CENTRE COLLEGE

INTERNATIONAL STUDENT HANDBOOK

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International Student Services

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WELCOME!

Welcome to Centre College! We are excited to have you on campus and hope you will soon become an active member of this vibrant, challenging, stimulating community. You have chosen a college of great reputation and history, and a place where we know how to work hard, enjoy the non-academic life on campus, and make the most of the beauty and knowledge surrounding us. Life here may seem strange at first, but we hope that in a very short time, Centre College will feel like your home away from home!

The following pages include information that may be helpful as you learn about the college, the town of Danville, and the United States. Let this handbook guide you as you get settled and become familiar with how things work here.

We have anticipated a few questions you may have as you establish yourself at Centre, but you will probably have many more questions during your first year here. Please do not hesitate to ask me for help if you are having difficulty. In fact, you have many people here to help you (professors, the Registrar, your Resident Assistant and Orientation Leaders, Mentors, friends, and staff members), so feel free to ask for help or support at any time. As Dr. John Roush, president of Centre College, says, “You will find the Centre faculty, staff, facilities, organizations, and activities at Centre have a common purpose—to provide you with a challenging and rich experience of intellectual and personal growth.”

Congratulations on being a Centre student! We expect that your time at Centre will be a transformative experience for you, and we are honored and excited to be a part of it.

Regards-
Stephen Swan
Assistant Director, Center for Global Citizenship
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Academics

Academic Success at Centre College

Once you begin attending classes at Centre College, you will quickly realize that they are quite different from those you are accustomed to in your home country. Do not let these differences intimidate you! View them as simply more challenges to overcome in your process of adapting to life in the U.S. and at Centre.

Most international students are often surprised by the level of informality of an American classroom setting. Classroom instructions are a combination of formal instructions and discussions. In many classes a certain percentage of the grade is based upon what professors call “participation” points. These are points that are awarded for class attendance or classroom discussion. At first, it might be intimidating to speak in class due to language difficulties. Don’t let that keep you from sharing what could be a very valuable and insightful comment. If you show an interest in and demonstrate a familiarity with material that is being discussed, the professor is not going to be concerned with any mistakes that you may make while participating in the discussion. Students, too, will appreciate your insights and your participation helps them know you better.

For many students, classroom lectures are hard to follow; often it appears the professor speaks too fast or uses terms that are not familiar. While this can be quite frustrating, with time it will get better as you get more familiar with the language and become accustomed to local accents. In the meantime, to have good lecture notes, keep a separate notebook for each course and copy down everything that is written on the board during the course of the lecture. It is also a good idea to sit towards the front of the classroom; it will help you pay closer attention. You may also wish to tape record the lecture so you may review it while you study.

Another thing that might help you with notes is getting together with other students from your class (study group) and sharing your notes. This will help you review your notes and make sure that you are not missing important course concepts. During exam time, it is helpful to get together with your study group to review notes and discuss course materials.
If you find that you are having any problems adjusting to the academic or social settings at Centre College feel free to contact Stephen Swan, your International Student Advisor, at any point in time.

**Academic Expectations and Requirements**

**Class Attendance**

Class attendance is required as described in your student handbook and per the professors' policies. This is an opportunity for students to ask questions and clarify problems in their assigned reading. In addition, professors may introduce entirely new material in class, not covered on the syllabus. Attendance is especially important for language courses where class participation is evaluated as part of the course work and grading. In some classes attendance can count towards your final grade. Please check with your professor on the policy of class attendance in her/his course.

**Class Participation**

Class participation is an integral part of your success at Centre! In most classes, students are not only encouraged to participate in classroom discussion; they are expected to do so. The final grade that you receive in a course may reflect a combination of a mid-term exam, final and/or other exams, compositions and research papers, AND class participation. Class participation involves contributing to the class discussions and answering questions. If you sit quietly and never offer an opinion or ask a question, your final grade may be adversely affected. Do not be afraid to talk in class, even if you are not totally sure of your answer, because talking in class will indicate that you are thinking about the topic of conversation, and it may help you to clarify your thoughts on a topic.

**Taking Notes**

Although this is not usually a requirement, it is very important for you to take notes on your professor's lecture material, especially since most of this material will be covered on exams. It is not necessary or even possible to write down every word your professor says. However, you should be sure to cover the main points of the lecture material in your notes.
The Syllabus

Requirements for each course will vary depending on the subject, professor, and teaching method used. The following general information, however, may serve as a guide.

On the first day of the class (or before!), the professor usually distributes and reviews a course syllabus. In most cases the syllabus will establish a course framework, which will be followed throughout the semester.

Typically a syllabus will first list the professor's name, office address, office phone number, and office hours. This is important information if you ever need to speak with a professor outside of the classroom. The syllabus may then list the course objectives and requirements.

The syllabus will also list required and suggested textbooks. In most cases the books listed will be available for purchase at the college bookstore or will be on reserve at the college library. You may also find students who have previously taken the course, who are selling the used books at a reduced rate. You can also purchase your books online.

A syllabus may resemble a schedule, being divided into topical sections or areas that correspond to specific class meeting dates. It may also list required and suggested class assignments. Students are generally responsible for completing the assignments outside of class time. Professors for upper-level classes do not usually review assigned readings during class time, but rather will spend the time discussing related points. You should assume, however, that you are responsible for the material covered by the assignments, even if the professor does not review them during class. In many cases, examinations and required research papers will assume your familiarity with all the assigned work.

The syllabus should also clearly specify the requirements for a grade. This may include information about class participation, examinations, and research papers. The examination date or due date for papers should be clearly listed on the syllabus. The material the exam or paper is expected to cover may also be stated on the syllabus. Due dates for papers are rarely flexible. You will be expected to complete the work on time; however, some professors are willing to give extensions depending on the situation. If you have any questions about the syllabus or the course requirements, you should not hesitate to ask the professor for clarification.
Academic Resources

Office Hours

Your professor will designate office hours when you can meet on an individual basis to discuss your questions and concerns. If you have questions, concerns about your ability to meet a deadline, challenges with English or any other issues related to your ability to succeed in the course, you should meet with your professor as soon as possible. If your professor’s office hours conflict with other classes, professors are willing to make an appointment for an alternative time. Simply talk to or email the professor (the email address can be found on the syllabus...first-name.last-name@centre.edu) to schedule an appointment.

It always works to your advantage to meet with instructors regarding your concerns so that they will know you are a committed student who cares about getting the most out of your studies. Your professors want you to do well, and want to get to know you. Don't miss the opportunity to get to know your professors—it may be the best part of studying at Centre College.

