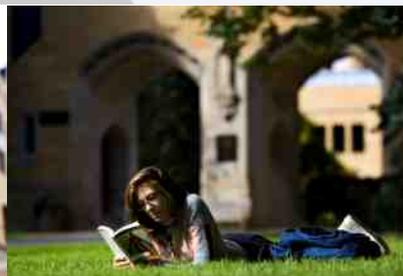


INTERNATIONAL STUDENT HANDBOOK



UNIVERSITY *of* ST. THOMAS

MINNESOTA





Please bring this
handbook with you to
your SEVIS registration
appointment after you
arrive at St. Thomas.

THE UNIVERSITY OF ST. THOMAS

INTERNATIONAL STUDENT HANDBOOK

INTERNATIONAL ADMISSIONS

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Welcome



CONGRATULATIONS on being admitted to the University of St. Thomas. We hope you are as excited as we are about your arrival in the Twin Cities. As you begin to make preparations for your travel, please read this complete book to become familiar with everything that you will need to know and do before you come. You will also find a wealth of information about important things you should know when you first arrive at St. Thomas as well as information about life in the United States.

We're here to help

Moving to a new place and starting classes at a new school is never easy, but we hope that we can provide you with enough information to make the transition as smooth as possible.

We're looking forward to meeting you soon. If you have any questions or concerns before you arrive, please don't hesitate to contact us. We will be more than happy to assist you with anything

International Admissions

Tel: 651-962-6880
international@stthomas.edu
Loc: 44 Cleveland Ave.



Christina Hilpipre-Frischman
Director
chilpipre@stthomas.edu



Ethan Olson
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ethanolson@stthomas.edu



Katie Gumpertz
Technical Support Specialist
kgumpertz@stthomas.edu



James Dedon
International Recruitment Coord.
dedo3671@stthomas.edu

relating to admissions questions, visa application or I-20 issues, transfer of academic credits, or general arrival information.

If you want to talk to somebody about student life at St. Thomas, you can email the international student ambassadors, who are always happy to talk. They can be contacted at intlambassador@stthomas.edu.

International Student Services

Up until your arrival you will be dealing with International Admissions for most of your needs relating to your application, visa, and transportation to UST. After you arrive at UST International Student Services (ISS) will be your main resource for assistance and services relating to your status as an international student. ISS provides immigration advising, as well as a wide variety of programs aiming to enrich the experience of international students at UST and assist in their integration into the broader student community. ISS advisors will help you check in and register within SEVIS, and they will be your primary contact regarding all things that have to do with your immigration status while you are at UST. See the list of some of the ISS programs on page 20.

Social media and staying updated

Don't forget to keep up to date with all things UST! Be sure to regularly check your email inbox and follow us on Facebook and Twitter. We regularly send out updates via email with important information regarding times, first days events, and other things that you won't want to miss.



International Admissions: [/USTInternational](https://www.facebook.com/USTInternational)
International Student Services:
[/International-Student-Services-University-of-St-Thomas](https://www.facebook.com/International-Student-Services-University-of-St-Thomas)



International Admissions: [@TommieGlobal](https://twitter.com/TommieGlobal)
International Student Services: [@UST_ISS](https://twitter.com/UST_ISS)

International Student Services

Tel: 651-962-6650
oiss@stthomas.edu
Loc: ASC 218



Lori Friedman
 Director
frie2554@stthomas.edu



Samba Dieng
 Assistant Director
dien1019@stthomas.edu

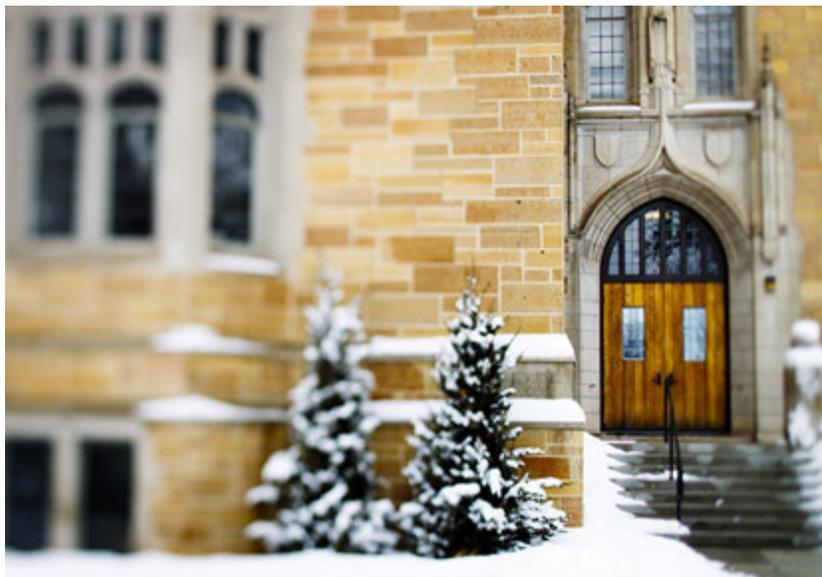


Sarah Churchhill
 Intercultural Prog. Coord.
chur8965@stthomas.edu



Office Coordinator
oiss@stthomas.edu

Mission, Vision and Convictions



Mission

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.

Vision

We seek to be a recognized leader in Catholic higher education that excels in effective teaching, active learning, scholarly research and responsible engagement with the local community as well as with the national and global communities in which we live.

Convictions

AS A COMMUNITY, we are committed to:

Pursuit of truth: We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.

Academic excellence: We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.

Faith and reason: We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.

Dignity: We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.

Diversity: We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.

Personal attention: We foster a caring culture that supports the well-being of each member.

Gratitude: We celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.



Fall 2013 incoming international students

Quick facts

- Affiliation: Catholic
- President: Dr. Julie Sullivan (2013-)
- Founded: 1885 in St. Paul, MN by Archbishop John Ireland
- Type: Liberal arts, comprehensive regional university
- Enrollment (Fall 2013): 10,221 total: 6,350 undergraduate and 3,871 graduate students
- International student enrollment: 436 students from a total of 59 countries, representing every continent
- Student-faculty ratio: 14:1
- Average class size: 21 (undergraduate) and 19 (graduate)
- Athletics: St. Thomas competes in the Minnesota Intercollegiate Athletic Conference (MIAC) and NCAA Division III. It offers 11 men's and 11 women's varsity teams, and additional club and intramural sports.
- Study-abroad programs: More than 1,000 students participate in 130 programs, available in more than 40 countries.
- Relative size: State's largest independent college or university
- Accreditation: The University of St. Thomas is accredited by The Higher Learning Commission. Many of our professional programs are accredited by their professional accreditation bodies.



In 2012 the Tommies completed a third-consecutive 10-0 regular season and their third straight MIAC championship. They finished with a 14-1 record and the programs first trip to the National Championship game.



The UST Mascot is Tommie the Tomcat.

So you've been accepted. Now what?

CONGRATULATIONS on being admitted to the University of St. Thomas! We hope you are as excited as we are about your arrival in the Twin Cities. As you begin to make preparations for your travel, please read this complete book to become familiar with all of the steps to attain and regulations for your student visa. You will also find a wealth of information about the things you need to know when you first arrive at St. Thomas.

It is important to apply for your non-immigrant student visa as far in advance as possible. You will be able to schedule your visa appointment once your I-20 or DS-2019 has been issued by International Admissions and you have your SEVIS number. This can be scheduled up to 120 days in advance of your I-20 or DS-2019 start date. You can check the wait time for the non-immigrant visas at the U.S. Embassy or Consulate at http://travel.state.gov/visa/temp/wait/wait_4638.html. This website may help you plan your visa appointment timeframe.

Applying for an F-1 visa as a degree-seeking student

1. Go to the website for your local U.S. Embassy or Consulate and follow the instructions on how to obtain a non-immigrant F-1 student visa. A list of Embassies and Consulates can be found at <http://usembassy.state.gov/>. Once you choose your country, click the "visas" tab.
2. Sign the front page of your I-20 and schedule your F-1 student visa appointment by following the instructions on your local Embassy/Consulate's website.
3. Pay the SEVIS I-901 fee by going to the following website: <https://www.fmjfee.com/i901fee/>.
4. Pay the visa application fee by following the instructions on your local U.S. Embassy or Consulate website.

List of items to bring to your visa interview

This list is only an example. You should contact your local embassy or consulate to get a complete list of the items that you will need.

