date: 1979 AUG 11  
Passport Number: J9876543  
Country of Issuance: Australia

For air and sea entries an **Electronic I-94** is issued.

- [Download](#) your I-94
- [I-94 printing instructions](#)





Review your I-94 to ensure your information is recorded correctly.

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

Get I-94 Information | I-94 FAQ

**Most Recent I-94**

**Admission/I-94 Number**

**Class of Admission**  
Should match the visa  
F1 / Dependents: F2  
J1 / Dependents: J2

**Admit Until Date for F & J Status**  
D/S  
(Duration of Status)

**Electronic I-94 Printout**

Admission (I-94) Record Number: 86753099999  
Most Recent Date of Entry: 2014 January 03  
Class of Admission: F1  
Admit Until Date: D/S  
Details provided on the I-94 Information form:  
Last/Surname: SIMPSON  
First (Given) Name: LISA  
Birth Date: 1979 AUG 11  
Passport Number: J9876543  
Country of issuance: Australia

With **D/S** you can remain in the U.S. for the duration of your program as long as you are maintaining your F-1 or J-1 status and all of your immigration documents are valid and up to date.

**Paper I-94**

Document Number: 121456789 01  
Immigration and Naturalization Service  
I-94  
Departure Record

ADMITTED (Part of Entry) (DATE)  
Class: F-1  
D/S

1. Ready Date  
2. Port/Date/Time  
3. Date of Expiration  
4. Country of Issuance

**For land border entries and entries before 5/21/2013, a paper I-94 is/was issued.**

## Permission to Stay in the U.S.

Permission to stay in the U.S. is indicated on your I-94 arrival record and the admission stamp in your passport which you received upon entry in to the U.S. It indicates the date (D/S or Duration of Status) until which you are allowed to remain in the U.S. If your documents indicate an actual calendar date, please contact ISSS for [instructions for requesting an I-94 correction](#).

This date is important! If you will not complete your degree program to remain in the U.S. beyond that date, you must apply for an I-20 or DS-2019 extension of your stay. The D/S means that you can remain in the U.S. in your current immigration status until you finish your program, as long as you continue as a full-time student, and your completion of studies date on your immigration document hasn't expired.

## SEVIS



The [Student and Exchange Visitor Information System](#) (SEVIS) is an internet-based system that U.S. government organizations (e.g., Department of Homeland Security, Department of State) share with schools in order to track and monitor SEVP-certified schools, exchange visitor programs, and F, M and J nonimmigrants during their programs in the U.S. CU-Boulder is responsible for keeping accurate records in SEVIS about the institution, its academic programs, and nonimmigrant students, exchange visitors, and their dependents.

## **Reporting Requirements**

Immigration regulations require F and J international student to report personal (e.g., name, address, contact information) and program information changes to ISSS within 10 days of any change. Students must report their U.S. address upon entry to the U.S. so that their SEVIS record can be registered. (This is the address where you live; P.O. boxes and departmental addresses are **NOT** acceptable.) Address updates should be reported using the mailing address option in MyCUInfo. Instructions for updating your address in MyCUInfo are [online](#). ISSS will update your SEVIS record according to address information submitted in MyCUInfo. Additional information that should be reported to ISSS ([iss@colorado.edu](mailto:iss@colorado.edu)) within 10 days of any change includes: name, major, home country address, and for J-1 students, current telephone number and email address.

## **Temporary Leave of Absence**

University policies allow students to take a planned leave of absence during the academic year for medical, personal and other reasons. Depending upon the duration of the leave, it may not be necessary to reapply for admission to the University. If you are called to military active duty, please see the Registrar's [Procedures for Students Ordered to Active Duty](#) webpage for more information. In addition to completing any University paperwork for the Leave of Absence with the Registrar's Office and your department, students must also complete paperwork with ISSS.

- [Undergraduate Leave of Absence](#)
- [Graduate/Law/MBA Student Leave of Absence](#)

The SEVIS record of students on a temporary leave of absence who do not qualify for a medical reduced course load will be terminated for authorized early withdrawal and they will have 15 days to depart the U.S.

F-1 and J-1 students who are interested in taking a temporary leave of absence should be aware of certain immigration restrictions. A nonimmigrant student cannot remain in the United States in F-1 immigration status if s/he is not enrolled full-time in school (unless authorized for an [academic reduced course load](#) or [medical reduced course load](#)). An F-1 or J-1 international student taking a temporary leave of absence must either: 1) leave the United States; 2) apply for a change of status to another immigration classification; or 3) transfer their SEVIS record to another school. F-2 dependents must also leave or apply for a change of status to another immigration classification if the F-1 or J-1 is taking a leave of absence.

F-1 and J-1 students who take a temporary leave of absence who do not qualify for a medical reduced course load, must complete the online [Return from a Temporary Absence Form](#) and submit the required documentation for ISSS to request the reactivation of their SEVIS record or the issuing of a new I-20 or DS-2019 to resume their studies.

## **Undergraduate Students**

Undergraduate students are allowed a leave of absence of up to three consecutive semesters away without having to reapply for admission to the University. The timeframe for this leave of absence is based upon their last graded CU-Boulder semester. Use the chart [online](#) to find your last graded semester and determine the timeline for your leave of absence and return semester. The [StayConnected Program](#) is an optional benefits-only program that allows degree-seeking Boulder Main Campus undergraduate students to access certain benefits during the term in which they are not registered for courses.

## **Graduate, Law, MBA Students**

The Time-Off Program (TOP) is an approved, planned leave of absence for graduate, law, and MBA students for up to three terms, including summers, without having to reapply to the university. The program guarantees your place in your current program and allows access to certain benefits during your leave of absence. If you do not enroll in the Time-Off Program, you will be discontinued from CU-Boulder. You will then have to reapply in order to return. If this is your first term at CU-Boulder and you withdraw by the third Wednesday of classes, you are not eligible for the Time-Off Program. Please note: Graduate students in status D are not eligible for the Time-Off Program according to the Graduate School rules. For additional information about the Time-Off Program including eligibility requirements and the application process access the Registrar's [Time-Off Program webpage](#).

Students who are interested in the Time-Off Program should be aware of certain immigration restrictions. A nonimmigrant student cannot remain in the United States in F-1 immigration status if s/he is not enrolled full-time in school (unless authorized for an [academic reduced course load](#) or [medical reduced course load](#)). An F-1 international student participating in TOP must either: 1) leave the United States; 2) apply for a change of status to another immigration classification; or 3) transfer their SEVIS record to another school. F-2 dependents must also leave or apply for a change of status to another immigration classification if the F-1 is on TOP.

## **Changing Your Immigration Status**

If you wish to apply to change from your current nonimmigrant status to another status and you are not restricted from doing so (e.g., J-1 exchange visitors subject to 212e home residency requirement), please review the [ISSS Change of Status handout](#) and speak to an ISSS advisor. If the advisor is unable to advise you, s/he may refer you to an immigration attorney. Whatever you do, be sure to plan ahead and carefully evaluate your plan. Changing to another immigration status usually takes several months.

- Do NOT leave the U.S. if you have a change of status pending as it will likely be considered abandoned.
- If you are seeking to change to a status in which employment is permitted, you must not begin employment until you receive an approval notice from USCIS.
- If you change your status while in the United States and then leave the country, you will have to obtain a new entry visa under the new status before returning to the United States. Do not re-enter using your student visa unless you plan to be a full-time student again and unless you have consulted with an international student advisor.

## **Transferring your SEVIS record**

If you wish to change schools during your academic program, or to begin a new program at a new school after you graduate, you can transfer your SEVIS record from CU to the new school, if you don't wish to travel and re-enter on a new document. Once you have received admission to the new school, come see ISSS. The new school may have a transfer form that you and ISSS will have to complete. Complete the CU-Boulder [transfer out form](#) and hand it in to ISSS. ISSS will then release your SEVIS record to the new school. The new school cannot make a new I-20 (for F-1 students) or DS-2019 (for J-1 students) for you until they have control of your SEVIS record. In addition to transferring your SEVIS record, you also need to withdraw from CU. Students who register for classes for any given semester are **obligated to pay full tuition and fees** for that semester **unless they [officially withdraw from the university](#)** or drop all of the classes they are enrolled in by the specified deadlines.

## **Public Assistance and “Public Charge”**

Although the U.S. government has benefit programs designed to assist low-income families living in the United States, most of these programs are available only to U.S. citizens and U.S. permanent residents. Non-immigrants on F and J visas are generally not eligible. Remember that even if the administrator of a benefit finds you eligible for support and encourages you to apply for benefits, he/she may not understand that accepting such assistance could affect your immigration status.

Acceptance of public assistance can be a violation of your immigration status under the “public charge” ground of exclusion. “Public charge” is a term used by USCIS to classify persons who have become primarily dependent on the government for subsistence. If the U.S. Government finds that you have become a “public charge” because you have accepted public assistance, you could be denied reentry to the United States after a trip home. Your nonimmigrant visa could even be canceled. Such a finding is extremely difficult to overcome or reverse, so be careful.

Examples of public-assistance programs unavailable to non-immigrants are:

- Medicaid used for long-term care in an institution;
- Most cash assistance from the Temporary Assistance for Needy Families (TANF) program;
- Federal Student Aid (FAFSA);
- Some federally funded housing programs;
- Supplemental Security Income (SSI).

## **Section 7: Maintaining F-1 Student Status**

Maintaining valid F-1 status during the duration of your program is your responsibility. ISSS is here to advise you on how best to do that and you are encouraged to come in to talk with us if you have any questions or concerns about how to stay in status.

1. **Attend the school you are authorized to attend by the U.S. Department of Homeland Security (DHS).** You are authorized to attend the school indicated on your valid I-20.

2. **Report Personal (name, address, contact information) and program information changes to ISSS within 10 days of any change.** You must report your U.S. address upon entry to the U.S. so that your SEVIS record can be registered. This is the address where you live; PO boxes and departmental addresses are not acceptable. Address updates should be reported using the mailing address option in MyCUInfo. See the section [Keeping Your Address Current](#) for information on how to update your address. ISSS will update your SEVIS record according to address information submitted in MyCUInfo. Additional information that should be reported to ISSS (email: [iss@colorado.edu](mailto:iss@colorado.edu)) within 10 days of any change includes: name, major, home country address).

3. **Maintain full-time enrollment status every fall and spring semester.**

- Undergraduate students: at least 12 credit hours
- Graduate students: generally at least 5 credit hours (Graduate school rules for full-time status apply)

Dropping below a full-course of study without prior approval from ISSS will result in the immediate termination of your immigration status. No student may drop below full-time in the Fall or Spring except under extremely limited circumstances and only with prior authorization by ISSS.

- Only a maximum of 3 credits of online/distance education courses can be counted towards full-time enrollment credit requirement.
- Getting a grade of IW, IP, or IF will count toward your full-time minimum enrollment only if the grade posts in the term in which you originally took the class.
- Classes taken as “Audit” do not count toward the full-time enrollment credit requirement.
- Summer is considered your annual vacation, unless you are in your first or last semester. If the summer term is your first or final semester, you will be required to enroll full-time.
- If you plan to graduate in the summer, you must be registered for credits that require on-campus presence. No exceptions.

4. **Ensure that the information on your I-20 is correct and valid at all times.** If you will not complete your degree by the end date on your I-20, you must apply for an extension at least one month before the document expires. See an ISSS adviser for a new I-20 if any information changes, including changes related to your major.

5. **Maintain a valid passport at all times throughout your stay in the U.S.** Your passport must be valid for 6 months beyond your date of entry/re-entry to the U.S. If you renew your passport, submit an updated passport copy to ISSS.

