

# BELLARMINE UNIVERSITY



## International Student Handbook



**Dear Bellarmine International Student,**

Welcome to Bellarmine University! We appreciate that you have chosen our university as the destination for your international experience. The Office for Study Abroad and International Learning, the Office of Identity and Inclusion, Student Life and the Faculty here at Bellarmine look forward to supporting and working with you during your time on our campus, whether it is a semester, an academic year, or a full degree experience. One of our university's great strengths is its small size and focus on each student. Many international students have flourished under this individualized attention, and we are certain you, too, will develop personally, academically and professionally as you engage in the many programs, activities and traditions available to you here at Bellarmine University and the Louisville community.

We understand that your goal in studying abroad is multi-faceted. Personal growth is traditionally associated with an international experience—transplanting yourself in a new cultural setting and “getting out of your comfort zone.” You will be challenged to develop communication skills in this culture which can sometimes seem contradictorily warm and friendly and yet superficial and distant. You will gain a new perspective on your own identity, your country's identity and your role as a global citizen. At the same time, you hope to gain academic knowledge, perhaps in areas which are unavailable on your home campus or in your own country. The faculty here at Bellarmine will challenge and support you as you deepen your critical thinking and communication skills and develop intercultural competencies alongside new knowledge. We hope that you will take advantage of the opportunities on our campus to bring you closer to your professional goals, too. Especially as an international student, your Bellarmine experience will most benefit from you being actively engaged in student life, so we want to encourage you to get involved and to be a part of campus life. You will find that “getting out of your comfort zone” has never been easier or more pleasant than here at Bellarmine.

You may notice that Bellarmine students are very proud of their university, and there are a lot of people here who would love to show you why. Please do not hesitate to ask the Residence Life staff or to stop by the Student Activities Center, International Student Services or the Office for Study Abroad and International Learning. Your Peer Mentors will also be full of useful information if you have any questions or need some advice about the campus and local or regional community. There are a great variety of student clubs and events here on campus as well as events organized off-campus. If you are interested in athletics, the Knights play basketball, baseball, volleyball and golf, among other sports—many of which you can also participate in as an intramural or club sport. You can also keep fit on campus at our Sports, Recreation and Fitness Center. Whatever your interest, it will not be a problem finding something to do since there are over 80 Registered Student Organizations here on campus! If you want to know more about our city, you should absolutely look into the “Louisville Connections” program!

You have certainly come a long way, so do not stop now. We urge you to make a difference in this community, to expand your horizons, and to discover who you can become through the challenges and opportunities offered to you here. We look forward to witnessing and facilitating that growth. Best wishes,

Dr. Gabriele Weber Bosley

Executive Director, International Programs

# International Student Handbook

Welcome to Bellarmine! This handbook has been prepared to help with many of the practical matters that will enable you to succeed and make your life easier at Bellarmine. This handbook provides some basic information but does not address all the questions that may arise for you at Bellarmine. For academics and transcripts, please contact the Office for Study Abroad and International Learning: Horrigan Hall 111, (502) 272-8479; for internships, please contact Career Development: Centro Hall, (502) 272-8242; for visa issues, please contact the Bellarmine PDSO/RO Theodora Hannan: [thannan@bellarmine.edu](mailto:thannan@bellarmine.edu), CNMH 072. Best wishes for an enjoyable and successful year!

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# ADJUSTMENT TO LIFE AT BELLARMINE

Making the transition to a new location and culture, especially after you've transited several time zones, can present several challenges.

The first challenge you may face is called **jet lag**. Webster's Dictionary gives the following definition for jet lag: "a condition characterized by various psychological and physiological effects, such as fatigue and irritability that occur following a long flight through several time zones and probably results from disruption of circadian rhythms in the human body." International students can expect to experience this condition for the first few days following arrival in the U.S., but the condition typically resolves within a week and normal functioning returns.

While the onset of jet lag is immediate, a second challenge faced by international students emerges more slowly. This second challenge is known as **culture shock** and is experienced as a sense of confusion and uncertainty, occasionally accompanied by feelings of anxiety, affecting people exposed to an alien culture or environment without adequate preparation. Typical symptoms of culture shock include:

- Feelings of isolation and frustration. There may even be feelings of anxiety along with excessive fatigue, including sleeping for extended periods even after jet lag has worn off.
- Excessive homesickness that may include frequent crying and thinking about nothing other than returning home.
- Displaced feelings of hostility toward the U.S. and blaming others as the cause of discomfort. Minor irritations can result in an unusually high degree of anger.
- Doubts about coming to the U.S. to study.
- Concern about performing well in an academic system different than that of one's home country.

Most international students must cope with culture shock to some degree. The American Ways Sessions (offered during your first semester at Bellarmine) give you tools to work through culture shock and living in the U.S. The following suggestions may also be helpful:

- **Keep a healthy perspective.** Hundreds of thousands of international students have come to the U.S. and made the adjustment. Many have even chosen to stay in the U.S. to work toward additional degrees.
- **Examine expectations.** Unrealistic expectations often produce strong negative reactions to the reality of living in the U.S.
- **Keep an open mind.** The actions of people in the U.S. reflect values and perspectives that may seem very different. Attempting to understand these differences is much more helpful than judging shortcomings by the standards of one's home country.
- **Do not withdraw yourself.** Withdrawing into work and study does not help overcome culture shock. The best solution is to lead a balanced life consisting of schoolwork, free time, exercise, and social events.

The following books give helpful insights into American culture and intercultural relations:

1. Althen, Gary. *American Ways: A Guide for Foreigners in the United States* (2nd Edition). London, UK: Nicholas Brealey Publishing, 2003.
2. Lanier, Alison. *Living in the U.S.A.* (6th Edition). London, UK: Nicholas Brealey Publishing, 2004.
3. Stewart, Edward and Milton Bennett. *American Cultural Patterns: A Cross-Cultural Perspective* (2nd Edition). London, UK: Nicholas Brealey Publishing 2005.

# HELPFUL BELLARMINE INFORMATION

## Building Codes:

AL=Alumni	KH=Knights Hall	NM=Norton Music
AN=Anniversary Hall	KN=Kennedy/Newman	PA=Pasteur
ALLN=Allen Hall (2120 Newburg Rd.)	MI=Miles	PT=Petrik Hall
CNTH=Centro Treece Hall	LB=Library	GBCH=School of Communication
CNHH=Centro Horrigan Hall	NA=Norton Art	GBDH=University Dining Hall
CNMH=Centro McGowan Hall		

*Please note that due to the construction on campus, many offices have changed and will continue to change location in the coming year. Please call before visiting an office to confirm their current location.*

<u>Questions</u>	<u>Where to Go</u>	<u>Location/Phone number</u>	
Absences (Extended)	Student Affairs	CNHH-225	8150
Academic Advising	Director of Academic Advising	LB-A29	7450
Academic Policies	Registrar	CNHH-205B	8133
Activities	Director of Student Activities	CNHH-027	8477
Add/Drop a Class	Registrar	CNHH-205B	8133
Admissions	Admissions Office	CNMH	7100
Alcohol & Drug Info.	Counseling Office	ALLN-403	8480
Alumni Information	Alumni Office	ALLN-418	8333
Athletics	Director of Athletics	KH-022	8381
Audio Visual Equipment	Library	LB-B02	8141
Books and Supplies	Bookstore	CNTH	8111
Campus Ministry	Campus Ministry	CNHH-016	8051
Career Development	Director of Career Development	CNMH	8154
Change of Address	Registrar and Assistant	CNHH-205B	8133
	PDSO	CNMH-072	8027
	Office for Study Abroad and International Learning	CNMH-280	8423
Changing Roommates	Residence Life	PT 207	7272
Check Cashing	Bookstore	CNTH	8111
Clubs	Director of Student Activities	CNTH-027	8477
Computer Center	Computer Science Department	PA-006J	8196
Concord Newspaper	Concord/Lance	GBCH-207	8223
Counseling	Counseling Center	ALLN-403	8480
Crisis Intervention	Campus Security	CNTH-055	7777
	Counseling Center	ALLN-403	8480
Emergency - Campus	Campus Security	CNTH-055	7777
	Student Affairs	CNTH-225	8150
Employment (Off Campus)	Career Development	CNMH	8242
Employment (On Campus)	International Student Counselor	CNHH-225J	8302
Escort Service	Campus Security	CNTH-055	7777
Financial Aid	Director of Financial Aid	CNHH-202	7300
Final Exam Schedule	Registrar	CNHH-205	8133
Food Services	Sodexo	GBDH	8325

<b><u>Questions</u></b>	<b><u>Where to Go</u></b>	<b><u>Location/Phone number</u></b>	
Financial Aid	Financial Aid Office	CNHH-202	7300
Health Services	Campus Nurse	KN-121	8312
I.D. Cards	Help Desk	LB-B02	8301
Insurance			
Degree-seeking Students	PDSO	CNMH-072	8027
Exchange Students	Office for Study Abroad and International Learning	CNMH-280	8479
Internships	Career Development	CNMH	8242
Intramurals	Athletic Office	SuRF	8380
Library	Library	LB	8317
Lost and Found	Campus Security	CNTH-055	7777
Mail Services	Mailroom	CNTH-043A	8126
Music Productions	Music Department	NM-203	8497
Newspaper	Concord	GBCH-207	8223
	Courier Journal (Local Newspaper)		582-4011
Organizations	Director of Student Activities	CNTH-027	8477
Parking	Business Office	CNTH-210	8261
Post Office	Mailroom	CNTH-043A	8126
Resident Life	Residence Life	PT-207	7272
Room Change	Residence Life	PT-207	7272
Scholarships	Financial Aid Office	CNHH-202	7300
Security	Campus Security	CNTH-055	7777
Sexual Assault	Counseling Center	ALLN-403	8480
	Campus Nurse	KN-121	8312
	Dean of Students	CNTH-225C	8150
	Security	CNTH-055	7777
Student Activities & Organizations	Director of Student Activities	CNTH-027	8477
Student Conduct	Dean of Students	CNTH-225C	8150
Student Government	SGA Office	CNTH-027	8742
Study Abroad	Office for Study Abroad and International Learning	CNMH-280	8479
Study Skills	Academic Advising	LB-A26	7400
Suicide Intervention	Counseling Center	ALLN-403	8480
Tech Support	Tech Support Center	LB-B02	8141
Tennis Center	Tennis Center	SuRF	8312
Theatre Productions	Theatre Program Director	AL-118	8431
Transcripts			
Degree-Seeking Students	Registrar	CNHH-205	8133
Exchange Students	Office for Study Abroad and International Learning	CNMH-280	8479
Work-Study	Business Office (Cheryl Love)	CNHH-215	8263
Visas	Theodora Hannan	CNMH-072	8060

