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Welcome

September, 2014

Dear International Scholar:

Welcome to Indiana University Purdue University Fort Wayne! Your presence here adds a new dimension to our lives. You have joined students, faculty, and staff from around the world to study and live at our University. For over forty years students from more than 100 countries have studied at IPFW, and their experiences are deeply ingrained in the rich heritage of this University.

The information provided in this handbook is designed to help familiarize you with your new environment. It is not intended to contain complete information to answer every question you may have. You should, however, find general information that will be particularly useful during your program of activity at IPFW. You should also familiarize yourself with the Faculty and Staff Handbook and other documents prepared by your sponsoring department and the Human Resources Office. You will find valuable information in each publication.

The Office of International Education (OIE) is located in Room 145 of Walb Student Union. The office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday. The office telephone number is +1-260-481-6043. Many questions can be answered immediately, but it may be necessary to make an appointment to discuss some issues.

We want your experience at Indiana University Purdue University Fort Wayne to be a rewarding one. Our office staff is available to assist you, and we hope you will call on us when we may be of help.

Sincerely,

Brian R. Mylrea,
Director of International Education

IMPORTANT NOTE: Information in this handbook is subject to change at any time.
What You Need to Know: Basic U.S. Immigration Regulations

You are responsible for maintaining valid documents for the duration of your stay in the U.S. as a J-1 exchange visitor. The basic documents listed below are defined for your information. The most important immigration regulations are summarized to assist you.

Basic Documents:

- **Passport**: A booklet issued by your home government for the purpose of departing from and returning to your home country. You must maintain a valid passport at all times. You must renew your passport at least six (6) months before it expires. Passport renewal procedures vary, depending upon the Consulate. Contact the Office of International Education for information regarding passport renewal.

- **DS-2019, Certificate of Eligibility**: A form issued by sponsoring agencies, authorized by the U.S. State Department, for the purpose of obtaining a J-1 visa as an exchange visitor.

- **Visa**: An endorsement stamped on a visa page in the passport by a Visa Certifying Officer at a U.S. Embassy, usually in your home country. The purpose of the visa is to permit you to request entrance into the U.S. as a non-immigrant in J-1 exchange visitor status. **You do not need to obtain a new visa as long as you remain in status with the US Department of Homeland Security.** If you leave the U.S. after your current visa has expired, you must obtain a new visa outside the U.S. to request permission to re-enter.

YOU CANNOT OBTAIN A NEW VISA IN THE UNITED STATES.
SEVIS: The Student and Exchange Visitor Information System

SEVIS Questions & Answers

What is SEVIS?
SEVIS is an internet-based system that allows schools and the U.S. Department of Homeland Security to exchange data on the visa status of international students and scholars. Accurate and current information is transmitted electronically throughout a J-1 student's academic career and J-1 scholar's stay in the United States. U.S. embassies and consulates also will have access to SEVIS.

How does SEVIS work?
- After IPFW admits an international exchange visitor, SEVIS is notified and the DHS approves the University's request to issue a DS-2019 form. The University sends the new bar-coded DS-2019 form to the student.
- After a scholar has been officially invited to an IPFW department, The OIE notifies SEVIS and DHS approves the University's request to issue a DS-2019. The OIE sends the bar-coded DS-2019 to the scholar.
- The student or scholar visits the U.S. consulate abroad, and the consulate confirms through SEVIS that the DS-2019 the student or scholar presents is a valid document. If everything is in order, the consulate issues the visa.
- A DHS officer at the airport reports to SEVIS the individual's entry into the U.S.
- When the student arrives on campus, he/she reports to the OIE, and the school confirms through SEVIS the student's enrollment. The University continues to provide regular electronic reports to DHS throughout the student's academic career.
- International scholars should also report to the OIE for check-in and orientation.
- Finally, SEVIS records the student's or scholar's departure from the United States.

What data does SEVIS collect?
IPFW must report:
- Whether the student has enrolled at the school, or failed to enroll.
- A change of the student's, scholar's or dependent's legal name or address.
- Any student or scholar who completes their program prior to the end date listed on the DS-2019.
- Academic or disciplinary actions taken due to criminal conviction.
- Whether the exchange student drops below a full course of study without prior authorization from the RO (Immigration regulations refer to international exchange student advisers as "Responsible Officers"-"RO's" or “Alternate Responsible Officers"-"ARO's").
- Termination date of academic program and reason for termination.
- Other data generated by standard procedures such as program extensions, school transfers, changes in level of study, employment authorizations, and reinstatement.
- Any student or scholar who fails to maintain status or complete his or her program.

What does "fail to maintain status" mean?
Some examples of failure to maintain status include dropping from full-time to part-time enrollment without prior approval from the DSO, attending a school other than the one a student or scholar is authorized to attend, failure to apply for a timely transfer or DS-2019 extension or change in level of study or change of category, unauthorized employment, and failure to report a
change of address. Please remember that you must receive authorization BEFORE you can perform any off-campus employment/Academic Training.

What are the consequences if a student fails to maintain status?
The student's record will be updated in SEVIS every semester. Students who fail to maintain status lose the privileges of their student visa and become subject to deportation. Specific consequences may include denial of re-entry to the U.S., inability to move from undergraduate to graduate status, denial of requests for Practical Training, denial of requests to change visa status, and possible denial of all future visa applications.