6. **Observe the “grace period” upon completion of your studies.** F-1 students have a 60-day grace period from the end of your program to do one of the following things:

- Leave the US;
- Obtain new documents for a new program or school and enroll in the next possible semester.
- Apply for Optional Practical Training to work Off-Campus for a period of time after your program. Due to application deadlines and other restrictions, speak with an ISSS adviser before completing your program in order to apply for this benefit; or
- Apply for a change to another immigration status.

7. **You may not work Off-Campus unless you have written authorization from an ISSS adviser before beginning employment.** Consult an ISSS adviser for details about Curricular Practical Training (CPT). See the section on [F-1 employment](#) for more information.

8. **You may not work on-campus for more than 20 hours per week while school is in session.** See the section on [F-1 employment](#) for more information about on-campus employment.

9. **You may not take a leave of absence, withdraw from classes, or drop below full-time enrollment without first checking with an ISSS adviser.** Students who end their program or fall out of legal status before completing do not have a grace period to leave the U.S., they must leave the U.S. immediately.

10. **Get a travel signature on your I-20 before travelling internationally.** Before you leave the U.S. check your I-20 for a valid travel signature. A travel signature is generally valid for re-entry to the U.S. within one year of the signature date or until the end date on the I-20, whichever occurs first. To obtain a travel signature, bring your I-20 to an adviser; you must be enrolled full-time in the current, and if applicable, future semester.



## Section 8: Maintaining J-1 Student Status

### J Program Overview



The J Exchange Visitor program is intended "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges." There are several categories of J programs including research scholar, short-term scholar, student intern, specialist, and professor. Each category has specific objectives and regulations. Exchange

visitors are required to engage only in the category and field of activity listed on the DS-2019. Please see the [Exchange Visitor brochure](#) and the [State Department Website for the J-1 program](#).

Failure to report required information and abide by the J regulations including maintaining comprehensive insurance for you and any J-2 dependents will result in the termination of your SEVIS record and J status in the U.S.

### Maintaining J-1 Student Status

This section of the handbook provides a brief overview of the regulations that govern J-1 student status. Please review this information and consult an ISSS advisor if you have questions or encounter issues. Other individuals including friends and faculty may try to offer advice and guidance. Please keep in mind that they do not have a background in immigration advising and may not be aware of the specifics of your situation so always be sure to consult ISSS.

1. **Attend the school you are authorized to attend by the U.S. Department of Homeland Security (DHS).** You are authorized to attend the school indicated on your DS-2019.
2. **Report Personal (name, address, contact information) and program information changes to ISSS within 10 days of any change.** You must report your U.S. address upon entry to the U.S. so that your SEVIS record can be registered. This is the address where you live; PO boxes and departmental addresses are not acceptable. Address updates should be reported using the mailing address option in MyCUInfo. See the section [Keeping Your Address Current](#) for information on how to update your address. ISSS will update your SEVIS record according to address information submitted in MyCUInfo. Additional information that should be reported to ISSS ([iss@colorado.edu](mailto:iss@colorado.edu)) within 10 days of any change includes: name, major, home country address).
3. **Maintain full-time enrollment status every fall and spring semester.**
  - Undergraduate students: at least 12 credit hours
  - Graduate students: generally at least 5 credit hours (Graduate school rules for full-time status apply)

Dropping below a full-course of study without prior approval from ISSS will result in the immediate termination of your immigration status. No student may drop below full-time in the Fall or Spring except under extremely limited circumstances and only with prior authorization by ISSS.

- Only a maximum of 3 credits of online/distance education courses can be counted towards full-time enrollment credit requirement.
  - Getting a grade of IW, IP, or IF will count toward your full-time minimum enrollment only if the grade posts in the term in which you originally took the class.
  - Classes taken as "Audit" do not count toward the full-time enrollment credit requirement.
  - Summer is considered your annual vacation, unless you are in your first or last semester. If the summer term is your first or final semester, you will be required to enroll full-time.
  - If you plan to graduate in the summer, you must be registered for credits that require on-campus presence. No exceptions.
4. **Ensure that the information on your DS-2019 is correct and valid at all times.** If you will not complete your degree by the end date on your DS-2019, you must apply for an extension at least one month before the document expires. See an ISSS adviser for a new DS-2019 if any information changes, including changes related to your major.
  5. **Maintain a valid passport at all times throughout your stay in the U.S.** Your passport must be valid for 6 months beyond your date of entry/re-entry to the U.S. If you renew your passport, submit an updated passport copy to ISSS.
  6. **Observe the "grace period" upon completion of your studies.** J-1 students have a 30-day grace period from the end of your program to do one of the following things:
    - Leave the US;



- Obtain new documents for a new program or school and enroll in the next possible semester.
  - Apply for Academic Training to work Off-Campus for a period of time after your program. Due to application deadlines and other restrictions, speak with an ISSS adviser before completing your program in order to apply for this benefit; or
  - Apply for a change to another immigration status.
7. **You may not work Off-Campus unless you have written authorization from an ISSS adviser before beginning employment.** Consult an ISSS adviser for details about Academic Training. See the section on [J-1 employment here](#).
  8. **You may not work on-campus for more than 20 hours per week while school is in session.** Speak to ISSS prior to pursuing employment and obtain permission for on-campus employment. See more information about [on-campus employment](#).
  9. **You may not take a leave of absence, withdraw from classes, or drop below full-time enrollment without first checking with an ISSS adviser.** Students who end their program or fall out of legal status before completing do not have a grace period to leave the U.S., they must leave the U.S. immediately.
  10. **Get a travel signature on your DS-2019 before travelling internationally.** Before you leave the U.S. check your DS-2019 for a valid travel signature. A travel signature is generally valid for re-entry to the U.S. within one year of the signature date or until the end date on the DS-2019, whichever occurs first. To obtain a travel signature, bring your DS-2019 to an adviser; you must be enrolled full-time in the current, and if applicable, future semester.
  11. **Maintain J-1 compliant health insurance for the duration of your program.** J-1 visitors are required to maintain health insurance, including evacuation and repatriation coverage, for the duration of their program. See below for more details.

### **Medical, Evacuation, and Repatriation Insurance**



According to immigration regulations (22 CFR S62.14), J-1 Exchange Visitors and accompanying J-2 dependents are required to maintain comprehensive medical insurance with evacuation and repatriation coverage that meets U.S. government minimum requirements beginning on the start date of the J-1 program (indicated in item 3 of the DS-2019) continuing to the end of the J-1 program. *There cannot be any breaks or lapses in insurance coverage even if one travels outside the U.S for an extended period of time during the J program.*

ISSS must terminate the SEVIS record of an exchange visitor who: 1) does not provide ISSS with a valid [Insurance Compliance Form](#) by the start of the CU-Boulder J program; and 2) does not submit an updated *Insurance Compliance Form* when the previously reported insurance expires or s/he seeks to extend the J-1 program.

**The willful failure to carry the required insurance for yourself and, if applicable, your dependents, or material misrepresentation of insurance coverage will result in the termination of your J program and legal status in the U.S.**

### **Comprehensive Medical Insurance Minimum Requirements:**

<p>The J insurance coverage must provide the following minimum coverage:</p> <ul style="list-style-type: none"> <li>• Minimum medical benefit of \$100,000 per person per accident or illness;</li> <li>• Deductible that does not exceed \$500 per accident or illness;</li> <li>• Minimum repatriation of remains in the amount of \$25,000;</li> <li>• Minimum medical evacuation expenses in the amount of \$50,000; and</li> <li>• Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness.</li> </ul> <p>Insurance policies:</p> <ul style="list-style-type: none"> <li>• May require a waiting period for pre-existing conditions that is reasonable as determined by current industry standards; and</li> <li>• Must not unreasonably exclude coverage for the perils inherent to the activities of the exchange program in which you participate.</li> </ul>	<p>Any policy, plan, or contract secured to fill the J insurance requirements must at minimum be:</p> <ul style="list-style-type: none"> <li>• Underwritten by an insurance corporation having: <ul style="list-style-type: none"> <li>◦ An A.M. Best rating of "A-" or above; or</li> <li>◦ A McGraw Hill Financial/Standard &amp; Poor Claims-paying Ability rating of "A-" or above; or</li> <li>◦ A Weiss Research, Inc. rating of "B+" or above; or</li> <li>◦ A Fitch Ratings, Inc. rating of "A-" or above; or</li> <li>◦ A Moody's Investor Services rating of "A3" or above; or</li> </ul> </li> <li>• Be backed by the full faith and credit of the exchange visitor's home country; or</li> <li>• Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or</li> <li>• Offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers of Medicare and Medicaid Services of the U.S. Department of Health and Human Services</li> </ul>
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## 212 (e): Two Year Physical Presence Home Residency Requirement

Some exchange visitors on J-1 visas may be subject to a two-year home residency requirement, known as 212(e), after their program. There are three grounds on which an exchange visitor can become subject to the two-year home residency requirement:

1. If the exchange visitor's participation in an exchange program was financed, directly or indirectly, by the United States government or a foreign government for the purpose of exchange;
2. If the skills that the exchange visitor is coming to develop or exercise are in a field which the exchange visitor's "home" government requested be included on the State [Department Exchange Visitor Skills List](#)
3. The exchange visitor comes to the United States to receive "graduate medical education or training."

A determination as to whether or not an individual is subject to 212(e) is typically indicated on the J visa and marked on the bottom of page 1 of the DS-2019 by the U.S. consular officer at the visa appointment.

An exchange visitor who falls into one of these groups will continue to be subject to 212(e) even if funding or field of study changes. If the principal J-1 exchange visitor is subject to the two-year residence requirement, all dependents who enter the United States in J-2 status are subject to it as well.

Exchange visitors who are subject to the two-year home country residence requirement must "reside and be physically present" in their "home" country for an aggregate of two years before being eligible for certain immigration benefits. After becoming subject, changing citizenship or place of permanent residence will not exempt one from or satisfy the requirement.

While subject to 212(e), individuals are ineligible for the following benefits:

1. Filing for an immigrant visa or for adjustment of status to lawful permanent resident (immigrant/green card) status;
2. Obtaining an H visa (temporary workers and dependents) or an L visa (intracompany transferees and dependents);
3. Changing nonimmigrant status within the United States from J to any other nonimmigrant category except A (diplomatic) and G (international organization) statuses.

An exchange visitor must either satisfy the two year home residency requirement or apply for and receive approval of a waiver of the requirement. Additional information about [applying for a waiver](#) is available online.

## Section 9: Employment: On-Campus and Off-Campus

International students can only engage in employment in the U.S. with proper authorization. F-1 and J-1 students should consult ISSS regarding any employment opportunities prior to accepting the offer or engaging in the employment. It is a violation of status to engage in unauthorized employment. ISSS is responsible for terminating the SEVIS record of students who engage in unauthorized employment; this action ends one's legal status in the U.S. and can negatively affect future attempts to enter the U.S.

### On-Campus Employment

On-campus employment refers to employment where a student is hired by a unit or department of the University of Colorado, Boulder and also paid by CU-Boulder. If the employer is a private company which is physically located on the Boulder campus but provides direct services for students (for example, Subway in the UMC), such employment would qualify as on-campus employment as well. In some circumstances, on-campus employment can be located at an off-campus location when there is a very close educational affiliation with CU-Boulder curriculum or post-graduate research projects. Please consult ISSS if you have questions regarding whether or not an employment opportunity is considered on-campus.

### Eligibility for On-Campus Employment

Degree-seeking international students in F-1 or J-1 status who are: 1) maintaining their nonimmigrant status; 2) in good academic standing with their department; and 3) have a passing GPA (3.0 GPA for graduate students; 2.0 GPA for undergraduate students) can work on-campus a maximum of 20 hours per week during school and full-time during school breaks (e.g., Thanksgiving break, spring break, or summer vacation) if they will 1) resume classes that term or 2) in the case of summer, they have not yet completed their degree and are either enrolled in the summer or fall. The GPA requirement is waived in the first semester of study at CU-Boulder since students do not yet have a GPA. In general, you may not work on campus after completing your course of study unless you are continuing for another educational program at the University or the position is in your major field of study and you are authorized for OPT or Academic Training. Please consult an ISSS advisor about possible exceptions.