## ACADEMIC DEPARTMENTS

### Building Codes:

AL=Alumni	MI=Miles	NM=Norton Music
ALLN=Allen Hall (2120 Newburg Rd.)	NA=Norton Art	PA=Pasteur
CNHH=Horrigan Hall	FL=Flynn (1961 Bishops Lane)	GBCH=School of Communication

Accounting	MI-127	7443
Art	NA-202	7988
Art Administration	NM-203	8497
Arts & Sciences Office	AL-108	8188
Biology	PA-156	7451
Business Administration	MI-127	8240
Chemistry	PA-253	8221
Communications	GBCH-219	7965
Computer Science	PA-006K	8196
Continuing Education	CNMH-090	8161
Economics	CNMH-072	8487
English	AL-108	8188
Environmental Science/Studies	NK-227	7628
Exercise Science	FL-108	7607
Performing Arts	MU-213	8255
Global Languages	MI-149	8237
History	PA-206	8167
Honors	AL-210	8045
MBA Office	CNHH-012B	7404
Mathematics	PA-006F	8196
Music	MU-203	8497
Nursing	MI-202	8215
Philosophy	AL-119	8188
Physical Therapy	ALLN-116	8356
Physics	PA 253	3599
Political Science	PA-208B	8167
Psychology	PA-179	8167
Respiratory Therapy	FL	7600
Sociology	PA-161	8145
Theater Arts	AL-118	8431
Theology	AL-100	8188

# GENERAL IMMIGRATION INFORMATION

## **Completion of Studies**

F-1 students have 60 days and J-1 students have 30 days to depart the country after completing their course of study.

## **Early Termination**

Students have 15 days to depart the country if they terminate their program of study early. Failure to register for classes each semester constitutes early termination.

## **I-94 Number, Arrival/Departure Record**

Permission to enter the U.S. is documented in the I-94 record, issued at the port of entry. Students may need their I-94 Number to complete numerous other tasks including applying for Social Security number or opening a bank account. The I-94 Number must now be retrieved online and students can retrieve their I-94 number at the following website: <https://i94.cbp.dhs.gov/I94/#/home>

## **Maintaining Status**

All international students are responsible for maintaining status as non-immigrant students, or they may be subject to legal proceedings that could result in deportation. In order to maintain status, students must, as a minimum:

- Carry a valid passport (Copy) at all times.
- Attend the school authorized to attend.
- Maintain a full course of study. All international students must maintain status as full-time students for the duration of stay. This means **enrollment for a minimum of 12 credit hours each Fall and Spring semester as an undergraduate or 6-9 credit hours per semester as a graduate student.** Audit courses do not count toward a full course of study. A leave of absence from any academic program is not permitted. Students may seek authorization from the PDSO for a reduced course load only for the final semester of study or due to medical necessity. **Please remember that authorization for a reduced course load is required.**
- Refrain from any employment (on or off-campus) without authorization
  - The limit on-campus employment is 20 hours/week when school is in session (the Bellarmine Krebs Program is limited to 9 hours/week).
- Report a change of address and phone number within 10 days to the DSO/ARO and to the Registrar.

## **Student Exchange and Visitor Information System (SEVIS)**

All degree seeking, bilateral, and exchange visitor international students must be registered electronically with the USCIS through SEVIS. This system allows for real-time updates and reporting as needed.

## **Visa**

Some confusion exists about the function of the visa. An F1 or J1 visa, in conjunction with all other documents verifying your student status, grants permission to enter the U.S. Once in the U.S., your status as a student, evidenced by the current I-20 or DS-2019, allows you to remain regardless of the expiration of the visa. However, if you travel outside the U.S. during your studies and wish to return, you are required to have a current valid visa. There are very few exceptions.



## F-1 STUDENT INFORMATION

The following information is intended for students on F-1 visas which primarily includes degree-seeking students.

### **Designated School Official (DSO)**

The Primary Designated School Official (PDSO) at Bellarmine is Patrick Englert and the Designated School Official (DSO) is Theodora Hannan. The PDSO & DSO represent and speak for the school in all matters relating to F-1 students. Only the PDSO or DSO may sign an immigration document for the school in a matter relating to F1 students. After arriving on campus, you must check in with the PDSO or DSO, who must receive from all new international students copies of the following documents: Valid Passport, Visa, I-20, personal identification, and the I-94. ISEP students please refer to J-1 Visa Information. F-1 students have a 60-day grace period after the date indicated for completion of studies on their I-20, before they are in violation of the F-1 visa. During this grace period, they may remain legally in the U.S., however if a student does leave the country (e.g. a day trip to Canada) they will not be allowed to return.

Students who have any visa or work related questions should contact the DSO (Theodora Hannan)

### **Form I-20, Certificate of Eligibility for Nonimmigrant Student (F-1)**

The I-20 form is a certificate from the school, addressed to the U.S. government, in which the school confirms acceptance to pursue a full course of study. The I-20 is a required part of an F-1 visa application. This form must be signed, and the signature constitutes an agreement to abide by all applicable rules as well as grants the school permission to provide certain information to the USCIS. When traveling outside the U.S., the PDSO or DSO must first sign the Form I-20. It is important to keep all I-20s, including those which have expired, in order to be authorized for employment.

### **Transfer of Schools**

An F-1 student who is maintaining status may transfer to another college or university by following the proper notification procedure. The student should notify the International Student & Scholar Services (PDSO) of his/her intention to transfer by completing and signing a "Transfer Request" form available on-line or in the International Student and Scholar Services office.

## F-1 EMPLOYMENT/INTERNSHIPS

### **On-Campus Employment**

With prior authorization, students may work on campus part-time (maximum of 20 hours per week) while school is in session, and full-time during vacation periods without prior approval (Bellarmine Policy limits employment under the Krebs Program to 9 hours per week). On campus employment is not recommended for students who are only on campus for one semester.

You must contact and meet with International Student & Scholar Services for employment authorization and required forms and information that must be gathered. Once work authorization is given and the social security number is received the student must bring identification (such as a passport) to the Bellarmine Business Office in order to file I-9 and W-4 forms. The social security number is required before you can be paid for work. (See: Social Security Information, page 12)

## **Off-Campus Employment and Internships**

F-1 students are encouraged to enhance their education experience through seeking practical training options. However, all F-1 students need prior authorization to seek internships/clinicals (paid or unpaid) or other off campus employment options. On-campus employment is limited to 20 hours a week except during school breaks. **However, students must have been enrolled in F-1 status for a full academic year and be in good academic standing before receiving authorization to work off campus.** Graduate Students enrolled in a program that requires an internship during their first year of enrollment may apply for authorized employment prior to completing a full academic year. The following options exist for off-campus employment authorization:

### **Practical Training**

F-1 students may apply for employment practical training related to their field of study and may be full or part time. Practical training is divided into two sub-categories:

**1. Curricular Practical Training (CPT).** This employment takes place before completion of studies and is designed to provide work experience that serves as an integral part of the student's academic program, including internships, clinicals/cooperative education, or any type of required practicum that is part of the curriculum and offered by sponsoring employers through cooperative agreements with the school. There is no cumulative limitation on the length of time allowed for participation in either part- or full-time CPT; however, participation in 12 or more months of full-time CPT precludes eligibility for Optional Practical Training following graduation. The PDSO or DSO authorizes CPT and requires the following supporting documentation be submitted two (2) weeks prior to the requested start date:

- Completed CPT application form (available on-line and in office CNHH205F). This application requires that your academic advisor confirm the CPT is required of all students in the major, or is an integral part of the curriculum, and which course the student will be receiving credit for the practical training.
- A letter from the employer describing the position and duties along with number of hours per week, including the beginning and end dates of employment.

Once these documents are submitted, the PDSO/DSO and student need to meet to discuss details and determine if the CPT can be approved.

**2. Optional Practical Training (OPT).** This employment is divided into pre- and post-completion practical training. F-1 Students must apply directly to the USCIS for authorization to work, and the work must be related directly to the student's major area of study. Prior to the application, the student must meet with the PDSO or DSO in the International Student & Scholar Services office to determine their eligibility, complete the Bellarmine approval forms, and receive a new I-20 indicating the school's recommendation for OPT. OPT is limited to twelve months fulltime. Students are encouraged to apply for OPT 90 days in advance of the start date requested for employment. Students must also apply for post-completion OPT prior to the end of their final semester of study. For post-completion practical training, a student must complete all training within a 14-month period following completion of study. An Employment Authorization Document (EAD) is issued by the USCIS and required before work under the OPT rules can begin. The PDSO or DSO can provide guidance on applying for the EAD – **under no circumstances shall any international student begin work prior to receiving the EAD and proper approval from the PDSO/DSO.**

### **Unforeseen Severe Economic Hardship**

F-1 students may apply for employment based on unforeseen circumstances beyond their control and if on campus employment is either unavailable or insufficient. Circumstances leading to unforeseen severe economic hardship may include:

- Loss of financial aid

- Loss of on-campus work
- Substantial fluctuations in value of currency or exchange rate
- Inordinate increases in tuition or cost of living expenses, such as medical bills
- Unexpected changes in the financial condition of a student's source of support

## J-1 STUDENT INFORMATION

### **General Information**

The J Visa is a nonimmigrant visa, and participants in the J-1 Exchange Visitor Program are expected to return to their home countries when they complete their authorized exchange studies period. Entry into the United States as a participant in the Exchange Visitor Program is granted with the understanding that participants will complete the objectives of a single program category. Some J-1 Exchange Visitors are required to return home for a period of two years after they complete their program.

### **Responsible Officer (RO)/Alternate Responsible Officer (ARO)**

The Responsible Officer (RO) is Patrick Englert, and the Alternate Responsible Officer (ARO) is Theodora Hannan. They represent the school in all matters related to (J-1) Exchange Visitor status. They are also the resource for status questions or concerns. It is important to remember J-visa status is separate from F-visa status and different rules apply. After arriving on campus, you must check in with the RO, who must receive from all new international students copies of the following documents: Valid Passport, Visa, DS-2019, personal identification, and the I-94. ISEP students must check in with the SAIL office, which will forward their documents to ISEP for processing (see ISEP section below).