Can a student who is "out of status" regain legal status?
If a student drops below a full course of study without prior approval from the DSO, that "event" would be reported to DHS, via SEVIS, and he or she would be out of status. The student may apply to DHS for reinstatement if the violation resulted from circumstances beyond his or her control. Reinstatement is intended to be a rare benefit for exceptional cases. The student may not apply for reinstatement under any circumstances if he/she is out of status longer than five months. If DHS does not reinstate the student, he/she may not appeal that decision.

How will IPFW help students and scholars comply with the immigration laws?
The University is committed to assisting students and scholars in ways that prevent status violations from occurring:

- The OIE will require mandatory Orientation programs to all newly enrolled international exchange students and scholars. The new rules and regulations will be thoroughly discussed and explained.
- The OIE will offer individual orientation for all newly arrived international scholars.
- Informational sessions will be offered throughout the semester for students and scholars who are already here on campus.

What happens if Indiana University Purdue University Ft. Wayne fails to comply with the SEVIS regulations?
The DHS will audit the University's compliance with these new requirements every two years. Failure to comply with the federal regulations could result in the loss of the University's ability to accept and admit international students and to invite international scholars.

Will SEVIS benefit students and scholars in any way?
Data moves faster through an electronic system than through a paper system. DHS forms may be produced faster and applications for benefits such as Practical Training may be approved more quickly. Visas may be granted without the usual long delays. However, the additional security and background checks in place at many consulates overseas may delay some visa applications up to 2-3 months.

IPFW is a better place because you are here and we are committed to your success!

Are there other resources about SEVIS?
The DHS has a good web site:
http://www.ice.gov/sevis/index.htm

U.S. Embassies and other Diplomatic Missions:
http://usembassy.state.gov/
DS-2019 / Program Extension:

A J-1 student or scholar is admitted to the U.S. for “duration of status,” that is, to complete an educational program or objective. However, if a student or scholar wishes to remain in a program beyond the date originally estimated for completion of the program (as stated on the DS-2019 form) the student or scholar must comply with DHS procedures for program extension. Application should be made to the Designated School Officer at least 30 days before the completion date on the DS-2019 form.

Any J-1 student or scholar requiring an extension should contact the OIE Director.
Visits outside the U.S.:

If you plan a trip to any point outside the U.S. and plan to return, you must make sure that all of the necessary documents are in order.

You will need:
(a) A passport valid to cover the planned return date.
(b) A visa, also valid, to cover the planned return (in some cases, a visa is issued for two, three, five, or multiple entries. In such cases, the visit and return must be within the stated number of entries)
(c) You must have an endorsement from the OIE on your DS-2019 form.

In many cases, you will need to obtain a visa to enter countries other than the U.S. You should call or write the Embassy of the country you plan to visit at least six weeks prior to the trip.

Procedures:

J-1 VISA PROCEDURES FOR DEPARTING AND RE-ENTERING THE U.S.

Bring your Passport, DS-2019 from, and I-94 to the OIE so that the Director can sign a travel endorsement on page 1 of the DS-2019 form.

When leaving the country remember to take the following documents with you:

- **PASSPORT** (Should be valid for at least 6 months after intended re-entry into the U.S.).
- **VALID DS-2019.**
- **I-94 Record** clearly stamped or marked “D/S” (Duration of Status).
- **VISA.** If your visa has expired, you will need to apply for a new one at the nearest U.S. Embassy or Consulate.
- You may request, although it is not usually necessary, that the OIE prepare a certification letter of your enrollment and visa status.
- **If you will be applying for a new visa** you should have the OIE prepare a certification letter for you.
- You should also be prepared to provide financial documents verifying your means of support if you are applying for a new visa.
- Travel Endorsements are generally good only if issued during the same term of your program at IPFW.

**BUT:**

- If you are traveling to Canada or Mexico, the travel endorsement on your DS-2019 should not be dated more than 90 prior to your planned re-entry into the U.S.

Additional information regarding visa application procedures can be accessed at: http://travel.state.gov/visa/temp/types/types_1268.html

Embassy/Consulate Links: http://www.embassyworld.com/
Warning to Spouses of Students and Scholars:

Spouses of students, visiting faculty, or scholars in J-2 status are forbidden by DHS to work in any capacity, or accept payment of any kind, unless they are citizens or permanent residents of the U.S., or have obtained DHS work authorization. Violators are subject to deportation.
Insurance and Housing

J-1 STUDENT and SCHOLAR INSURANCE

IPFW requires that all students and scholars with non-immigrant visas carry adequate health and accident insurance while at IPFW.

Health Insurance is required because:

1. The cost of medical care in the United States is very expensive and is one of the fastest rising expenses in the US economy.
2. Health insurance coverage is essential to avoid risking financial hardship and your future education.
3. Some health care facilities in the US routinely refuse treatment to the uninsured.
4. The US does not provide national health insurance, as do many other countries of the world.

Scholars in J-1 status and their J-2 dependent family members are required by law to have health insurance that meets certain minimum coverage standards for the entire duration of their stay. Health insurance may come from the home country provided it meets the J-1 requirements. Visiting scholars in J-1 status may purchase health insurance through the IPFW Office of International Education (OIE). J-1 scholars who are paid a salary and benefits from the University will apply for and receive health insurance benefits. Health insurance issues are discussed in every orientation session at OIE.