- **J-1 Students:** International students in J-1 status require authorization in their SEVIS record in order to be eligible to engage in on-campus employment. J-1 students must have written authorization from the J-1 program sponsor (international student advisor/responsible officer) before beginning any employment. If CU-Boulder is your program sponsor, ISSS will provide the work authorization.

## Assistantships

Many academic departments offer assistantships typically at the graduate level. Assistants—who may be teaching assistants (TAs) or research assistants (RAs)—help faculty. Student assistantships are considered on-campus employment and are also limited to 20 hours per week during required academic terms (a 50% TA or RA appointment). An assistantship is considered a part of a student's educational program. You will be required to provide some service in return for a "stipend" (wage) and waiver of all or part of your tuition. In some cases, the assistantship may also pay required student fees (such as an activity fee, a health-service fee, a library fee, etc.).

You should determine exactly what your assistantship covers so that you will know how much you will be expected to pay each term to the university to maintain your enrollment. You should check with your academic department to see if there are any assistantship positions open.



## Other On-Campus Jobs



Most other on-campus jobs are service or clerical positions (e.g., serving food or washing dishes in the cafeteria). It is common in American culture for students to work to earn some of the money required to fund their education. On some university campuses, the majority of the students work serving food, cleaning, answering phones, taking care of children, serving as guides, or running photocopiers.

Information about finding on-campus employment is available on the [Student Employment webpage](#).

- **Please note that international students are not eligible for federally-funded work study positions.**

## Students with On-Campus Employment

- ☐ **Obtain a job offer letter from the Hiring Department** (if you require a social security number and do not have an assistantship)

**The offer letter must be printed on department letterhead and include the following information:**

- |   |   |
|---|---|
| • Name of student (as listed on passport) | • Employer Identification Number (EIN)                        |
| • Title/ nature of job (specify duties)   | • Name and title of student's immediate supervisor            |
| • Anticipated or actual start date        | • Telephone number of student's immediate supervisor          |
| • Anticipated number of hours per week    | • <b>Original</b> signature of student's immediate supervisor |
| • Name of employing department/company    | • Date of supervisor's signature                              |

\*\*\* LETTERHEAD \*\*\*      \*\*\* LETTERHEAD \*\*\*      \*\*\* LETTERHEAD \*\*\*      \*\*\* LETTERHEAD \*\*\*

The following student \_\_\_\_\_ has been offered the following job \_\_\_\_\_.

(Full name of student as indicated on passport)      Title/ Nature of Job (e.g., library aid, research assistant)

Anticipated Start Date: \_\_\_\_\_      Number of Hours of Work Per Week: \_\_\_\_\_

Employer Contact Information:

Name of Department/Company/Employer: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_ (CU EIN = 84-6000-555)

\_\_\_\_\_  
 Name of Student's Immediate Supervisor      Title of Student's Immediate Supervisor      Telephone Number of Immediate Supervisor

*Original Signature*  
 \_\_\_\_\_  
 Original Signature of Immediate Supervisor      Date

- Complete ISSS' [On-Campus Employment SSN Letter Request Form](#)
- Attach your on-campus job offer letter
- Submit completed form and letter to the Office of International Education front desk

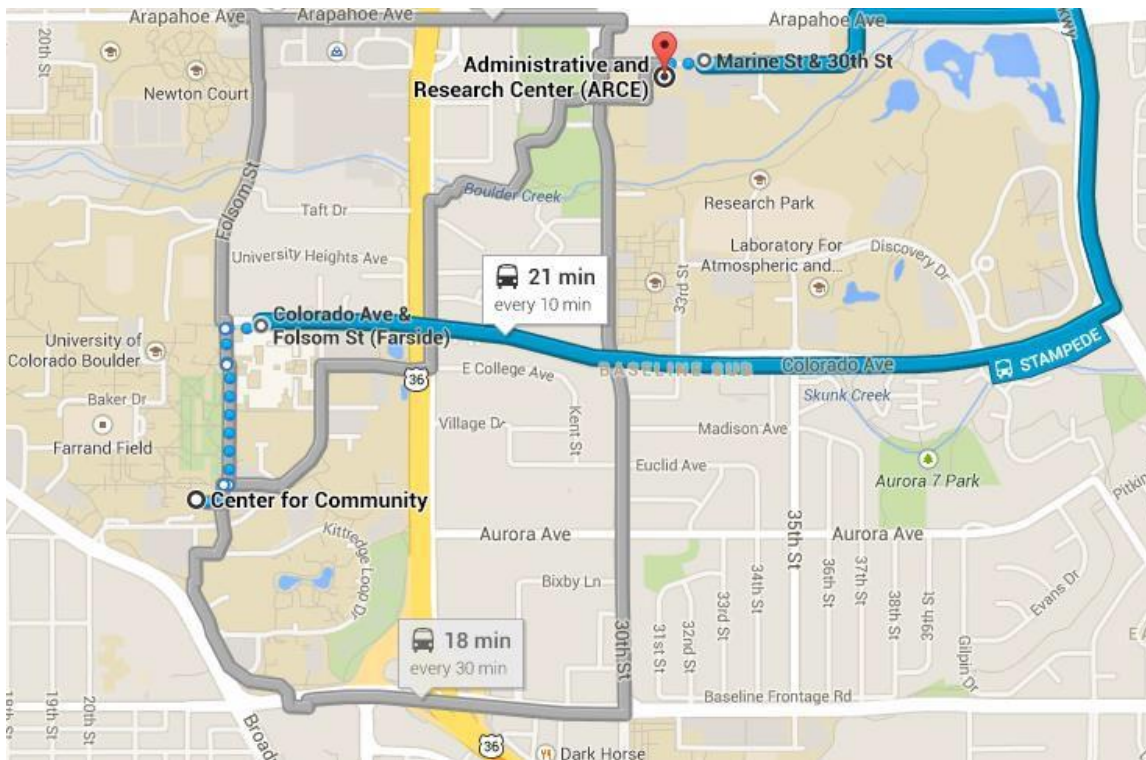
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Administrative and Research Center – East Campus  
3100 Marine Street, 3rd Floor  
Boulder, Colorado 80309-0565  
Email: [hrmail@colorado.edu](mailto:hrmail@colorado.edu)

- Valid passport
- CU-Boulder I-20 or DS-2019
- Valid I-94
  - Electronic I-94: [Download](#)
    - Additional printing instructions are available [online](#).
  - Paper I-94: Received upon entry to U.S. (land border entry or prior to 5/21/2013) or in I-797 Change of Status Approval Notice

From campus, you can take a [25-minute walk on the Boulder Creek Path to Marine Street](#) or take the STAMPEDE shuttle bus to Marine St. (The Stampede shuttle bus runs Monday through Friday, every ten minutes, and loops through campus to connect main campus to the east





☐ **Make an Appointment to Meet with a CU International Taxation Specialist**



*The Department of Human Resources*  
 Administrative and Research Center – East Campus  
 3100 Marine Street, 3rd Floor, Rm. A-342  
 Boulder, Colorado 80309-0565

[Appointment Scheduler](#)

All new international student employees who are not permanent residents of the United States are required to meet with a CU international tax specialist to determine tax residency status and complete related paperwork. Student employees who are legal permanent residents of the U.S. do not need to meet with an international tax specialist but must provide a copy of their “green card” to the International Tax Office.

- This appointment should take place prior to the receipt of the first CU-Boulder paycheck.

You must make an appointment to meet with a tax specialist [online](#). Be sure to select the Boulder Campus and accurate appointment type. Non-resident employees should be prepared to review their entire history of presence in the U.S. including dates they were present in and out of the U.S and corresponding immigration statuses.

You must bring the following documents to your appointment with the International Tax Specialist:

- Valid passport
- CU-Boulder I-20 or DS-2019
- Valid I-94 (electronic or paper)
- U.S. student visa (if applicable)
- If applicable, documentation of any prior presence in the U.S. (e.g., previous I-20s, DS-2019s)

Appointments with the International Tax Specialist also take place in the Administrative and Research Center located on East Campus where you completed your I-9. Please refer to the map and directions on the previous page.



## Applying for a Social Security Number (SSN) if you do not already have an SSN



### [Social Security Administration \(SSA\) Office](#)

4949 Pearl East Circle, Suite 101  
Boulder, CO

#### Social Security Administration Resources:

- [SSN Webpage](#)
- [SSN Application](#)
- [Foreign Workers and SSNs](#)

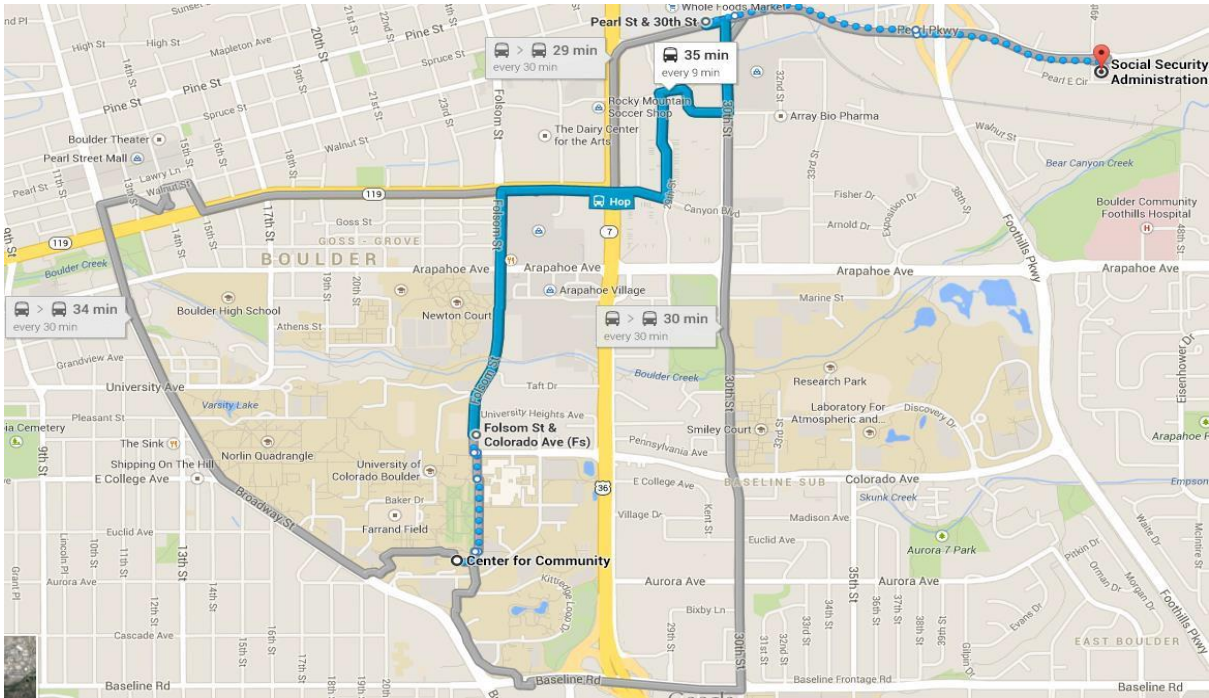
**Please wait at least 48 hours from completing your immigration reporting session with ISSS** (and submitting all required documentation) **to apply for your SSN in order to allow time for your SEVIS record validation to register in the Social Security Administrations' system (SAVE).** It is recommended that you wait 10 full days from the day you entered the U.S. to apply for a SSN. Please also check Social Security Administration's [hours of operation](#) before going to the office to apply for a SSN.