English as a Second Language Tutoring (ESL)

ESL is one of the most important forms of support Centre offers you. For you to reach full potential and succeed at Centre you will be expected to expand your vocabulary, written and spoken English comprehension. For this purpose, Centre employs an ESL and International Student Services Specialist to help our students with their academic and cultural adjustment.

The Writing Center

The trained peer consultants meet individually with students to discuss any writing project. The Writing Center consults on every stage of the writing process—from finding a topic to revising a draft. The goal of each consultation is to foster in students a greater consciousness of their thinking and writing, not to produce a flawless text.

The Writing Center offers one-on-one consultations between students and trained peer consultants on a drop-in basis. The consultants serve as friendly-but-critical readers. The typical consultation begins with a collaborative effort to identify priorities for the session.
Students benefit most from sessions that occur at the planning, drafting, and revising stages, when there is still enough time for the writer to rethink ideas, argument, and evidence in creative and constructive ways. Consultants will ask writers lots of questions and encourage students to recognize their own weaknesses and identify strategies for making changes and enhancing strengths. Ideally, this conversational exploration will prompt writers to refine both the argument and the prose for clarity and power. The Writing Center can help you with just about any written assignment.

Writing Center Info:
Office Location
Young 140

Hours
Sun – Thurs: 7 – 11 p.m.
Mon – Thurs: 2 – 4 p.m.
(Please arrive at least 20 minutes before closing)
Email
Azita.Osanloo@Centre.edu

Campus

Academic Calendar/Campus Events

Sunday, August 26 – Opening Convocation
Monday, August 27 – Classes Begin
Wednesday, October 10 – Midterm
Thursday-Sunday, October 11-14 – Fall Break
Friday-Saturday, October 26-27 – Homecoming
Wednesday-Sunday, November 21-25 – Thanksgiving Break
Friday, November 30 – Classes End
Sunday-Friday, December 2-7 – Finals

Student Activities/Organizations

- American Chemical Society (ACS)
- Computer Science Club
- Economics Society
- Math Club
- Philosophy Club
- Pre-Health Society
- Psychology/BNS Club
- Society of Future Educators
- Society of Physics Scholars
- Art Society (Visual Arts: photography, paintings, videos)

**Cultural**

- Arabic@Centre
- Chinese Club
- Diversity Student Union (DSU)
- French Society
- Hispanic Society
- International Student Association
- Japanese Club

**Governing Bodies and Coordinating Councils**

- Student Activities Council (SAC)
- Student Government Association (SGA)

**Performing Arts**

- Centre Encore
- Centre Players
- Common Time
- Moments in Motion Dance Club

**Service and Social Awareness**

- After School Program
- Alpha Phi Omega-Theta Theta Chapter
- Best Buddies
- Centre Action Reaches Everyone (CARE)
- Centre Environmental Association
- Centre Feminists
- Centre Queers & Allies
- GEMS
- Habitat for Humanity
- Rotaract Club of Centre College

Special Interest
- Car Club
- Centre Sangha
- Fashion Forward Activism
- The Foundation for the International Medical Relief of Children (FIMRC)
- Investment Society

Spiritual and Religious
- Centre Christian Fellowship (CCF)
- CentreFaith
- Centre Sangha
- Muslim Student Association

Sport and Recreational
- Badminton Club
- Centre Table Tennis Club
- Centre Ultimate Frisbee Club
- Equestrian Club
- Rugby Club

Student Media and Publications
- Centre Writers
- The Cento (school newspaper)
- Front and Centre
- Vantage Point (literary magazine)

What to Do in Danville

Attractions
Jacobs Hall, Kentucky School for the Deaf – A museum showcasing life for deaf students in 19th century Danville at one of the only institutions of its kind of the time. Tour dormitories and classrooms inside a beautiful historic building. 202 South Second St.

Wilderness Trail Distillery – The first legal distillery in Danville and a member of the Kentucky Bourbon Trail Craft Tour®, this craft distillery produces bourbon, rye whiskey, rum and vodka from locally sourced ingredients. 4095 Lebanon Rd.

Great American Dollhouse Museum – Over 200 intricate and beautifully detailed miniature buildings and scenes from throughout history and across the globe. 344 Swope Dr.

Community Arts Center – Hosts year-round art exhibits, classes and events from within the historic Federal Building and throughout Danville. 401 West Main St.

Pioneer Playhouse Dinner Theatre – Kentucky's oldest outdoor theatre, offering delicious meals before performances and a full lineup of summer productions. 840 Stanford Ave.

McDowell House and Apothecary Shop – Tour the home of Dr. Ephraim McDowell, a pioneering 19th-century surgeon who performed the first successful ovariotomy in the world. View the operating room, apothecary, and private rooms. 125 South Second St.

Constitution Square Historic Site – The birthplace of Kentucky's statehood; tour the site of the signing of the Constitution, a frontier jail and meetinghouse, as well as the first post office west of the Alleghenies. 105 East Walnut St.

Millennium Park – A beautiful community park with walking trails, a duck pond, pavilions and playgrounds, as well as athletic facilities. 1000 Cunningham Way

More attractions can be found online at http://www.danvillekentucky.com/list/category/arts-entertainment-attractions-106/
Restaurants

*Beer Engine* – A 12-tap microbrewery with multiple local brews, homemade beer cheese, and other bar snacks  
107 Larrimore Lane

*Cheddar's Restaurant* – Serving a variety of lunch and dinner items, including soups, salads, sandwiches, pasta, chicken, seafood, burgers, steaks and more.  
US 127 South

*Wok N Go* – Local Chinese take-out restaurant.  
1410 Hustonville Rd. (859-236-7171)

*House of Cheung* – Authentic Chinese restaurant owned by a Chinese family.  
817 N Maple Ave. (859-236-2772)

*Bluegrass Pizza & Pub* – Local brick-oven pizzeria that uses from-scratch dough, locally sourced ingredients and also serves a variety of beers.  
314 West Main St. (859-236-7737)

*Harvey's* – Local restaurant that offers Southern cuisine and Mexican cuisine.  
120 S 4th St. (859-209-2626)

*Cracker Barrel* – Local restaurant that offers Southern cuisine  
40 Cassady Ave. (859-936-7792)

*Summer Hokkaido* – Sushi restaurant; also offers bento box lunches and other entrees.  
2900 South Danville Bypass

*Grace Café* – A nonprofit, pay-what-you-can, farm-to-table community café with a mission to end hunger and food insecurity in Boyle County.  
219 South Fourth St.

*The Hub Coffee House and Café* – A historic downtown building offering coffees, tea, sandwiches, soups, salads, baked goods and more.  
236 West Main St.