By government regulation, minimum coverage must provide: up to $100,000 per accident or illness; up to $25,000 for repatriation of remains; up to $50,000 for medical evacuation to the home country; and a deductible not to exceed $500 per accident or illness. Co-insurance must not exceed 25% payable by the J visitor or sponsor. Acceptable coverage may not exclude risks inherent in the activities of the Exchange Visitor Program.

Failure to purchase and maintain Health Insurance will result in termination of J-1 status.

If you are enrolled in an alternate plan and that plan meets our requirements, enrollment in the University health insurance may be waived. This may include exchange programs and ISEP programs. You must bring a copy of your insurance policy (in English) to the OIE so that it can be determined if your plan meets the minimum requirements.
IPFW Center for Healthy Living: Campus Clinic and Wellness Programs

The IPFW Center for Healthy Living: Campus Clinic and Wellness Programs provides comprehensive health services to meet the medical and psychological needs of students, faculty, and staff at IPFW.

Location
The clinic is conveniently located in the Walb Student Union, Room 234. Parking is available in the parking garage next to Gates Sports Center.

Hours
The clinic is open from 8:30 a.m. to 4:30. Monday through Friday. Walk-in appointments are accepted prior to 4 p.m. The clinic is closed when the campus is closed.

Appointments

Contact:
Website: http://www.ipfw.edu/affiliates/clinic/
Phone: +1-260-481-5748

Appointments are available for your convenience. The Clinic also see clients on a walk-in basis.

Staff
The clinic is staffed with two nationally certified family nurse practitioners, a certified medical assistant, and a collaborating physician.

ALL SERVICES ARE CONFIDENTIAL

Fort Wayne Hospitals

Parkview Memorial Hospital
2200 Randalia Dr. (260) 373-4000

Parkview North Hospital
1115 Parkview Plaza Dr. (260) 672-4000

Lutheran Hospital
7950 W. Jefferson Blvd. (260) 435-7001

Dupont Hospital
2520 E. Dupont Rd. (260) 416-3000

St. Joseph Hospital
700 Broadway (260) 425-3000

AFTER HOURS MEDICAL INFORMATION:

RediMed Urgent Care Clinics
These clinics have extended service hours and will take a walk in patient. Payment is expected at time of service, insurance is accepted, and limited pharmacy services are available. These clinics are not a substitution for an emergency room.
EMERGENCY AND SERVICE INFORMATION

In case of emergency, you call 16911 from any campus telephone. If you are off-campus, simply dial 911. If you are on-campus, you may also contact the University Police at (260) 481-6911.

You should state your name, type of emergency, and your location. You should carry with you, at all times, some identification and the names, address, and telephone number of the person who should be notified in case of an emergency. For further information, refer to the IPFW Student Handbook.

HOUSING

For information regarding on and off campus housing, please visit:

http://new.ipfw.edu/offices/iss/accepted/housing.html

On Campus Housing

IPFW Student Housing on the Waterfield Campus

www.ipfwstudenthousing.com

IPFW Exchange students and ISEP exchange students are required to live in IPFW Student Housing. Housing and meals are included in ISEP benefits.

IPFW Student Housing is located on the east side of the IPFW campus. Direct access to the campus is made available by the Willis Family Bridge as well as the CampusLink shuttle bus service.

IPFW Student Housing is located on the east side of the campus in the Waterfield Campus. Housing is for students only, at this time there are no accommodations for married students or students with children.

Living in IPFW Student Housing gives students the independence of apartment style living. Each apartment is furnished and has a fully equipped kitchen, microwave, garbage disposal and
dishwasher. Laundry facilities are either in the individual units or located inside of the building. The bedrooms are individually keyed for privacy and set up with high-speed internet and cable connections.

IPFW Student Housing offers many different floor plans and room/bathroom options. Students can sign contracts for the traditional academic year (Fall and Spring semester) or for a full year (Fall, Spring, and Summer semesters). The cost of space is determined by the type of apartment and the length of stay that the student chooses.

Students should keep in mind that living in IPFW Student Housing requires signing a contract, and it may be very difficult if not impossible to change that contract in the middle of the school year as well as mean some financial penalties that will be imposed.

Each IPFW student housing room has a full size, extra long bed mattress, desk with chair, stackable dresser, and closet. The shared living room contains sofa, side chair, coffee table, end table and an entertainment stand. The apartments have a fully equipped kitchen including stove with range, microwave, refrigerator with ice maker, dishwasher, garbage disposal, and a dining table with chairs. High-speed internet and cable television service comes with every apartment, television is not included. 24 hour laundry facilities are available in all buildings. Apartments are card-controlled access, and each bedroom is individually keyed. Apartments are leased individually for 10 months or one year.

COMMUNITY FEATURES

Cole Commons student activity center includes the mailroom, fitness center, social lounge with big screen television and fireplace. The IPFW student housing has on-site professional management along with on-site residential assistant (RA) staff. The IPFW student housing is connected to university police by surveillance cameras as well as being patrolled by University Police.