- Completed visa application
- Original I-20 or DS-2019 form and the admission letter sent by the University of St. Thomas
- SEVIS I-901 fee payment receipt
- Pay the nonrefundable visa application fee.
- Passport valid for at least six (6) months beyond the expiration of your I-20 or DS-2019
- One photograph (2X2 inches)
- Original school transcripts and public examination certificates, including a student copy of your TOEFL, IETLS, GMAT, or GRE score report if applicable
- Official documentation to prove your financial support
- Any evidence that demonstrates strong ties to your country or any other residence outside of the USA (property, employment, finances, family, etc)
- All other documents listed on the visa application specific to your country

- Obtain and complete a student visa application form DS-160. This form is available at <https://ceac.state.gov/genniv/>.
- Prepare the required items for your visa interview

If you have further questions about the visa process, please visit the following website for more information: http://travel.state.gov/visa/visa_1750.html or contact the University of St. Thomas International Admissions office.

Applying for a J-1 visa as an exchange student

- Go to the website for your local U.S. Embassy or Consulate and follow the instructions on how to obtain a non-immigrant J-1 student exchange visitor visa. A list of Embassies and Consulates can be found at <http://usembassy.state.gov/>.
- Pay the SEVIS I-901 fee by going to the following website: <https://www.fmjfee.com/i901fee/>.
- Obtain and complete a student visa application form DS-160. This form is available at <https://ceac.state.gov/genniv/>
- Prepare all of the required items and bring them to your visa. Be sure to check the list on the website of your local consulate or embassy for exact details.

If you have questions about the visa process please visit the following website for more information: http://travel.state.gov/visa/temp/types/types_1267.html#9 or contact the University of St. Thomas International Admissions office.

Transcripts

If you have submitted any photocopied or unofficial transcripts or exam scores with your application, or if you have received updated grades/scores, you will need to provide official, original transcripts and score reports to International Admissions. Please mail them as soon as possible or pack the originals in your carry-on luggage and present them to the International Admissions office immediately after you arrive. Do not put the originals in your checked luggage if you are traveling by air. You don't want to lose them if your luggage is lost! You will not be able to register for classes without original transcripts on file.

This is an I-20.

This is a DS-2019.

Mail your transcripts to:

University of St. Thomas
International Admissions
 2115 Summit AVE, Mail 44C
 St. Paul, MN 55105

Arrival time

Schedule your flight to arrive in the morning or early afternoon of arrival day (see your arrival checklist enclosed with this book). Once you have made your flight arrangements, please send an email with your arrival date and time to international@stthomas.edu.

Airport greeters

If you would like us to greet you at the airport on arrival day, you must notify us at least one week in advance. Please inform us by filling out the online Airport Request Form <http://www.stthomas.edu/oiss/forms/airportgreeter/>. We will have one of our airport greeters meet you on the baggage claim level near Carousel #4. They will be in purple t-shirts and will be carrying University of St. Thomas signs. We will also have student volunteers on campus to take you to your residence hall if you are living on campus.

Weather

Minnesota experiences all four seasons; fall, winter, spring and summer. As the chart below illustrates, the winter can be extremely cold and our summers can be extremely warm. Please keep this in mind as you pack for your arrival.

Month	Max Temp	Min Temp	Precipitation
January	-6C celcius	-16C	30cm snow
June	23C	11C	10cm rain
August	25C	13C	5cm rain.
November	4C	-3C	Mix of rain and snow

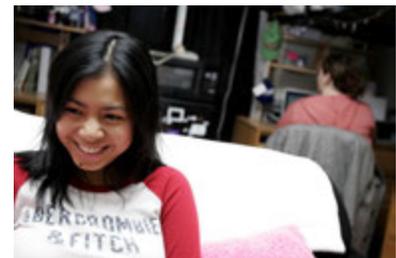
On-campus housing

The residence halls at the University of St. Thomas are available only for undergraduates. If you would like to live in a residence hall, apply early! If you sign an on-campus housing contract, confirm details with the Residence Life Office soon after arrival. <http://www.stthomas.edu/residence-life/>

Packing list

The list below is meant to be a basic guide of some of the general things that you will definitely need while at St. Thomas.

- Clothes for four seasons
- Gloves, hats and winter coat
- Formal and casual outfits
- Sheets, blankets and pillows
 - These are not provided in on-campus housing. The beds in the residential halls require XL (extra long) twin sheets. Normal twin sheets will not fit. If you are interested in buying sheets before you arrive, be sure to order XL twin sheets.
- Items from home (to share your culture with the UST community)
- Electric adapter if you are planning on bringing any small electric appliances from home. U.S. voltage is 110V 60Hz.
- All important immigration documents
- Official Transcripts (if you have not yet provided them to International Admissions)
- Decorations for your room!



Students in Dowling Hall

Off-campus housing

When choosing an apartment, there are many different factors to consider. The following list has some of the more important things that you should think about.

- Furnished or unfurnished
- Private or shared kitchen and bathroom
- Availability of laundry services
- Location near campus or near public transportation
- Parking availability (if you have a car)
- Lease term (many leases are at least six months or one year)
- Deposit (in addition to the first month of rent, a security deposit is usually required, which is returned to you if you leave the apartment in good condition)
- Utilities (gas, electricity, water, heat) may be paid by you or the landlord
- Safe neighborhood (talk with local residents or police to learn about safety)
- Number of roommates

The best way to find off-campus housing is through Off-Campus Student Services. For more information visit www.stthomas.edu/offcampus.

You will usually be required to show income of at least 2-3 times the amount of the rent. To show this, you can show your I-20, bring in pay stubs or find a guarantor. The landlord will ask for your rental history and may require a higher deposit if you cannot provide a Social Security Number or rental/credit history.

Housing vocabulary

- AC/H = Air-conditioning and Heat
- BR = Bedroom
- BA = Bathroom
- 1/2 BA = No shower or bathtub
- 3/4 BA = shower
- Full BA = tub
- Util. = Utilities (gas, electricity and water)
- Dep. = Deposit (usually one month's rent or less.)

Housing tips

1. If possible, pay by check or money order; not cash
2. Always ask for a receipt in order to have proof you have paid
3. In the U.S., a written contract is more important than what is said.
4. If possible, bring a friend with you to help ask questions
5. Read carefully before you sign a contract and ask for a copy.

Don't forget

For all types of housing, you will need to provide your own pillows, sheets, blankets, towels, dishes, silverware, and pots and pans. In some cases, temporary bedding can be provided to international undergraduates for a few days after arrival, until they can purchase their own in the local stores.

Your First Days at UST

WELCOME TO THE TWIN CITIES! We hope you've had a nice trip here. Starting on arrival day there are many steps to take to get you ready to start the semester. You'll work with International Admissions and International Student Services to get everything arranged.

Airport transfer to campus

If you miss your airport greeter, please take a taxi or Super Shuttle to campus. Both taxis and the Super Shuttle are accessible via the Ground Transportation level in Terminal 1/Lindbergh Terminal of the MSP airport. A taxi from the MSP airport to the St. Paul campus costs approximately \$30-35. Super Shuttle to the St. Paul campus costs approximately \$18. The address of the St. Paul campus is 2115 Summit Avenue, St. Paul. Ask your driver to drop you off in front of the arches on Summit Avenue.

Early arrivals

The University has **NO** housing for students who arrive earlier than the specified arrival day (see website or attached checklist). Please make your own hotel arrangements should you need to arrive earlier. We have arranged for new international students to receive a discount at the Holiday Inn in downtown St. Paul. See to the right.

There are also many other hotels available near the Minneapolis/St. Paul International Airport and the Mall of America. You can find information on these hotels upon arrival at the airport or at <http://minneapolis.airporthotelguide.com>. In addition, you can call toll-free at 1-888-532-5115 to make reservations.

*SEVIS registration and check-in with ISS**

Upon arrival, all international students studying on a student visa must attend a SEVIS Registration and Check-In appointment with

"Help, I missed my flight!"

If you find yourself saying this, don't worry. Just call us and we'll help you find your way. If you arrive in the Twin Cities at a different time than what you originally planned, simply call one of the following numbers and we'll help you get to campus.

During normal business hours
(8:00-16:30):
International Student Services
(651)962-6650

Outside of normal business hours:
UST Public Safety
(651) 962-5100



The Arches
2115 Summit Ave.
Saint Paul

Holiday Inn
175 W 7th ST
St. Paul, MN 55102
Phone #: 1 (651) 225-1515
<http://www.holidayinn.com>

*Contact International Student Services to schedule a SEVIS registration appointment. Make sure to choose a date shortly after you arrive on campus and bring this handbook with you to the appointment.
Phone #: 1 (651) 962-6650

International Student Services (ISS). This is extremely important, so please make an appointment with ISS when you first arrive. You will not be able to register for classes until you have completed an appointment.