*Brother’s Bar-B-Que & Brewing Co.* – A family-owned restaurant serving southern-style barbeque and craft beer.  
464 South Fourth St.
Burke’s Bakery and Delicatessen – A fifth-generation family business serving homemade breads, cookies, sandwiches and donuts
116 West Main St.

Guadalajara Mexican Restaurant – Serving traditional Mexican flavors.
917 Hustonville Rd.

More restaurants can be found online at
http://www.danvillekentucky.com/list/Category/restaurants-specialty-dining-75/
Weekly transportation to and from local grocery stores is provided

Every Saturday, at 12:00pm the Dan-Tran Bus will depart from behind the campus center. The bus will make stops at Kroger and Walmart, giving you about 50 minutes at the store of your choosing before picking you up and returning you to the closest unloading area near your dorm. This service is free of charge and runs throughout the academic year including all breaks.

**Loop 1 Starts at 12:15**—Centre, Kroger (15), Walmart (10), Back to Centre

**Loop 2 Starts at 1:00**—Centre, Kroger (15), Walmart (10), Bus Stop break (15)

**Loop 3-LAST PICKUP-Starts at 1:45**—Kroger (15), Walmart (10), back at Centre by 2:30pm

- **Centre Shuttle to Lexington:** Centre arranges occasional shuttle service to Lexington which stops at YuYu Asian market and Fayette Mall for $25. Each trip lasts about 5 hours, from noon to 5PM. This shuttle operates 2-3 times per semester provided that there are at least 40 students who sign up for the service each time.
Dan Tran Blue Grass Service
Dan Tran is the public bus service of Danville and operates from Monday to Saturday, 8:00AM to 4:50PM. It costs $2/ride but some drivers make exception for Centre students and you get to ride free. In case you miss the Saturday shuttles or you need an emergency trip to the groceries during the week, you can use Dan Tran.

![Dan Tran Logo]

**Around Town**
1-800-456-6588

### Schedule

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<thead>
<tr>
<th>Site</th>
<th>LOOP 1</th>
<th>LOOP 2</th>
<th>LOOP 3</th>
<th>LOOP 4</th>
<th>LOOP 5</th>
<th>LOOP 6</th>
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<tbody>
<tr>
<td>BUS Stop at City Parking Garage</td>
<td>8:00 am</td>
<td>9:30 am</td>
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<td>Hill-N-Dale</td>
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<td>301 N. Hill N Dale Street</td>
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<td>Save-A-Lot/Family Dollar</td>
<td>8:10 am</td>
<td>9:40 am</td>
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<td>1085 E. Lexington Road</td>
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<td>Shakerpoint/Latimer Heights</td>
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<td>Corners of Holladay Drive, High Street and Swope Drive</td>
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<td>Boyle County Public Library</td>
<td>8:26 am</td>
<td>9:56 am</td>
<td>11:26 am</td>
<td>12:56 pm</td>
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<td>307 W. Broadway Street</td>
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<td>Centre College</td>
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<td>Semi-Circle Behind Campus Center on College Street</td>
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<tr>
<td>Arnold Tower</td>
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<td>401 S. 3rd Street</td>
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<tr>
<td>McClure/Village Apartments</td>
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<td>McClure Drive and Balasa Drive</td>
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<td>Baughman #1</td>
<td>8:46 am</td>
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<tr>
<td>Baughman Avenue and Sanders Clay Circle</td>
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<td>Baughman #2</td>
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<td>Corners of Baughman Avenue, Alexander Drive and Onstott Drive</td>
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<td>55 and Alive Senior Activity Center</td>
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<td>973 Hustonville Road Suite # 23 (Southland Plaza)</td>
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<td>Kroger</td>
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<tr>
<td>Kroger Skywatch Drive (near right corner of building)</td>
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<tr>
<td>Centre College</td>
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*Actual times may vary according to traffic conditions, weather conditions, and other factors*
Dan Tran also provides connection to various locations in **Lexington** by request. However, the last pickup from Lexington is at 2PM Monday to Saturday. The fare is $10 for a round trip. Once you get to Lexington, you can Uber or Lyft to other locations. depends on the driver, sometimes you can make request to be dropped off at your desired locations instead of the intended stops. Lexington is a pretty city with a lot of restaurants and markets so you might want to take advantage of this service. You might also use this service to get to Lexington airport since the price is cheaper than Centre's service.

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**Danville Connection**

The Danville Connection (Danville to Lexington Route) is an intercity route from Danville, KY to Lexington, KY available to the general public with and without disabilities. This route requires a 24-hour advance notice. Call **1-800-456-6588** for more information.

The fare is $10.00 for per ROUND trip or FREE for Veterans with a photo ID; with exact change only, as the driver does not carry cash.

The Danville Connection pickup sites are the Danville BUS Stop, Boyle County Public Library, or Centre College. The coordinated route then continues to Lexington with stops at Blue Grass Airport, LexTran (main terminal on Vine Street), and the Greyhound Bus Terminal.

**Danville Connection** service is offered Monday through Saturday. Hours of service and coordinated departure times (based upon coordination, availability, and demand) may generally be requested. Actual times may vary according to traffic conditions, weather conditions, and other factors.

Driver does not handle rider packages, parcels or personal items. Groceries are allowed for a limited amount of parcels. Children under the age of 13 will require an adult to accompany them.

There will be no service on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day. The Bluegrass Ultra-Transit **Inclement Weather Policy** will be followed for this service. When limited service is called, road conditions will determine whether this service will be canceled.

Passengers will need to be at their reserved pick-up site (24-hour advance notice is required) no later than the appointment time given during the reservation process.

Call **1-800-456-6588** for more information.
Getting a Driver’s License

It is very important that you read and understand the steps before going to Lexington to begin the process.

1. Obtain letter of student standing from Stephen Swan or the registrar
2. If you have a Social Security card, skip #3
3. If you do not have a Social Security card, you will have to go to the Social Security office with passport, latest I-20, and latest I-94 print out/card. You will receive a Denial letter

103 Belinda Blvd. Danville, KY 40422

4. Go to the DMV (1591 Winchester Rd, Suite 104, Lexington KY 40505) with the following documents:
   a. Official proof of address (utility, phone, or school bill mailed to your home)
   b. The letter you received from Stephen Swan AND the Social Security letter (or SSN Card, if you have it)
   c. Latest I-20
   d. Passport with Visa
   e. Latest I-94 print out/card

5. You will be scheduled to complete a written test. After passing the written test, you will be able to schedule a driving test 30 days after holding a learner’s permit and without any incidents (date to take driving test determined by availability).