We recommend that you bring 2 sets of full bed sheets, a pillow, and a lightweight blanket. You will need a heavy blanket (comforter) for cold weather. You may bring the comforter with you or purchase it after you arrive. You will also need to be prepared to purchase cooking implements, eating utensils and dishware, towels and cleaning supplies. The office of International Student Service will provide you with transportation for shopping trips during the orientation week so that you may purchase the necessary items.

We encourage you to visit http://www.ipfwstudenthousing.com for more information regarding:

- Room dimensions and furnishings
- What to bring
- What NOT to bring
• Roommates
• And more!

**ON CAMPUS DINING OPTIONS**

IPFW does not have a formal dining plan; however there are dining options available on campus in various locations.

Coffee shop located in ETCS Building
Pizza Hut located in Walb Student Union
Subway located in Kettler Hall, ground level
Taco Bell located in Walb Student Union
Credit and debit cards accepted

Refreshments available any time from vending machines in student lounges

Microwave ovens are available in all vending areas in campus buildings

All classroom buildings as well as Walb Union have areas where you can meet your friends and enjoy lunch, coffee, or study.
Campus and Community Resources

IPFW offers a full range of services and programs that enrich student life, enhance the academic experience, and contribute to an environment that encourages personal growth and development. International Student Services will gladly assist all students in seeking campus or community services or assistance.

LOCAL BANKING ACCOUNT

If you plan to open a local bank account, you might consider the IU Credit Union, which has a teller office in Ketter Hall, room 198F and a loan office in Ketter Hall room G35. The IU Credit Union provides deposit and check cashing services for members and is open to all students. The credit union is a full-service financial institution.

www.icuc.org

The credit union is open the following hours:
Monday through Friday 9am-4pm.

ATM machines are located in Ketter Hall ground level, Walb Student Union by the bookstore, and around town. ATM machines with the STAR or PLUS logo are part of the IU Credit Union network. Most transactions conducted at ATM machines incur a charge to your account unless part of the specific network that your bank belongs to. These charges can add up quickly, it is wise to know your network and the fees that you will be charged if you go outside for services.

Other Financial Institutions in Fort Wayne:

<table>
<thead>
<tr>
<th>First Source Bank</th>
<th>First Source Bank</th>
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</thead>
<tbody>
<tr>
<td>10633 Coldwater Rd.</td>
<td>3602 N. Anthony Blvd.</td>
</tr>
<tr>
<td>Fort Wayne, IN</td>
<td>Fort Wayne, IN</td>
</tr>
<tr>
<td>(260) 338-0077</td>
<td>(260) 484-8511</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Midwest America Credit Union</th>
<th>Tower Bank</th>
</tr>
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<tbody>
<tr>
<td>1104 Medical Park Dr.</td>
<td>1545 W. Dupont Rd.</td>
</tr>
<tr>
<td>Ft. Wayne, In</td>
<td>Ft. Wayne, IN</td>
</tr>
<tr>
<td>(260) 482-3334</td>
<td>(260) 427-7080</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wells Fargo Bank</th>
<th>National City</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 Northcrest Shopping Center</td>
<td>3261 St. Joe Center Rd.</td>
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</table>
CHECKING ACCOUNT

Deposit your money in this type of account so that you may write checks as you need cash. IT IS NOT SAFE TO CARRY LARGE AMOUNTS OF CASH. Some checking accounts require a small service charge monthly; some pay interest monthly, depending on your account balance and the type of account. Bank charges vary from bank to bank; so if you decide to use a different bank, inquire at several banks before making your decision. Ask your bank for information on the proper way to write a check, record checks and deposits, and balance your checkbook each month. We also encourage you to use this useful interactive website:


CURRENCY

As you probably know, U.S. coins come in various sizes and are of different metals: 1 cent (penny), 5 cents (nickel), 10 cents (dime), 25 cents (quarter), and 50 cents (half dollar). All paper money is the same size and color, and the most common denominations are $1, $5, $10, and $20, although larger denominations are available. You should learn the relative value of U.S. dollars in comparison with currency of your country in order to judge values here. Some places of business (fast food restaurants, gas stations, etc.) will not accept bills $50 or higher for security reasons. Be sure to get smaller denominations of bills when you withdraw or exchange money.

**Coins**

Penny = 1¢  
Nickel = 5¢  
Dime = 10¢  
Quarter = 25¢

100¢ = $1.00

**Currency**
MONEY ORDERS
If you need to send money through the mail, it is best to use the personal checks furnished by the bank or MONEY ORDERS that can be purchased at the University of Wisconsin Oshkosh Credit Union on campus or at any bank downtown. A small charge is made for money orders.