### **DS-2019, Certificate of Eligibility for Exchange Visitor Status**

The Form DS-2019 is the "Certificate of Eligibility for Exchange Visitor (J-1) Status". The Form DS-2019 is a controlled document which only State Department-designated sponsors are authorized to issue to foreign nationals (prospective exchange visitors) they have screened and selected for participation in their State Department-designated exchange visitor program.

### **Duration**

The time period defined on the Form DS-2019 may not reflect the maximum program duration permitted for a specific category; in such cases, the participant's program may be extended, as allowed by program regulations and at the discretion of the responsible officer. Program extensions beyond the maximum duration, if allowed for a program category, must be requested by the responsible officer and approved by the Department of State.

### **Departure**

Two 30-day grace periods govern an exchange visitor's authorized stay in the United States. The first 30-day period occurs before an exchange visitor's program start date stated on the exchange visitor's Form DS-2019. The second 30-day period occurs after the exchange visitor's completion of the program end date stated on his/her Form DS-2019. Both periods relate to non-immigrant visa holders' immigration status in the United States.

### **Withdrawal**

If you plan to withdraw from your program, you must notify the RO or ARO. They will enter this information into SEVIS and you will be expected to depart the United States immediately. You will not be entitled to the post-completion 30-day period because you did not successfully complete your program.

### **Termination**

If your sponsor (Bellarmine or ISEP) terminates you for just cause, they will enter this information into SEVIS and you will be expected to depart the United States immediately. You will not be entitled to the post-completion 30-day period because you did not successfully complete your program

A sponsor shall terminate an exchange visitor's participation in its program when the exchange visitor:

- (1) Fails to pursue the activities for which he or she was admitted to the United States;
- (2) Is unable to continue, unless otherwise exempted pursuant to these regulations;
- (3) Violates the Exchange Visitor Program regulations and/or the sponsor's rules governing the program, if, in the sponsor's opinion, termination is warranted;
- (4) Willfully fails to maintain the insurance coverage required under §62.14 of these regulations; or
- (b) An exchange visitor's participation in the Exchange Visitor Program is subject to termination when he or she engages in unauthorized employment. Upon establishing such violation, the Department of State shall terminate the exchange visitor's participation in the Exchange Visitor Program.

### **ISEP**

Students participating in an exchange program with Bellarmine University through the International Student Exchange Program (ISEP) have been issued a Form IAP-66, Certificate of Eligibility for Exchange Visitor (J-1) Status, through that program. **These students must coordinate directly with ISEP for all issues relating to employment, extension of stay, transfer and travel.**

Contact the Office for Study Abroad and International Learning (SAIL) in Horrigan Hall 111 (272-8479) for more information.

## **J-1 EMPLOYMENT/INTERNSHIPS**

### **On-Campus Employment**

With prior authorization, students may work on campus part-time (maximum of 20 hours per week) while school is in session, and full-time during vacation periods without prior approval (Bellarmine Policy limits employment under the Krebs Program to 9 hours per week). For students who are only on campus for one semester, on campus employment is not recommended.

You must contact and meet with the RO or ARO for employment authorization and required forms and information that must be gathered. Once work authorization is given and the social security number is received the student must bring identification (such as a passport) to the Bellarmine Business Office in order to file I-9 and W-4 forms. The social security number is required before you can be paid for work. ISEP students must contact ISEP for on-campus employment authorization.

### **Off-Campus Employment/Internships (Academic Training)**

Academic training authorization is an option for J-1 students to seek off-campus employment/internships during the duration of their exchange program for the purpose of enhancing their curricular learning experience.

Academic training authorization must be approved before the student begins their employment/internship.

Internships can be paid or unpaid. ISEP students must contact ISEP for academic training authorization. Only ISEP, as your visa sponsor, can authorize Academic Training. Please note that Academic Training authorization cannot be granted by your ISEP Host Coordinator, OSAIL, ARO/RO, or anyone else at your host institution.

#### Eligibility:

- 1) The student is primarily in the United States to study rather than engage in academic training;
- 2) The student is participating in academic training that is directly related to his or her major field of study at the post-secondary accredited academic institution listed on his or her Form DS-2019;
- 3) The student is in good academic standing with the post-secondary accredited academic institution; and
- 4) The student receives written approval in advance from the responsible officer (RO) for the duration and type of academic training.

#### Limitations:

- Academic training must provide training that is specific to the J-1 student's field of study.
- Students can work up to 20 hours per week during the school year and full time during breaks and vacation periods.
- Academic training authorization cannot begin before or exceed the duration of their program as listed in the DS-2019.
- A J-1 student cannot extend the duration of their program for the sole purpose of academic training.

#### Authorization Procedures:

- 1) Obtain an employment offer letter from an employer which lists the job title, responsibilities, address of employer, supervisor's name, email address and phone number, employment start and end dates, number of hours per week, and the wage/salary. This letter must be on the company's letterhead.
- 2) Take this letter to your academic advisor to discuss this opportunity, and have them complete the "Academic Advisor" portion of the Academic Training Application form, which is available at the SAIL Office. The advisor must complete all components in their section including listing the main goals/objectives of the academic training, how it relates to the student's field of study, and why this training is an integral or critical part of the academic program for the exchange student.
- 3) Bring the employment letter and completed Academic Training Application form to the SAIL Office for review and if approved it will be forwarded to the RO/ARO for issuance of a new DS-2019 with the academic training authorization.

## ON-CAMPUS EMPLOYMENT PROCEDURE

### **Work procedure for international students (KREBS Program)**

The KREBS program funds are used primarily to support the international students, who want to work but are not eligible to participate in the federal work-study program. This includes exchange students who are here temporarily as well as regularly admitted international students.

**No student may start to work unless they have applied for a United States Social Security number (and show evidence of the application) and have received on-campus employment approval from the PDSO/DSO for F-1 students, or the RO/ARO for J-1 students.** All interested international students must see the International Student & Scholar Services (PDSO/RO), who will explain this process and provide assistance.

Once the student has secured an on-campus job assignment through Cheryl Love in the Business Office, and after the student has been in the country for at least 10 days, then the student can apply for a social security number.

**Prior to beginning work in any area, the supervisor must complete an Employee Requisition Form and deliver it to Cheryl Love for Bob Zimlich's signature. No KREBS student may begin work until this form is signed by Mr. Zimlich. Then Cheryl Love will notify the student via email to report to the Human Resources office to complete the hiring paperwork. After meeting with Human Resources, the student may begin work.**

The hourly pay rate is the same as students working under the federal work-study program, \$8.25/an hour. The amount of hours allowed to work weekly is determined by the student's supervisor, as long as it does not exceed the following:

In the fall and spring sessions, while class is in session, the **maximum allowed hours per week is 9**. In the fall and spring sessions, while class is NOT in session, the **maximum** allowed hours per week is 40. During the summer, whether taking classes or not, **maximum** allowed hours per week is 40.

## SOCIAL SECURITY and INCOME TAX

### **Social Security Number**

In general, only noncitizens who have permission to work from the Department of Homeland Security can apply for a Social Security number. In order to determine if you are eligible to work you should report to the International Student & Scholar Services.

To apply for a Social Security number a student must:

- Be in the country at least 10 days before applying for a Social Security number and no more than 30 days before beginning employment
- Complete an application for a social security number (<http://www.socialsecurity.gov/online/ss-5.pdf>)
- Gather appropriate documents including passport, I-94 Number, and I-20 or DS-2019
- Complete a Bellarmine form for F-1 or J-1 Social Security available from the International Student & Scholar Services. This completed form will serve as a visa status letter from the International Student & Scholar Services, and a confirmation of employment from the student's supervisor. The form will need to be completed by the student, the DSO/RO and the student's work supervisor.
- Take the completed application and required documents to one of the offices listed below.

Downtown Office  
601 West Broadway  
Louisville, KY 40202  
(866) 716-9671

East Office  
10503 Timberwood Circle  
Louisville, KY 40223  
(888) 280-5851

For more information about Social Security numbers contact the International Student & Scholar Services or the Social Security Administration Office, General Information and Services 1-800-772-1213 or <https://www.ssa.gov/pubs/EN-05-10181.pdf>

### **Federal and State Income Taxes**

**All international students are required by law to file a federal income tax return each year, regardless of work status and income earned.** This means that a student must file a tax return even if they have not worked in the U.S. To do so, you need to complete three forms:

- (1) Federal form 1040 NR (Non-Resident) **or** form 1040NR-EZ (Nonresident with no dependents);
- (2) State (Kentucky) form 740, **or** 740-EZ (Single person with no dependents), **or** 740-NP (Part-year resident);
- (3) Federal form 8843 (Statement for Exempt Individuals, an informational statement). **Forms are due by April 15** for individuals who have earned income in the United States. The deadline for students who have not earned any U.S. income is June 15.

For further information or assistance, contact the Internal Revenue Service, the Kentucky Revenue Cabinet, or a tax preparation service, or visit the website at <http://www.IRS.gov>

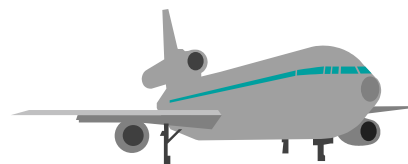
## TRAVEL OUTSIDE THE U.S.

There is no limitation or restrictions on travel within the United States. International students wishing to leave the United States temporarily (and return to continue their studies at Bellarmine) must secure the necessary documents to permit entry to another country and re-entry to the United States. Please contact the DSO/ARO if you need more information.

If you travel outside the United States during your stay at Bellarmine, you must have the following documents: a valid passport, valid visa stamp, recently signed (travel endorsement) on your I-20 or DS-2019, I-94 NUMBER, and a copy of your most recent transcript. If you require a new I-20 or DS-2019 please make your request at least one week before you plan to travel. Remember that you must have a valid visa (one that is not expired or marked “single entry”) in order to re-enter the U.S., as well as a valid passport. It is also advisable to carry an updated copy of your financial documentation and a certification of current enrollment that can be obtained from the Registrar Office.

You must also inform the DSO/ARO of the dates of your trip. In some cases, it is also advisable to prepare proof that you have the financial resources to cover your trip’s expenses and return to the U.S.

**If you plan to travel to a country other than your home country, consult with the DSO/ARO.** You may be required to have a visitor’s visa in order to travel. It is recommended that you seek advice at least 2 months prior to your travels outside of the U.S. to a country that is not your home country.