Booking Flights

Reserving a Shuttle

Centre provides a shuttle service to and from the airports in Lexington ($20 each way) and Louisville ($30 each way). To ride the shuttle, you must fill out a shuttle request form for each shuttle (both to the airport and from the airport). The request form can be found on the Centre College Shuttle page on Centre’s website (https://centre.co1.qualtrics.com/SE/?SID=SV_bP1HmRap9VZdzfL). All shuttle requests must be made before the designated due date at 5pm.
Below you will find the 2018-2019 shuttle dates. This chart will give you all of the important dates for each shuttle season.

**Beginning of Semester Arrivals**
Arrivals – August 22\(^{nd}\) to August 26\(^{th}\)

**Fall Break**
Departures: October 10\(^{th}\) and October 11\(^{th}\)
Arrivals: October 13\(^{th}\) and October 14\(^{th}\)

**Thanksgiving Break**
Departures: November 19\(^{th}\) – November 21\(^{st}\)
Arrivals: November 24\(^{th}\) and November 25\(^{th}\)

**End of Semester Departures**
Departures: December 3\(^{rd}\) – December 9\(^{th}\)

**Start of Centreterm Arrivals**
Arrivals: January 1\(^{st}\) – January 3\(^{rd}\)

**Centreterm Break**
Departures: January 24\(^{th}\) and January 25\(^{th}\)
Arrivals: January 29\(^{th}\) and January 30\(^{th}\)

**Spring Break**
Departures: March 15\(^{th}\) – March 18\(^{th}\)
Arrivals: March 22\(^{nd}\) – March 24\(^{th}\)

**End of the year Departures**
Departures: May 10\(^{th}\) – May 21\(^{st}\)

If you do not submit the shuttle request form by the designated date, email the shuttle coordinator at emma.king@centre.edu. Late requests for transportation may not be possible to fulfill, and you will be charged a $20 late fee.

Request for August arrival shuttles must be completed by Friday, August 19 at 5pm.
Suggested Websites to Book Flights

For inexpensive flights: Travelocity, Expedia, KAYAK, Orbitz, Routehappy, Momondo, The Flight Deal, Skiplagged, Priceline, CheapTickets, CheapAir, CheapOair
For student discounts: Student Universe, STA Travel, CheapOair, Generation Fly
For multi-leg flights: Expedia, Orbitz
For short-notice flights: Google Flights
For deciding when to buy: ITA Matrix

Student Support

Host Family Program

This voluntary program is designed to introduce international students to American family life. Although you won't live with your host family, you will have the opportunity to spend time with them, whether it is during meals, local outings, or other activities.

Please keep in mind that the families are told not to feel pressured to take students to the airport (or to pick them up), to host them during the Centre breaks, or to support them financially. Although many families do invite students to lodge at their homes every now and then and are happy to make occasional trips to and from the airport to pick up students, PLEASE do not assume they will be available for rides. You should arrange for airport pick-ups through the Centre shuttle.

Also keep in mind that you should not feel obligated to participate in any religious or cultural ceremony or custom you do not wish to. We simply ask that you respect the religious and cultural differences of your host family and we expect them to do the same for you. If at any point you ever feel pressured or uncomfortable with the experience please notify Stephen Swan.
Student Mentor Program

Goals:
- To integrate Centre international students into all aspects of Centre life, including classroom learning, extracurricular activities, campus organizations, and more.
- To create an atmosphere of support—a academically, culturally, and personally—for new international students.
- To provide new international students with a fellow student’s perspective on both academic and personal life at Centre.
- For our American students to get exposure to different cultures.

Your ISOL will continue to be there for you during the fall term of your first year. This relationship can be a great resource as you transition into college life in America. Ideally, you will meet with your student mentor at least once every other week, joining them for a meal, a convo, a local outing, or another activity. After the winter break, you will most likely meet with your mentor a little less often, although you are welcome and encouraged to spend as much time with him or her as you two would like.

International Student Services Office- Stephen Swan
Located at the Centre for Global Citizenship - Old Carnegie

Centre College is constantly evolving to serve the needs of our student body. We pride ourselves on providing a transformational education in a personal environment. Admitting a large body of international students each year, Centre acknowledges its responsibility to accommodate international students and provide services to help with their integration. As a result, Centre dedicates the International Student Services office to fulfill this mission. The office’s objective is to provide services and programs to accommodate and improve the quality of the experiences of international students on Centre campus. The office encourages international students to share their opinions and suggestions as well as their personal experiences. International students’ input allows the office to gain a great understanding of the experience of the student body and thereby assess current programs and services. Stephen Swan and the office are committed to addressing and accommodating students’ every needs. The office welcomes all international students to reach out when they are in need or simply to share their daily experiences.
**International Student Service Committee**
The International Student Experience Committee is an ad hoc committee comprised of members of the Centre Community to brainstorm and generate ideas on how to improve the experiences of international students and assess the state of services, integration progress and programs provided to the international student body at Centre. We have successfully arranged this meeting every Spring at the end of the academic year since 2015 and many successful programs have been implemented since our inaugural session.

**Life Hacks & Advices**

**1. Suggestion for getting books and academic supplies**
College textbooks can be very expensive, but they do not have to be. To save the cost, you should only purchase books that will benefit you in the long run. For examples, books that are required for you major courses can be important references for your future work. For other books such as the ones for general-requirement-courses, you should rent or borrow books from other students, who already took the course and also won't be using them in the future.

Always cross check the prices of book. Centre College Bookstore normally provides all required books but they are often overpriced. You should do an online web search with the ISBN of the book, which can be found in Centrenet book list, and compare prices that each website offers. Here is a list of sites that offer cheap book purchase or rental:
Amazon, Chegg, Barnes and Noble, Campus Book Rentals, Better World Books, AllBookstores...
For art supplies, *Dick Blick* offers good prices, but they take about 2 weeks to ship so you need to prepare in advance.

**2. Keeping pets or plants**
Keeping pets or plants is an excellent way to deal with the academic pressure and mental health issues as the result of a new adjustment. If you choose to do so, make sure you do proper research on the pets/plants before your purchase and prepare for their needs when you plan to be off campus.

Centre allows a 20 gallon or small tank containing aquatic pets per room. You can purchase fishes, frogs, turtles and other aquatic pets from local pet stores such as Pet Paradise II and Petsense Danville. If you don't have access
to those, you may also choose to purchase them online and have them delivered to you through your Centre’s mail box.

Other pets such as cats, dogs, hamsters, snakes, birds, iguanas, lizards, rabbits are not allowed. However, if you register them as service animals to support your mental needs, or other medical conditions, they will be allowed to be on campus. You will need to contact your doctor for this registration and the residence life office for their permission.