**SHOPPING**

**Asian Food Stores:**

Oriental Grocery & Mart  
504 Noble Dr.  
Fort Wayne, IN  
(260)471-0245

Mon’s Asian Grocery  
3508 N. Clinton St.  
Fort Wayne, IN  
(260) 482-4067

JR’s Asian Grocery  
1009 E. Coliseum Blvd.  
Fort Wayne, IN  
(260) 373-1858

Asian Market Inc.  
2615 S. Calhoun St.  
Fort Wayne, IN  
(260) 745-4773

**Specialty Food Stores**

Lake Avenue Market  
1732 Lake Ave.  
Fort Wayne, IN  
(260)424-0800

Three Rivers Food Co-Op  
And Natural Grocery  
1612 Sherman Blvd.  
Ft. Wayne, IN  
(260) 424-8812

Taj Food and Gift  
6410 W. Jefferson Blvd.  
Fort Wayne, IN  
(260) 432-8729

Health Food Shoppe of Ft. Wayne  
3515 N. Anthony Blvd.  
Ft. Wayne, IN  
(260) 483-5211

Little Burma  
3230 S. Calhoun St.  
Fort Wayne, IN  
(260)471-0245

**Department Stores:**

**JC Penney**  
Glenbrook Mall  
Fort Wayne, IN  
(260) 482-4661

**Kmart**  
820 Coliseum Blvd.  
Ft. Wayne, IN  
(260) 426-4526

**Kohl’s**  
Northcrest Shopping Center  
835 E. Coliseum Blvd.  
Ft. Wayne, IN  
(260) 483-0564

**Macy’s**  
Glenbrook Mall  
4201 Coldwater Rd.  
Ft. Wayne, IN  
(260) 484-1561

**Sears**  
Glenbrook Mall  
4201 Coldwater Rd.  
Ft. Wayne, IN  
(260) 480-1500

**Target** (In the Glenbrook Parking Lot)  
3801 Coldwater Rd.  
Fort Wayne, IN  
(260) 470-6360

**Target**  
6119 Stellhorn Rd.  
Ft. Wayne, IN  
(260) 485-8640

**Wal-Mart Supercenter**  
5311 Coldwater Rd.  
Fort Wayne, IN  
(260) 484-4198
FOOD STORES AND SUPERMARKETS

There are small good stores and large supermarkets in Fort Wayne. Supermarkets may carry many items besides food, and you will generally find the lowest available prices on many products. If you have difficulty in finding what you want, ask one of the clerks or cashiers and they will gladly assist you. Small “convenience” stores are more expensive, and do not carry a full line of groceries.

Note that most products come in several different sizes. In general, the larger sizes are more economical, but this is not always true, especially in the case of perishable items. By law, packages must state the weight and give the ingredients, so be sure to read the labels carefully before you buy. The labels will also give you instructions on how to use the product. Frozen foods should be kept in a freezer compartment of your refrigerator. Thawing then re-freezing will ruin the flavor.

Grocery Stores
IPFW students can take the FREE CampusLink bus to two grocery stores and would need to hire a taxi or drive to other nearby grocery stores.

Take the CampusLink bus or #3 Citilink bus to:

Health Food Shoppe - 3515 N. Anthony Boulevard (260) 483-5211 (plus a 10% discount for students)

Dollar General - 3520 N Anthony Blvd (260) 484-1938

Take the #3 or #4 Citilink bus downtown Fort Wayne Saturday mornings for the Fort Wayne Farmers Market featuring Farm and Garden, Home-based Food, Natural Products, and Crafters.

DEPARTMENT STORES

These stores sell a great variety of merchandise, such as automotive parts, books, clothing, cosmetics, electrical appliances, electronics, furniture, garden supplies, house wares, jewelry, linens, pharmaceutical supplies, records/tapes/CD’s, sporting goods, toiletries, toys, etc.

CRIMINAL VIOLATIONS

It is against the law to pay for goods with a “bad” check (insufficient funds) or purchase by credit card with no plans to pay the charges. Shoplifting is also a very serious offense. When shopping, place all items in a basket or cart until you reach the checkout lanes where you will pay for each item.

WEIGHTS AND MEASURES, TEMPERATURE SCALES
Although most food products are sold by weight, measurements for recipes in the United States are usually stated by volume, rather than by weight. This is true for both liquid and dry ingredients. When a recipe calls for a cup or a teaspoon or tablespoon of an ingredient, it means a standard cooking utensil, which may be bought at the local supermarket, hardware, or discount store. It does NOT mean a coffee cup or teacup, nor a teaspoon or tablespoon with which you eat. For your convenience, students living in dorms on campus can use their Titan Card to borrow kitchen utensils, pots & pans, etc. from the front desk of their hall.

Please feel free to visit this website for convenient metric conversion tables:

http://www.metric-conversions.org/

TAXES

There are many types of taxes in the U.S.; some are federal and apply anywhere in the country, but others are local and apply only in certain states or cities. These taxes are frequently changed, so it is difficult to make any general statements.

STATE SALES TAX: In the state of Indiana, this is 7.0%. This is added to the purchase price of most articles; the tax IS NOT included on the price tag. Please note that counties or municipalities may add an extra tax to this in addition to the 7.0% state sales tax.

INCOME TAX: All J-1 students and scholars are required to file a US federal income tax return using Form 1040NR or Form 1040NR-EZ and/or Form 8433 each year they are in the U.S. The completed form must be filed on or before April 15. In addition, all students and scholars may be required to file Indiana state forms.

Even if you have not earned any income, you are still required to file the income tax form. Tax forms and instructions are available online. If you have questions about your federal tax returns, please call the Internal Revenue Service at 1-800-829-1040. For questions regarding your state tax forms, please contact the Indiana Department of Revenue website.

The Office of International Education will have federal and state tax forms information available for all international students and scholars. All international students and scholars are required to file tax returns regardless of whether you had any earned income or not.