Take the following documents to the Boulder Social Security Administration Office to apply for a SSN:

- Valid passport
- CU-Boulder I-20 or DS-2019
- Valid I-94 (electronic or paper)
- U.S. student visa (if applicable)
- ISSS SSN Letter
- Job Offer Letter
- One additional form of photo identification (e.g., CU-Boulder Buff OneCard)

From campus, you can take a [45-minute walk on the Boulder Creek Path to SSA](#) or to take the bus:

- Catch the DASH bus (at Broadway and Regent Dr.) heading towards the DASH Boulder Transit Center (6 stops)
- Get off at 14<sup>th</sup> and Walnut Gate C
- Transfer to the 206F bus towards Fairview High School via Flatirons (11 stops)
- Get off at Pearl Parkway and Pearl East Circle
- Walk west 174 ft. on Pearl Parkway toward Pearl East Circle
- Turn left on Pearl Circle (302 ft.)
- Turn left to stay on Pearl East Circle. SSA will be on the left.



## F-1 1 Student Employment

- Employment regulations are enforced strictly by the U.S. Immigration and Customs Enforcement. Students and dependents who work without proper authorization may violate the conditions of their immigration status. Do not accept employment unless you have the proper work authorization.
- Working Off-Campus requires special authorization and is available to students who meet certain eligibility requirements situations. Consult an ISSS advisor to see if you qualify.
- F-2 dependents are not allowed to work in the U.S.

In addition to on-campus employment, F-1 students may be eligible to apply for the following work authorizations: Curricular Practical Training, Optional Practical Training, the 17-Month STEM extension of Optional Practical Training, and Severe Economic Hardship Employment.

### Curricular Practical Training (CPT)

- **CPT** is a temporary employment authorization for an “alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” A student must have completed one full academic year in status to be eligible to request CPT work authorization.
- CPT can only be authorized prior to your degree completion for a work experience that is in your major field of study and considered to be “an integral part of an established curriculum.”
- CPT can be authorized for work (e.g., internship, job in your major field of study) that is part-time (20 or fewer hours per week) or fulltime (over 20 hours per week) if you meet the CPT eligibility requirements, are in good academic standing, and have a **qualifying GPA**.
  - The minimum passing GPA requirements may be higher, depending on your College’s policies.
  - Students who are suspended or on academic probation in their college are not eligible for CPT.

Please access the [CPT Request Process presentation](#) for additional information about CPT.

## Optional Practical Training (OPT)

OPT is defined by the regulations as “temporary employment authorization for practical training directly related to a student’s major field of study.” Standard OPT is available for a cumulative maximum of 12 months of employment authorization per higher degree level completed in the U.S. OPT is most commonly applied for in order to obtain employment authorization for the period following the completion of a student’s degree. It can however be applied for work authorization prior to degree completion.

OPT applications must be filed with the U.S. Citizenship and Immigration Services (USCIS); it can take 90 days for USCIS to process an application. Post-Completion OPT applications based on the completion of all degree requirements, must be received by USCIS:

- No more than 90 days prior to degree completion;
- As late as 60 days after the completion of your degree program or the program end date indicated on your I-20, whichever occurs first; AND
- OPT must be completed within 14 months of your degree completion. If you apply for OPT in the 60 days after the completion of your degree, you will likely receive less than 12 months of OPT authorization.
- Within 30 days from when ISSS issues the OPT recommendation I-20 is issued.

If you are applying for Pre-Completion OPT or Post-Completion OPT with Thesis/Dissertation Remaining, please speak with an ISSS advisor about the application timeline.

- [Additional information about OPT including request instructions](#)

## 17 Month Extension of OPT for Qualifying STEM Fields

F-1 students approved for standard post-completion Optional Practical Training (OPT) with OPT authorization based on a bachelor's, master's, or doctoral degree in a STEM (science, technology, engineering, mathematics) field on the DHS STEM-Designated Degree Program List and working with an employer with valid E-verify status may be eligible to apply to USCIS for a one-time 17-month extension of post-completion OPT (for a total eligibility of up to 29 months of work authorization) if they meet ALL of the filing requirements. Only one STEM extension of OPT can be authorized in a lifetime. All employment during the STEM extension period MUST be for at least 20 hours a week with an E-Verify employer in the STEM degree indicated on your I-20.

- [Additional information including STEM application instructions](#)

## Severe Economic Hardship Employment

Some F-1 students occasionally experience an unforeseen financial difficulty after they have begun their studies at CU-Boulder. A student facing such circumstances may be eligible for employment due to Severe Economic Hardship. Talk to an ISSS advisor in ISSS to determine if you are eligible for this special work permission.

- [Additional information about applying for severe economic hardship employment authorization](#)

## **J-1 Student Employment**

Employment regulations are enforced strictly by the U.S. Immigration and Customs Enforcement. Students and dependents who work without proper authorization may violate the conditions of their immigration status. Do not accept employment unless you have the proper work authorization.

- J-1 Students: Employment authorization must come from your sponsoring agency. Usually agencies approve employment only if it is an integral part of your academic program, or in case of severe economic necessity. All J employment must be approved in advance and in writing.
- J-2 Dependents: Can apply to USCIS for permission to be employed as long as it is for the support of the J-1 student. This work authorization is typically issued for no more than one year at a time. The J-2 dependent may begin employment only after receiving the Employment Authorization Document (EAD) from USCIS. This [application](#) must be filed by the J-2 dependent; ISSS is not responsible for submitting the application to USCIS.

In addition to on-campus employment, J-1 students may be eligible for Academic Training work authorization.

## **Academic Training (AT)**

Academic Training is authorization for work/training directly related to a student's major field of study. Academic training can be paid or unpaid, can occur during and/or after a student's degree program, and can be part-time while school is in session and full-time during vacation period and after degree completion.

- Academic training must be recommended by your dean or academic advisor and authorized by the responsible officer of your exchange visitor program.
- The total academic training period may not exceed "the period of full course of study" or 18 months, whichever is shorter.
- If you receive a Ph.D., your "post-doctoral" research training may last as long as 36 months total for the degree program.
- [Additional information about Academic Training](#)

## **Career Services**

Center for Community, N352  
303-492-6541

The Career Services office is a centralized, comprehensive center for all students at CU-Boulder. In addition to their services, [several colleges have specialized career services](#) within their programs. Career Services provides resources and support to assist students with the job search; application and interview process; and overall career development.

## **Section 10: Travel**

### **Re-Entry to the U.S. after International Travel**

Prior to departing the U.S., be sure to check page 2 of your I-20, or the lower right-hand corner of your DS-2019, for a valid travel signature. If you require a travel signature, please stop by ISSS during walk-in hours to obtain a signature. If you are a J-1 student and CU-Boulder is not your sponsor, you must contact your program sponsor for a travel signature.



- You must be enrolled full-time (or an authorized equivalent) in the current semester and the next semester if enrollment is possible at the time of requesting a travel signature.

F-1 and J-1 students with valid status should be prepared to present the following documents when seeking re-entry to the U.S. after a temporary absence:

☐ **I-20 or DS-2019 with Valid Travel Signature:**

A travel signature is generally valid for re-entry to the U.S. within 1 year of the signature date or until the end date on your DS-2019, whichever occurs first.

- During OPT, the travel signature is only valid for re-entry to the U.S. within 6 months of the signature date.

☐ **Valid Passport:** Must be valid 6 months beyond your date of re-entry to the U.S.

- Exception: [Countries that can enter the U.S. up to the passport expiration date](#)
- Passports may be renewed at your country's [embassy or consulate in the U.S](#)

☐ **Valid U.S. Visa:** Visa must be valid at time of re-entry and allow for additional entries.

Exceptions:

- o Citizens of Canada do not require a visa.
- o **Automatic Visa Revalidation** [8 CFR 214.1(b)(3)]: F, M, J, and Q non-immigrants can usually revalidate an expired visa automatically when returning to the U.S **after a visit of less than 30 days** to Canada, Mexico, or [adjacent islands](#) except Cuba. If you intend to use automatic visa revalidation, be sure to travel with your I-94 (electronic or paper).

If you are not eligible for automatic visa revalidation, you must obtain a valid visa in order to re-enter the U.S.

**If you meet any one of following criteria, you will not be eligible for automatic visa revalidation.**

- You applied for a new visa and Department of State has not yet issued it to you
- You applied for a new visa and Department of State denied the application
- You have a terminated SEVIS record indicating that you are out of status;
- You have had a visa cancelled under INA §222(g) ("stayed beyond the period authorized")

- You have been out the United States for more than thirty days
- You are a national of Iran, Sudan, or Syria.

For more information, access the [State Department travel page](#)

- ☐ **Current Financial Support Documents:** Must show funds for one year of expenses as noted on your I-20 or duration of program as noted on your DS-2019 (e.g., bank statement, financial guarantee letter, scholarship/offer letter, affidavit of support)
- ☐ **I-901 SEVIS Fee Receipt:** If you do not have your original receipt, you can [print a confirmation of the payment](#)
- ☐ **Unofficial Transcript and/or Verification of Enrollment Showing Full-Time Status:** Students can print a free unofficial transcript through [MyCUInfo](#) and an [Enrollment Verification](#).
  - Note: The Verification of Enrollment utilizes the financial aid definition of full-time which is different than the University/immigration definition at the graduate level.

Travel During OPT Authorization: ☐ **Valid Employment Authorization Document (EAD/OPT Card)** **AND**  
☐ **Job Offer Letter for Job in Field of Study**

## Travel to Third Country Destinations

Depending on the country you are traveling to and/or through, you may require a transit visa (to travel through an intermediary country on your way to your final destination) or a tourist visa to enter your final destination. Please consult the appropriate [embassy](#) or [foreign consular office](#) to determine if [an additional visa](#) is necessary

## Renewing Your Visa

Please review the ISSS handout entitled, "[Visa Renewal Information for Students and Scholars.](#)"

## Travel within the U.S.

You are expected to carry your immigration documents with you when you travel within the U.S. You could be stopped by law enforcement officials and if you are unable to provide adequate documentation you could be detained while they verify your situation. This is more common at transportation centers (bus and train stations) and near the borders.

# Section 11: Your Rights

## Know Your Rights

If government agents question you, it is important to understand your rights. You should be careful about what you say when approached by federal, state or local law enforcement officials. If you give answers, they can be used against you in a criminal, immigration, or civil case. Please review the following resources and if you think it would be helpful, you can print them and carry them with you.

- [Know your Rights When Encountering Law Enforcement](#)
- [Know Your Rights: What To Do If You're Stopped by Police, Immigration Agents or the FBI](#)

## Wilberforce Trafficking Victims Protection Reauthorization Act

You have the right to: be treated fairly and not discriminated against; work in a healthy and safe environment; not held in a job against your will; keep your passport and other identity documents in your possession; not to be retaliated against; join or request help from unions, immigrant and labor rights groups and other groups; seek justice in U.S. courts of law; and be protected under state law.

- Additional information about the [Wilberforce Trafficking Victims Protection Reauthorization Act](#)

## Public Defender's Office

This organization, run by the State of Colorado, provides "reasonable and effective criminal defense representation for indigent individuals who are charged with the commission of a crime in Colorado."



## Finding an Immigration Lawyer

### AILA: American Immigration lawyers Association

AILA is a professional association of more than 13,000 attorneys and law professors “established to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members”.



To search for an AILA lawyer [click here](#)

### How to Choose an Immigration Attorney

by Stephen Yale-Loehr

Deciding whether to hire an immigration attorney is an important decision. The first issue is whether you need an immigration attorney. Some immigration matters can be relatively straightforward. Many times, however, it is useful to hire an immigration attorney, for three reasons. First, immigration law is one of the most complicated areas of U.S. law, perhaps second only to tax law in its complexity. Second, U.S. immigration law is changing all the time, and it is hard to keep up, even for many immigration lawyers. Third, immigration lawyers can help make sure that your application goes through the immigration bureaucracy smoothly and quickly.