## BANKING IN THE U.S.

Banks in the United States offer a variety of financial services, including: checking and savings accounts; foreign currency exchange; money orders; cashier’s checks; credit cards; debit cards; loans; travelers checks; inter-bank transfers; and safe-deposit boxes for valuables. After setting up an account, you will be able to manage much of your banking online if you desire.

You may wish to establish a bank account in Louisville. In order to do so, you must select a bank and visit the bank to open an account. The basic documentation usually needed to open an account is: **passport, visa and social security card.** **If you have not obtained a social security card, your I-94 Number may be accepted.**

### Checking Accounts

As it is never a good idea to carry large amounts of cash, many people find it useful to have a checking account. Checks or debit cards are used in place of cash and are most often used to pay monthly bills (telephone, rent, electricity, etc.). If you are paying bills by mail you should always use checks or online bill pay. Never send cash through the mail. A checking account will provide you with an accurate monthly record of your finances. Checks also can be used for some purchases if you provide two types of identification to the merchant.



You must keep an accurate record of your account to make sure you have enough money for each debit card purchase or check you write. Writing a check without enough money in the bank to cover it (“bouncing a check”/ or overdraft) will have serious financial consequences and may leave you vulnerable to legal action.

Most checking accounts offer a Debit Card option with the account. This card is similar to a credit card and you can use it to make purchases almost anywhere. *When you purchase items with this card it takes money directly from your checking account.* You can also use this card at an ATM machine to withdraw cash from your account (see “Automatic Teller Machines (ATM)” below). When you go to the bank to open a checking account, ask them to give you more information about getting a Debit Card.

### **Savings Accounts**

If you have money that you do not plan to use right away, it is a good idea to open a savings or investment account. The amount of money you leave in an account is called a “balance.” Depending upon how much you deposit, this account may pay you interest. Interest is an amount of money earned on a bank account based on the percentage of the account’s balance. You will receive a monthly statement showing your balance. You can have both a checking account and a savings account. Some savings accounts may require a minimum balance, so make sure to ask when you visit the bank. When you go to the bank, ask them to give you more information about a savings account.

### **Automatic Teller Machines (ATM)**

Basic banking such as deposits, transfers and withdrawals are available 24 hours a day at computerized banking machines at most banks or other locations (such as malls and supermarkets). These machines are called ATMs. These machines are very convenient, but you must be careful withdrawing money at night if you are alone. Be careful! **Guard your checks, cards and access numbers from potential thieves, and examine the statement of your account sent each month by the bank.**

Remember to deduct ATM withdrawals from your checking account balance after each transaction to ensure that your account has sufficient funds to cover all checks, card purchases, or withdrawals. **U.S. banks will charge high daily overdraft fees if you spend more money than is actually in your account. Please read the terms of agreement for your account carefully and make sure to regularly monitor your spending and your available funds.**

An ATM is available on campus in the Centro Treece Hall across from the Mail Room. Another ATM is available in the foyer outside the CBDH (University Dining Hall) entrance.

### **Nearby Banks**

All banks offer similar services with minor differences in such areas as interest earned, types of accounts, and fees charged for services. You may wish to investigate these differences before selecting a bank.

#### **Fifth Third Bank**

Two ATMs are available on campus:

- ground floor of the Centro Treece Hall outside the Bookstore
- foyer outside the UDH (University Dining Hall) entrance.

2000 Bardstown Road, Louisville, KY 40205

(502) 456-5669

<https://locations.53.com/ky/louisville/2000-bardstown-road.html>



**PNC Bank**

2901 Bardstown Road, Louisville, KY 40205

(502) 212-6100

<https://www.pnc.com/en/personal-banking.html>

**Republic Bank**

An ATM is available on campus:

- Siena Terzo Residence Hall

2801 Bardstown Rd, Louisville, KY 40205

(502) 459-2200

**Park Community Credit Union**

2123 Bardstown Road, Louisville, KY

1(800) 626-2870

(502) 968-3681

**Towards the End of Your Stay**

As the end of your time here at Bellarmine approaches, you may decide to close your American bank account. To do so, please work with your bank to learn how to close it. You may have to transfer your remaining funds to your international bank account, which will require a small fee determined by your bank.

## DRIVING IN KENTUCKY

All matters pertaining to driving or owning an automobile, motorcycle, or truck are administered by the Office of the County Clerk. Such matters include: acquiring a Kentucky Driver's License, vehicle registration, and license plates. If you live in Jefferson County, you must go to the Jefferson County Clerk's office. Branch offices are located throughout the Louisville area and are open Monday through Friday, 8:30 a.m. to 4:30 p.m. unless otherwise noted. For more information, call the Kentucky Transportation Cabinet at (502) 564-1257, or visit <http://drive.ky.gov/Pages/default.aspx>

**Driver's License**

All non-US citizens wishing to apply for an original, renewal, or duplicate license/identification card in Kentucky must follow these steps:

- Be approved by a Division of Drivers License Hearing Officer. The application process may take up to 30 days.
- A non-U.S. citizen must present all of his/her USCIS documents to Divers Licensing personnel, such as: Visa with I-94 NUMBER, Employment Authorization Card (I-68B or I-766), or I-94 NUMBER with stamped picture.
- College students must also present an I-20 or DS-2019 form completed by the university, along with proof of good academic standing from the Registrar's Office.
- Show proof of Kentucky residency
- Non-U.S. citizens must also provide at least one of the following: social security card, tax ID number, or ineligibility letter from the Social Security Administration ([www.ssa.gov/](http://www.ssa.gov/)).
- All non-U.S. citizens must also provide proof of residency in Kentucky. Proof of residency shall include, but not be limited to, a deed or property tax bill, utility agreement or utility bill or housing agreement.

Take all of the above documents to the Drivers License Field Office below:

Beuchel Station Shopping Center

4109 Bardstown Road Unit 105

Louisville, KY 40218

(502) 493-1477

Non-U.S. Citizen applications are processed Monday – Friday 8 am to 3 pm

For the most up-to-date information, information on the process, please contact the Kentucky Transportation Cabinet at 564-1257 or visit the website at <http://drive.ky.gov/Pages/default.aspx>. You may also obtain information from International Student & Scholar Services (PDSO/RO) in room CNHH 205F

### **Automobile Insurance**

It is mandatory in Kentucky to have an insurance policy for your car. The purpose of car insurance is to provide you with some financial security if you are in a car accident. Various insurance companies offer policies, the cost of which varies from company to company. You should shop around for the best rate as the rates are based on the type of car to be insured, your age, your past driving record, and the amounts of specific coverage that you select.

**GEICO: 1-800-861-8380**

<http://www.geico.com/auto/>

**Progressive: 1-800-776-4737**

<http://www.progressive.com/auto/>

**State Farm: 1-502-375-1744**

<http://www.statefarm.com/insurance/auto>

## HEALTH INSURANCE

As a student on a college campus in the United States, you will be faced with many decisions and choices that can affect your health and well-being. Getting enough sleep, eating well, exercising, and practicing preventive health care are all important parts of physical wellness. Attending to your personal hygiene, avoiding stress, taking time for relaxation, and maintaining friendships will help to keep you emotionally healthy. Maintaining your values and your sense of perspective, and for some, practicing your religion or spending time outside with nature, are parts of spiritual wellness. For additional information on physical health and wellness, contact the Director of Health Services at 502-272-8493. The Counseling Center is located in 403 Allen Hall. For more information on emotional well-being, contact the Counseling Center at 502-272-8480. Bellarmine's Health Services is located in Kennedy Newman Hall-121. To get in touch with a spiritual or faith community, contact Campus Ministry in Centro-Horrigan Hall 016.

### **Medical/Health Insurance**

In the United States, each individual is responsible for paying the costs of their own medical care. Even basic medical care can be very expensive, and medical insurance plans vary greatly in quality, coverage and cost. Medical insurance plans purchased outside of the U.S. may be less expensive but may not be accepted as readily or at all by US medical providers. **Therefore, Bellarmine University requires ALL international students (except ISEP students) and their dependents to enroll in a health insurance plan provided through the Cultural Insurance Services International (CISI).**

This insurance covers a variety of health services, including medical evacuation and repatriation benefits. International students can purchase health insurance in addition to this mandatory insurance if you feel it is not adequate to meet your needs, but this mandatory requirement will not be waived if you have purchased other health insurance.

Based on the length of time listed on your I-20/DS-2019, Bellarmine will purchase health insurance through Cultural Insurance Services International (CISI). For degree seeking students and exchange students who will be at Bellarmine for two semesters, this includes coverage for the 9-month academic year. Students who remain in the U.S. during the summer vacation are required to continue their health insurance. The CISI health insurance plan is designed specifically for international students coming to the U.S., and it meets visa requirements. Plan details are emailed to international students before the beginning of each fall semester, or the first semester of their enrollment at Bellarmine. This plan does provide some coverage for athletes.

The cost for the CISI insurance for an academic year (9 months) is approximately \$800USD, and is approximately \$400 USD for those only staying one semester. These costs will be added to your tuition bill which allows your greater flexibility in paying for these costs. A copy of your health insurance enrollment card will be sent to you.

### **Dental and Vision Insurance**

Dental and Vision coverage are not provided through the CISI plans. Students should seek their own dental and vision insurance coverage as they see fit.

**PLEASE NOTE:** An immunizations form must be filled out prior to moving into Residence Halls. This form can be obtained from Health Services (272-8313).

## **MEDICAL ISSUES/ILLNESS**

**The U.S. health care system is very different than in other countries and health care is VERY expensive. Therefore, we require ALL international students to have health insurance.** However, health insurance does NOT cover all expenses, and if you visit a doctor or hospital you will typically be asked to make a co-payment that is NOT reimbursable. You may also be asked to pay for other services at the time of treatment. In order to be reimbursed for all or part of these fees, you will need to submit a receipt to the claims office of your health insurance.

**For non-emergency situations, we suggest first contacting Health Services at Bellarmine.**

We suggest taking a credit or debit card with you to the doctor's office or hospital so that you will have the means to cover any expenses or fees that you may incur at the time of treatment. **You will also need to bring a copy of your health insurance card and an identification card (passport or driver's license).**

### **When you are sick or injured:**

- **If you are seriously ill or injured and need immediate attention, please call Bellarmine Security extension # 7777 if you are on campus and 911 if you are off campus.**
- If you have a cold or a minor illness, we suggest that you first visit the Bellarmine Health Services Center on Campus, located in Newman Hall, 1st floor, beside Petrik Hall. They can distribute some non-prescription medicines and can refer you to a doctor's office if needed. They are only open during weekdays.