Tax returns are due APRIL 15th!

You may download Federal tax forms at: www.irs.gov. Forms of particular concern to most international students and scholars are the 1040NR or 1040NR-EZ, and form 8843.

You may download state tax forms at: http://www.dor.state.in.us/. The form of particular concern to most international students is the 1NPR.

The following sites may be useful in assisting international students with their tax returns. The information included below is for your information only and does not constitute an endorsement on the part of IPFW Office of International Education:

University of Texas at Austin International Office: http://www.utexas.edu/international/taxes/
International Student and Scholar Services, Binghamton Univ.:
http://isss.binghamton.edu/taxes/taxes.html

International Student Taxes: http://www.istaxes.com/index.html (fee-based site)

**POSTAL SERVICES**

There are several branches of the United States Post Office in Fort Wayne. The branches that are closest to the IPFW campus are:

- **Fort Wayne Main Branch**, 1501 S. Clinton  260-427-7303
- **Glenbrook Retail Station**, 260-484-9762, Located in the Glenbrook Mall
- **Hazelwood Station**, 1800 Hazelwood Ave. (right off of Crescent Ave., accessible by campusLink bus) 260-427-7305

Postal rates are available at any post office. Rates for parcel post packages will vary with distance, size, and weight. Check with the postal clerk before mailing any package.

**SHIPPING SERVICES**

Several shipping services distribute incoming parcels on campus daily. These include UPS, the U.S. Postal Service and Federal Express. If you receive a package, the front desk will put a notice in your mailbox and you can pick up your package by showing them your Mastodon ID Card. To mail packages, go to the US Post Office mentioned above, or use the following:

- **UPS**
  The UPS Store, 921 E. Dupont Rd. 260-490-2800

- **FedEx**
  FedEx Authorized Shipping Center, 4820 Illinois Rd. call for hours: 260-459-6131

  Kinko’s (FedEx Staffed), 423 W. Coliseum Blvd. open 24 hours daily.

Various drop-off locations

**HOW TO FIND AN ADDRESS**

You may get assistance in finding the addresses of institutions, friends, or general information from such sources as the classified section of the telephone book (yellow pages), internet websites such as www.yellowpages.com, catalogs in the public library, the local newspaper, the Fort Wayne Chamber of Commerce, and police officers. When looking for a business, it is advisable to write the address on a piece of paper and show it to someone working in a business establishment so you can avoid the difficulties of pronunciation.
YOUR ADDRESS

International Student Services does not have the facilities or staff to receive and forward your mail on a permanent basis. Therefore, as soon as you move in, you should report your full address to your family and friends so that they may correspond with you there.

Also, be advised that due to confidentiality of student records, we are not allowed to give your address or telephone number to anyone, unless you are listed in the Student Directory. If the caller wishes to leave a name and telephone number, we will notify you that they would like to be contacted by you.

TEMPORARY ABSENCE

If you are to be away from the campus for any length of time; i.e., on field trips or during vacation, it is advisable to let the OIE, your landlord, and/or your resident director know where you will be and how you can be contacted in case of an emergency, such as an urgent message from home.

TRANSPORTATION, TRAVEL, AND TIME ZONES

BUSES AND TAXICABS

The CampusLink bus service is free to all IPFW students. Citilink bus service is available from the stop at Kettler Hall. Rides on Citilink are paid either for each trip or a monthly pass is available, and can be purchased at the Bursar. For more information about campusLink and Citilink go to www.fwcitilink.com, or call customer service at 260-432-4546.

Taxicabs are available to any place in Fort Wayne by dialing 422-1010(Yellow Taxi Cab) or 426-8555(Deluxe Taxi Company). Be sure to tell the dispatcher exactly where you want to be picked up. A one-way trip to Glenbrook Mall usually costs between $5-$10.

OBTAINING A DRIVER’S LICENSE

If you plan to purchase a vehicle, you must have a valid International Driver’s License or obtain an Indiana driver’s license. If you have a valid international driver’s license, you do not need to obtain an Indiana Driver’s License. If you have a valid driver’s license from your home country, it will be valid for one year. Before that year has expired, you must obtain an Indiana Driver’s License if you wish to continue to drive. To obtain an Indiana Driver’s License, you must take an Indiana written examination and a driving test. You must have a car with Indiana license plates on it before taking the test. A driver’s license and license plates are also required if you plan to drive a motorcycle or motor scooter.

You should purchase liability insurance, which protects you if you should be involved in an accident. DO NOT DRIVE WITHOUT LIABILITY INSURANCE. If you plan to buy a used automobile, get the advice of someone experienced in purchasing an automobile. If you have had little or no driving experience, plan to take private driver’s training.

For more information, you can contact the Indiana Bureau of Motor Vehicles at various offices around Fort Wayne and surrounding towns.
TIME ZONES (and Daylight Savings Time)

The continental U.S. is divided into four time zones (Eastern, Central, Mountain, and Pacific); Alaska and Hawaii are in another time zone. In traveling from the west coast to the east coast, you will need to set your watch ahead one hour each time you enter a new time zone. Fort Wayne is located in the Eastern Time Zone. Usually from the first Sunday in April until the last Sunday in October, Central Daylight Time is in effect. The newspapers and radio stations will warn you when you should set your watch and clock ahead/back on the proper date.