International student orientation

New International Student Orientation is required of all new – to St. Thomas – international students in F-1 or J-1 status. Orientation is held the week prior to each semester. It is designed to help and assist with your transition to life in the United States and here at the University of St. Thomas. Some graduate students may be required to attend a separate orientation for their graduate school. Individual graduate schools will notify students where applicable.

UST ID card

Your UST ID Card is your official University of St. Thomas identification document. It is also your library card, access card to the Anderson Athletic center and some other facilities, and can be used as a debit card at dining areas and vending machines at UST. To put cash on your ID card, go to the Card Office in the Murray-Herrick Campus Center. You can also visit their website at <http://www.stthomas.edu/cardofficeformoreinformation>.

Undergraduate course registration

The Academic Counseling department at UST assists new undergraduate students with course registration. You will be allowed to pre-register for your courses before your arrival and will receive an email with instructions approximately one month before you arrive on campus. You will be asked to read the “New International Student Registration Guide” and complete a course preference form, which will be included in the email. Filling out the course preference form will help you get into the best classes available that will fit your schedule and major. Classes fill up fast, so be sure to fill out this form as soon as you receive it.

At least TWELVE credit hours per semester must be registered to be considered a full-time undergraduate student and maintain your visa status.

What’s covered at orientation

1. Federal immigration regulations and your responsibilities as an F-1 / J-1 student
2. How to navigate the campus and administration of University of St. Thomas, including health and safety
3. Cultural adjustment to life in the United States and in St. Paul
4. Academic expectations in the classroom

In addition to the above, during the week prior to classes you will have time to complete the following:

- SEVIS registration with ISS advisor
- English placement testing (if applicable)
- Math placement exam (if applicable)
- Academic advising & Course registration

Transcripts

If you didn’t send your official transcripts to *International Admissions* in the *International Education Center* before you left, be sure to drop them off immediately after you arrive.



**International Education Center
International Admissions**
44 Cleveland Ave
St. Paul, MN 55104

Graduate (master's or doctoral degree) course registration

All graduate students will work with your academic department directly to register for classes. Please contact your academic advisor or department coordinator for further details. You will need to complete a SEVIS registration appointment with ISS before registering for your courses.

At least SIX credit hours per semester must be registered to be considered a full-time graduate student and maintain your visa status.

Additional registration details

Only one online / distance course (three credit hours) can count towards meeting the full-time enrollment requirement. Courses can be taken at either the St. Paul, Minneapolis or Owatonna campuses. Concurrent enrollment (attending 2 approved schools at the same time) is acceptable if the hours meet the requirement of a full course of study AND all courses count towards your UST degree.

Academic placement exams (undergraduate only)

As noted earlier, upon admission, the International Admissions office will send you a Course Preference Form (CPF) and an International Student Registration Guide. The Registration Guide will help you indicate some classes you would be interested in taking during your first semester. An academic advisor will use this information to help you schedule your classes prior to your arrival.

Depending on your course of study, you may be required to take an English and Math placement exam during the International Student Orientation week. Please check the orientation schedule for the respective timeframe.

You may have submitted a TOEFL score, or graduated from a U.S. institution. Follow up with International Admissions to make sure you don't need to take an English placement test. All new freshmen undergraduates, or undergraduate students who need to take a math course, must take the math placement test. It helps decide which math class is appropriate for you. If you have already taken a college level math course please indicate that on the CPF as you may not need to take the math placement exam.

The Chemistry placement exam is required for all students interested in the following majors: biochemistry, biology, chemistry, exercise science, neuroscience, and students considering the health professions. If you fall into this category please indicate that on your

Grading & expectations

Grades are on a 4.0 scale.

A = 4.0 - Excellent

B = 3.0 - Good

C = 2.0 - Average

D = 1.0 - Poor

F = 0 - Failing

W = Student withdraw from class with a passing mark. This grade will not be included in the GPA. Before withdrawing from a course all international students have to obtain approval from ISS.

WF = Student withdrew with a failing grade. The F will be averaged into the GPA.

GPA = Grade Point Average is computed by multiplying credit hours by the class numerical grade and then dividing total credits into the total grade points.

CPF. The exam is optional for students interested in other academic majors.

Academic Counseling

Graduate students will be assigned an advisor by their department. Undergraduate students, including transfer students will be advised at the Academic Counseling & Support Services office located in the Murray-Herrick Campus Center.

Dropping classes

You are responsible for dropping classes if you decide not to attend school, and you will still be responsible for paying for all classes if you do not drop them by the deadline. **Make sure to see an ISS advisor before you drop your class as it may negatively impact your immigration status.**

Paying your school bills

Each student is required to arrange a payment plan to take care of his or her tuition. Refer to the Business Office website at <http://www.stthomas.edu/businessoffice> for current tuition and fee amounts, along with registration and payment policies.

The student/instructor relationship

The student/instructor relationship in the U.S. is generally more informal than in other countries. It is acceptable and expected for students to ask questions and discuss topics with the instructor. Some instructors don't mind being called by their first name; they may even sit on the desk and walk around the room as they speak. In class, students may speak without raising their hand and being recognized. Depending on the rules of the classroom or building, some people eat and drink in class. Also, remember that you can't use cell phones during class time.

Tips for academic adjustment and success

Professors prefer it if students discuss ideas rather than just sit and listen. The manner in which you express your viewpoint is important, however. Show respect by acknowledging the professor or classmates' point of view and then offer your opinion. Say, "In my opinion..." or "I think..." or "I feel..." or "I believe..."

Services provided by Academic Counseling for undergrads

- Registration assistance
- Major/minor field selection
- Interpreting degree evaluations (progress toward degree completion)
- Four-year plans
- Negotiating student/professor conflicts
- Committee on Studies and Financial Aid appeals
- Academic support for students on probation and students provisionally admitted
- Transfer student information
- Referrals to support services
- Notifying instructors of extended illnesses or emergencies
- Note-taking assistance

If you do not understand, ask. If you are not yet used to asking questions in class, make an appointment with your professor.

At the start of each semester you will be handed a syllabus for each course. This is an outline of the course objectives, due dates for assignments and more. Keep the syllabus for the duration of the course and refer to it if you are not sure about assignment requirements. Pay close attention when the professor discusses the syllabus as they will often explain during this time how grades will be determined. This is your guide for each class!

Do not try to write down everything in class. Practice taking notes.

You are expected to talk in class. A good rule to follow is to raise your hand to ask a question or make a comment at least once every week. If a professor calls on you to answer a question, you should say something. If you don't know the answer, it's alright to give a wrong answer. Participation may be included in your grade. A good tip is to take note of a few questions/ discussion points to ask while you are doing your homework and then look back at these notes and speak up in class.

Professors will provide you information regarding their office hours. This is time they take out of their day to be available to you for help. If you ever have a question or concern, utilize their office hours to go and speak with them.

Plagiarism policy

Plagiarism is the deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgment. You commit plagiarism whenever you use a source in any way without indicating that you have used it. If you quote anything at all, even a phrase, you must put quotation marks around it, or set it off from your text; if you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends; if you use an author's idea, you must say that you are doing so. In every instance, you also must formally acknowledge the written source from which you took the material. This includes material taken from the Internet and other sources.

Technology at UST

Your NetID is your primary UST account. Your NetID and password allow you to log on to UST domain computers, log into your email, Murphy Online, Blackboard and to access UST network resources from non-UST computers. You are automatically assigned an account when you become part of the UST community. Your UST account

Academic honesty

What constitutes academic honesty varies from culture to culture, and it is important to understand rules of academic conduct at the University of St. Thomas. All students are expected to do their own work. If you are caught cheating in any way, you will be severely penalized. Do not take the risk of copying anyone else's work. Cheating includes, but is not limited to, the following:

1. Violating course rules contained in the course syllabus
2. Getting or providing unauthorized assistance from another student on a paper or project
3. Providing or receiving information during quizzes and exams
4. Falsifying, fabricating, or dishonest reporting of research results
5. Taking the place of another student or enlisting another student to take your place in an exam
6. Altering grades
7. Plagiarizing

consists of a NetID (username) and password.

Activating your account

Here are a few things you can do using Murphy Online:

New student accounts are created after the student has been formally accepted to UST. It takes approximately 24 hours for the account creation process to be completed. New students will receive a NetID and account claim code in the mail shortly after acceptance at UST.

