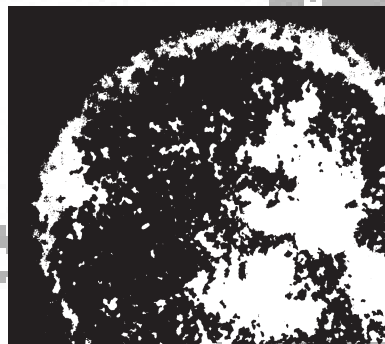




INTERNATIONAL  
STUDENT AND  
SCHOLAR SERVICES (ISSS)

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UNIVERSITY OF MINNESOTA



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International  
Student  
Handbook  
2009-2010

# International Student & Scholar Services (ISSS)

190 Hubert H. Humphrey Center  
301 - 19th Avenue South  
Minneapolis, MN 55455

Telephone: (612) 626-7100

URL: [www.iss.umn.edu](http://www.iss.umn.edu)

Fax: (612) 626-7361

e-mail: [iss@umn.edu](mailto:iss@umn.edu)

Hours: Monday - Thursday, 8:00 a.m. to 12:00 noon, 1:00 p.m. to 4:15 p.m.

Friday, 10:30 a.m. to 12:00 noon, 1:00 p.m. to 4:15 p.m.

## ISSS Staff

### Director

Dr. Kay A. Thomas ..... 626-7100

### Assistant Directors ..... 626-7100

Dr. Alisa Eland, Assistant Director of Advising and Counseling

Dr. Barbara Kappler, Assistant Director of Programming and Training

Dr. Mohammed Bari, Assistant Director of Technology Systems

Mr. Mark Schneider, Assistant Director of Employment Based Visas

### Advising and Counseling ..... 626-7100

Ms. Stacey Buachart

Ms. Antonella Corsi Bunker

Ms. Theresa GanglGhassemlouei

Mr. Bruce Gawtry

Ms. Beth Isensee

Mr. Eric Kroetsch

Ms. Grace Machoki

Ms. Barbara Pilling

Mr. Duane Rohovit

Ms. Gabriele Schmiegel

Ms. Debra Siegel

Ms. Deanne Silvera

Ms. Yuki Tokuji

Ms. Susan Webster

### H-1B Visa Specialists

Ms. Katie Ahlman..... 626-7359

Ms. Ji-Yeung Jang ..... 625-2936

Ms. Debbie Maattala ..... 626-7106

### Legal Assistant..... 626-7359

Mr. Matthew Webster

### Intercultural Programs Associate..... 626-4799

Ms. Thorunn Bjarnadottir

### Welcome Center ..... 626-7100

Mr. Matthew Beatty

Ms. Liz Elsbernd

Ms. I-Lin Ma

Ms. Chiho Watanabe

Ms. Asa Widiastomo

### Customized and Short-Term Program..... 625-3128

Mr. Jon DeVries

Ms. Leah Brink

Ms. Meeka Urlaub

### Database Manager..... 625-8320

Ms. Maggie Catambay

### PeopleSoft SEVIS Application Specialist..... 626-7100

Mr. Roger Peterson

# 1. International Student & Scholar Services

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## Our mission

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The mission of the International Student and Scholar Services office of the Office of International Programs at the University of Minnesota is the following:

- Support international students and scholars in successfully accomplishing their academic and career goals.
- Encourage “Internationalization at Home” through the design and delivery of programs and trainings which build global competence.
- Support international students and scholars in maintaining their legal status while in the United States.
- Assist the University of Minnesota in fulfilling its commitment to international education.

## General hours

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Except on official University holidays, International Student and Scholar Services is open all year, Monday through Thursday, 8 a.m. to 12 p.m. and 1 p.m. to 4:15 p.m. and Friday, 10:30 a.m. to 12 p.m. and 1 p.m. to 4:15 p.m. You can stop at our office in 190 Hubert H. Humphrey Center or call (612) 626-7100 to ask general questions. You may be referred to an international student adviser for a “walk-in” meeting or scheduled appointment, or to an outside resource for information not provided by our office.

## Walk-in hours & appointments

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ISSS has a few hours set aside for Walk-ins appointments every week. During these times you can meet with an adviser for up to 15 minutes. (If you think you will need more than 15 minutes, we suggest that you ask the front desk staff to schedule an appointment.) Sign-up begins half an hour before Walk-in hours. You will be seen by an adviser on a first-come, first-serve basis. If more time is needed, the adviser may request that you schedule a longer appointment. The current Walk-in schedule is posted at [www.iss.umn.edu/office/walkins.html](http://www.iss.umn.edu/office/walkins.html), as well as on the after-hours phone recording. Schedule changes will be sent out by our Weekly Update List-serv. Note that there are separate hours for General and Financial Aid walk-ins.

## Advising services

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Our staff at ISSS is professionally trained to provide information and counseling to foreign nationals about academic, immigration, legal, career, financial, personal, and family matters, as well as issues of cross-cultural adjustment and professional integration upon returning home. In addition, we provide training and programs that enhance the awareness and understanding of cross-cultural and international issues. We consult daily with University faculty and staff on issues related to international students and scholars in their departments.

## Visa documents

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International Student and Scholar Services is the University office responsible for helping international students and scholars maintain their nonimmigrant visa status. We prepare or assist in preparing certain nonimmigrant visa documents required by the U.S. government for persons with F-1 (student), J-1 (student and scholar), and H-1B (specialty occupation) visas. These include documents for travel, dependent travel, changes of degree program, transfer of schools, extension of stay, employment options, and, in some cases, for entry to the University. ISSS also processes H1-B and permanent resident applications for individuals who have been offered faculty positions at the University of Minnesota.