You will observe that the day here is divided into two twelve hour segments. A.M. (ante meridian) extends from 12 midnight to 12 noon. P.M. (post meridian) extends from 12 noon to 12 midnight. In reading bus, train, or airline schedules, you often will find that P.M. times are bolder type than the A.M. times, but this may vary from city to city.

CLIMATE

Fort Wayne's climate is subject to great temperature changes throughout the year. In August, it will be very warm with temperatures as high as 85° Fahrenheit (29° Celsius) and very light, cool clothing is the most comfortable. Our winter begins in November and it can get very cold and we can get a lot of snow. Temperatures can get as low as –10°Fahrenheit (-23°Celsius). Students that arrived last January described it as "arctic like". So during that part of the year, you will need a very warm (heavy) coat, hat, gloves, and boots. By March, it starts to get warmer and everyone is anxious for spring and summer. During school and most of the time, students dress very casually. More formal dress is reserved for special occasions.

CUSTOMS AND CULTURE

Culture shock is normal for any visitor, anywhere. You may feel depressed and isolated, once the first glow of arrival has worn off. Struggling with foreign ways and idioms is a stressful situation. You may even conclude Americans are unpredictable and insincere, and you may wish you were back home. Understanding why Americans behave the way they do may help you understand your own feelings.

About one-third of all Americans move every year. Contrast this with the years—even centuries—of family relationships that you may enjoy in your home country. By necessity, Americans have learned to make quick friendships, but they feel few of them will ripen into permanent relationships. This casual attitude may cause ill will. One student said wistfully, “The first visit, Americans treat you like a king; the second visit, a prince; and then they drop you.”

This reaction saddens many Americans who think of themselves as being very hospitable. One American commented, “Isn’t it better to offer a glimpse of American life than nothing at all? Is it realistic to expect a magical matching of lifestyles and interests?” A frank discussion of these viewpoints may help to avoid misunderstanding.
Good wishes are worldwide, but different cultures express them in different ways. Here it is always polite to say, “This is new to me. Could you explain it, please?” Asking questions about our customs gives us a chance to learn about yours. We would like to know you better, but we do not always know what to ask. If a misunderstanding occurs, please help us learn how not to repeat it with someone else from your country. This booklet is trying to do the same thing for you.

SOCIAL INVITATIONS

We hope that you will meet and visit Fort Wayne families and that these hints will make you feel comfortable when you are invited out.

Acceptance: You may accept or refuse an invitation either by telephone, email or letter. It helps the hostess, who is usually her own cook, if you do so promptly. Never accept an invitation unless you really plan to go. To refuse, it is enough to say, “Thank you for inviting me, but I will not be able to come.” If sickness or unavoidable problems make you change your plans, please be certain to tell your hostess as soon as possible, before the time when you are expected. When you accept an invitation, be certain you understand where you are going and how to get there. Ask for directions. If your host offers a ride, be certain he or she knows where to find you.

Food: If you receive an invitation for a meal and if there is anything you are not supposed to eat, then this is the time to explain to your hostess. She will understand, and it will help her plan food and drink for everyone to enjoy together. If you must refuse something after it is prepared, simply refuse politely. Your hostess may be able to offer a simple substitute. It is a compliment to ask for a second helping, if you see there is enough. Do not refuse food out of politeness because it may not be offered a second time unless you take some the first time.

Promptness: Public meetings, plays, concerts, weddings, schools and classes, and formal dinners begin as scheduled. It is considered impolite to be even a few minutes late. A family dinner will be much less formal and 10 or 15 minutes will not be important. A cocktail party or reception may be attended any time between the appointed hours.

Any personal appointments with professors, doctors, and other professional people require you to be on time. If you will be unable to keep the appointment, be sure to notify the person ahead of time. On the other hand, sometimes emergencies delay these people for as long as an hour. If this delay creates a hardship for you, discuss rescheduling your appointment with the secretary.

Informality: When you eat with a family, you may find a formal dinner served in the dining room or an informal meal served in the kitchen or at a picnic table. The formality is an honor, but the informality means that we wish to know you and for you to know us. You may ask what to wear, if the invitation doesn’t give you an idea. Your national dress is always appropriate.

Thanks: A short letter is an adequate expression of appreciation for any entertainment or visit, even overnight. Fort Wayne hostesses do not expect gifts from their guests and might even be embarrassed by them, unless they have done something out of the ordinary for you. You might offer to cook your specialty in your friend’s kitchen.

Favors or Offers of Help: When you say “Thank you” for a favor, many Americans reply casually with, “Oh, any time!” In most cases, we mean “I was happy to do it. I’d be willing to do it again.” But we seldom mean, “Ask me every time.”
Meeting People: You know that you are new here but you may not realize that many of your neighbors are also newcomers, at least to Fort Wayne. Many people are lonely because they hesitate to introduce themselves. If you want to meet a neighbor or classmate, feel free to introduce yourself and extend an invitation. The other person may have wondered how to meet you. If you have met someone you like, or have received an invitation from someone, and then you do not hear from the person again, it is possible that he or she is waiting for you to take the initiative. Do not worry if your circumstances do not allow you to entertain lavishly. An invitation to share baked goods and coffee or snacks and lemonade, or a suggestion that you meet and do something together will let the other person know that you are interested in continuing the relationship.