All new students may use the account activation process by visiting: www.stthomas.edu/new. You will need to have a NetID claim code in order to complete the activation process. If you do not have access to your claim code, please contact the IRT Tech Desk.

Email

It is your responsibility as a student to monitor your email account. Your UST email address is the primary way that professors and university staff will contact you outside of the classroom or office visits. If you miss important information that was emailed to you, professors and staff will not accept "I forgot to check my email" as an excuse.

Contacting IRT

Information Resources and Technologies (IRT) is the central division that supports enterprise-wide computing on campus.

Email: IRTHelp@stthomas.edu

Phone: 651-962-6230

Location: OEC LL8 St. Paul Campus & MOH 2nd floor Minneapolis Campus

Website: <http://www.stthomas.edu/irt>

Murphy Online

Murphy Online is the University of St. Thomas' online portal for registration, personal information updates, course information, transcript services, and much more.

- Check your records
- Access online course materials
- View class schedules and course descriptions
- Access your UST email
- Employment services
- Pay tuition and fees
- Register for classes
- Update personal information
- Update your local and international address

On-Campus Services

Tommie Central Students can purchase tickets at a reduced price to various events on-campus and in the Twin Cities. <http://www.stthomas.edu/boxoffice> **Location:** First Level of Anderson Student Center (ASC)

STAR A student-run organization that creates and implements entertainment events for UST undergraduate students. <http://www.stthomas.edu/star> **Location:** ASC 317

Campus Life and Student Engagement Leadership and involvement opportunities for students, student clubs. <http://www.stthomas.edu/campuslife> **Location:** ASC 325

Career Development Career related advising services including internship/job postings, resume reviews, and interview skills workshops. <http://www.stthomas.edu/careerdevelopment/> **Location:** Murray-Herrick Campus Center, Room 123

Career Services Career related advising services for graduate students enrolled in the UST MBA Programs. <http://www.stthomas.edu/careerdevelopment/services> **Location:** TMH 441 (Minneapolis).

Off-Campus Student Services Study/rest space for students who live off-campus; services also include rental of lockers, off-campus housing listings and related information. <http://www.stthomas.edu/offcampus/> **Location:** ASC 253

Health Services Provides routine health exams and general health consultations. For questions or to set up an appointment call 651-962-6750 or go to <http://www.stthomas.edu/studenthealth> **Location:** lower level of Brady Hall in St. Paul, and TMH 110 in Minneapolis.

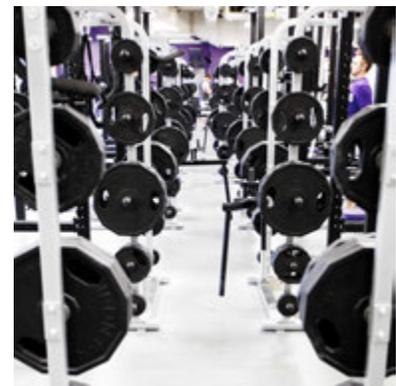
Counseling and Psychological Services Provides free confidential mental health services to the St. Thomas community. Counselors offer help with adjusting to the university, resolving conflicts, developing relationships, etc. Other services include:

Sports and Recreation

The Anderson Athletic & Recreation Complex is available to all students, free for undergraduate students and with a reasonable charge for graduate students. For pricing visit: <http://www.stthomas.edu/aarc/membership/>



The 180,000-square-foot AARC houses an aquatic center with an eight-lane pool and a diving area, a 2,000-seat arena for basketball and volleyball, a field house with a 200-meter track, fitness facilities for both cardiovascular and weight training, aerobics rooms, locker rooms, Athletic Department offices and the Health and Human Performance Department.



- Life skills for academic assistance and stress management
- Personal and group counseling
- Help in a school or personal crisis
- Assistance coping with traumatic stress
- Grief counseling
- Relationship counseling

If you wish to seek guidance with a problem at any time, you can visit the Counseling and Psychological Services for free. <http://www.stthomas.edu/counseling> **Location:** Third floor of MHC 356

Wellness Center Assists UST students, faculty and staff members in developing healthy lifestyles through health promotion and illness prevention programs. <http://www.stthomas.edu/wellness> **Location:** MHC355

Writing Center Assists UST students through individualized conferences to help with writing, reading, and critical thinking. <http://www.stthomas.edu/wellness> **Location:** JRC 361, or MOH 334 for graduate students in the CELC.

ISS programs

International Student Services provides the following programs aimed to help as you adjust to a new culture and new environment! For more information on any of the following programs please visit our website at: <http://www.stthomas.edu/oiss/>

Friendship Family Program The Friendship Family Program provides new international students the opportunity to interact with the larger St. Thomas community. Students are matched with local community members (Friendship Families) for cultural exchange. The Friendship Family hosts are not all typical families. Our families can range from young recent graduates of St. Thomas (single or married), families with children, older individuals or retired couples. During your first year at St. Thomas your family host will invite you over for dinners and other family activities. Your host is not responsible for finding you housing, providing financial support or helping with your immigration status. You must apply online through the ISS website to join this program: <http://www.stthomas.edu/oiss/programs/>

International Clubs and Orgs

ANSA (African Nations Student Association) Provides UST with a forum to discuss campus issues from an African perspective; and to promote awareness of Africa on campus.

Chinese Cultural Association Provides awareness and opportunities to learn more about the Chinese culture.

Club de Espanol Promote awareness of Hispanic Cultures and provide Spanish-speaking opportunities to UST students via monthly cultural activities.

Eastern European Club Dedicated to sharing the wonderful Eastern European culture with our community through social and educational programs and events around campus.

Foreign Affairs Club Club for debate and public speaking on foreign policy and international issues. This club also includes a Model UN team.

Futbol Club (soccer) Purpose of this club is help bridge the gap between a diverse student body through a common love – futbol.

German Club Promote the culture of German-speaking countries in a friendly and open environment.

GMSA (Globally Minded Student Association) Promotes international awareness and cultural diversity at UST. GMSA hosts an International Dinner every year!

HANA Purpose is to provide a structure that leads to the attraction, retention, and well being of St. Thomas students of color.

Japanese Club Purpose is to provide an understanding and appreciation of Japanese culture on campus.

Latinos Unidos Share in events and education of and about Latino/Hispanic heritage.

Muslim Student Association Promote and broaden awareness of Muslim culture.

Saudi Club Promote awareness and teach about Saudi Arabia culture.

Global Tommies Global Tommies provides new international students the opportunity to interact with older current undergraduates St. Thomas students. As a Global Tommie participant, you will be paired with another undergraduate student at St. Thomas who will serve as your resource and guide to the University. Your match will provide an inside view of the University and help you as you adjust! You must apply online through the ISS website to join this program: <http://www.stthomas.edu/oiss/programs/>

International Student Orientation Each new international student will be paired with an orientation leader. Prior to your arrival, you will receive emails (through your St. Thomas email) from your orientation leader introducing themselves. This student will also be directly involved with you during your first week on campus.

Minnesota Adventures Join International Student Services for our once per semester event exploring the greater Twin Cities Area. Examples include a trip to the beautiful North Shore of MN, canoeing and kayak trip, or camping in a MN state park. Visit the ISS website or read the International Tommie News for more information!

CultureLink Tea Interested in learning more about the cultures represented here at St. Thomas? Want to present about your own culture? CultureLink Tea provides our students with the opportunity to share their culture and history with the St. Thomas community through monthly country presentations.



President Julie Sullivan meets with the incoming 2013 fall international freshmen.

Tips for Getting Involved

1. **Keep Active.** By getting out of your room or outside of your apartment, you are able to experience first-hand what Americans are doing. If you visit public places, such as a shopping mall or sporting events, you will be able to watch and learn how American customs are practiced.
2. **Make American Friends.** By having friends you can talk to, you are able to ask them questions about what you do not understand.
3. **Exercise.** By finding an activity that you can enjoy, you will be able to reduce stress and depression. Americans like to run and walk on paths. They also like organized games.
4. **Community Activities.** Talk with your friendship family, orientation leader, or other Americans about community activities, religious services, or volunteer opportunities to help you become a member of the community while you are here.
5. **Introduce Yourself to Other International Students.** Other international students may be experiencing the same problems that you are. By talking to them, you may be able to find out ways they are coping with problems.
6. **Be Patient.** Many international students experience culture shock in some way while they are here. Just recognize the problem and give yourself time to get over it. If you need to, keep reminding yourself that this is not permanent.
7. **Work on Your English.** This is an extremely important concept. Ask about any slang terms that you do not understand. It is much easier to understand a culture when you can understand the language being used.
8. **Participate.** Join non-cultural clubs as well to become more involved with the American student population. Visit Campus Life for a list of all clubs available: <http://www.stthomas.edu/ustclubs/directory/>

Medical Care

THE HEALTHCARE SYSTEM in the U.S. might be different from what you are familiar with in your home country. The most significant difference is probably the way that hospitals and doctors bill for services and who is responsible for covering those costs. That is why all students at UST must have sufficient health insurance during their time with us.