**Services Provided by the BU Health Services Office:**

- Physical assessment, including blood pressure, temperature, cholesterol, blood sugar, body fat, strep tests, etc.
- Referral to physicians and clinics for medical treatment if desired or necessary
- Over the counter medication, if requested
- Wellness, diet, exercise, health information and counseling
- Allergy antigen injections (specific physician orders are required, please contact the Director of Health Services in advance for complete details)
- Vaccines including: Hep B, tetanus, HPV, MMR (measles/mumps/rubella), meningitis & flu (fall semester only)
- Emergency response on campus
- Please call the office (extension # 8313) if you need a service not listed

**Services offered by Health Services are free or require a small fee only.**

## **Hours**

Nurse:

- Monday - Friday: 9 a.m. - noon and 1:30 - 4:30 p.m.

Walk-ins are welcome, but please call ahead to 272-8313 to make sure the nurse is available.

## **Appointments**

For an appointment with the nurse go to:

<https://www.bellarmine.edu/studentaffairs/healthservices/appointment/>

**If you need immediate attention after hours, we suggest the following immediate care centers close to campus.**

### **Norton Immediate Care Center**

2470 Bardstown Road (Located near the Highlands Kroger on Bardstown Road)  
(502)459-3991

Open 9am-9pm, Daily. They will file insurance but they are EXPENSIVE.

### **The Little Clinic**

2440 Bardstown Road (Located in Highlands Kroger)  
(502) 632-0984

M – F: 8 am to 8 pm; Sat: 8 am to 5 pm; Sun: 10:30 am to 5 pm.  
They will accept most insurance carriers but they can still be expensive.

## **If you are injured**

If you incur a minor injury while playing sports or as a result of some other activity, you may go to the BU Health Services or to the above listed immediate care centers. However, depending on the injury, you may need to go to the emergency room. **Emergency room services in the U.S. are very expensive and you may have a long wait to be seen if your injury is not life-threatening.** We only recommend going to an emergency room if it is a **true emergency.** Remember that you will need to take your documents with you so please keep your health insurance card in your wallet.

**If you are seriously injured and need immediate attention please call Bellarmine Security ext. 7777 if you are on campus and 911 if you are off campus.**

## **ACADEMIC MATTERS**



### **Academic Advisor**

For degree-seeking international students, your academic advisor will assist you in selecting which classes you need to take, scheduling, and adding or dropping classes. This person will be assigned to you once you register

for classes. For international exchange students, the SAIL will assist you in these matters. Any changes (switching majors, suggestions to drop below a full course load, etc.) must be discussed with the DSO/ARO.

### **Student Success Center (formerly the ARC, Academic Resource Center)**

The SSC is a place you can go to get help for anything involving classes or homework, whether it is advising on what classes you should be taking or help for a class you're currently in. The SSC offers tutoring, workshops, and study sessions designed to help you maintain your grades. An ESL (English as a Second Language) tutor is available as well. The SSC is an EXTREMELY valuable resource on campus, and it is highly recommended to consult with the SSC for assistance if you are having trouble in your classes. They can assist you in improving your academic performance. The SSC is located on the first basement level of the library in A26. Take the stairs or elevator down one floor and go to the hallway on the right.

### **Class Attendance**

Attending class on a regular basis and **on time** is usually a factor in a student's final grade in the course. Not only is it imperative that you attend class regularly, but you should listen actively, be alert, and take good notes.

### **Class Participation**

In many cases, class participation is part of your class grade. When appropriate, you should speak up in class, ask questions, and take part in discussions. You will be able to get more out of the class if you actively participate!

### **Elective Courses**

While certain courses are required for particular majors, you may also choose classes that interest you. These classes are called **electives** and count toward your overall number of credit hours for your degree.

### **Finals**

A final is a major exam taken at the end of the semester. Each class has a final examination time during Finals Week. Not all classes will have a final exam, which is determined by the professor.

### **Office Hours**

If you are having difficulty understanding the material covered in a course, visit the professor during his/her office hours (outlined in the syllabus) to discuss the material. Faculty are open to students coming in during office hours to discuss course materials. It is advisable to seek additional help throughout the semester instead of waiting until the end of the course.

### **Time Management**

In order to successfully balance your academic life with other aspects of your life, it is helpful to manage your time. You may wish to consider a daily schedule to include study and recreational time, as well as the hours you are in class or meetings. Using a calendar, setting goals and preparing ahead of time for major projects and exams are essential to managing your time well.

### **Schedule of Classes**

The schedule of classes contains all the information you need in order to register for your classes each semester. You may look online at: <http://www.bellarmine.edu/registrar/schedules/>

### **Study Habits**

Good study habits are important for a student's academic success. Managing your time so that you have ample time to study and prepare for class is imperative. You may find that American classes have more homework throughout the semester than what you are used to, so it is important to study and manage your time well. Studying in a location that is well lit and free from distractions is also helpful.

### **Syllabus**

The syllabus is a schedule of readings, exams, papers, and assignments as well as an explanation of the class and its requirements. The syllabus will also list the books needed for the class as well as the professor's name and contact information. The syllabus is generally given out on the first day of class. It is important to refer to the syllabus throughout the semester to verify you are on track with your assignments and exams.

### **Transcript**

Transcripts are available to all students for a fee of \$5. Please go to the [one.bellarmino.edu](http://one.bellarmino.edu) homepage and click, “Order an Official Transcript.”

### **U.S. Classroom Culture\*\***

The majority of classes in the U.S. favor a learner-centered approach to teaching, where the student actively participates in the classroom through asking questions and discussing topics related to the course material. U.S. classroom culture does not focus on students “memorizing” information given to them from their professors; it pushes for discussion, interaction, and sharing of information from students and professors alike. This style of teaching can be a challenge for international students, but one which students should not be afraid or embarrassed to participate.

Directness is appreciated and demanded in oral and written communication. If you do not understand something the professor has said, it is important to ask for the professor to explain again or in a different manner. Directness in academic writing is also valued and preferred.

## CAMPUS LIFE

### **University Dining Hall and the Palio**

The University Dining Hall (UDH) is located in the Frazier Hall below the School of Communication. The Palio is located in Siena Terzo. Hours of operation are posted on the Dining Services website (<https://bellarmine.sodexomyway.com/>). **Food Service is not available during some of the holidays and breaks** (e.g. Thanksgiving, Winter Break, Spring Break).

### **Café Ogle, Catie's Café, and Simply-To-Go Carts**

In addition to the UDH, Café Ogle is located on the main floor of Horrigan Hall, and they accept cash, flex dollars with your BU card, or credit cards. Café Ogle is situated in a very centralized location, allowing students to socialize in the main hub of campus while they eat. Catie's Café is located in Siena Primo. The Simply-To-Go carts are located in Allen Hall and Pasteur Hall (in winter) or in front of the library (in spring, summer, and fall).

### **Campus Emergency Number**

In the event of an emergency, family members can reach you by calling the Student Affairs Office at (502) 272-8150 between 8:00 a.m. and 5:00 p.m., Monday through Friday. After 5:00 p.m. the emergency number is (502) 272-7777. Always supply your family or child care provider with your class schedule (stating the building, room number, name of course, day and time of class and the instructor's name). If *you* have an emergency on campus, call extension 7777 to contact Security.

### **Campus Events**

For information on upcoming sporting events, theatre events, dances, comedians, etc., call the Student Activities Center at extension 8477, check the bulletin boards, The Concord (campus newspaper), your mail and email account, and the website <http://www.bellarmino.edu/studentaffairs/studentactivities/>.

### **Office of Identity and Inclusion (formerly Multicultural Affairs)**

The Office of Identity and Inclusion, located on the first floor of Horrigan (next to Café Ogle), offers programs throughout the year to celebrate various cultures, promote dialogue on cultural issues, and work with students of all backgrounds to create an inclusive and diverse campus environment. OII's website lists upcoming events and activities: <http://www.bellarmino.edu/studentaffairs/inclusion/>.

### **Campus Ministry**

The Campus Ministry Office, located in Horrigan 016, offers a variety of services for Bellarmine and the Louisville community. If you enjoy attending retreats, planning liturgies or ecumenical services, the Campus Ministry office is the place to be. Dates and times of various Catholic liturgies and services are publicized in the Concord, and on the bulletin boards. They also have information on local churches, temples, and mosques.

### **Campus Security**

Located on the ground floor of Treece Hall, the Security Office provides service and security to Bellarmine 24 hours per day, 365 days a year. If you have a flat tire, lock your keys in your car, would like someone to talk with you to enhance your safety, or if you are the victim of a crime, call extension 7777 from any campus phone.

### **Career Development Office**

Do you need help selecting a major, writing your resume, preparing for an interview or finding employment? The Career Development Office, located on the ground floor of Centro, is there to help you with your career development needs. Call (502) 272-8151 to set up an appointment. They can also assist in finding non-paid

internship placements that you may be able to do for academic credit. Remember, as an international student, per U.S. visa regulation, you cannot receive paid or compensated off-campus employment.

### **Code of Conduct and Academic Honesty**

The Code of Conduct states the policies, rules, and regulations for all Bellarmine students. It is published in the Student Handbook. You may pick up a copy of this publication in the Student Affairs Office (CNTH 225-L) or view it online at <https://www.bellarmino.edu/docs/default-source/student-affairs-docs/student-handbook.pdf?sfvrsn=10>.

**International students should be sure to read the Academic Honesty section of the Student Handbook on pages 34-35 to ensure they are aware of and familiar with academic standards at Bellarmine.**

### **Cancelled Classes**

In the event of inclement weather, announcements to cancel or delay classes will be made on the Bellarmine website, and local radio and television stations. WHAS, WLKY, and WAVE - TV all offer comprehensive “School Closing” or “Delayed Opening” information. An official email and cell phone text message will also be sent if you register for the notification service with Bellarmine. Closings and delays will also be posted on all of Bellarmine’s social media accounts. The delayed schedule is published in the Student Handbook and in the Class Schedule.

### **Smoking**

Smoking is not permitted on campus in or outside any building including the Residence Halls. The smoking policy bans smoking from all indoor and outdoor areas of campus. Smoking will be permitted in personal cars.