If you decide you want to hire an immigration attorney, there are many ways to find a good one. The best way to do so is to be a smart consumer. Just as you would ask around and do research before seeing a doctor or buying a car, so too you should do research before hiring an immigration lawyer. Ask your friends and colleagues if they know any good immigration lawyers. If you work for an employer, he or she may know of a good immigration lawyer. Many immigration lawyers are members of the American Immigration Lawyers Association (AILA). You can find out whether there are any AILA immigration attorneys in your area by checking the AILA web site at [www.aila.org](http://www.aila.org).

Before hiring an immigration attorney, ask the following questions:

1. Will I be charged by the hour on or a flat rate? If by the hour, what is the lawyer's estimate of his or her legal fees to do my case? If the matter is by the flat rate, what exactly does that include or exclude? For example, if the original petition is denied and the lawyer needs to file an appeal, will that be included in the flat rate?
2. How much experience does the immigration attorney have with this particular kind of immigration case? Like other attorneys, immigration attorneys specialize. Some specialize in asylum, removal cases, or business immigration matters. You do not want an immigration attorney who specializes in asylum cases to be handling his or her first business visa application on your behalf.
3. Ask the attorney for references from satisfied clients. Then call those clients to find out what they thought of the attorney.

Another important question is determining who pays the immigration attorney's legal fees. That can depend. In business visa cases, sometimes the employer will pay. Sometimes the foreign national will pay. Sometimes both will split the fee. Remember that even if the employer pays, you are also the attorney's client.

In sum, deciding whether to hire an immigration attorney, and then finding the right one for your case, is a big decision. However, by asking the proper questions and doing some research, you can find a good attorney to help steer your way through the maze of U.S. immigration law.

Biographical information: Stephen Yale-Loehr teaches immigration and refugee law at Cornell Law School in Ithaca, New York. He also practices immigration law at True, Walsh & Miller in Ithaca ([www.twmlaw.com](http://www.twmlaw.com)). He also is the co-author of *Immigration Law and Procedure*, a 20-volume treatise on U.S. immigration law. For more information, contact Mr. Yale-Loehr by email at [syl@twmlaw.com](mailto:syl@twmlaw.com).

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For further information on these or any other immigration issues, please contact [True, Walsh & Miller, LLP](#)

### What to Look for in Your Lawyer

By Siskind Susser

There are a number of factors to consider when [hiring an immigration lawyer](#) and with more than 7,500 immigration lawyers practicing in the US, the process of selecting just the right lawyer can be difficult.

The following list of factors may prove helpful in making your decision:

1. AILA member – Is the lawyer a member of the American Immigration Lawyers Association? AILA is probably the immigration lawyer's best resource for up-to-date information. While being an AILA member is not a sure sign of quality, it may indicate that the lawyer is keeping up with this rapidly changing field of law.
2. Fees – How does the attorney set his fees? Most immigration lawyers work on a flat fee basis, though in many matters, hourly billing or contingency billing may be done. If an attorney prices way outside of the market – either on the high or the low side – this should be a source of concern. The lawyer may not have any idea how much work is really involved in the case. Or the lawyer may simply be attempting to gouge. A lawyer who quotes a price too low may also be able to price that way because the work is being pushed down to the level of a legal assistant or very junior associate. There are great lawyers who charge more and lawyers who operate extremely efficiently who can charge less. But comparison shopping will serve you well.
3. Disciplinary actions – Has the attorney ever been disciplined by the Board of Professional Responsibility of the state bar? This is an obvious sign of problems. There are also people who falsely claim to be licensed attorneys. The local bar is also the place to check that the attorney is licensed and in good standing.
4. Community reputation – Has the lawyer established a good name for himself or herself in the community? If your attorney has a sterling community reputation, chances are it was earned through hard work.
5. Client references – A strong reference from a friend or colleague is often the best indicator of whether a lawyer is up to snuff.
6. Focus of practice – Within immigration lawyer, there are a variety of subspecialties: employment, family, asylum, deportation, etc. Consider going with a lawyer with a strong background in your particular type of case.
7. Immigration exclusive practice – Many lawyers list immigration law as one of a variety of types of matters they handle. It is tough enough for a full-time immigration lawyer to keep abreast of all of the developments in the practice area. It is nearly impossible to be a top notch immigration lawyer while trying to balance being an expert in many other practice areas as well. While someone can be a good immigration lawyer and also be very competent in another practice area, watch out for lawyers where immigration is one practice area on a laundry list of claimed specialties.
8. Years in practice – Much of immigration law is unwritten and the longer one is in practice, the better one's instincts become. But the opposite can be true as well. Lawyers who have been practicing for years may become lazy about staying up to date on the latest changes. Some of the worst lawyers practicing immigration law in this country are the ones who have been around the longest. So try and strike a balance.
9. Lawyer-Paralegal ratio – One of the ways immigration practices are attempting to keep costs down is to hire paralegals and legal assistants to do much of the work that immigration lawyers used to do on their own. In some markets, this may be the only way to keep costs low enough for people to afford to hire a lawyer. But you should know what you are paying for. Some of the most expensive immigration firms still staff with extremely high ratios of paralegals – sometimes as high as ten paralegals per attorney. A more modest ratio of one to two paralegals per attorney may mean that the firm is not too overloaded with work and it may mean that the attorney you thought you were hiring actually knows what is happening on your case and has the time to speak with you about your case.
10. Caseload – Is your lawyer taking on so much work that there is no way cases can properly be handled? Too many lawyers don't know when to draw the line and either say no to taking on additional work or to make the decision to take on more attorneys and staff.
11. Use of technology – Technology has revolutionized the practice of immigration law probably as much as any other area in the legal profession. Does your attorney use email? Does the attorney have the latest research and case management software? Does the attorney provide electronic newsletters and email alerts to inform clients of breaking news. Does the firm have an extranet that allows you to log in to a private and secure web site to see what is happening on your case? Does the firm file applications electronically? Lawyers who master technology deliver legal services with better quality and can often leverage technology to deliver legal services less expensively.
12. Communication – The number one complaint against lawyers in this country is not poor work quality. It is failing to communicate with their clients. You are paying a lot of money to hire a lawyer and it is your right to expect to be kept informed of developments and have your calls and emails returned in a timely manner. On the other hand, there is still such a thing as excess and calling your lawyer every day to find out what is happening on your case is not necessarily fair either.

13. Board certified – A few states certify lawyers in the practice of immigration law. If your lawyer practices in a state that does, make sure he or she has this credential. It is no guarantee of quality, but it can certainly be an indicator.
14. Educational background – While many fine lawyers have come out of mediocre law schools and lousy lawyers come out of the Ivy Leagues, where a lawyer went to school can still be an indicator of a person's ability to achieve.
15. Publications – Lawyers who write frequently about their practice area tend to keep themselves better informed about their area of law. The ability to get published also may indicate that the lawyer's expertise is respected.
16. Promotional materials – Pay attention to a law firm's marketing and promotional materials. Are they professional and polished or do they make the firm appear to be "fly-by-night"? How the firm presents itself to its clients and potential clients may be an indicator of how the firm will present itself – and, consequently, you – to the USCIS.
17. Conflicts of interest – Immigration lawyers often have an inherent conflict of interest, particularly in business immigration matters where they are assisting an employer and employee at the same time. Most of the time this is not a problem. But be careful to pay attention to this fact if the interests should diverge such as when an employer and employee start to have problems getting along.
18. Industry focus – A number of immigration lawyers focus on particular types of employers and have become particularly adept at handling visa matters in their industries. For example, a small number of immigration lawyers in the US represent the bulk of physicians applying for visas because of the peculiar difficulties present in these types of cases.
19. Personality compatibility – Your experience with your immigration lawyer is more than just the result of the lawyer's experience and competency. A lawyer's "bedside manner" can mean a lot at the end of the day to how the overall experience goes. Find a lawyer who really seems to care about your case.
20. Promising too much – There are actually immigration lawyers out there who swear they have never lost a case even after a lengthy career. Be nervous about lawyers who promise success. A lawyer who honestly presents the risks is worth a lot more. Likewise, be very weary of attorneys who claim to have special influence with the government. Also beware of lawyers who speak too negatively of the competition. If the lawyer is worthy, they can stand on their own record rather than tearing down the record of competitors.
21. Engagement letters – Read the fine print in your engagement letters. Some lawyers load agreements down with so much "legalese" and one-sided provisions that it should give you pause. Consider using a lawyer who provides an agreement that is written in plain English that appears to be even-handed.
22. Local v. national – Unlike most fields of law, the location of your immigration lawyer is not nearly as important as you might think. Immigration law is strictly federal in nature. That means it is basically the same across the country and a lawyer in one state is practicing under the same system as in every other state. Immigration law is almost entirely administrative as well. That means that most petitions are submitted by mail and personal appearances by an immigration lawyer are becoming less and less common.
23. Language skills – Some clients who are not native English speakers may feel more comfortable working with a lawyer fluent in their language.
24. Ethics – Run as fast as you can from lawyers that tell you it is okay to lie or otherwise act dishonestly in your case. Aside from the obvious questions of morality, you are risking jail time and potential lifetime banishment from the United States.

Disclaimer: This article is provided as a public service and not intended to establish an attorney client relationship. Any reliance on information contained herein is taken at your own risk.

## Avoid Immigration Scams

Be aware of telephone scammers posing as government/immigration officials requesting money or credit card information. In most instances, scammers will:

- Request personal information (Social Security number, Passport number, or A-number);
- Identify false problems with your immigration record; and
- Ask for payment to correct the records.

If a scammer calls, hang up! Do not provide personal information or payment.

- USCIS will **not** call you to ask for payment over the phone.

- Department of Homeland Security will not call you to discuss an immediate deportation.

#### Additional Resources

- [Avoid Scams](#)
- [Common Immigration Scams](#)
- [Report Immigration Scams](#)
- [Beware of Immigration Scams Pamphlet](#)

#### **Remember the 3 R's:**

- Recognize
- Refuse
- Report

## **Section 12: Taxes in the U.S.**

### **U.S. Taxes**

There are several different types of taxes in the U.S. tax system (e.g., income tax, Social Security tax, sales tax, personal property tax) and three layers of taxation (local, state, and federal).

### **Annual Income Taxes**



The Internal Revenue Service (IRS) is a bureau of the United States Department of the Treasury. It is responsible for collecting income taxes and helping people understand and meet their tax responsibilities by applying the tax law "with integrity and fairness to all." Income tax is a tax based on annual income.

Everyone in the United States, citizen or non-citizen, is responsible each year for submitting a complete and accurate income-tax statement or a [statement of exemption](#) to the IRS. This is often called "filing a tax return." Tax returns have to be filed by April 15 every year for the previous year's income or exemption. For example, for 2015 taxes (which must be filed by April 15, 2016), individuals are required to file paperwork based on their situation in 2015.

As part of annual tax reporting, all "[nonresident aliens](#)" including nonresident dependents, regardless of age and whether or not they received income in the U.S, must file the [Form 8843](#) to report their presence in the U.S. if they were:

- In the U.S. during the calendar year prior to the tax deadline
- In F-1, F-2, J-1, J-2, M-1, M-2, Q-1, or Q-2 visa status

"[Nonresident aliens](#)" who earned or received U.S.-based income in the U.S. (e.g., payment for employment; stipend) including J-2 dependents with work authorization may be required to file additional federal and state tax forms.

Taxes can be complicated. Two classifications, resident and non-resident, determine how much income is taxed. When the IRS uses the term resident it refers to an individual who has spent enough time in the United States to be taxed as a US citizen or permanent resident, even though she/he may still be a nonimmigrant, such as an international scholar in J or H status. It is possible to be in the U.S. as a nonimmigrant and still be considered a resident for tax filing purposes or to be considered a nonresident and resident within the same calendar year. Please review the IRS webpage, [Determining Alien Tax Status](#), and/or consult a tax professional to determine your tax status.