If your schedule is very crowded, but you wish to let a friend know that you have not forgotten him or her, it is perfectly proper to telephone and inquire how the friend is and explain that you are busy. You might suggest a future time period, such as “Let’s get together after exams” or “early next month.” Busy Americans use the telephone for socializing as well as for business and setting up appointments. The term usually used for this activity is “keeping in touch.”

SOCIAL EQUALITY

Equality of Manners: We know that we have not yet achieved the American dream of true equality for all, but generally we respect each individual regardless of occupation, gender, race, or religion. Thus, the professor, the student, the cab driver, the doctor, the janitor, the waitress, the shop clerk, or any person who meet will expect the same consideration and courtesy. On the other hand, our “good manners” are sometimes very informal. If people seem friendly, whatever their words, you can believe they mean to be courteous.

Women: Women have an active part in community life. They usually make the social arrangements for the family and participate in most activities with their husbands. Both parents take care of small children, especially if the mother is a student or has a job. Most women do their own cooking and housework; many have jobs outside the home. Men often assist their wives with home chores, and wives often assist with family business records. Many working women hold responsible and respected jobs equal to men.

CONVERSATION

With Strangers: If you have come from a more formal society, it is easy to misinterpret the casualness of Americans as rudeness. This is especially true when dealing with strangers. It is possible to be addressed, and even to be asked questions by people whom you have never met: a check-out person in a store, a cab driver, a waitress, or someone standing with you in line or at a bus stop. The questions such people ask might seem remarkably personal, even prying, to someone not accustomed to this informality. However, the intention is almost always friendly. The polite response is a smile and a pleasant but brief reply. You may ask the same or a similar question if you wish, or the person may volunteer similar information without being asked. Turning away or displaying an obvious interest in someone or something else usually puts an end to such a conversation; or you may find it pleasant to continue. The important thing is not to be offended by such overtures, and not to feel rejected if they end rather abruptly.

Listening Styles: It is common for people from some parts of the country to “encourage” someone who is speaking. This is done in a variety of ways, often the nodding of one’s head and also by adding sounds and words in the middle of a sentence. Examples might include
“mm-hm, really, oh my” or similar expressions. Persons making such noises while you speak are not bored, trying to interrupt, or wishing to speak themselves. Rather, they are indicating that they are interested and still listening.

Unspoken Language: A common cause of misunderstanding between persons of different cultures is the way in which we interpret gestures and other unspoken signals. These are seldom, if ever, taught in language classes and are so automatic that we forget that they may mean different things in different cultures. It would never occur to an American, for instance, that the right hand might be more acceptable that the left, yet in some cultures it is offensive to hand someone something with the left hand. Nor would it occur to most American women that looking directly at a man could be interpreted as bold, flirtatious, or disrespectful. Here, it signals directness and honesty. The burp after a meal, a compliment in some countries, would be mildly offensive here, perhaps interpreted as overeating, and a “pardon me” is appropriate. The actual distance between people while they talk varies from culture to culture, but is not consciously thought about. Some of the most subtle differences in “body language” or customs are described by anthropologist Edward Hall in his book *The Silent Language*.

To avoid misunderstandings, keep in mind the possibility that the unspoken language which you exchange with people from other cultures may not say what you think it does. If their words and gestures seem to disagree, it might be safer to believe the words.

TIPPING

Service charges, or tips, are not usually added to the bill in American hotels or restaurants, but are often expected and needed by the employees.

Where You Do Not Tip: You do not tip anyone in a cafeteria or motel, or in any place where you provide your own service. You do not tip on buses or airplanes.

Where You Tip: In a restaurant you tip only the server 15%-20% of the check. In a hotel you tip the bellboy who takes you to your room $1 plus $1 for each extra suitcase. You tip the limousine driver who brings you from the airport $1 plus $1 for each suitcase if he helps you with your luggage.

TIME SCHEDULES

Families: You can safely telephone most people between 9 a.m. and 9 p.m. without waking them. Americans eat three meals a day: breakfast, lunch, and dinner. For most families, the biggest meal is the evening meal. This meal is usually served between 5:30 and 7:30 p.m., although dinner parties are often later. A supper is an evening meal, not just a snack.

Business Hours: Most offices are closed on Sundays; some close also on Saturdays. Physicians and dentists generally are closed one day per week. Please check with any individual office regarding closing days/hours.

HOLIDAYS

Federal government offices, including post offices, are closed on Federal holidays and on all Sundays. Banks are closed on all federal holidays, as well as several other holidays. Listed below is the IPFW Academic Calendars:
IMPORTANT TELEPHONE NUMBERS

Emergency (on-campus from campus phone) 16-911
  Emergency (off-campus) 911

Office of International Education 260-481-6034

Information Technology Services Help Desk 260-481-6030

Library-Information 260-481-6505

Registrar 260-481-6815

Student Housing, Cole Commons 260-481-4180

Walb Union Information Desk 260-481-6611

Indiana University Purdue University Fort Wayne
Office of International Education
Walb Student Union Room 145
2101 East Coliseum Boulevard
Fort Wayne, IN 46805-1499
  Tel: (260) 481-6034
  Fax: (260) 481-6674