### **Computer Labs**

Computers are available for student use in the *W.L. Lyons Brown Library*, the *Campus Center* (Treece Hall, Café Ogle and Lounge area), and each of the *Residence Halls* as well as in the following campus locations: *Horrigan Hall* (CNHH 015 and 017), *School of Communication/Brown Activities Center* (GBCH 207), *Miles Hall* (MILE 312), and *Pasteur Hall* (PAST 002, 004 and 104). See page 30 of the Bellarmine Student Handbook for more information: <https://www.bellarmino.edu/docs/default-source/student-affairs-docs/student-handbook.pdf?sfvrsn=10>.

### **Counseling Center**

If you need assistance with a personal problem, or just need someone to talk to, the Counseling Center has psychologists and several interns on staff to assist you. Located in Allen Hall; call extension 8480 to schedule an appointment.

### **Health and Recreation: The SuRF**

The Student Recreational Facility is one of the most commonly used places on campus. This building houses two gym-like structures, one designed for indoor tennis and the other set up with weight equipment and open basketball courts. This is the perfect place to go if you’re trying to get or stay in shape during your stay at Bellarmine. It also has a big screen TV and pool table and is a very common hang-out spot for the student body. The SuRF also regularly employs international students, so if you are looking for a job on campus please check with them ASAP.

### **Library**

The Library is open during the Fall and Spring semesters 24 hours a day beginning Sundays at noon and remaining open until Fridays at 10:00 pm. Saturday hours are from 7:45 am to 5:00 pm. The Library staff will gladly assist students with any questions they may have. The Library has extended hours during final exam weeks of the Fall and Spring Semesters.



### **Parking**

Parking is permitted on campus, but only in the **designated paved areas**. Parking in some areas on campus is restricted for use only by handicapped and visitors. Compliance with these restrictions will be strictly enforced. All First Time, Full Time (FTFT) Freshmen (with the exception of those living in Siena who are issued an R permit) will be issued an F designated parking sticker, and will be required to park north of Knights Way or behind the SuRF Center from Midnight on Sunday until 5:00 p.m. on Friday (**This applies for the entire Academic year.**) On weekends, F designated vehicles may be parked in any legal parking spaces on campus. FTFT Freshmen who have legal handicap parking privileges will not be restricted to these areas and may park in any legal space, provided their vehicle displays the proper handicap hangtag or license plate.

All parking except those areas designated for Visitors and Handicap are available on a first come, first served basis. Students, faculty and staff are strongly encouraged to use the parking spaces available on campus to be good neighbors. Parking decals can be picked up in the Bursar's Office. Security will issue tickets to vehicles that do not have a parking decal or who violate parking/driving regulations. Additional parking information is available on pg. 49 of the Student Handbook.

### **Bicycles**

A bicycle is a fast and efficient way to get around town. You may purchase them inexpensively at such places as Target, Wal-Mart, or at yard sales.

BU students may rent a bicycle from the SuRF Center. Visit them in person or find out more here: <http://www.bellarmino.edu/studentaffairs/recreationcenter/cycle/>.

### **Bellarmino International Club**

Members of the club meet regularly for social and other events of interest to international students. For more information, contact the Student Activities Center at extension 8477. You can join the International Club, as well as any other RSO (Registered Student Organization) here at BU on the UKnight website: <https://engage.bellarmino.edu/>.

### **Bird Scooters**

Bird is a reliable electric scooter rental service. Birds can be found on Bellarmine's campus and can be utilized by downloading the app (BIRD) and uploading credit card information. Users pay an initial activation fee and then by-the-minute throughout their ride. These scooters must be ridden in the street. Remember to follow all street rules and practice caution while riding.

### **TARC**

The Transit Authority of River City (TARC) is the public transportation system that serves the city of Louisville. A map and schedule can be found on TARC's website or here: <https://www.ridetarc.org/maps-schedule/>.

## CAMPUS LIFE POLICIES



**The Student Handbook**, available from the Division of Student Affairs or online at <https://www.bellarmine.edu/docs/default-source/student-affairs-docs/student-handbook.pdf?sfvrsn=10> and it is the guide for all policies related to campus life. The following policies are excerpts from the Student Handbook.

### **Smoking Policy**

There is no smoking allowed indoors or outdoors on the Bellarmine University campus. Smoking is also not permitted in any University vehicle.

### **Alcohol Use State and City Laws**

Members of the University community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages. Alcohol concentration of or above 0.08 is the definition of intoxication in the State of Kentucky.

Students who are cited for violations of such laws or ordinances by state or municipal authorities also may face University disciplinary proceedings and/or be required to pursue counseling or treatment as a condition of continued enrollment at the University. The laws of the Commonwealth of Kentucky are applicable to every person on the Bellarmine University campus regardless of his or her state or country of origin.

The following are important Kentucky and City of Louisville laws or ordinances:

1. It is illegal for any person under twenty-one (21) years of age to attempt to purchase, consume, possess or transport any alcoholic beverages.
2. It is illegal for any person under twenty-one (21) years of age to knowingly and falsely present himself or herself to be twenty-one (21) years of age for the purpose of procuring any intoxicating beverage.
3. It is illegal for any person to represent to a dealer or any other person that a minor is over twenty-one (21) years of age for the purpose of inducing the dealer or other person to serve alcoholic beverages to that minor.
4. It is illegal for any person to request anyone over twenty-one (21) years of age to purchase or offer to purchase any alcoholic beverage from a licensed dealer for a minor.
5. It is illegal for any person to sell, furnish or give away any alcoholic beverage to a person under twenty-one (21) years of age or to any person who is visibly intoxicated.
6. It is illegal to operate or control a motor vehicle while under the influence of alcohol.
7. It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license.
8. It is illegal for any person to induce anyone under twenty-one (21) years of age to commit any of the above criminal acts. A City of Louisville ordinance prohibits the consumption of alcoholic beverages and the possession of open containers of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Louisville.

The penalties for violating the above laws and ordinance are severe. Moreover, individuals may face severe financial consequences from a civil lawsuit arising out of the use or misuse of alcohol.

## **University Regulations Governing the Use of Alcohol**

The following regulations govern the use of alcohol on the Bellarmine University campus:

1. The use or possession of alcoholic beverages is allowed at on-campus and off-campus student sponsored events or at University-sponsored activities for students when approved by the Student Activities Center and the Dean of Students. A student-sponsored event includes, but is not limited to, private parties and events at which University or student organization funds or resources are used, and informal gatherings that could be perceived or construed to be an official event of an organization, team, or other affinity group. This policy applies, therefore, to all out-of-state travel or travel abroad, regardless of the alcohol policies/laws that exist elsewhere.
2. Intoxication and/or alcohol abuse shall not be permissible as an excuse for unlawful behavior or misconduct. Public drunkenness, as commonly defined by slurred speech, erratic behavior and physical coordination difficulties, is prohibited. In addition, disorderly conduct, property destruction, intimidation, verbal abuse or harassment, or other infringements of the rights of others as a result of alcohol use is prohibited.
3. No driver shall consume alcoholic beverages in any University vehicle or in a University sponsored vehicle. State law prohibits alcohol consumption in any vehicle on public highways.
4. Students who are 21 and over living in the residence halls may have either one 6-pack of beer OR 750 milliliters of wine OR 1 pint of liquor in their rooms. The alcohol may only be stored and consumed in their rooms and may not be shared with anyone under the age of 21.

## **Sexual Discrimination and Sexual Misconduct Policy**

Sexual assault is a serious violent crime. It is a crime of hostility and aggression, as well as a violation of human dignity. Sexual assault is also a very sensitive crime which is unique in its physical and mental impact upon the alleged victim. When it occurs at Bellarmine University, it is also a flagrant violation of University standards and will not be tolerated.

The Bellarmine University community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual assault or sexual misconduct. Sexual activity should be explicitly agreed upon by both parties. The same holds whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy. In addition, the use of alcohol or other mind-altering substances by either party does not have to be known by both parties for the offense to be considered sexual assault or sexual misconduct. Wanton, unacceptable conduct will be addressed severely for the good of the students and the academic community.

Students who violate this policy will be disciplined under the University's Code of Conduct and may be prosecuted under Kentucky's criminal statutes. Whether or not a criminal prosecution occurs, Bellarmine retains the right to proceed with disciplinary action at any time, and the University need not await the dispensation of any such criminal prosecution. Appropriate disciplinary action may include counseling, educational sanctions, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution.

## **Sexual Harassment**

Sexual harassment will not be tolerated in the University community. It subverts the mission of the University and threatens the well-being, educational experiences, and careers of students, faculty, and staff. It is especially threatening in the context of a teacher-student or supervisor-subordinate relationship, in that it can exploit the power inherent in the position of teacher or supervisor regarding grades, recommendations, wage status, or promotion. However, sexual harassment can also occur by subordinates against supervisors, by those of equal status, or by students, thereby creating an environment that is intimidating or offensive in a variety of settings.

Any member of the faculty, staff, or student body of the University who believes that he or she has been or is being subjected to sexual harassment should utilize the mediation procedures. The aggrieved individual can utilize the formal grievance procedures that are promulgated for the various constituencies (Student Handbook for students; Policies and Procedures Manual for employees). For victims services, contact Natasha Begin at 272-7150 or [nbegin@bellarmine.edu](mailto:nbegin@bellarmine.edu).

**For more specific information regarding smoking, alcohol use, and sexual assault, misconduct, and harassment, refer to the Bellarmine University Student Handbook (see link above).**

## RESIDENCE LIFE



On-campus housing offers you everything you need to survive in college. It provides many tremendous advantages—convenience to campus and to dining facilities, comfortable living accommodations and a helpful staff, and the opportunity to meet many new friends. For more information, contact the Residence Life office at (502) 272-7272.

### **Tips for Living in the Residence Halls**

Whether you have lived in a Residence Hall community before or not, there are certain things that are beneficial for you to know when living on campus here at Bellarmine University. For starters, it helps to understand the organization of residence life. At the top is the Director of Residence Life and her staff, including the Assistant Director. Working under them are the hall directors--there is one in charge of every Residence Hall on campus. The people you will be most familiar with are the Resident Assistants or RAs, as they are commonly referred.

