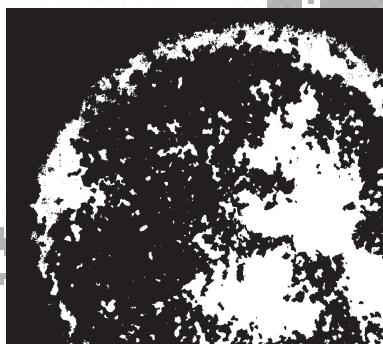




INTERNATIONAL
STUDENT AND
SCHOLAR SERVICES (ISSS)

UNIVERSITY OF MINNESOTA



International
Student
Handbook
2009-2010

2. University of Minnesota Student Documents and Procedures

University documents

U CARD

Keep your University I.D. with you at all times. You may need it to access certain facilities on campus, including some classrooms, libraries, and computer labs. Occasionally you will be asked to show your I.D. card to University department staff members as proof that you are a student at the University and that you are entitled to use the services provided by these offices.

BILLING STATEMENT

You will receive an on-line billing statement from the University for each term that you register. This bill includes charges for tuition, fees, student health insurance, on-campus housing and other campus charges. You can also view your account online at www.onestop.umn.edu/onestop/tuition. You can pay the bill in full or pay in three installments. If you choose the installment plan and you make the required payments by the due dates, you will be charged a one-time installment fee of \$35. If you miss a payment or if you do not pay at least the minimum amount due, you will be charged an additional \$30 late payment fee for each installment you miss. You can pay online using UMPay. For detailed information on tuition and billing, please visit www.onestop.umn.edu/onestop/tuition.html.

The University will not accept wire transfers from individuals abroad to pay for tuition and fees. If you have made arrangements for your financial institution at home to wire money on your behalf to the University, please make sure that the amount is only for tuition and fees, not living expenses. Any money left over after tuition and fees are paid will be kept in your student account and will be credited to your enrollment the following term. Due to federal regulations, the University is not be able to return the money to you.

You can also pay your University bill by check in person at the Bursar's Office (locations and hours below), a designated payment drop box or by mail. Make sure to allow sufficient processing time.

Bursars Offices

East Bank: 145 Williamson Hall, open Monday - Friday	8:00 a.m. - 4:00 p.m.
West Bank: 101-A Anderson Hall, Monday - Friday	8:00 a.m. - 3:00 p.m.
St. Paul: 107 Coffey Hall, Monday - Friday	8:00 a.m. - 3:30 p.m.

ENROLLMENT STATEMENT

Any time you register for a class (from home, a computer lab, or at a registration center) you will get an enrollment statement. The enrollment statement is a list of the classes for which you have registered. You can print an enrollment statement for the current academic term any time you like. Simply go to www.onestop.umn.edu/onestop/registration.html. Choose "Enrollment Summary." Included is useful information, including instructor information, required textbooks, maps of classrooms, final exam schedules, and much more. Note: If you have an F-1 or J-1 visa, you must not use the "Quick Enrollment" method for registering for Continuing Education classes.

Information for graduate teaching and research assistants

T.A. ENGLISH LANGUAGE REQUIREMENT

If you are not a native speaker of English, the University employment policy requires that you pass a test of spoken English—the SPEAK Test. This policy applies to all non-native English-speaking TAs who are hired for positions requiring contact with students, such as holding office hours or leading laboratory sessions, recitations, or discussion sections, or lecturing. Note: This oral English proficiency requirement for employment is in addition to the admission requirements made by the Graduate School and your department. For SPEAK Test registration, follow-up courses, and other information, please visit the web site for the Center for Teaching and Learning Services at www.umn.edu/ohr/teachlearn or call 612/625-3041.

IN ORDER TO RECEIVE YOUR PAY

U.S. law requires the University of Minnesota to verify that all its employees, including graduate assistants, are eligible for employment. Therefore you must complete the Department of Homeland Security (DHS) Form I-9 before you can get paid by the University. Completion of the I-9 will require that you present the following documentation: your passport, Form I-94, your I-20 (F-1) or your DS-2019 (J-1)

The I-9 can be completed at one of two locations:

University Payroll
5th Floor, West bank Office Building
1300 South Second Street

Or

Job Center
170 Donhowe Building
319 15th Avenue Southeast
Minneapolis

PAYING YOUR TUITION AND FEES

- If you have been appointed as a Graduate TA, RA, or Administrative Fellow (AF) for 25% time for an entire semester, you are eligible for a tuition waiver for half of your tuition, and the balance is billed at the resident tuition rate. Those holding a 50% time appointment receive a full tuition waiver. (The Graduate Assistants Office administers both of these benefits. Pick up a copy of the Handbook for Graduate Assistants for a detailed description of benefits, or visit www.umn.edu/ohr/gae.) If you receive a billing statement from Student Accounts Receivable and these benefits have not been applied, contact the Graduate Assistants Office immediately at 612/624-7070. Note that the tuition waivers of professional schools assistantships only waive tuition up to the amount of the graduate school tuition.