In the United States, the government does not pay for health care. Students must pay for every doctor or hospital visit. Health care in the United States is very expensive. A visit to the doctor's office may cost \$100-\$500. A trip to the hospital for a broken arm can cost \$500-\$1000. Childbirth expenses cost approximately \$8,000. Medical problems can result in debt so extensive that a student may not be able to continue his or her studies.

Health insurance

Because of the high cost of medical services in the United States, all international students on visas are required to have a comprehensive insurance plan. It is mandatory and will be automatically added to your student account upon arrival. The costs associated with the health insurance plan can be found at <http://www.stthomas.edu/studenthealth/insurance/international/>.

Some F-1 international students with U.S.-based health insurance may be eligible to waive the UST-sponsored health insurance. Visit www.stthomas.edu/studenthealth/insurance/international and scroll to the bottom of the screen for minimum coverage requirements and waiver application instructions. Email stuhealthins@stthomas.edu with questions. You must complete your waiver application within the first few weeks of school. Note: J-1 exchange visitor students are not eligible for the health insurance waiver.

ATTENTION!

We **strongly** recommend that you **do not buy health insurance from your home country**. Due to the system of payment at U.S. doctors' offices and hospitals, it is extremely difficult to file claims. Often this results in students having to pay the complete cost of the visit (sometimes thousands of dollars) up-front, as the doctors have no way to bill the insurance directly.

UST Health Services

UST Health Services is a comprehensive, full service acute care clinic staffed by family practice, internal medicine and sports medicine physicians, nurse practitioners, psychiatrists and nurses. They are open M and F 8:00-4:30pm and T, W, and Th 8:00-6:00 and are conveniently located right on the St. Paul campus. Appointments can be scheduled by calling the office or through their online appointment system. Using the St. Thomas health services is less expensive than utilizing an off-campus clinic. www.stthomas.edu/studenthealth

Off-campus medical services

Since the UST Health Clinic is only open weekdays from 8:00 - 4:30pm, there may be a time when you are sick and can not wait for the clinic to open to visit with a doctor. In this case, you have two options. If it is a true emergency, you can go to an Emergency Room (ER) at a hospital. A visit to the ER can be expensive and depending on the severity of your situation, you may end up waiting in the lobby for awhile. If it is not a life-threatening condition, you have the option of going to an urgent care clinic, which can be less expensive and more convenient.

Dental care

International students can purchase Dental Insurance if they need to. There are different plans and you can choose the one that best meets your needs.

The list to the right is just a small sample of the nearby dentists that are close to the University of St. Thomas, and is in no way a recommendation or endorsement of any of the dentists listed. You can search online or ask American students for recommended dentists.

Emergency situations

Certain situations or conditions may require that you seek emergency medical care. Some examples of such medical emergencies are bleeding that will not stop, breathing problems, changes in mental status, chest pain, choking, loss of consciousness, head or spine injury, sudden severe pain anywhere in the body, swallowing poisonous substances.

UST Health Services

(651) 962-6750

Located on the lower level of Brady Hall on the St. Paul campus and TMH 110 on the Minneapolis campus

Urgent Care Centers

Fairview Highland Park Urgent Care

(651) 696-5070

2155 Ford Parkway
Highland, MN 55116

Now Care Roseville

(651) 635-0054

1955 West County Road B2
Roseville, MN 55113

Aspen Medical Bandana Square

(651) 641-7021

1020 Bandana Blvd West
St. Paul, MN 55108

Hospitals

Fairview Highland Park Clinic

(651) 696-5000

2155 Ford Parkway
St. Paul, MN 55116

United Hospital

(651) 241-8000

333 North Smith Avenue
St. Paul, MN 55102

Regions Hospital

(651) 254-3456

640 Jackson Street
St. Paul, MN 55101

Dental Care

Main Street Family Dental Care

(651)227-6561

411 Main St., Suite 308
St. Paul, MN 55102

Park Dental Grand Avenue

(651) 221-1902

917 Grand Avenue
St. Paul, MN 55105

Emergency contact numbers

On-campus: (651)-962-5555

Off-campus: 911

Life in the Twin Cities



Public transportation

While many people use only cars to get around town, Minnesota does have a public bus and train system called Metro Transit. You can use this bus system to go almost everywhere in the twin cities. To get more information about the bus and train system and to plan your routes and trips, visit www.metrotransit.org. You can pay for bus by cash, or you can use a bus pass. These passes are available to buy at grocery stores, bookstores and other convenient stores.

There is a free shuttle bus between the Minneapolis and St. Paul Campuses for UST Students. You will need to show your UST ID card to take the shuttle.

Driving

If you plan to drive a car while you are in Minnesota, first make sure you have a valid driver's license. You need to take a driving test in Minnesota to obtain local driver's license. You can park at UST by purchasing a parking pass. Visit the Public Safety and Parking

How to get a MN driver's license

If you have a Social Security Number already, you need to bring that and your passport to the Department of Motor Vehicles (DMV) when you go to take the driving test.

If you do not have a Social Security Number you need to:

- Request a transcript from the Registrar's office (MHC 126)
- Bring the sealed transcript to ISS
- Have an ISS Advisor sign and add your birthdate to the transcript
- Take the transcript and your passport to the DMV and take the driving test

Services webpage at www.stthomas.edu/psps to learn how to buy passes and how much they cost.

Car insurance

If you own a car in MN, you are required to have an insurance policy in accordance with state law. This will cost between \$500 and \$2000 / year, so be sure to consider this in your budget. Before you buy insurance, compare prices at different insurance companies. You can visit www.bankrate.com/brm/rate/insurance_home.asp to compare many companies at once. Some popular choices are Geico (www.geico.com), Progressive (www.progressive.com), and Allstate (www.allstate.com). You may also choose an independent insurance agent who can recommend the best offer for your situation.

Food and groceries

UST has on-campus dining in the Anderson Student Center for breakfast, lunch and dinner. You can buy a meal plan to use the on campus options. For more information about meal plans, go to www.stthomas.edu/dining/plans

There are many restaurants in the area to choose from during the day and early evening hours. Some other restaurants and gas stations are open 24 hours.

The closest grocery store to the University is Whole Foods on Grand Avenue, less than one mile away. Common grocery stores around St. Paul include Cub Food, Rainbow, Target, Walmart and Trader Joe's.

Some packaged foods are available at drugstores such as Walgreens and CVS. Wholesale stores that require annual paid membership (e.g. Costco, Sam's Club) offer cheaper foods in large quantities. Also, gas stations have stores and they have a lot of basic needs such as bread and milk. The closest gas station to UST is Super America on the corner of Grand Ave and Cleveland Ave.

Shopping

One of the most popular places for shopping in Minnesota is the Mall of America. It is a very large indoor mall that has a lot of stores. To find more information about the Mall of America, go to www.mallofamerica.com.

In most stores prices are fixed, which means that you cannot bargain for a lower price. The exception to this is buying very expensive items such as a house or car. The posted price generally does NOT

Important car insurance terms

Liability This relates to how much your insurance will pay another person if you are at fault in an accident (that is, if you hit them). It covers damage to their vehicle as well as treatment for any injuries. The numbers a company will quote you will be something like 100/300, meaning in case of an accident, your insurance company will pay a maximum of \$100,000 for car damage or injury per person for people injured in the other car with a maximum of \$300,000 for three people. If there were more people in the other vehicle, the \$300,000 will be split among them.

Collision This category covers damage to your vehicle if you are at fault in an accident. This covers running your car into another car, a tree, etc.

Deductible Collision comes with a deductible which you specify. If you have a deductible of \$500, for example, you pay the first \$500 towards repairs of your vehicle in case of an accident. The higher your deductible, the cheaper your insurance rates will be. The insurance broker will use the phrase "500 collision" or "collision at 500" when determining your deductible.

include sales tax, which must be calculated in when you make your purchase. The sales tax varies by county, but is usually 6-7% of the purchase price. Also, in the State of Minnesota, there isn't sales tax on clothing and food.