3. **Backup your devices**
   You should always have at least two backups for your documents, files and personal laptop. The best way is to use online OneDrive that comes with your Centre Outlook Subscription as backup because it has a large storage of 1TB. You can also use other online backups such as iCloud or Google Drive. While writing a new document or saving files, you should save them online into this online storage. Most professors will not tolerate laptop breakdowns as an excuse if you miss your assignments because you lost your papers.

   It is recommended to get an external hard drive such as WD Passport to regularly backup your laptop and files. In case your laptop breaks down, you will not lose any important documents and files.

4. **Use Saturday Shuttles to get to restaurants**
   Getting around Danville is difficult when you don’t have a car but you can make use of Centre Tran Saturday shuttle service (See above). Since many of the restaurants in Danville are close to Kroger and Walmart, you can walk to them from the designated stops. For example, Cheddar is next to Walmart and Summer Hokkaido is just a few houses away from Kroger.

5. **Talk to your roommate**
   Communication is key when it comes to living with a roommate. You should talk and share things regularly with your roommate to maintain a cordial relationship. It is best to build a good relationship before conflicts arise. However, conflicts are unavoidable and you should always talk to your roommate about things that annoy you to find a resolution. It is most likely that you have to compromise to find a middle ground with your roommate. Make sure that you work with your roommate to find a solution to the problem before reporting him/her to your Residence Advisor or Residence Life Office.
6. **Apply for leadership opportunities**
Opportunities such as being an Orientation Leader, International Orientation Leader or Centre Ambassador can help with your communication skill, leadership skill and confidence. This is also a good way to build connections to the Centre Community.

**Health**

**Parsons Health Center**

The goal of Parsons Student Health Center is to assist students with health issues and to empower students to take responsibility for their health in ways that promote excellence in all aspects of campus life.

*Go to Parsons for:*
- Health services—Go to Parsons before going to the hospital if you are feeling ill.
- Counseling Services—Stressed? Tired? Want to talk?
- Too sick to go to class—Get an excuse from Parsons if you wish to miss class.

**Health Insurance**

As an International Student at Centre College, you are covered under our Lewermark Insurance Policy. The cost of the insurance is approximately $103 a month / $1,030 for the Academic year—this balance will be added to your tuition payment in two installments of $515 each term. This medical coverage is valid in any country, worldwide, *excluding your home country*, so you do not have to get different coverage when you study abroad.

For additional information, please visit us at [www.lewermark.com/centre](http://www.lewermark.com/centre) or call 1-800-821-7710.

**Carry your LewerMark Insurance ID Card with you at all times**

<table>
<thead>
<tr>
<th>2018-2019 Benefits</th>
<th>Medical Insurance Benefits Per Policy Year For Centre College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Per Injury or Sickness</td>
<td>$500,000</td>
</tr>
<tr>
<td>Policy Year Maximum Benefit</td>
<td>$500,000</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>$0</td>
</tr>
<tr>
<td>Pre-Existing Condition Benefit (6 months)</td>
<td>$2,500</td>
</tr>
<tr>
<td>Student Health Center or approved Walk-in Clinic</td>
<td>$0 copay for eligible benefits</td>
</tr>
<tr>
<td>Copay Per Office Visit</td>
<td>In Network: 100% after $20 copay</td>
</tr>
<tr>
<td></td>
<td>Out of Network: 80% after $35 copay</td>
</tr>
<tr>
<td>Copay Per Hospital Visit</td>
<td>In Network: 100% after a $50 admittance copay</td>
</tr>
<tr>
<td></td>
<td>Out of Network: 80% after a $70 admittance copay</td>
</tr>
<tr>
<td>Wellness Benefit</td>
<td>100% up to $250 per policy year</td>
</tr>
<tr>
<td>Emergency Ambulance Services</td>
<td>Up to policy maximum by ground</td>
</tr>
<tr>
<td></td>
<td>Up to a maximum of $10,000 by air</td>
</tr>
<tr>
<td>Emergency Room Visit</td>
<td>$100 in network copay/$200 out of network copay</td>
</tr>
<tr>
<td>Prescription Drugs (up to $2,500 per policy year outpatient)</td>
<td>100% covered if dispensed as inpatient in the hospital or 60% covered if dispensed as outpatient at a in-network pharmacy</td>
</tr>
<tr>
<td>Medical Treatment of a Mental Condition</td>
<td>Maximum of 30 days inpatient, maximum of 30 outpatient visits</td>
</tr>
<tr>
<td>Physiotherapy (only when prescribed by a Physician)</td>
<td>20 visits per policy year</td>
</tr>
<tr>
<td>Medical Evacuation</td>
<td>$50,000*</td>
</tr>
<tr>
<td>Repatriation</td>
<td>$25,000*</td>
</tr>
</tbody>
</table>

*Scholastic Emergency Services provides additional benefits.

Services below are included in your plan with 24/7 translation assistance.

**Scholastic Emergency Services (SES)**
An Assist America Partner

1-877-488-9833

*In the event of an emergency, SES offers a wide variety of services, at no additional charge to the student.*

**MyNurse 24/7**
Medical Help Line

1-866-549-5076

*Speak with a nurse about your health, illness or where to go if you feel sick or are injured.*

**Morneau Shepell**
Counseling Services

1-866-743-7732

*Student Support Advisors can help you anytime, anywhere with:*
Frequently Asked Questions

What is the network LewerMark uses? Centre College uses First Health, a nationwide provider network. If you choose to go to a provider outside of the First Health network, you may have to pay extra money out of pocket.

How do I find a doctor? Click on the Search for a Doctor link on your insurance website found at the top of this document. Click ‘First Health Network’ then ‘Start Now’ and type the zip code of the area in which you would like to search. You will need to search by provider type (i.e. Physician, Urgent care center, Hospital).

What is a copay? This is the amount of out of pocket expenses that you must pay the doctor, clinic, or hospital for each visit.

What is included in the Wellness Benefit? The Wellness Benefit covers 100% (up to $250 per school year) of any combination of routine/sports physicals, gynecologic health screenings, immunizations, and tuberculosis tests. See plan brochure for more details.

The provider says I am not on the insurance list. There is a chance at the beginning of the term that we have not received the enrollment information from your school. The school needs to send us notification that you are enrolled in the insurance plan. We will reimburse your eligible visit if the provider requires payment up front. You may contact us at 1-800-821-7710.

What is an EOB? An EOB, or Explanation of Benefits, is a form you will receive online if you visit a provider. It shows the charges, discounts, and any amount that is still owed. You will also receive an email that your EOB is available online to review. An EOB is not a bill.