- If you are the spouse or a qualified dependent of a TA, RA, or AF, you are eligible for the resident tuition rate, also. Call the Graduate Assistants Office at 612/624-7070 for specific information.

If you have any problems with resident tuition or your tuition benefit, contact the Graduate Assistants Office, 200 Donhowe Building, University and 15th Ave. S.E., near Dinkytown. Problems with payroll should be addressed to Payroll Services; call 612/624-4585 for general questions. Information is also available online at www.umn.edu/ohr/payroll.

International students in Non-Degree status

A non-degree student is an admitted student who is not pursuing a degree. Non-degree students must apply for admission to this status in one of the colleges, such as the College of Liberal Arts or the College of Education. F-1 and J-1 students must not register for Continuing Education classes using the “Quick Enrollment” method. F-1 and J-1 students must not enroll for 99 PRD graduate courses.

TRANSFERRING CREDITS TO A DEGREE PROGRAM

It is usually not difficult to transfer non-degree credits to an undergraduate degree program. However, if a student is later admitted to a graduate degree program, credits earned as a non-degree student **cannot** be applied toward the graduate degree.

The Graduate School has a Professional Development Coursework program. Under this program, the student is admitted to the Graduate School and is issued a Graduate School I-20, and has their coursework recorded on a graduate school transcript. The student has a full course requirement of 6 credits per semester. This program should not be confused with courses available under 99PRD. F-1 and J-1 students are not able to enroll for courses under 99PRD.

LENGTH OF STAY

If you have either an F-1 or J-1 visa and are in a non-degree program, you have a two-year limit on your stay. Your college of admission may elect to shorten the limit of your stay in that academic status.

FULL COURSE OF STUDY REQUIREMENT

Non-degree students at the University of Minnesota who hold an F-1 or J-1 visa are required to take a minimum of 12 credits per semester.

REGISTRATION

As an admitted non-degree student, your registration procedures are different than those in degree-seeking programs. You are not required to go through a college orientation program, but you are required to attend an international student orientation program. You do not need an adviser’s approval of your course selections, but you may need college approval to take courses in certain departments and colleges.

- The College of Liberal Arts (CLA) has no orientation program for non-degree students. If you would like an adviser’s assistance with registration, go to B-16 Johnston Hall, call 612/624-1820 or visit www.cla.umn.edu. Ask to see the non-degree program adviser.
- The Institute of Technology (IT) has no orientation program for non-degree seeking students. For advising assistance, go to the college office, 105 Lind Hall, or call 612/624-8504.
- Carlson School of Management requires an override slip in order to register for any of its courses. Go to 1-105 Carlson School of Management, the Undergraduate Studies Office.

HEALTH INSURANCE REQUIREMENT

Non-degree students are required to obtain Boynton Health coverage.

PLANNING AHEAD

If you plan to apply to a degree program in the future, we strongly recommend that you meet with a faculty member from the academic department that you are interested in before you register for classes. The faculty member should be able to discuss admission requirements and recommend courses to help you prepare for the program. For prospective graduate students, a meeting with the Director of Graduate Studies in your chosen department is advisable. Remember: graduate courses under 99PRD are not acceptable for F-1 or J-1 students.

Registration Information on the University's website

In order to access the most accurate, up-to-date information about the University's course offerings, degree requirements, and registration guides, you are encouraged to refer to the website:

www.onestop.umn.edu/onestop/registration.html

Some of the features included on this site are:

Web Registration: You register for classes on this site.

Class Search: To find classes by subject, title, number, liberal education requirement or other criteria. Times, locations, grading system, class credits, seat availability and instructor contact information for the classes are given as well as access to the course guide and textbooks needed.

Class Schedule: Lists all classes available in a subject area; as well as times and locations. Provides the same information as the class search.

Course Guide: List all classes available in a subject area. Similar to class search but also includes written course descriptions, distribution of class time, the work load required, grading system for work load and exam format.

College/School Catalogs: These catalogs include information about degree program, program requirements, course offerings and faculty members. There are separate catalogs for undergraduate colleges, professional schools and the Graduate School. These catalogs list all course offerings available in each study program. The catalogs are available online, or can be downloaded from www.catalogs.umn.edu/.

The Onestop website also has quick links for viewing evaluations by students who have taken a course previously, your enrollment summary, registration hold information, how to add or drop a class, when and how to register, access to university catalogs and more.