Whenever you buy something, ask for a receipt. The receipt proves that you have purchased an item on a particular day in a particular store. If the item is damaged or unsatisfactory, you can usually return the item and receive your money back if you have the receipt.

Bank accounts

Make it a priority upon your arrival to open a checking and/or savings account with a bank. Banks with many branches around Minnesota include:

- US Bank (www.usbank.com)
- Wells Fargo Bank (www.wellsfargo.com)

The University of St. Thomas banks with US Bank, and there is an ATM available for 24-hour banking on campus.

When you open an account, the bank will likely ask you for your passport, I-20, and Social Security Number (SSN). If you do not have a SSN, you can tell the bank that international students are not allowed to have SSNs unless they are employed. Show the bank your passport and I-20. If the bank refuses to open an account for you, ISS can write a letter for you to give to the bank.

Using an ATM

Automated Teller Machines (ATM) allow you to make cash withdrawals, deposits and transfers between accounts. You can also view your account balance. This is free at your own bank and its branches, but you may be charged a bank fee for using an ATM associated with another bank. The ATM machines on the UST campus belong to US Bank.

Alcohol

In Minnesota the legal age to purchase and/or drink alcohol is 21, and you must show your identification before buying any kind of alcohol. It is illegal to carry open containers of alcohol in public places like the street, or even transport them in your car. In addition, the laws against drunk driving are very strict. **DO NOT DRINK BEFORE YOU DRIVE.** Not only is this dangerous to you and others, but you could also lose your license and go to jail.

US money facts

The dollar is also called a buck. All US paper money is the same size and color.

American coins have names:

- Penny= 1 cent
- Nickel= 5 cents
- Dime= 10 cents
- Quarter= 25 cents
- Dollar= 100 cents

Sexual harassment (UST Policy)

The University of St. Thomas is committed to maintaining the high standards of respect and civility that are both implicit and explicit in its conviction statement. This commitment extends to creating and maintaining a working and learning environment that is free of sexual harassment and that promotes personal dignity and equitable treatment of all members of the University community. Sexual harassment is a breach of that commitment, as well as a form of misconduct that may compromise the integrity of human relationships, can affect employee morale and performance, and can threaten the sense of security and well-being of all individuals. Sexual harassment can undermine the atmosphere of trust and respect that is essential to creating and maintaining a healthy working and learning environment. In recognition of this, the university has adopted a policy designed to investigate and resolve such claims in a direct and thorough manner while respecting the rights of all parties involved. To explore this topic with more details, please visit: <http://www.stthomas.edu/policies/undergraduate/policies/harassment.html>

Cultural Adjustment

EVERYONE who moves to a new country experiences a period of adjustment and adaptation to the new culture. This is sometimes referred to as "culture shock" because of the difficulty of leaving your home culture and living in a new culture. It includes the shock of a new environment, meeting lots of new people, and learning the ways of a different country. It also includes being separated from the important people in your life, such as family, friends, colleagues, or teachers.

Culture shock is entirely normal, usually unavoidable, and it does not mean anything bad about you or your new home. Actually, it can be a very significant learning experience, because it makes you more aware of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways in the future – it's part of the benefit of international education.

When culture shock hits you, just remember that it is a normal part of being an international student. You will pass through periods of ups and downs, but in the end it will all be worth it. Try to focus on all the positive and rewarding aspects of your experience!

Use of names

First or given names are used in the US more frequently than anywhere else. The last name is the family name. If they are about the same age or status people may call each other by their first names immediately after they meet.

Friendship

A U.S. student may consider you a friend, but he or she may invite you to do something only once or twice a quarter. This is not because he or she does not like you. It simply means that life in the United States is very busy and U.S. students tend to have many commitments (work and family, for instance, in addition to their studies) and

Some typical symptoms of culture shock are:

- Extreme homesickness
- Loneliness
- Avoiding contact with other people, especially Americans
- Negative feelings and hostility toward American culture and people
- Anger, frustration, confusion
- Tiredness or need for excessive amounts of sleep
- Boredom
- Inability to concentrate or work
- Loss of appetite
- Loss of enjoyment in daily activities
- Lack of confidence
- Feelings of inadequacy or insecurity
- Depression and feelings of helplessness

Although you can't stop culture shock, there are some things you can do to make yourself feel better. Here are some ideas:

- Understand that your reactions are normal
- Be open-minded and curious about your new environment
- Talk with an International Student Advisor about your feelings
- Make friends with Americans and other international students
- If you struggle with academics, talk with your professors and advisors
- Stay busy with academics, hobbies, friends, and other interesting activities
- Exercise or participate in sports
- Try a new activity that you can't do in your home country
- Don't forget the reasons you came to America
- Be patient with yourself and your new culture

not much free time.

Sometimes international students feel that U.S. students are superficial because they act very friendly but do not wish to build a friendship. Acting friendly is a U.S. custom. It is intended to create positive feelings. Some new international students feel confused when someone they do not know says hello to them in the street. This casual greeting is not intended to encourage a conversation or express a romantic interest. It is just another form of American friendliness.

Greetings

Minnesotans are generally very friendly, so do not be alarmed when a stranger passing by either smiles or greets you. Beyond this, in passing by someone you do know, most likely they will not stop and talk, but rather will give a greeting as they pass. This greeting may be "how are you". Do not be shocked when they do not stay and listen to how you are. They are not being rude, it's just a cultural norm to ask how you are doing in passing without hearing the answer.

Handshakes

A handshake is the typical gesture in meeting someone. Occasionally, people may hug as a greeting instead, but you can always just shake hands to be on the safe side. With closer more personal friends, a hug may be more appropriate. Overall though, hugs are more common among women than men.

Communication styles

Humor: Some Americans enjoy sarcasm and a dry sense of humor.

Sometimes affection can be expressed through humor or by teasing another. This can be hurtful or confusing to people who do not understand.

Directness: Depending on where you come from, Americans can seem very direct (interrupting professors) or very indirect (Minnesota nice). In the Midwest, people tend to avoid conflict and argumentation.

Emotion: The dominant style of American communication expects people to hold in their emotions. Displaying too much emotion can make one seem irrational or out-of-control. Some people that

A few tips for learning what to call someone:

- Address people of your own approximate age and status by their first name. If the person is older use Mr., Mrs., Miss or Ms. and the last name. Ask them "What shall I call you?" or "How shall I address you?" If someone appears uncertain about how to address you say, "You can call me..."
- Be patient with people in terms of helping them pronounce your name. Just like some sounds are new to you, there will be sounds that are new to others.

Greetings tip

"Hi, how are you?" is a common greeting in the United States, but very often the person who asks the question does not wait for a response. Some international students think this is very rude, but it is not intended to be. It is not customary for the person asking this question to wait for a deep answer. It is customary to reply, "Fine" or "Okay." You may also want to ask how the other person is. She or he will most likely answer with the same brief response.

value passion and see loudness as a strength may see Americans as cold.

Cultural values

Independence : The United States was founded by people who valued independence. An independent spirit is still evident in this culture. Many people from the U.S. believe that they are responsible for their own destinies. Being self-reliant is considered more important than relying on family and friends. Many people from the United States believe that individuals reach maturity at age 18 and should be ready to make independent decisions. Privacy is valued for many of the same reasons. Even among members of a family, issues such as money, marriage, and career decisions may not be discussed out of respect for a person's privacy.

Work Ethic : People from the United States tend to value being busy, and we often make lists of what we hope to accomplish in a day! You may notice that people in the U.S. walk quickly, talk quickly and pay little attention to manners and politeness. We want to "get down to business" rather than make polite conversation. We don't mean to be rude! We just have a lot to do (or think we do).

Race, Ethnicity, and Gender : Many people in the United States like to think that all people are equal - race, color, religion, ethnicity, class, gender, and sexual orientation are unimportant to our value as human beings. Words like "tolerance" and "appreciation" are words that we may use to describe our relationship with people different from ourselves. For this reason, racist and sexist jokes and comments are not tolerated in many social and business settings. In fact, people who make such comments could lose their jobs.

Thoughts about cultural values

Despite these principles, many inequalities still exist in the United States. You may hear people make negative comments about other groups. You may even experience discrimination because you are an international student. If this happens to you and you wish to talk about it, talk to an advisor at International Students (ISS) or a counselor from the Counseling Center. An advisor or counselor who is familiar with these issues will try to understand the situation and make some suggestions for dealing with it.