When should I use the Emergency Room? Hospital Emergency Rooms (ERs) are set up to focus on medical emergencies, not routine health care. Many health problems are not emergencies. If you are unsure whether the problem is an emergency:
  - Call MyNurse 24/7 for help at 1-866-549-5076 — no additional charge and available in over 200 languages
  - Go to your Student Health Center or walk-in clinic, if open
  - Go to the ER if you feel the problem is so serious that it cannot wait until your Student Health Center or walk-in clinic is open

What happens if my claim is rejected? Call LewerMark at 1-800-821-7710 or email lewermarksupport@lew.com. Occasionally, claims can be rejected if the doctor provides the wrong number or information. We will research the claim and let you know the status. If you receive an Claims Questionnaire, this must be completed and returned before your claim can be processed.

What is the ‘Make Your Mark’ Scholarship Program? It’s a scholarship contest available for international students. Please visit www.lewermark.com for more information.
International Student Support Program

Tailored support for international students
1-866-743-7732

Being an International Student can be Stressful

The International Student Support Program is designed to help international students face the challenges of balancing school, adjusting to a new culture and adapting to their other responsibilities.

Help is available from a network of qualified professionals.

Morneau Shepell's International Student Support Advisors can help anytime, anywhere with:
- Adapting to new cultures
- Being successful at school
- Relationships with friends and family
- Stress, sadness, loneliness and more

Students can connect with an Advisor who:
- Speaks their language
- Understands their culture
- Keeps their information confidential
- Is available 24/7 and at no cost to the student

Contact Morneau Shepell 24/7

- Download the free My SSP app from your device's app store today
- Visit us.myissp.com
- Call 1-866-743-7732
- If calling from outside North America: 001-416-380-6578
Customary Practices in the U.S.

Coming to a new country is an exciting experience. It is an opportunity to study in a new environment, learn new skills, broaden one’s horizons, and become independent. **But it is a mixed experience.** Students often suffer from “culture shock,” and the excitement of the first few days may give way to loneliness and unhappiness.

“Culture shock” is difficult to handle. It is the confusion and disorientation one feels when confronted with a new set of values and behavior patterns. There is not one “best” way of dealing with this problem. The best advice is to communicate and keep an open mind. You can try to observe and to understand others.

Another problem many students may face is a loss of the status they may have enjoyed at home. They may feel somewhat anonymous in a new country. In most cases, international students come from a racially homogenous society/or and belong to the dominant ethnicity or race in their countries. However, the U.S.A is very racially and ethnically diverse and in most cases, students will find themselves belonging to a minority ethnicity or race in the U.S.A. Students will sometimes, but not always be treated according to their new minority status, which might come as a great shock. To prepare for this new status, students are advised to learn the social context surrounding their minority group within the U.S.A’s broader history to gain a better understanding of how they might be viewed by Americans. This research is necessary to help students navigate through this change of social status.

Americans also experience culture shock when they travel abroad. People in this country act in accordance with their history and values. Some examples of American core values and customs are listed below. This list serves as a rough outline and a suggestion only because they do not apply to all Americans. Please consult this list and try to understand the differences instead of judging them by the standards and expectations of your own country.
Customs

Individualism

Americans often see themselves as individuals. Emphasis is placed on “doing your own thing” and having the freedom to make individual decisions. For example, everyone is expected to pay for his/her bills during social occasions as opposed to paying for each other to show hospitality.

Privacy is also highly valued and respected. For example, people would avoid talking explicitly about school grades or financial contributions. However, many Americans, even while making life plans that suit their personal needs, agree that family and friends are important, and will seek advice from them and make decisions together within the family. Personal freedom is respected and highly tolerated.

Informality

Most Americans are informal in their behaviors; even elderly people are often addressed by their first names. This is not a mark of disrespect but of a sense of equality. People also use a lot of slangs and idioms as opposed to the formal academic language. It is helpful to prepare yourselves with an understanding of slangs and idioms.

You will encounter people walking in the street who will often smile and say “hi” as you pass them. This is an acknowledgement of your presence, not necessarily an invitation to begin a conversation. Strangers might even offer you rides to places. However, you should never get on a car with a stranger.

Time and Appointments

The saying “time is money”, perhaps best expresses the American concept of time. It also exemplifies their work ethic. Generally speaking, Americans are highly conscious of the value of time and use it quite efficiently.

The American attitude toward appointments is indicative of this philosophy. Since most of our daily activities are well planned, it is customary to make advance appointments for most visits to business or professional offices or to meet with faculty (although most faculties have open office hours when you may drop by). If you fail to keep an appointment or are late for it, it is
extremely important for you to call and give an appropriate explanation. In addition, if you know you are going to be late, it is a good idea to call and inform the person you are meeting that you are going to be delayed. If you are late and have not called ahead, you may find the person you are meeting to be abrupt and even unpleasant. Some faculty, office workers, and doctors may cancel the appointment.

**Returning Phone Calls, Emails and Messages**

If you receive a phone call or a message with a name and/or a telephone number, you are expected to return the phone call as soon as possible. When you have called a person who is not there, you are expected to leave your name and/or message so that person will be able to return your phone call.

You should always check your emails and reply to emails as soon as possible.

**Giving Gifts**

Americans usually only give gifts on special occasions such as: Christmas, birthdays, or anniversaries. It is also nice to give a gift to your host. If invited to someone’s house for dinner; flowers or a card is sufficient.

People generally assume that students have a tight budget and very little time to shop. Gift giving should not be thought of as seeking special favors from someone or as requiring a gift in return.

**Invitations**

Americans believe that invitations should be answered as soon as possible. Whenever an invitation is extended to you, formally with a note or informally by telephone, you will be expected to respond quickly and candidly. When accepting an invitation, make sure you have the correct time and place. While appointment times for social events are more flexible than business appointments, you should try to arrive as close to the scheduled time as possible, particularly if you are invited to dinner.

Nothing annoys a host or hostess more than having dinner ready to serve and finding that some of the guests have not yet arrived.
It is normal to thank the person or family for their hospitality by a telephone call or by mailing them a card after the visit. If you are invited to stay in an American home for a few days, giving a small gift is greatly appreciated.

Under normal circumstances, a person who extends an invitation to a restaurant or to a movie theatre will pay the bill and the tip. You may wish to offer to pay but don't expect your offer to be accepted. However, since students are often short of money, an invitation by another student or a group of students may merely mean, “we’d enjoy it if you joined us”, in which case you are expected to pay your share of the bill among everybody in the group. Again, if you are not sure, just ask.