#### **The Role of an RA**

A Resident Assistant serves many functions. Some of the jobs are: to be the leaders of the hall, to keep the residents safe, and to enforce the policies of campus. They live among the residents and promote a peaceful, yet active community on their respective floors. If there are any problems in the community, ranging from roommate conflicts to disorderly behavior, these are the individuals that intervene to help keep things running smoothly. If you run into any trouble getting adapted to living in our residential community, are having a tough time in school, or confused about anything on campus, you can always ask these individuals to help you in any way. They are a very valuable resource here on campus; don't be afraid to seek them out for help.

#### **Roommate Conflicts**

If you have never had to live in close proximity with another person, it can be very difficult to adjust having to share personal space and living quarters. It is therefore common to see roommate conflicts occur between individuals having to be so close all the time. A great number of issues that arise between roommates come from a lack of communication between the parties involved. The reason could be that someone doesn't want to upset someone else or complicate issues by talking about it. This, however, does not solve anything. The best way to handle these situations is to remain calm and talk to the individuals involved. If needed, go to your RA explain to them the situation. If necessary, it may be possible to change roommates if the issue cannot be resolved. A room change will be dependent on available space.

#### **Vending Areas**

There are vending machines containing both drinks and food in each of the respective residence halls. Please ask your RA or the RA on duty where the vending machines are located in your residence hall.

#### **Recreation**

There are several ways that you can pass the time in the residential halls when you are on campus. Each of the halls has either a pool table or a ping pong table, along with additional equipment that can be rented. This equipment can be rented from the RA staff that work from 6-11 pm every night. All equipment must be returned before the night is over. The SuRF Center provides almost any type of work-out equipment that could be desired in addition to personal training. The SuRF Center is located on the far side of campus, across the road from the UDH.

## **Study Environments**

In addition to recreation, the Residence Halls and the campus itself offer a number of areas that are conducive to study. Each residence hall has a computer lab for personal use by any member of campus. There are also study rooms in several of the Residence Halls. Please ask your RA or the RA on duty where the study rooms are located in your residence hall. If these areas prove unsuccessful, another favorite place to study is the Library. The library usually keeps late hours and has plenty of space for people to study or do research. In the event that you are up late past the closing time of the library, a 24-hour study room in the library is available. In the event that you are out late at any point you can call security (272-7777) to escort you back to the residence hall.

# AMERICAN SOCIETY AND TIME

## **Time**

In American society, time is a precious commodity. Since Americans value time so highly, they may be offended by someone else “wasting” it beyond a certain courtesy point by being later than the agreed upon time of arrival or meeting. Common phrases or proverbs heard by Americans about time include “Time is money” or “Time and tide wait for no man!” Because of this factor in American society, it is very important to arrive at the agreed upon time.

In addition, most Americans live according to time segments laid out in planning calendars. Daily calendars are used to manage time and keep order of appointments and meetings. You will receive class schedules that list the day and time of courses. It is important that you attend these scheduled courses and that you arrive at the listed starting time.

## **Communication\***

In American society, people are direct in their communication style. “Getting to the point” is important since anything more is considered “wasting” time. It is normal for someone to say “no” (and mean it) to a request without embarrassment or need to save-face. Asking a lot of questions, especially in the classroom, is valued and shows that the student is paying attention. Eye-contact is also valued as it shows to the other person that you are paying attention and are actively engaged in the conversation. Typical conversation topics include the weather, travel (daily travel and vacation/work travel), classes/jobs, sports, music, movies, and fashion. Americans often find it uncomfortable to discuss money, wealth, and religion. Politics can be quite contentious, and Louisville has a mixture of conservative and liberal influences.

***Academic Misconduct*** It is crucial that you cite an author you use in any academic paper. Failure to do so, known as plagiarism, can lead to academic probation or dismissal from the U.S. higher education institution. The definition of plagiarism, as defined by Merriam-Webster online dictionary <https://www.merriam-webster.com/dictionary/plagiarize>, is “to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.” It is of equal importance for students to not cheat on an academic paper, project, or exam. In some countries, sharing notes, papers, and data may be considered normal; however, U.S. classroom culture dictates that sharing this type of information (when not expressed by the teacher as something the students can do) is strictly prohibitive. Failure to follow these rules can lead to academic probation or dismissal from the U.S. higher education institution.

\*Information taken from:

Denslow, Lanie; Tinkham, Mary; Willer, Patricia. “Introduction to American Life.” NAFSA: Association of International Educators, Washington, DC. 2010.

\*\*Information taken from:

Eland, Alisa; Greenblatt, Sidney L.; Smithee, Michael. "U.S. Classroom Culture." NAFSA:  
Association of International Educators, Washington, DC. 2009.

### **U. S. Holidays**

During the academic year there are several one and two-week holidays. Americans celebrate most holidays with family gatherings and meals. Generally, holidays mean that most businesses, banks, and stores are closed, although some stores have special holiday hours. While there are many different holidays celebrated, the more popular ones are:

**Labor Day** (the first Monday in September) - A holiday honoring the working person.

**Halloween** (October 31) - A holiday of ghosts, goblins, and jackolanterns. Custom has children dressing up in costumes masquerading from house to house asking for candy.

**Thanksgiving** (the fourth Thursday in November) - On this day the first harvest feast of the early American colonists in 1621 is remembered.

**Christmas** (December 25) - A religious holiday celebrating the birth of Christ. This day has become the most festive and commercialized holiday. A holiday for children, Christmas brings St. Nicholas (Santa Claus) who distributes gifts all over the world on Christmas Eve (December 24).

**New Year's Eve and New Year's Day** (December 31 & January 1) - The eve of the New Year is celebrated with large parties and other social activities. New Year's Day is frequently spent with families and friends watching football games and parades on television.

**Valentine's Day** (February 14) - A day in which people send cards, candy or flowers to show their affection to friends, family and a special someone.

**Easter Sunday** (late March or April) - A religious holiday celebrating the resurrection of Jesus Christ. Secular Easter traditions include the Easter rabbit and colored Easter eggs.

**Memorial Day** (late May) - A day in which people remember those who died serving our country in the military. People will often visit grave sites and leave flowers or mementos.

**Independence Day** (July 4) Celebration of America's declared independence from English domination in 1776. It is often marked by picnics and fireworks.

**Birthday** (day on which an individual was born) - It is the custom in America for friends and family members to recognize the birth date of a person by sending cards or by giving a gift. Birthday cakes with lighted candles indicating the age of the person are also shared.

## **Life at Bellarmine: Reflections**

by El Mehdi Zeroual, Morocco

Bellarmino University is located on small campus which makes it easy for foreign students to adjust. As a former international student, I think that Bellarmine University is one of the best places for quick adjustment; however, there are certain actions that international students should take. People at Bellarmine University are very nice, and one can talk to them without fear. I am from a culture in which it is hard to start a conversation with someone you do not know beforehand, but when I came here, I found that it is completely different, and it is common to talk to new people. From my own experience, international students, especially those whose native language is not English, may feel a little bit shy when talking with Americans. Being shy is not the right way to get to know people and to socialize. International students should always remember that one of the primary goals of an exchange program is to make future generations aware of the cultural diversities. In addition, one of the reasons that motivate non-native speakers to come to the United States is to improve their English speaking skills. Therefore, they should not be timid or afraid to talk or to engage in discussions with native speakers.

Transportation is one of the issues that international students face in the United States. However, American students would rarely say no if you asked for a ride. When talking to American students, one should be direct and go straight to the point; for instance, if you need a ride to Wal-Mart, it is better to say: "I need a ride to Wal-Mart" than "I need to buy few things from Wal-Mart." International students should also be aware that many American students are not well informed about global issues, so if someone does not know where your country is on a map, do not be upset about it. However, students coming to the United States should know that most Americans expect you to know a lot about their culture including special days such as Halloween or Mardi Gras.

One other issue that often poses a problem at first for international students is ordering at a restaurant. The menus are very different and there are often many choices regarding your meal that are not always common in other countries (such as dressings and toppings). Thus, students feel confused when they order. It is not a shame to not know something, you can always ask the server for more details or ask him/her for the options that they have.

Finally, being in the US is similar to being in any other foreign country in that one of the best ways to learn about cultural differences is to keep asking questions.

## IMPORTANT PHONE NUMBERS AND WEBSITES

Dialing from Louisville, numbers in parentheses ( ) do not need to be dialed.

### **Immigration Attorneys** (*provide inexpensive legal advice*)

Dennis Clare	(502) 587- 7400
Ted Farrell	(502) 708 - 4540
Roy Schremp	(502) 551 - 2998
Frost Brown Todd	(502) 589-5400



### **Emergencies**

In all of Jefferson County, dial 911.

### **Poison Center**

(502) 589-8222

### **Louisville and Jefferson County Parks and Recreation**

(502) 456-8100

<http://www.louisvilleky.gov/metroparks>

### **Louisville Free Public Library**

(502) 574-1611

<http://www.lfpl.org/>

### **Louisville Office for Globalization**

(502) 574-8138

<http://louisvilleky.gov/government/globalization>

### **Transit Authority of River City (TARC)**

(502) 585-1234

<http://www.ridetarc.org/>

### **Greyhound Bus**

1-800-231-2222 or (502) 561-2805

<http://www.greyhound.com/>

### **Southwest Airlines**

1-800-435-9792

<http://www.southwest.com/>

### **Regional Airport Authority**

(502) 368-6524

<http://www.flylouisville.com/>

### **Time and Temperature**

(502) 585-5961 (JU55961)