**ISSS does not provide tax advice. You must consult a tax professional.**

If you are on the CU-Boulder payroll, the CU-Boulder International Tax Specialist will help you determine if a tax treaty exists between your home country and the U.S. It is however each individual's personal responsibility to meet his or her tax obligations. You are responsible for helping your employer estimate how much of your income should be "withheld" (or deducted) from your wages for the purpose of paying taxes. Your employer must file a form W-4, and pays the estimated amount directly to the U.S. Treasury on your behalf. In your annual tax return, you must reconcile your account with the government to verify that you paid the right amount over the course of the year. If you paid too much, you may claim a refund, which will be paid promptly unless the government disagrees with your calculations. With today's technology, the amount of information shared between the IRS and the Department of Homeland Security is increasing and you can be penalized for not filing your taxes correctly and on time.

#### Useful Terms

**Alien:** A term used by the Internal Revenue Service to denote an individual who is not a citizen of the United States.

<i>Exempt Individual:</i>	A person not subject to the Substantial Presence Test (see below), which determines if an individual files as a resident or a non-resident. Many visitors misunderstand the term to mean that they are not required to file a tax return and/or pay taxes.
<i>Non-immigrant:</i>	An individual with a permanent residence abroad who is in the United States temporarily, as in the case of an international scholar.
<i>Non-resident:</i>	An individual in the United States temporarily (usually less than six years). Although required to file an annual federal income-tax return, nonresident aliens pay tax only on income from U.S. sources.
<i>Resident:</i>	An individual who is a U.S. citizen, a U.S. permanent resident, or a nonimmigrant who has been in the United States long enough to be considered a resident for tax purposes.
<i>Social Security:</i>	A term used to describe an agency, a card, and two types of taxes. The <a href="#">Social Security Administration</a> (SSA) is an agency of the U.S. Department of Health and Human Services. The card bears a unique nine-digit identification number and is issued to qualified individuals primarily to determine eligibility for social benefits earned through various forms of employment. The Social Security Number is also used by the IRS for data collection and record keeping. The taxes, known as FICA (Federal Insurance Contribution Act) and Medicare, are withheld by employers from workers' wages and paid to the federal government for redistribution to workers after their retirement.
<i>Substantial Presence Test:</i>	A formula devised by the IRS to determine whether an alien is a resident or non-resident for tax purposes in a given year. F and J students and scholars follow different rules in regards to when they are required to count their days of presence in the United States towards this test. Individuals should keep their substantial presence test updated with the International Taxation Office to ensure correct tax withholding.
<i>Tax Treaty:</i>	An agreement between the United States and another country to determine how the country's nationals will be taxed when temporarily in the United States. A treaty can confer certain tax benefits. A note of caution, however, tax treaties are very specific. Not all residents of a tax-treaty country will qualify for tax benefits.
<i>Individual Taxpayer ID or Taxpayer Identification Number (ITIN):</i>	Individuals who are not eligible for a Social Security number (routinely issued only to U.S. citizens, U.S. permanent residents, and nonimmigrants authorized to work) receive from the IRS a unique nine-digit number for tax purposes.
<i>Withholding:</i>	Deduction taken from an individual's salary for purposes of meeting that individual's income-tax obligation. Amounts are deducted by the employer and paid directly to the U.S. Treasury on the individual's behalf.

## Tax Return Preparation Assistance

There are a number of fee-based services that are available to help with filing your tax return.

- Contact a tax preparation professional
  - o Confirm that the tax professional has experience working with non-residents and individuals in your visa status
  - o A list of local tax preparation professionals is available [online](#)
- Purchase a license for a tax preparation software designed for individuals with your visa and residency status
  - o Examples: [GLACIER](#), [Sprintax](#), [Windstar Foreign National Tax Resource](#)
  - o Please note that most commercially available software has not been programmed with appropriate tax filing information for temporary visitors to the U.S. so you should not buy software unless you are sure it will work for your situation.

## Additional Resources

- [ISSS Webpage: Tax Obligations](#)
- [Local Tax Preparation Professionals](#)
- [IRS website for Foreign Students and Scholars](#)
- [IRS Publication 519: U.S. Tax Guide for Aliens](#)
- [Colorado Department of Revenue](#)
- [NAFSA Tax Resources for International Students and Scholars](#)
- [NAFSA Federal Income Tax Brochure for International Students and Scholars](#)





## Payroll Taxes: Social Security/ F.I.C.A. and Medicare Tax

Visitors often have questions about payment of a U.S. tax called “Social Security tax”, or “FICA.” FICA is an additional tax on earnings that provides benefits to retired workers. Typically J-1 scholars are exempt from Social Security (F.I.C.A) and Medicare taxes as long as they are considered a non-resident status for tax-filing purposes. However, they may be subject to these taxes after two years. J-2 dependents with work permission are subject to the tax regardless of the amount of time they are present in the U.S. Please contact your Payroll and Benefit Services office if you have questions about this tax.

## Sales Tax

Sales tax is similar to the value-added tax collected in many countries, except that in the United States the amount of the tax is most often not included in the advertised prices of goods. If it is included in the price it should explicitly indicate it. Sales-tax rates varies by state, county, and city and the sales tax rate will include the state, county and city tax. The sales tax rate in the city of Boulder in Jan 2015: 8.845%

## Personal Property Tax

Personal property tax is a tax on valuable property such as real estate, cars and other valuable property.

## Section 13: Social Life in the U.S.

The content included in this section is generalized and may not hold true for all people in all situations.

### Greetings

Friends and acquaintances often prefer to be called by their first names. As a sign of respect, an older person and professional people (doctors or your professors, for example), should be called by their title and last name (Mr./Ms. Doe, Doctor Jones or Professor Smith). Some older people and professionals may prefer to be called by their first name and they may give you permission to do so, especially if they know you are from a culture where elders are never called by their first name.

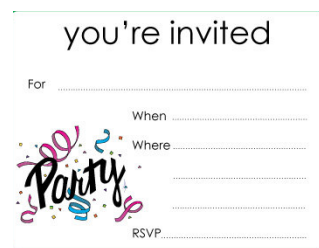


A "hi" (less formal) or "hello", "good morning," or "good evening" (a little more formal) are standard greetings. People say, "Hi!" or "How are you?" or slang "How's it going?" or "What's up?" and then may not wait for a response. This is often more of a greeting than an actual question. You can acknowledge them by simply waving or responding with an in-kind "hello" or "I'm fine, thanks."

People usually shake hands when meeting for the first time; it is not necessary to shake hands with people you already know. If it is inappropriate in your culture to shake hands, do not feel like you are obligated to do so.

### Invitations

If an acquaintance or someone you are not really very close to invites you to get together or “hang out,” they will probably ask you in person or by e-mail. If you say yes, they will expect you to show up, but will understand if you don't. However, if you have accepted a formal invitation, you are expected to show up at the date and time on which you agreed. If you find that you cannot attend after accepting the invitation, let the invitee know as quickly as possible. It is considered impolite if you call a few hours before the scheduled time to cancel, especially if you don't really have a good reason to do so. If you have been invited to spend time with someone and you don't want to, just politely decline. If you would like to visit someone you don't know very well at their home, it is polite to call first. “Drop in” on close friends only.



### Friendship



Americans generally have a group of really close friends—people they trust, confide in, and share good times and bad times with. Classmates and colleagues are often considered casual friends, or acquaintances. As is probably true in your own culture, how and if a friendship develops is up to you. Initially, you will have to make an effort to meet people. You may find that you have more in common with other international visitors than with Americans, and some of your strongest friendships may be made with other internationals.

## Dating

If you like someone and would like to spend some time with them, it's ok to ask them on a date. If you are from different cultures, try and set some mutually-agreed upon guidelines to avoid potential misunderstanding and remember to talk about these differences so that you appreciate and enjoy each other. Don't base your perception of relationships on what you see in American movies or on television! They don't accurately portray what dating and relationships are like here.



Beware of mixing alcohol and dating, particularly in a cross-cultural setting. Alcohol impairs judgment and behavioral cues can be misread and confusing.

## Gender Roles and Gender Expression

Gender roles are not universal even within a particular country. They are culturally and historically contingent. In the U.S. you will see a mix of traditional as well as less-rigid expressions of gender.

CU has a [non-discrimination policy](#) which includes gender identity and gender expression and there are many resources on-campus and in the community including the [Gay Lesbian Bisexual Transgender Queer Resource Center \(GLBTQRC\)](#).

You can find multi-stall, all-gender/unisex bathrooms on the 4<sup>th</sup> floor of the [Center for Community \(C4C\)](#) and the Spectrum floor in [Hallett Hall](#) (for residents of Hallett Hall and their guests).

## Discrimination, Sexual Harassment, and Sexual Assault

### Discrimination

The University of Colorado Boulder does not discriminate based upon race, color, national origin, sex, pregnancy, age, religion, creed, sexual orientation, gender identity, gender expression, disability, veteran status, political affiliation, or political philosophy either in educational programs or activities or in employment. The Office of Institutional Equity and Compliance will address all complaints of discrimination and harassment.

The University is committed to taking appropriate action against those who violate the policy on discrimination and harassment, the sexual harassment policy, or the policy on amorous relationships. Individuals who violate these policies will be disciplined or subjected to corrective action, up to and including termination or expulsion

- [Discrimination and Harassment Online Training](#)

To report concerns of sexual harassment, protected class discrimination and harassment, or an amorous relationship, or for questions about the non-discrimination policy and the OIEC processes, please contact the [Office of Institutional Equity and Compliance \(OIEC\)](#):

Office of Institutional Equity and Compliance  
Administrative and Research Center East Campus  
3100 Marine Street, Third Floor  
565 UCB  
Boulder, Colorado 80309-0565  
Office (303) 492-2127  
Fax (303) 735-3236

### Sexual Harassment

Sexual harassment is unwelcome sexual attention. It can involve intimidation, threats, coercion, or promises. Harassment may occur between members of the same or opposite gender and between any combinations of members in the campus community: students, faculty, staff, and administrators. It generally occurs when one person, the harasser, holds a position of real or perceived authority over the other individual. Harassment can occur anywhere on campus, including the classroom, the workplace, or a residence hall.

Examples might be:

- unwelcome physical contact
- persistent pressure for dates or sexual favors
- sexually explicit visual material (calendars, posters, cards, software, websites, or e-mail)
- promises or rewards (a better grade, a promotion) in return for sexual favors
- persistent suggestive comments about physical appearance or clothing

- use or display of sexually offensive or degrading pictures or reading material not legitimately related to the subject matter of a course
- persistent sexual teasing, jokes, remarks, or questions

Sexual harassment issues have been addressed by the University administration, and they have set clear policies that every member of the campus community must follow.

## Sexual Assault

One in four women and one in twelve men will be sexually assaulted during their lifetime, and 80 percent of them will know who attacked them. Ninety percent of sexual assaults on campus involve alcohol.



Sexual assault is against the law. It is specifically prohibited on campus and in the university community. The university's definition of sexual assault encompasses sexual contact, sexual intrusion, and sexual penetration without consent. Acquaintance rape accounts for the majority of rapes committed, and includes situations in which a person is incapable of consenting to sexual contact (often due to being under the influence of alcohol or other drugs). Violators can be arrested, charged with a crime, and may face university discipline.

If the person you are with appears interested in a sexual relationship and you are not, it is very important that you say so, clearly and forcefully. And if someone is telling you no, take them seriously: they are not interested. Listen. No means no! Sexual assault in the U.S. is a very serious crime with serious consequences.

- [What to do if you or a friend has been sexually assaulted](#)

## Reporting Sexual Assault

Reporting an incident of sexual assault is a difficult yet important decision. Making a report might help with recovery, provide support and services, and prevent the offender from assaulting someone else. If safety is your primary concern, it is important to contact the CU-Boulder Police Department by calling 9-1-1 in emergency situations and 303-492-6666 in non-emergency situations. If you are not sure about making a police report, you can get free, confidential information and support and discuss your options by contacting the [Office of Victim Assistance](#).