## Alcoholic Beverages

Drinking alcoholic beverages is a commonly accepted social custom among many Americans. In a social situation, or at someone's home, you may be offered an alcoholic beverage. This is to be taken as a gesture of hospitality, although you are not obliged to accept. Drinking alcohol is not a required social formality and you may certainly request a non-alcoholic beverage and still participate. **The legal drinking age in the U.S. is 21 years of age.**

## Holidays

In the academic year there are three vacation periods during which the college and many of the houses close. They are Thanksgiving break in late November, Christmas break in late December and Spring break in mid-March. As an international student you may stay on campus during these breaks- but there will be limited services available. In addition to these vacation periods you will encounter some holidays in the United States that are unfamiliar to you. This list highlights some of the major holidays in the U.S.

- **MEMORIAL DAY**: A national holiday held the fourth Monday in May. Memorial Day commemorates those who died in the wars.

- **INDEPENDENCE DAY**: A national holiday celebrated on July 4th, it commemorates the adoption of the Declaration of Independence in 1776 and the beginning of the national independence of the United States.
-LABOR DAY: The first Monday in September, this national holiday is in special recognition of the worker.

-HALLOWEEN: This is the American interpretation of the European holiday of All Souls or All Saints Day. It is celebrated with great festivity on October 31st, the “hallow eve” of All Saints Day. This is a very popular holiday on college campuses, and students often dress up and “trick or treat” for candy and go to parties.

-THANKSGIVING: A national holiday celebrated the fourth Thursday in November. Thanksgiving pays homage to the Pilgrims and their colonial settlement in the U.S. It is a chance to give thanks for “divine goodness” and centers around the traditional meal of turkey.

**Important Immigration Information**

**Passports**

Before entering the United States, your government must issue you a passport. You are responsible to ensure that the passport is valid for at least six months beyond the date of your authorized stay in this country. Your embassy or consulate in the U.S. can extend, renew, or issue a new passport if necessary. Please consult with them to find out what forms you will need.

Keep your passport in a safe place at all times during your stay. You might want to write down the number and issue-date of your passport and keep this information in a separate place in case your passport is lost. The International Student Services Office will also keep a photocopy of your passport in your file.

**F-1 Visa**

Upon your acceptance to Centre College, our office issued you a SEVIS I-20 Form (Certificate of Eligibility), which enabled you to apply for a student visa at a U.S. Embassy in your country. The F-I student entry-visa is inside your passport. With this visa, you may leave and re-enter the United States as many times as you wish during your stay, provided you have
a.) a valid passport;
b.) a valid multiple-entry student visa in your passport;
c.) a current I-20 Form from Centre College dated and signed by the International Student Advisor, Stephen Swan (In case of emergency and Stephen is unavailable, Kyle Anderson or Karen Ryan may sign your I-20).
d.) Form I-94

**I-94 Form**

When you entered the United States, your arrival at the point of entry was documented in the Dept. of Homeland Security database. Should you need to renew your visa, apply for a driver’s license or social security card you will need a copy of your I94. The I94 can be printed at any time after your arrival by going to the website: [http://i94.cbp.dhs.gov/](http://i94.cbp.dhs.gov/)

**Registration**

All entering students to Centre College as well as returning students must be registered with USCIS every semester. The International Student Advisor will register students within 10 days of their arrival at Centre, and at the beginning of each term.

**Maintaining Documents**

You are responsible for maintaining all official documents such as passport, visa, I-94, etc. The International Student Services will advise and assist you as well as provide you with forms and documents you may need. You are encouraged to periodically check your passport and other documents to make sure that they are still valid and are not expiring soon. If you lose your passport or any other important documents, notify your International Student Advisor IMMEDIATELY.

You are also responsible for maintaining full-time student status while studying at Centre College. You must notify the International Student Services Office if you are transferring, taking a leave of absence or withdrawing.

**Employment**
As a condition of your F-1 visa you are prohibited from working off campus, unless you have extenuating circumstances and have received advisor and Homeland Security approval. If you are discovered working illegally off campus your SEVIS record will be terminated.

You are allowed to work ON campus. During the academic terms you may work no more than 20 hours per week. During the holiday and summer breaks you may work as many as 40 hours per week.

You may ask individual departments or services if they are hiring. **Common places our international students find work are: Sutcliffe Gym, Norton Center, Library, Recycling Center, Physical Plant, Admissions, and with individual departments and professors.**

If you wish to work on campus, finding and applying for openings is your responsibility.

### Social Security Number

**Only those international students in F-1 status who have permission to work on campus are eligible for Social Security numbers.** You should wait until you have been in the U.S. at least ten days before applying for a social security number. This will allow for enough time for your immigration information to be entered into the system, which is then verified by the social security office. You will need the following to apply for a social security card:

- ✓ a letter from your on-campus employer identifying the type of work you are, or will be, doing (Ask Stephen Swan for the template if your supervisor requests it)
- ✓ a letter from the Registrar's Office or from your International Student Advisor verifying that you are enrolled as a full-time student at Centre College in good standing.
- ✓ a Valid passport
- ✓ I-94 (arrival/departure) form found online: [https://i94.cbp.dhs.gov/I94/request.htm](https://i94.cbp.dhs.gov/I94/request.htm)
- ✓ I-20 form

Once you have all these documents, you can apply for your SSC at the local Social Security Office in Danville (103 Belinda Blvd). Please remember to
double check your application for accuracy. The office will hand you a receipt of your application. You will receive your SSC in the mail approximately 2-3 weeks after you apply. If you need a ride to the Social Security Office please schedule it with Stephen Swan 3 days in advance.

**International Student Taxes**

As a precursor to needing to file *income* tax forms (all F-1 visa holders will file the 8843, see below) you must have worked on campus in a paid position.

All international students who have worked and received an income need to file for taxes every year. Even if you didn't work, the IRS still requires all F, J and M visa holders (and their dependents) to complete IRS Form 8843. Although it seems like a daunting task at first, after a brief review of the instructions, filing taxes is easy. If the total sum of your U.S. source income was less than the personal exemption ($3,900 for 2013) you are not required to file IRS Form 1040NR-EZ or Form 1040NR. However, if you had any taxes withheld, you should file IRS Form 1040NR-EZ or Form 1040NR to get a refund of these taxes and you must still file Form 8843.

**Form 8843** - Must be filed by ALL international students present in the United States to exclude the days of presence from the Substantial Presence Test.

**Form 1040NR-EZ** - Must be filed by all international students who have received any type of U.S income other than interest received from U.S. banks and credit unions.

**Social Security and Medicare Taxes** - International students nonresident for tax purposes are NOT subject to Social Security and Medicare taxes. If your employer has withheld Social Security and Medicare tax in error, you can apply to get a refund for the taxes withheld in error by filing Form 843 and Form 8316.