Some international students are surprised to hear men and women say they are gay, lesbian, or bisexual. There is a growing number

of Americans who identify themselves as gay, lesbian, bisexual, or transgender and do not believe that it is necessary to keep this a secret. It has become more widely accepted, and these people form a respected part of our communities and U.S. society. You will most likely have a professor, classmate, roommate, or friend who is gay. Remember to treat the people you meet with the same respect and openness that you would want to be treated with.

Working

Working on-campus

Many students try to search for an on-campus job or graduate assistantship for graduate students, but keep in mind these positions are very competitive. International students may work on campus for up to 20 hours per week while classes are in session and full-time (20+) during breaks. J-1 visa holding students must get authorization from ISS before working on campus.

Working off-campus

All off-campus employment must be authorized by ISS before you start working. In addition, you must be a full-time student for at least one year before being eligible to work off-campus. There are two possibilities for international students to work off campus.

1. **Curricular Practical Training (CPT)**

- Employment must be "integral" part of the student's program of study

2. **Post-completion Optional Practical Training (OPT)**

- Work Off-Campus related to students major after degree completion
- Valid for 1 year per program level
- Apply 3 months before degree completion
- STEM majors may apply for OPT extension

Taxes

Filing federal income tax forms is the personal responsibility of each international student. All F-1 and J-1 students and their dependents, regardless of whether or not they have earned money, are required to

file an annual tax form. Tax forms must be postmarked no later than April 15 of each year.

Glacier is a web-based federal non-resident tax preparation software available to UST international students. As a courtesy, ISS purchases this software for international students to use. Our office will provide an information session closer to this date. Be sure to read our newsletter for details.

For more information on Federal taxes, visit www.irs.gov.

Social security number

As an F-1 or J-1 visa holding student, you are eligible for a Social Security Number (SSN) if you have an offer for employment on campus, or you authorized for employment off campus in either OPT or CPT.

To receive a social security number you must prepare the following items and bring them to the offices of the Social Security Administration (SSA).

1. I-20 (F) or DS2019 (J),
2. passport, and
3. on campus employment letter from ISS (for on-campus work)
4. a formal job offer letter on company letter head, from your potential employer which includes the employer EIN number AND an authorization letter from ISS (for off-campus employment)

As an F or J student, be sure to wait at least 10 days after you initially entered the United States to visit the Social Security Administration (SSA) office. After you apply the card will be mailed to you in approximately three to four weeks. The closest office of the SSA to UST is:

1811 Chicago Ave, Suite 2
Minneapolis, MN 55404-1998
Hours 9:00am-3:30pm (closed holidays)

IMPORTANT! Protect your social security number. The only situations where you as a noncitizen are legally required to provide a SSN are to employers for wage and tax reporting purposes.

Religious and Spiritual Resources



On-campus worship resources

Jay Phillips Center for Interfaith Learning

University of St. Thomas (St. Paul Campus)

Phone: (651) 962-5780

E-mail: jayphillipsctr@stthomas.edu

Chapel of St. Thomas Aquinas

University of St. Thomas (St. Paul Campus)

Chapel of Saint Thomas More

University of St. Thomas (Minneapolis Campus)

Muslim-Christian Dialogue Center

University of St. Thomas (St. Paul Campus)

Phone: (651) 962-5650

E-mail: mcdc@stthomas.edu

Islamic Prayer Space

A prayer space and wudu/ablution stations are available in Loras Hall for men and women.

(St. Paul Campus)

Off-campus worship

Christian/ Catholic

Cathedral of St. Paul - Chapel Hill : 239

Selby Ave, St Paul, MN 55102

(651) 228-1766

Assumption Catholic Church - Down-

town St. Paul: 51 W 7th St, St Paul,

MN 55102

(651) 224-7536

House of Mercy - Merriam Park : 104

Snelling Avenue, St Paul, MN 55104

Groveland Unitarian Universalist Fellowship

- Merriam Park: 1671 Summit Ave.,

St Paul, MN 55105

Dei Gloria Lutheran Church - Merriam

Park: 700 Snelling Ave S, St Paul,

MN 55116

Jewish

Kehilat Sar Shalom - Highland : 225

Cleveland Ave S, St Paul, MN 55105,

(651) 690-2941

Mikvah Association - Highland : 1955

Montreal Ave, St Paul, MN 55116,

(651) 698-6164

Adath Israel Orthodox Synagogue -

Highland: 2337 Edgcombe Rd, St

Paul, MN 55116, (651) 698-8300

Islamic

Masjid at-taqwa : 1949 University

Avenue West, Saint Paul, MN 55117,

(651) 292-9675

Islamic Community Cultural Center -

Northeast Minneapolis: 2534 Central

Ave NE Suite 101, Minneapolis, MN

55418, (612) 782-3883

Masjid Omar Islamic Center - Minneapolis: 912 E 24th St, Minneapolis,

(612) 871-8275

Hindu

Hindu Society of Minnesota - Northeast Minneapolis: 1835 Polk St

NE, Minneapolis, MN 55418, (612)

788-1751

Hindu Temple of Minnesota : 10530 Troy

Lane North, Maple Grove

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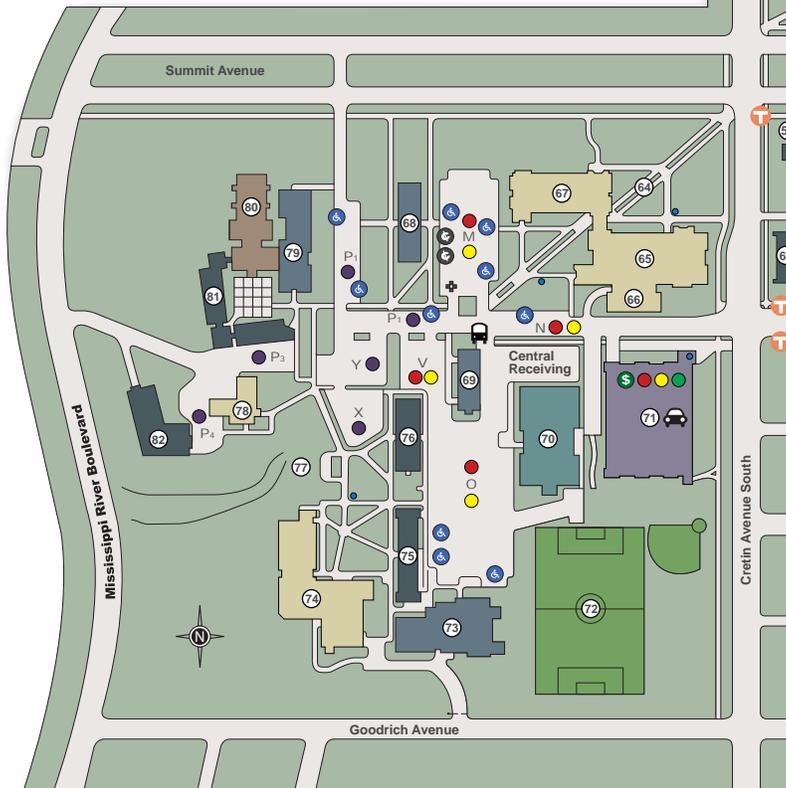
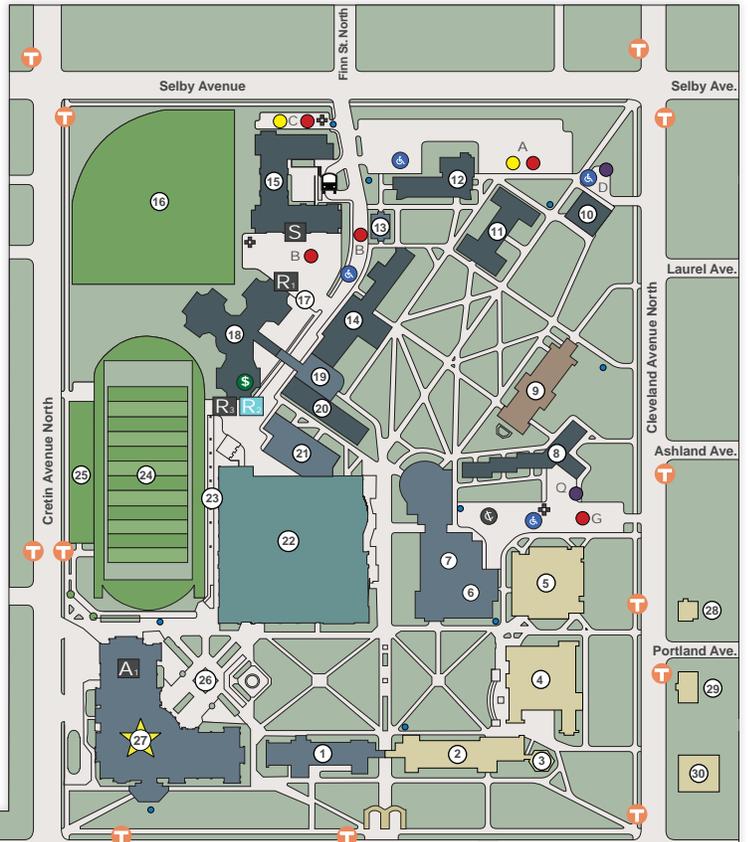
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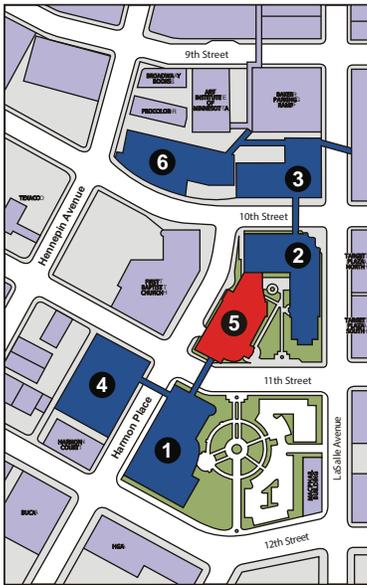
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Campus Information Window	Parking Meters
Emergency Telephone	Visitor Pay Parking
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Partially Accessible Building	A-S A-R Underground Ramps and Parking Garages (R1, and R3 are restricted to contract parking only.)
Metro Transit Bus Stop	St. Thomas Shuttle / ACTC Bus Stop
Motorcycle Parking	Visitor Bus Drop off & Pick up only
Accessible Parking	Employee Contract Parking
Anderson Parking Facility	Restricted Parking
North Resident Permit	Employee Permit (Evening Permit: 5pm - 2am)
South Resident Permit	Religious
Commuter Student Permit (Evening Permit: 5pm - 2am)	Sports / Recreation Fields
Academic	Sports / Recreation Facilities
Administrative / Support	
Residential	