# ISSS Programs

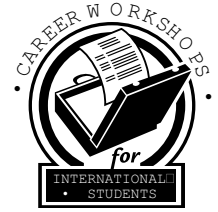
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International Student and Scholar Services offers a variety of programs to meet the needs of our international community.

## CAREER SERVICES

[www.isss.umn.edu/career](http://www.isss.umn.edu/career)

A series of free workshops about career and job search issues is held each semester. These workshops provide invaluable guidance in resume writing, interview preparation, and finding the right job. There is also a weekly Curricular/Optional Practical Training workshop for F-1 visa holders to discuss eligibility and application procedures. Students may also meet individually with an ISSS counselor to discuss any career-related issues.



## CULTURE CORPS

[www.isss.umn.edu/programs/culturecorps](http://www.isss.umn.edu/programs/culturecorps)



The Culture Corps program aims to promote internationalization of the Twin Cities campus. International students, in consultation with University faculty or staff, use their international and intercultural skills to complete projects which serve the University of Minnesota-Twin Cities campus community. These projects may take months or a full term and can be classroom or non-academic activities. To be eligible, participants must be on a valid F-1 or J-1 student visa and admitted to the University of Minnesota. Students may receive a cash award credited to their Student Accounts Receivable account during the term of their project. For more information, call 612/626-4799, or send an e-mail to [CultureC@umn.edu](mailto:CultureC@umn.edu).

## CROSS-CULTURAL DISCUSSION GROUPS

[www.isss.umn.edu/programs/disgroup](http://www.isss.umn.edu/programs/disgroup)

These groups provide a relaxed atmosphere for sharing experiences, thoughts, and feelings with a small group of international and U.S. students. You can make friends from all over the world, expand your cross-cultural understanding, find support for difficulties you may have in the U.S., and develop self-awareness of your own cultural background. Small discussion groups are formed at the beginning of October and meet once a week during the semester.



## FINANCIAL AID PROGRAM

[www.isss.umn.edu/programs/fa](http://www.isss.umn.edu/programs/fa)

ISSS administers a limited amount of financial aid for degree-seeking students. Students must complete one year of full-time credits at the University of Minnesota, and have valid F-1 or J-1 visa status to be eligible to apply. Contact an ISSS Financial Aid adviser for details.

## INTERNATIONAL STUDENT ORIENTATION PROGRAM (ISOP)

[www.isss.umn.edu/new/ISOP](http://www.isss.umn.edu/new/ISOP)

International Student Orientation is *required* for all newly-admitted international students. You will receive information about living and studying in the U.S. and about resources available to you at the University of Minnesota. When you arrive on campus, come to 190 Humphrey Center to sign up.

## INTERNATIONAL AMBASSADORS

[www.blog.lig.umn.edu/iss/iss](http://www.blog.lig.umn.edu/iss/iss)

International Student Ambassadors write about their personal experiences of what it is like to transition, study, live, and achieve as an international student at the University of Minnesota. Through sharing their stories, they can help you prepare for your own transition to our university.

## SMALL WORLD COFFEE HOUR



[www.iss.umn.edu/programs/smallworld](http://www.iss.umn.edu/programs/smallworld)

Held on Fridays during the school year, this event provides an informal atmosphere in which to meet both U.S. and international students who share your international interests. In addition to great conversation, coffee hour attendees can enjoy traditional dances and cultural exhibits and delicious food from all over the world. Take a break from your studies, enjoy free coffee, tea and snacks and get to know your fellow students!



*Small World Coffee Hour is a great place to meet new people*

## INTERNATIONAL BUDDY PROGRAM

[www.iss.umn.edu/programs/Interbuddy/default.html](http://www.iss.umn.edu/programs/Interbuddy/default.html)

International Buddy Program helps you before and during your first semester at the University of Minnesota. You will meet our current University students and have an instant social network of other new international students.



# ISSS Information Resources

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## ISSS WEB SITE

You can find a wide range of information, from visa regulations and downloadable forms to newsletters and intercultural opportunities, published on the web. Check out our sites for both International Student & Scholar Services at [www.iss.umn.edu](http://www.iss.umn.edu) and the Office of International Programs at [www.international.umn.edu](http://www.international.umn.edu).

## ISSS WEEKLY UPDATE

The *ISSS Weekly Update* is an electronic newsletter sent by e-mail each week. All international students are required to subscribe to the Weekly Update to stay informed on important issues. Information provided includes office schedules, special events, U.S. government regulatory changes, and other news items of concern to the international population at the University. Your International Student Arrival Guide has sign-up instructions. You will also find a sign-up link on the ISSS website at [www.iss.umn.edu/weeklyupdate](http://www.iss.umn.edu/weeklyupdate).

## INTERNATIONAL CAMPUS UPDATE

The *International Campus Update* is a monthly e-newsletter with articles and announcements for international students and scholars, as well as interested U.S. students and faculty. This electronic publication is available on the web around the third week of the semester. You can find it on the Office of International Programs website at [www.international.umn.edu/news/campusupdate](http://www.international.umn.edu/news/campusupdate).

## BROCHURES

ISSS also provides many brochures on visa regulations and other useful information to complement the on-line student handbook. You can find copies of the following brochures near the reception desk in 190 Hubert H. Humphrey Center. Pick them up when you stop by.

- Children: Day Care & School
- Buying & Owning a Car
- English Language Resources
- Translation Services
- Health Insurance
- Culture Corps
- Ethnic Market and Specialist Market Guide