Usually, the tax forms are easy to complete. **However, if you are having difficulties filling out the forms please see Stephen Swan, who is a**
trained Volunteer Income Tax Assistant. Stephen will help guide you through the process and answer any questions you may have.

For more information regarding international student income taxes please see the resources below:

http://www.internationalstudent.com/tax/
http://www.istaxes.com/index.html

Banking

**Opening a Bank Account**

Most international students open a bank account when they arrive in the U.S. When choosing a bank, consider convenience and whether or not the bank has a student account option. To open a bank account, you will need your passport, student ID and a proof of enrollment at Centre College provided by the Registrar. We will help you open a bank account during your first days at Centre.

**Types of Accounts**

1. **Checking**: this is the most common type of bank account for everyday needs. When you open a checking account, the bank will issue you a debit card that can be used to pay for purchases in most stores and to make cash withdrawals at ATMs. Charges made to your debit card are deducted from your account immediately. The bank typically issues you a few free temporary checks, but you will have to pay to order more. Many banks also have online banking options so you can manage your account and pay your bills online.

2. **Savings**: if you have a larger amount of funds for your studies, you can place it in a savings account. This type of account usually pays a small amount of interest on your savings. If you don’t need immediate access to your funds, ask the bank about other savings options.

**Banks Close to Centre**

*Farmers National Bank* – 304 West Main St. (859-236-2926)  
*Chase* – 237 West Main St. (859-238-4702)
The Centre Commitment guarantees students who meet the College’s academic and social expectations an internship or (beginning with the class of 2017) a research opportunity, study abroad, and graduation in four years. If a student is unable to secure the components of the Centre Commitment within four consecutive years of enrollment, the College will provide up to an additional year of study tuition-free. In order to meet expectations set by Centre College, international students may have to obtain CPT to complete a paid internship and gain credit towards their degree.

If you are an F-1 student, you have the option of working in the United States by engaging in curricular practical training (CPT) during your program. CPT can provide valuable work experience by sharpening and adding to the skills you are learning in school. CPT is designed to provide work experience directly related and integral to a student’s degree of study. It is not intended for general, ongoing work authorization. Traditional volunteer work (e.g. at a soup-kitchen, homeless shelter), and on campus (Danville, KY) UNPAID (for credit or not) internships do not require CPT.

CPT

- CPT must relate to your major and the experience must be part of your program of study.
• Your DSO will provide you a new Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status,” that shows that the DSO has approved you for this employment.
• You can work on CPT either full-time or part-time.
• CPT requires a signed cooperative agreement or a letter from your employer.
• If you have 12 months or more of full-time CPT, you are ineligible for OPT, but part-time CPT is fine and will not stop you from doing OPT.

CPT Eligibility

• A student must be in valid F-1-status and have been a full-time student for one academic year (Fall and Spring semesters) before participating in CPT.
• A student must have a written job offer on company letterhead before applying for CPT. The job offer must indicate the position, the exact dates of employment, the number of hours per week and the company's address.
• A student must continue to maintain full-time student status for the duration of the CPT. This means 12 credits per semester for Centre students.
• A student must continue to make normal degree progress, as defined by their department and Centre College, while participating in CPT.
  o This could require course-work during the CPT period. Students should verify that participation in CPT will not interfere with their ability to take courses required for degree completion that may not be taught in subsequent semesters prior to the program end date indicated on their I-20. CPT should not delay degree completion beyond the program end date listed on the Form I-20.
• Approval for CPT must be granted by Stephen Swan, the International Student Advisor.

Duration of CPT

• CPT is authorized by term (Fall, Centre, Spring). Therefore, students must submit a new CPT request, including all the necessary documents, for each term, including summer breaks.

Participation in CPT may begin on or after the first day of the semester. CPT must end before the first day of the following semester. For example, CPT can
be extended through the winter break, but must be complete before the first day of Centre term. Spring semester CPT must end before the first day of the fall term, and so on.

**Students who participate in more than 12 months of CPT may not be eligible for OPT upon graduation.**

### Internships and CPT

You must be registered for an academic internship credit and the internship must be related to your field of study.

Your internship contract must be submitted to CCPD and Stephen Swan. You MUST BE APPROVED FOR CPT for ANY internship during the academic year, and you must be registered full-time.  
**Summer/breaks**: any unpaid internships do not require CPT.

**It is the responsibility of the employer to ensure that they are in compliance with labor laws, i.e., you cannot have an unpaid internship for duties that would normally require an individual be paid.**

### OPT Eligibility

- Enrolled at Centre College for at least 1 full academic year.
- Be in status- College and SEVIS.
- Making normal progress towards a degree.
  - There are only 12 total months available. Training done before degree completion will count against the 12-month total and reduce time available after degree completion.
  - Each time you apply for OPT you will be required to pay the application fee.

### OPT before degree completion:

1) A student that has coursework remaining to complete his/her degree is limited to 20 hour per week.
2) A student may apply for full time authorization during annual vacation.
3) Degree candidates who have completed all course requirements for a degree, yet have academic obligations such as a thesis, can apply
for OPT so long as they are making progress towards degree completion.

**OPT after degree completion:**

1) Will only be granted for **full time** use.
2) Student must apply before the end of the 60 day grace period.
   a. **60 day grace period** is the number of days an F-1 student may legally stay in the country after degree completion.
3) 12 months of OPT must be used within 14 months of degree completion.

**Turn in OPT Application**

**Complete the OPT application and bring the following items to Stephen Swan, Center for Global Citizenship- Old Carnegie.**

1) Form I-765 (please type): Find instructions and the I-765 form at [www.uscis.gov/i-765](http://www.uscis.gov/i-765)
2) $380.00 personal check or money order made payable to “Department of Homeland Security”
3) Two recent EAD photos, taken within last 30 days.
   a. See instructions below.
4) Copy of *ALL* prior I-20 forms, first and last page.
5) I-94 form.
   a. Recent arrivals may be found online at [https://i94.cbp.dhs.gov/I94/request.html](https://i94.cbp.dhs.gov/I94/request.html)
6) Passport and visa, or photo copy.
7) Any previous EAD cards.

**New EAD Photo Requirements:**

- TWO photos must be submitted with each application.
  - Photos must be “Passport Photos”
o Photos can be taken at:
  ▪ Center for Global Citizenship- $5 - (Carnegie Hall), CVS
    Pharmacy (201 W. Martin Luther King Blvd) or the U.S.
    Post Office (200 E. Main St.).
o Sign your name lightly with a pencil on the back of each photo.

**STUDENT RESOURCE GUIDE**

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**Campus Map**