## Office of Victims Assistance (OVA)

Center for Community, S440  
303-492-8855

The Office of Victim Assistance (OVA) offers free confidential information, support, advocacy, and short-term counseling to students, faculty and staff at CU, including their significant others. OVA is a separate office, not connected to the police department. OVA primarily focuses on situations involving traumatic events, including, but not limited to physical assault and hazing, bias motivated incidents, death, discrimination and harassment including sexual harassment, intimate partner violence, serious accidents, sexual assault, and stalking. OVA can help people learn about resources and assess their options in these situations.

OVA can talk about academic or work questions, medical questions, reporting questions, counseling and informational questions.

## Alcohol, Smoking, and Illegal Drugs

In the United States, it is illegal to purchase or drink alcohol, including beer and wine, until the age of 21. It is also against the law to buy alcohol for someone under the age of 21. There are additional alcohol restrictions on-campus.

Please review the CU-Boulder policies:

- [Campus Alcohol Policy](#)
- [Alcohol and Drug Policies for Employees](#)





Every state sets legal limits for the amount of alcohol that can be present in one's blood in order to legally drive and operate a vehicle (including bicycles). In Colorado there are two levels of alcohol-related offenses with different blood alcohol concentration (BAC) limits.

- Driving Under the Influence (DUI): 0.08% (drivers 21 and older);  
0.02% (drivers under 21 years of age)
- Driving while Ability is Impaired (DWAI): 0.05%

Colorado has an Express Consent Law which requires drivers to consent to a BAC test if an officer has reasonable grounds to suspect are under the influence of alcohol or drugs. Common penalties for alcohol offenses include: a monetary fine; loss of license; suspension of license; court mandated community service; jail time; and in severe situations, deportation.




In the U.S., an individual must be at least 18 years old to purchase tobacco products. Colorado's [Clean Indoor Air Act](#) prohibits smoking in most public places and buildings. These areas are considered "smoke free." CU-Boulder does not allow smoking on-campus—indoors or outdoors.

- [CU-Boulder's No Smoking Policy](#)


Some businesses may have designated spaces for smoking, typically an outdoor area at least 15 feet from main walkways. If you are a guest in someone's home, always ask permission before you smoke. Even if you are in your own room, it is polite to ask your guests if anyone objects to your smoking before you reach for a cigarette.

[Colorado Amendment 64](#) which legalized recreational marijuana is a Colorado law; **marijuana remains illegal under federal laws**, immigration laws, and most state laws.

- [Marijuana Enforcement Policies On-Campus FAQ](#)
- The manufacturing, use, possession, or sale of illegal drugs or narcotics including amphetamines, hallucinogens, barbiturates, cocaine, and heroin is a serious offense under Colorado, federal, and immigration law. **If you are caught dealing or using illegal drugs, you will be in serious trouble with the law and may face the possibility of prison or deportation.**
- [Health Effects of Alcohol and Other Drugs](#)



## MARIJUANA KNOW-HOW



With the passage of Amendment 64, Colorado voters made Marijuana consumption and possession legal in the state of Colorado for anyone over the age of 21. Now - just because it's legal, doesn't mean it's a free-for-all... **MAKE SURE YOU KNOW THE LAW!**

- Marijuana possession, consumption, and use are **strictly restricted to the 21 and older crowd**. Anyone under 21, if suspected of use, is subject to a MIP ticket, fines, and sanctions.
- Federal law reigns supreme: **Marijuana is still illegal** and you can be held accountable to federal law. Also, employers are backed by these laws and you can lose your job if you smoke.
- There are **possession limits** and you can get in trouble for having too much. In-state residents are permitted to purchase up to 1-ounce of marijuana, while out-of-state buyers are restricted to ¼ ounce. **The total possession limit is 1 ounce.**
- **Smoking is prohibited in ALL public areas.** This includes parks, recreational shops, bars, ski slopes and federal lands (where additional federal laws can lead to harsher punishment).
- **DO NOT smoke and drive!** Not only has marijuana and driving been strongly connected to an increased risk for having an accident, but driving high could land you a DUI.

**THE CU SCENE**

Marijuana is **not allowed on campus. Period.** Possessing marijuana, paraphernalia, and even being high is a violation of the conduct policy and can carry sanctions and show up on your CU record.



## Practicing Your Religion

Freedom of religion is a right guaranteed by the U.S. constitution. Organized religious groups of many denominations are found at CU-Boulder and within the community at large. For a list of religious organizations on campus and how to choose a group, see the [Religious Campus Organizations](#) (RCO)

How Americans worship (or choose not to practice any religion at all), is a very personal choice. Some people practice and talk about their religion openly; others practice quietly and keep it to themselves. Some individuals may try to convince you that your religion is wrong or try to convert you to their religion. If you feel pushed into a situation that threatens your beliefs, politely but firmly tell them you are not interested.

## U.S. Holidays and Observances

Federal law designates several public holidays for federal employees. Most state and federal government offices are closed on these days or the date the holiday is observed if it falls on a weekend.

- [Federal Holidays](#)

There are many other celebrations that are not considered federal holidays that people in the U.S. may observe in addition to [ethnic and religious holidays](#).

- [Other celebrations and observations](#)

## Section 14: Cultural Adjustment

As you settle into your life in Boulder, you may find yourself experiencing a series of highs and lows, ups and downs as you adjust to the new culture. This experience is normal and can be experienced by anyone who changes environments within and outside of the U.S. Cultural adjustment can vary depending upon one's adaptability, knowledge of the host culture, and the degree of difference from your home culture as compared to the host culture.

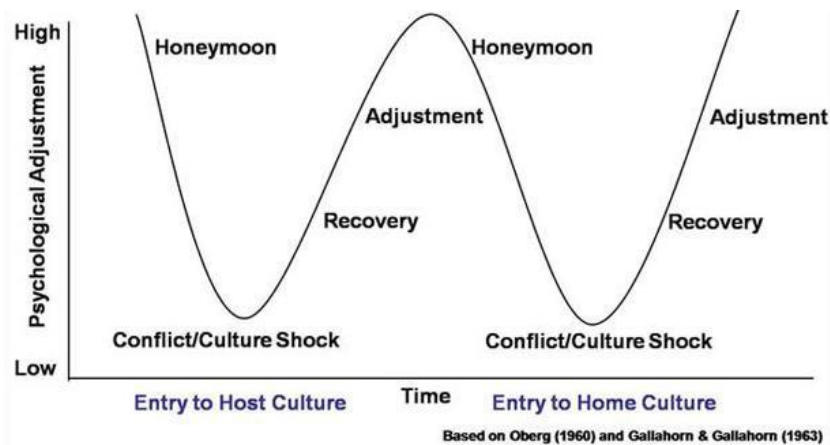
### Commonly Theorized Stages of Cultural Adjustment

The stages of cultural adjustment are heavily theorized. It is important to note that there are many models that seek to explain the process of cultural adjustment and the differences between models do not necessarily make one right and another wrong. They are simply different ways to go about explaining the dynamic process of adjustment.

One of the common models used to explain cultural adjustment is the U or W curve of adjustment. In this model it is important to note that the progression through the stages is not necessarily linear; you can fluctuate between stages—progress forward one minute and fall backwards the next minute based on context and experiences.

- [Honeymoon Stage](#)
  - Everything tends to feel exciting, new, and predominantly positive
  - You may tend to look for and identify similarities between your home culture and the U.S./Boulder
- [Culture Shock/Conflict](#)
  - You may feel unsure of yourself, unfamiliar of customs, experience difficulty navigating Boulder and the U.S. culture in general
  - You may notice how different things are and begin to miss the way things are at home
  - You may feel overwhelmed, anxious, frustrated, confused, irritable, hostile, tired, and/or depressed
- [Recovery and Understanding](#)
  - You may feel that you have a better understanding of the environment and culture
  - You may develop greater flexibility and openness to new experiences
  - You may start establishing a social support network in Boulder
- [Adjustment](#)
  - You are better able to appreciate the similarities and differences between cultures
  - You are able to maintain home cultural practices/beliefs and accept or incorporate new cultural practices/beliefs





## Culture Shock

Culture shock is a normal emotional and psychological response to the stresses of living in and adjusting to a new environment and/or culture. It often refers to the anxiety and uncertainty experienced due to a separation from one's culture, family and support system and the task of adjusting to a new culture. An individual can experience cultural shock not only when moving from one country to another but also when changing cities, schools, offices etc.

## Common Signs/Symptoms of Culture Shock

- Anxiety
- Lack of Energy
- Overly Critical
- Homesickness
- Lack of Focus
- Intense Feelings of Loyalty to Home Country
- Sadness/ Depression
- Changes in Sleep Patterns
- Exaggerated Cleanliness or Disorganization
- Withdrawal from Others
- Changes in Appetite
- Loss of Enjoyment in Daily Activities
- Irritability
- Headaches
- Loss of Self-Confidence/ Insecurity
- Loneliness
- Upset Stomach
- Dependence on Fellow Nationals
- Short-tempered
- Hostility
- Defensiveness

## Living through Culture Shock

One strategy for working through culture shock is to step back from an event that has bothered you, assess it, examine your reaction, consider why you think you reacted in the manner you did and seek to better understand it.

### Try the following:

- Describe the situation, what it means to you, and your response to it
- Observe how others are acting in the same situation
- Ask a local resident or someone with extensive experience how they would have handled the situation and what it means in the host culture
- Plan how you might act in this or similar situations in the future
- Test the new behavior and evaluate how well it works
- Decide how you can apply what you have learned the next time you find yourself in a similar situation

Throughout the period of cultural adaptation, take good care of yourself, and get plenty of rest. Take special notice of things you enjoy about living in the host culture.

- Keep an Open Mind
- Try to be Flexible and Patient
- Try to be Optimistic
- Keep a Good Sense of Humor
- Try to Avoid Making Evaluative Comparisons
- Try to Make Local Friends
- Establish a Routine
- Observe, Research, and Ask Questions about U.S Culture and Boulder
- Keep a Journal or Blog
- Think Through Your Feelings Establish a Routine
- Stay in Contact with Family/Friends/News from Home But Do Not Let It Interfere with Your Immersion in the Local Culture
- -Explore, Exercise, and/or Develop a Hobby
- Talk to Someone about How You are Feeling
- Try to get Involved On-Campus or in the Community

Although it can be disconcerting and a little scary, the “shock” gradually eases as you begin to understand the new culture. It is useful to realize that often the reactions and perceptions of others toward you - and you toward them - are not personal evaluations but are based on a clash of cultural values. The more skilled you become in recognizing how and when cultural values and behaviors are likely to come in conflict, the easier it becomes to make adjustments that can help you avoid serious difficulties.

If you are having a difficult time with the adjustment, take advantage of the services provided by [Counseling and Psychological Services](#) (CAPs).

Sometimes visitors worry about “losing their culture” if they become too well adapted to the host culture. Don’t worry! It is virtually impossible to lose the culture in which you were raised. In fact, learning about the new culture often increases your appreciation for and understanding of your own culture. Don’t resist the opportunity to become bicultural, able to function competently in two cultural environments.

## Reverse Culture Shock

Reverse culture shock is an emotional and psychological response to the stresses of re-entering your home culture and re-acclimating yourself generally related to an idealized notion of home and an expectation that nothing has changed at home while you were away.

Reverse culture shock can be far more severe than initial culture shock because people typically do not anticipate it or prepare for it. In general, the severity of reverse culture shock is related to generally characterize by the amount of time you have spent in the host culture and the degree to which you have changed as a result of the experience. The symptoms are often the same symptoms as those noted above for culture shock.