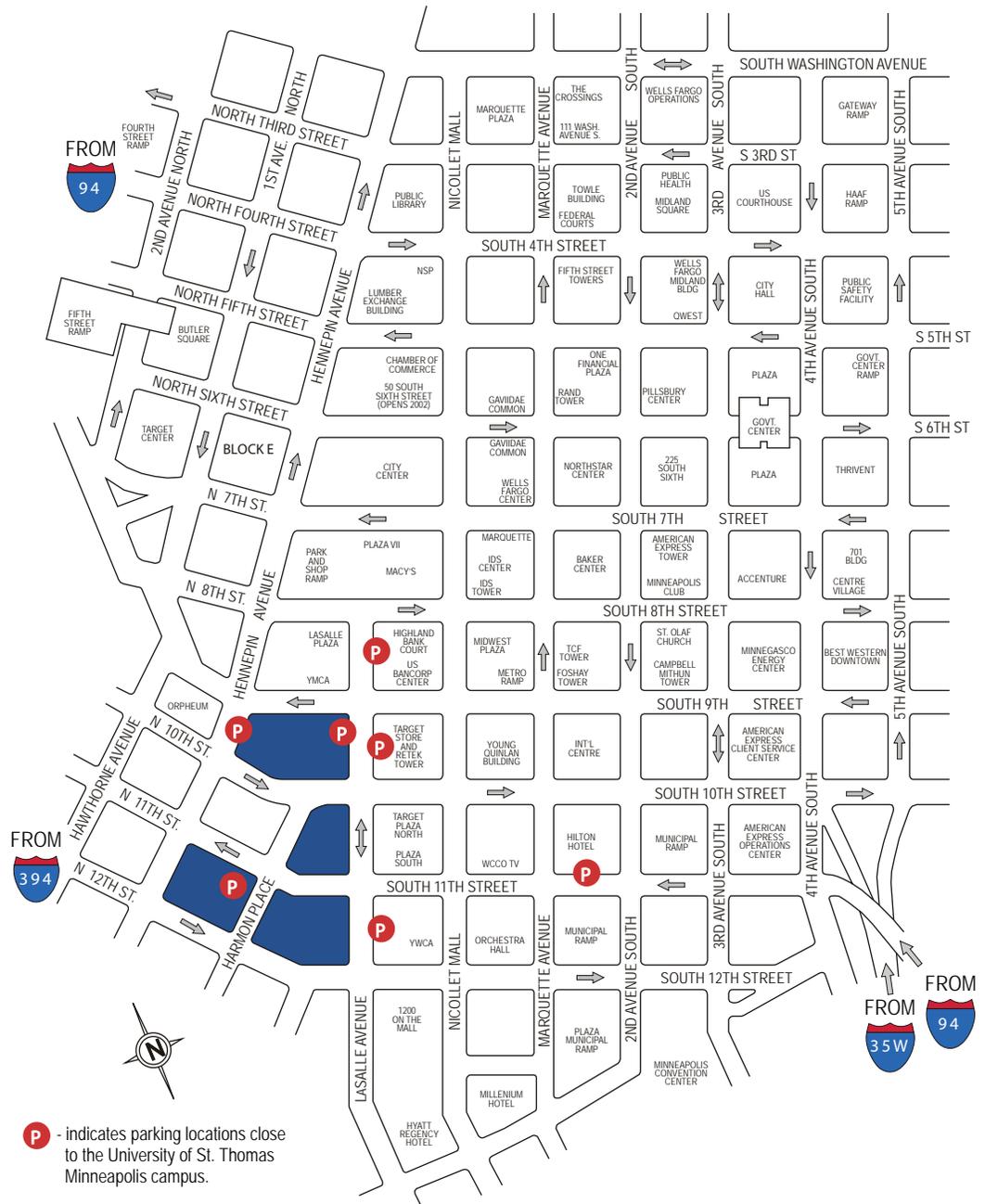
Minneapolis Campus

1000 LaSalle Avenue
 Minneapolis, Minnesota
 55403



1. School of Law (MSL)
2. Terrence Murphy Hall (TMH)
College of Business
3. Opus Hall (MOH)
School of Education
4. Parking at 11th Street
and Harmon Place
5. Schulze Hall (SCH)

Schulze School of
Entrepreneurship
6. West Metropolitan
Education Program
(with underground
parking garage)



FROM THE WEST

OPTION ONE: I-394 East to I-394 Downtown Exit to 12th Street North (exit 9A); to LaSalle Avenue; turn left (north) on LaSalle Avenue to 11th Street; turn left (west) on 11th Street. The campus will be on your right.

OPTION TWO: I-94 East to Downtown Exit to 4th Street; take Fourth Street to First Avenue; turn right on First Avenue to 10th Street; turn left on 10th Street to LaSalle Avenue; turn right on LaSalle Avenue to 11th Street; turn right on 11th Street. The campus will be on your right.

FROM THE EAST

I-94 West to 11th Street Exit (exit 233A); turn left. West on 11th Street to LaSalle Avenue (one block past Nicollet Mall). Campus will be on your right.

FROM THE SOUTH

I-35W North to Downtown Exits to 11th Street / Grant Street Exit (exit 16A); turn left. West on 11th Street to LaSalle Avenue (one block past Nicollet Mall). Cross LaSalle Avenue. Campus will be on your right.

FROM THE NORTH

I-35W South to West I-94. West on I-94 to 11th Street Exit. West on 11th Street to LaSalle Avenue (one block past Nicollet Mall). Cross LaSalle Avenue. Campus will be on your right.

FROM THE AIRPORT

I-494 West to I-35W North. Downtown Exits to 11th Street / Grant Street Exit (exit 16A); turn left. West on 11th Street to LaSalle Avenue (one block past Nicollet Mall). Cross LaSalle Avenue. Campus will be on your right.



Please bring this
handbook with you to
your SEVIS registration
appointment after you
arrive at St. Thomas.



UNIVERSITY *of* ST. THOMAS
MINNESOTA

International Admissions

Mail 44C, 2115 Summit Ave.
St. Paul, MN 55105

Tel: +1 (651) 962 6880
Fax: +1 (651) 962 5199

International Student Services

Mail 5014, 2115 Summit Ave.
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Fax: +1 (651) 962 6655