<http://www.timeanddate.com/worldclock/usa/louisville>

### **Translation Service: Languages Unlimited, Inc.**

(502) 473-0535

<http://www.luitranslations.com/default.html>

### **U.S. Postal Service (Mailing Services)**

1-800-275-8777

<https://www.usps.com/>

### **Western Union**

1-800- 325-6000

<http://www.westernunion.com/Home>

### **U.S. Citizenship and Immigration Services**

1-800-767-1833

<http://www.uscis.gov/>



# EMBASSY AND CONSULATE PHONE NUMBERS

Washington D.C. Area Code: 202

Afghanistan	202-483-6488	Ghana	202-686-4520	Pakistan	202-243-6500
Algeria	202-265-2800	Greece	202-939-1306	Panama	202-483-1407
Argentina	202-238-6401	Guatemala	202-745-4952	Papua New Guinea	202-745-3680
Australia	202-797-3000	Guyana	202-265-6900		
Austria	202-895-6700	Haiti	202-332-4090	Paraguay	202-483-6960
Azerbaijan	202-337-3500	Hungary	202-362-6730	Peru	202-833-9860
Bahamas	202-319-2660	Iceland	202-265-6653	Philippines	202-467-9300
Bahrain	202-342-1111	India	202-939-7000	Poland	202-234-3800
Bangladesh	202-244-0183	Indonesia	202-775-5200	Portugal	202-328-8610
Barbados	202-939-9200	Iran	202-965-4990	Qatar	202-274-1603
Belarus	202-986-1604	Iraq	202-483-7500	Romania	202-332-2879
Belgium	202-333-6900	Ireland	202-462-3939	Russia	202-298-5700
Belize	202-332-9636	Israel	202-364-5500	Saudi Arabia	202-342-3800
Bolivia	202-483-4410	Italy	202-612-4400	Senegal	202-234-0540
Botswana	202-244-4990	Ivory Coast	202-797-0300	Sierra Leone	202-939-9261
Brazil	202-238-2700	Jamaica	202-452-0660	Singapore	202-537-3100
Brunei	202-237-1838	Japan	202-238-6700	Slovak Republic	202-237-1054
Bulgaria	202-387-0174	Jordan	202-966-2664	Slovenia	202-386-6601
Burma	202-332-4350	Kazakhstan	202-232-5488	South Africa	202-232-4400
(Myanmar)		Kenya	202-387-6101	Spain	202-452-0100
Cameroon	202-265-8790	Korea (South)	202-939-5600	Sri Lanka	202-483-4025
Canada	202-682-1740	Kuwait	202-338-0211	Sudan	202-338-8565
Central African Republic	202-483-7800	Laos	202-332-6416	Suriname	202-244-7488
		Latvia	202-726-8213	Swaziland	202-234-5002
Chad	202-462-4009	Lebanon	202-939-6300	Sweden	202-467-2600
Chile	202-785-1746	Lesotho	202-797-5533	Switzerland	202-745-7900
China	202-238-2500	Liberia	202-723-0437	Syria	202-232-6313
Colombia	202-387-8338	Lithuania	202-234-5860	Taiwan	202-895-1800
Congo	202-726-5500	Luxembourg	202-265-4171	Tanzania	202-939-6123
Costa Rica	202-234-2945	Malawi	202-721-0270	Thailand	202-944-3600
Croatia	202-588-5899	Malaysia	202-572-9700	Trinidad & Tobago	202-467-6490
Cuba	202-797-8518	Mali	202-332-2249		
Cyprus	202-462-5772	Malta	202-462-3611	Tunisia	202-862-1850
Czech Republic	202-274-9100	Mauritius	202-244-1491	Turkey	202-612-6700
Denmark	202-234-4300	Mexico	202-728-1600	Turkmenistan	202-588-1500
Ecuador	202-234-7200	Morocco	202-462-7979	Uganda	202-726-7100
Egypt	202-895-5463	Mozambique	202-293-7146	Ukraine	202-349-2920
El Salvador	202-265-9671	Nepal	202-667-4550	United Arab Emirates	202-243-2400
Ethiopia	202-364-1200	Netherlands	202-244-5300		
Estonia	202-588-0101	New Zealand	202-328-4800	United Kingdom	202-588-6500
Fiji	202-337-8320	Nicaragua	202-939-6570	Uruguay	202-331-1313
Finland	202-298-5800	Niger	202-483-4224	Venezuela	202-342-2214
France	202-944-6000	Nigeria	202-986-8400	Yemen	202-965-4760
Gambia	202-785-1399	Norway	202-333-6000	Zambia	202-265-9717
Germany	202-298-4000	Oman	202-387-1980	Zimbabwe	202-332-7100

# THE CITY OF LOUISVILLE

Named for King Louis XVI of France in appreciation for his assistance during the Revolutionary War, Louisville was founded by George Rogers Clark in 1778. While its initial growth was slow, the advent of the steamboat in the early 1800s sparked booming industrial development, and by 1830 Louisville had secured its place as the largest city in Kentucky.

Louisville is a community steeped in history. On November 7, 2000, Louisville and Jefferson County approved a ballot measure to merge into a consolidated city-county government known as **Louisville Metro Government** which took effect January 1, 2003. Louisville is currently the 16th largest city in America.

Louisville's alive . . . from Waterfront Park on the banks of the Ohio River to Churchill Downs, home of the Kentucky Derby, the most famous two minutes in sports. The city offers scores of fine restaurants with eclectic dining options and a vibrant, diverse arts community without compare. Louisville is also home to Hillerich & Bradsby (the makers of the Louisville Slugger baseball bat), some of the country's most beautiful parks, and renowned art and science museums. The Louisville arts community has gained international acclaim and is one of only nine U.S. cities with a professional opera, ballet, theatre, orchestra, and children's theatre.

Explore with gorillas in the jungle and watch exotic game from around the world at The Louisville Zoo or take in another kind of wild time at Six Flags Kentucky Kingdom. Watch the Ohio River amble by on a cruise on the Belle of Louisville or the Spirit of Jefferson, experience history at Riverside, the Farnsley-Moremeyn Landing, or get in touch with nature at Jefferson Memorial Forest.



You will quickly see that there is plenty to do, see and explore in Louisville.

For more information on the city and its attractions, visit:

<http://louisvilleky.gov/visitor> or [www.gotolouisville.com](http://www.gotolouisville.com)



## Quick Reference Guide

### **General Immigration and Health Insurance Information....**

<u>ISEP Exchange Students:</u>	The Office for Study Abroad and International Learning (OSAIL) CNMH 280 Phone- 272-8479 and ISEP Central <a href="http://www.isep.org">www.isep.org</a>
<u>Bilateral Exchange/ EV Students:</u>	International Student & Scholar Services, ARO Office: CNMH 072 CNMH <a href="mailto:@bellarmine.edu">@bellarmine.edu</a>
<u>Degree-Seeking International Students:</u>	International Student & Scholar Services, PDSO Office: CNMH 072 <a href="mailto:internationalservice@bellarmine.edu">internationalservice@bellarmine.edu</a>

### **Class Registration and Changes....**

<u>ISEP Exchange Students:</u>	The Office for Study Abroad and International Learning (OSAIL) CNMH 280 Phone: 272-8479
<u>Bilateral Exchange Students:</u>	The Office for Study Abroad and International Learning (OSAIL) CNMH 280 Phone: 272-8479
<u>Degree-Seeking International/EV Students:</u>	See your Freshman Focus instructor, Graduate Admissions Advisor or academic advisor. Verify with PDSO.

### **Employment Information....**

<u>ISEP Exchange Students:</u>	The Office for Study Abroad and International Learning (OSAIL) CNMH 280 Phone: 272-8479 and ISEP Central <a href="http://www.isep.org">www.isep.org</a>
<u>Bilateral Exchange Students:</u>	International Student & Scholar Services, ARO Office: CNMH 072 <a href="mailto:internationalservice@bellarmine.edu">internationalservice@bellarmine.edu</a>
<u>Degree-Seeking International Students:</u>	International Student & Scholar Services, PDSO Office: CNMH 072 <a href="mailto:internationalservice@bellarmine.edu">internationalservice@bellarmine.edu</a>
<u>Exchange Visitors</u>	PDSO Office: CNMH 072 <a href="mailto:internationalservice@bellarmine.edu">internationalservice@bellarmine.edu</a>

**In order to work and be paid,** all international students must **FIRST** apply for a Social Security card. Please consult page 10 of this Handbook for information on Social Security cards.

### **Billing Issues....**

<u>ISEP Exchange Students:</u>	For on campus charges (printing, library late charges, etc.) Please check with the Bursar's Office CNMH 210 Phone: 272-8264
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*Bilateral Exchange Students:*

For all other issues, see Office for Study Abroad and International Learning (OSAIL)

For on campus charges (housing, board, printing, library late charges, etc.) Please check with the Bursar's Office CNHH 210  
Phone: 272-8264

For questions about insurance charges contact Theodora Hannan International Student & Scholar Services, ARO

Office: CNMH 072

[internationalservice@bellarmine.edu](mailto:internationalservice@bellarmine.edu)

*Degree-Seeking International Students:*

For on campus charges (housing, board, printing, library late charges, etc.) Please check with the Bursar's Office CNHH 210

Phone: 272-8264

For questions about insurance charges contact Theodora Hannan International Student & Scholar Services

Office: CNMH 072

[internationalservice@bellarmine.edu](mailto:internationalservice@bellarmine.edu)

**Travel Outside the U.S.....**

*ISEP Exchange Students:*

The Office for Study Abroad and International Learning (OSAIL) CNMH 280

Phone: 272-8479

and ISEP Central [www.isep.org](http://www.isep.org)

*Bilateral Exchange Students:*

International Student & Scholar Services, ARO

Office CNMH 072

[internationalservice@bellarmine.edu](mailto:internationalservice@bellarmine.edu)

*Degree-Seeking International Students:*

International Student & Scholar Services, PDSO

Office CNMH 072

[internationalservice@bellarmine.edu](mailto:internationalservice@bellarmine.edu)

**Staying in the Residence Halls Over Breaks....**

**ALL international students** will need to fill out an exception form to stay in the residence halls during Christmas and Spring Breaks.

**ISEP and Bilateral Exchange Students** will not be charged the daily rate if they chose to stay on campus during Christmas or Spring Break.

**Degree-Seeking International Students** who are not participating in a sport over the holidays will be billed the daily rate.

**Getting involved on campus.....**

The Office for Study Abroad and International Learning can assist all international students with this process. We encourage you to get involved with the Bellarmine International Club and the Office of Inclusivity and Identity. If you would like to join any student organization, the Bellarmine Student Government Association is also helpful. They are located in the Student Activities Center across from the bookstore in Horrigan Hall or join on the Engage website: [engage.bellarmin.edu](http://engage.bellarmin.edu).



BELLARMINE UNIVERSITY  
IN VERITATIS AMORE

## International Student/Exchange Visitor: Local and Emergency Contact Information

**Current Contact Information:** *Address changes must be reported within 10 days to your DSO or ARO*

Name (print): \_\_\_\_\_

Street Address (Room#): \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**Emergency Contact Information:**

U.S. Based      International

1. Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s) (as dialed from U.S.): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Language(s) Spoken: \_\_\_\_\_

U.S. Based      International

1. Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s) (as dialed from U.S.): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Language(s) Spoken: \_\_\_\_\_

**I have received a copy of the International Student Handbook. I understand that I am responsible for reading the handbook and for following the policies and procedures that apply to me.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date