## Living Through Reverse Culture Shock

- Continue to reflect on your experiences and their significance
  - Continue to journal or blog
  - Consider creating a highlights video, photo collage, or scrapbook of your experience
- Have realistic expectations
- Let sharing of experiences be a mutual process
  - Be prepared to listen to the stories and updates offered by your friends and family who did not travel abroad and avoid dominating the conversation
- Be prepared to do the necessary “relationship work”
  - You have likely changed as a result of your experiences abroad
- Seek others who have had similar experiences
- Find opportunities to use the language, knowledge, and skills you learned abroad on-campus and in the community
- Stay in touch with friends and colleagues you made abroad

## Section 15: Dependents

## Child Care

Child Care in Colorado is rather expensive. [Data from 2012](#) lists the average cost of infant child care in Colorado as \$12,736; four year old child care as \$9,619; and school age child care as \$5,177. Please note that these figures vary by city and county and may very well be higher in Boulder County.

### Child Care Resources

- [Guide to Help Parents Find and Choose Quality Child Care](#)
- Search for licensed child care both [here](#) and [here](#).
- [Boulder County Child Care Subsidy and Referrals \(CCSR\) Program](#) provides information and referrals to licensed (homes and centers) child care, preschools, and families. This is a free service and is available to all residents of Boulder County (Boulder, Louisville, Lyons, Niwot, and Nederland).

2160 Spruce St., Boulder, CO 80302  
303-441-3544  
[CCSR@bouldercolorado.gov](mailto:CCSR@bouldercolorado.gov)



## Enrolling Your Child in School



School in the U.S. includes twelve grades, with the duration of each grade being one academic year. Students begin in Kindergarten when they are about five years old, and complete 12<sup>th</sup> grade when they are about eighteen years old. Primary school (called “elementary school”) is Kindergarten through 5<sup>th</sup> grade. Middle school (or “junior high school”) is 6<sup>th</sup> grade through 8<sup>th</sup> grade, and high school is 9<sup>th</sup> grade through 12<sup>th</sup> grade. The grade your child enters will depend mostly on his/her age, although academic background may also be taken into consideration.

Schools are divided into groups, called districts, with Boulder Valley School District (BVSD) serving the city of Boulder and surrounding areas. The Boulder Valley School District website is [www.bvsd.org](http://www.bvsd.org). Your child will attend a “neighborhood school” that is in BVSD. Usually your neighborhood school is the school that is the closest to you. To determine your neighborhood school, go to [BVSD School Finder](#) and enter your city and street address. The website will inform you of your neighborhood elementary, middle, and high schools.

Enrollment begins with an [online application](#). Upon completion, you will need to bring your application receipt pages and the following documents to your neighborhood school:

- **Proof of child’s birth date**– usually a birth certificate or passport. This will determine the appropriate grade for your child.
- **Record of updated immunizations**– BVSD requires that all children in its school system have the required immunizations. These immunizations can be obtained from a local doctor. For a list of BVSD’s required immunizations, go to their list and look at “[Colorado State K-12 Immunization Requirements](#)”
- **Proof of residency**– such as a utility bill or lease agreement

If you wish to complete enrollment during the summer months (June and July) when schools are closed, you must provide the above documentation to BVSD’s Student Enrollment Center at 6500 Arapahoe Road, Boulder, CO 80303, or fax all documents to 720-561-5538.

For questions regarding enrollment, contact the Student Enrollment Center at 720-561-5247 or email [enrollment.helpdesk@bvsd.org](mailto:enrollment.helpdesk@bvsd.org).

### Open Enrollment

You may wish to enroll your child in a BVSD school that is not your neighborhood school, such as another BVSD public school, focus school (school that meets BVSD standards but may have a different curriculum or philosophy), or charter school (independent school within the district). To do this, you must participate in open enrollment. Open enrollment is a lottery



process: families enter their children in a “lottery” that randomly selects entrants for the opportunity to enroll in non-neighborhood schools. The open enrollment application period, during which time you will need to enter your child into the lottery system, is usually open from the end of November through the beginning of January, for the following academic year. For exact dates and to begin the open enrollment process, go to [the BVSD site](#).

Keep in mind that open enrollment is only for applying to a BVSD school that is not your designated neighborhood school! If you live in BVSD but wish to enroll your child in a school of a different district, you must contact that district directly (see below).

### **English as a Second Language**

BVSD does accommodate students who are not proficient in English. These students have the option of participating in English as a Second Language (ESL) classes that are designed for students of limited English ability. Upon registering with BVSD, you will be required to complete a Home Language Survey indicating your child’s familiarity with English. Your child will also be tested for English proficiency by BVSD’s Department of Language, Culture, and Equity. BVSD will use the survey and test to determine whether your child qualifies for an ESL program.

Not all BVSD schools provide [ESL programs](#). If your child qualifies for these services, check whether your neighborhood school offers them.

If your neighborhood school does not offer ESL classes, you will be automatically referred to a school with an ESL program—you do **not** need to participate in the open enrollment lottery (unless you wish for your child to attend a school other than the one you are referred to).

For questions regarding ESL, contact BVSD’s [Department of English Language Development](#) at (720) 561-5073.

### **Other School Districts**

You may live in an area that is served by a school district other than BVSD. If this is the case, contact that district directly for information on enrollment:

- **Longmont** – [St. Vrain Valley School District](#) – 303-776-6200
- **Broomfield** – [Boulder Valley School District](#) or [Adams 12 Five Star Schools](#)– 720-972-4000 (depending on where you live)
- **Westminster**– [Adams 12 Five Star Schools](#) – 720-972-4000 or [Jefferson County Public Schools](#) – 303-982-6500 (depending on which county you live in)
- **Northglenn, Thornton** – [Adams 12 Five Star Schools](#) – 720-972-4000
- **Denver** – [Denver Public Schools](#) – 720-423-3200
- **Golden** – [Jefferson County Public Schools](#) – 303-982-6500



### **Getting Involved in the Community**

- [Volunteer Opportunities in Boulder](#)
- [Boulder County Organizations](#)
- [International Spouses Handout](#)



### **F-2 Dependents**

An F-2 dependent's status is linked to the F-1 student’s legal status and thus dependents will have the same program end date as the F-1 student.

### **Requesting an I-20 for F-2 Dependents**

You can request an I-20 for an F-2 dependent at the time of requesting an initial I-20 for the F-1 degree program or at any point during the F program.

To request an I-20 for a dependent spouse and/or child (unmarried minor under 21 years of age), submit the following to ISSS:

- Completed [Dependent Request Form](#)

- Clear photocopy of dependent(s)' passport ID page(s)
- Proof of financial support (see request form for amount)

## Required Dependent Immigration Check-In

Once your dependent(s) arrive in the U.S., a quick immigration check-in process must be completed with ISSS. You will have to provide ISSS with copy of the I-94 Arrival Record. An electronic I-94 can be downloaded from the [Customs and Border Protection website](#). If a paper I-94 was issued, a copy of the front and back of the card is required. You can either 1) submit copies of the documents to ISSS via the [ISSS Document Submission Form](#) or 2) stop by ISSS with the original documents during advising hours to complete the check-in process.

## Studying in F-2 Status

### F-2 Spouses and Children

Effective May 29, 2015, F-2 spouses and children will be allowed to enroll in *less than* a "full course of study" at an SEVP-certified school without violating their status, even if that part-time study eventually leads to a degree or certificate. If an F-2 wishes to pursue full-time study, s/he must obtain a change to nonimmigrant classification to a status that allows for such study (e.g., F-1, J-1, M-1).

### F-2 Children

F-2 dependent children are eligible to engage in full-time study in an elementary or secondary school (pre-school through twelfth grade). F-2 dependent children can also engage in study that is "avocational or recreational in nature." If an F-2 child wishes to pursue full-time study beyond that which is explained above, the child must obtain a change to nonimmigrant classification to a status that allows for such study (e.g., F-1, J-1, M-1).

## Restriction on Employment in F-2 Status

Dependents in F-2 status, both spouses and children, are not eligible to pursue or accept employment in the U.S.

## Travel in F-2 Status

F-2 dependents may travel independently of the F-1 student or remain in the U.S. while the F-1 student travels outside the U.S. as long as F-1 student's absence is brief and temporary and everyone is maintaining valid F status. If the F-2 dependent(s) will depart the U.S. prior to the end date of the F-1 student's I-20 and will not return prior to the F-1 student's program end date, this should be reported to ISSS ([iss@colorado.edu](mailto:iss@colorado.edu)) so that the SEVIS record can be updated.

When seeking re-entry to the U.S., dependents must present: their I-20 with current travel signature, valid passport, valid visa (exception: [Automatic Visa Revalidation](#)), and may be asked to provide proof of the F-1's status (e.g., copies of the F-1 documents)—see [Travel Handout](#).



## J-2 2 Dependents

A J-2 dependent's status is linked to the J-1 student's legal status and thus dependents will have the same program end date as the J-1 student.

- If the J-1 student is subject to the [212\(e\) 2-year home country physical presence requirement](#), his or her J-2 dependents are automatically subject to that requirement as well.

Once a dependent obtains J-2 status, ISSS will only terminate the dependent SEVIS record if credible evidence of one of the following events is submitted:

- Legal divorce (if the dependent is the student's spouse)
- Death
- The dependent requests termination of his/her SEVIS record.

Please submit proof of change of status or departure from the U.S. (e.g., home country entry stamp) to ISSS

## Requesting a DS-2019 for J-2 Dependents

You can request a DS-2019 for a J-2 dependent at the time of requesting an initial DS-2019 for the J-1 program or at any point during the J program.

To request a DS-2019 for a dependent spouse and/or child (unmarried minor under 21 years of age), submit the following to ISSS:

- Completed [Dependent Request Form](#)
- Clear photocopy of dependent(s)' passport ID page(s)
- Proof of financial support (see request form for amount)
- Updated [J-1 Insurance Compliance Form](#)  
(Dependents must have sufficient insurance coverage)



## Required Dependent Immigration Check-In

Once your dependent(s) arrive in the U.S., a quick immigration check-in process must be completed with ISSS. You will have to provide ISSS with copy of the I-94 Arrival Record and an updated [J Insurance Compliance Form](#) indicating your J-2's insurance coverage if you have not done so already. An electronic I-94 can be downloaded from the [Customs and Border Protection website](#). If a paper I-94 was issued, a copy of the front and back of the card is required. You can either 1) submit copies of the documents to ISSS via the [ISSS Document Submission Form](#) or 2) stop by ISSS with the original documents during advising hours to complete the check-in process.

## Studying in J-2 Status

J-2 Spouses and minor children may enroll in school at any level without having to change status. Full-time or part-time, and recreational or degree-seeking study is allowable.

## Employment Authorization in J-2 Status



J-2 dependents are eligible to apply to [USCIS](#) for employment authorization so long as the employment is not for the purpose of supporting the J-1 principal participant. The J-2 dependent may begin employment only after receiving the Employment Authorization Document (EAD) from USCIS. This application must be filed by the J-2 dependent; ISSS is not responsible for submitting the application to USCIS.

- Additional [information about the application process](#) is online.

## Travel in J-2 Status

J-2 dependents may travel independently of the J-1 student or remain in the U.S. while the J-1 student travels outside the U.S. as long as J-1 student's absence is brief and temporary and everyone is maintaining valid J status. If the J-2 dependent(s) will depart the U.S. prior to the end date of the J-1 student's DS-2019 and will not return prior to J-1 student's program end date, this must be reported to ISSS ([iss@colorado.edu](mailto:iss@colorado.edu)) so that the SEVIS record can be updated. This is a regulatory requirement.

When seeking re-entry to the U.S., dependents must present: their DS-2019 with current travel signature, valid passport, valid visa (exception: [Automatic Visa Revalidation](#)), and may be asked to provide proof of the J-1's status (e.g., copies of the J-1 documents)—see [Travel Handout](#).

