

CAÑADA COLLEGE



HANDBOOK FOR INTERNATIONAL STUDENTS

Mario Mihelčić

Program Services Coordinator, International Admissions

mihelciem@smccd.edu

Phone: (650) 306-3481

Fax: (650) 381-3518

<http://www.canadacollege.edu/international/>

Soraya Sohrabi

International Student Counselor

sohrabi@smccd.edu

Phone: (650) 306-3493, direct line

Phone: (650) 306-3452, counseling department line

Lucy Salcido Carter, MA, JD

Director, Center for International and University Studies

carterl@smccd.edu

Phone: (650) 306-3435

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Information gathered from other schools and NAFSA pamphlets.

WELCOME



Dear International Student,

It is a pleasure to welcome you to Cañada College. We look forward to getting to know you and to working closely with you to help you reach your academic and career goals. Cañada College is a small community college with a great commitment to our students. We provide a safe and friendly school environment, superior academic programs, a wide variety of student support services, and excellent faculty and staff to assist you in reaching your potential. That is why our school slogan is: From here you can go anywhere!

We at the Center for International and University Studies will work closely with each of you to handle registration, housing, transportation, insurance, and U.S. immigration matters and to tackle any cultural or academic barriers that arise.

Counselors will guide you through your educational path whether your goal is obtaining an associate degree, transferring to a four-year university, or getting professional training.

We encourage you to come to the Center for International and University Studies whenever you need clarification or assistance. We are in building 5. Room 230.

We wish you a wonderful experience at Cañada!

Sincerely,

Lucy Salcido Carter,
Director, Center for International and University Studies

IMMIGRATION REGULATIONS CONCERNING (F1) STUDENTS

Immigration has set specific rules for those who are in the U.S. on an F1 (Student) visa. You, as a F1 student, are responsible to maintain your F1 status by following Immigration rules. The basic immigration rules are:

- To maintain your full-time enrollment (minimum of 12.0 units each term)
- To keep your SEVIS I-20 valid and up to date
- To complete your program and/or transfer to another school in a timely manner

Failure to comply with immigration requirements will cause you to lose your F1 status. You are responsible to monitor your F1 status.

Duration of Status:

At the port of entry, the Immigration Officer stamped your I-94 form as D/S. This means you have been admitted to the United States as a student for the “**Duration of Status**”. Duration of Status is defined as:

Degree Program + Practical Training + 60 Days

OR

Actual completion of studies + 60 Days

If you work without a permit, drop below 12.0 units, and/or stop attending school without a legitimate excuse, your I-20 form and visa status will automatically be cancelled, and Duration of Status will not apply to you.

Important

Immigration requires schools to report the student's enrollment on SEVIS within 30 days from the first day of school.

Students may not take more than 3 units of distant learning courses per semester unless they are enrolled in 12 units of on-campus courses.

Students are required to notify the International Student Office of changes in their resident and mailing address, phone number, completion date of their program, and termination of their program.

IMMIGRATION DOCUMENTS

Passport:

You must have a valid passport at all times. If your passport expires while you are in the United States, you need to apply for an extension or to re-new your passport with your own country's consulate or embassy in the U.S.

Visa:

The visa is your permission to travel to the United States. You must contact the U.S. Embassy or consulate in your country to apply for a student visa (F1). If visa granted, it will be placed in your passport by the U.S. consulate in your country. More information is available at:

http://travel.state.gov/visa/temp/types/types_1268.html. The Expiration date on your visa stamp is the latest date you can enter the United States. If your visa stamp expired or changed your status to F1 visa while you were in the United States, you are required to obtain an F1 visa stamp on your passport while you are travelling and planning to return to the United States. **YOU DO NOT NEED TO EXTEND OR OBTAIN A NEW F1 VISA ON YOUR PASSPORT AS LONG AS YOU ARE IN THE UNITED STATES AND MAINTAIN F-1 STATUS.**

I-94 Form: (Arrival/Departure Card)

The I-94 form is the small white card you will complete at the time of your arrival in to the United States at the port of entry. It contains an Admission number that is unique to each student. You must keep this form at all times. The immigration Officer will stamp your I-94 form with the entry date and the departure date. The departure date is usually “Duration of Status” for students on F1 visa. See the above notes on Duration of Status.

SEVIS I-20 Form:

“The Student and Exchange Visitor Information System (SEVIS) is a web-based system for maintaining information on international students and exchange visitors in the United States.”

SEVIS I-20 form is a certificate of your eligibility to study in the United States. The SEVIS I-20 will record your status such as enrollment, transfer, travel, practical training, change of address, and the immigration admission number, etc. The SEVIS number is unique to each student and will be generated when school issues a SEVIS I-20 form. You must keep this form at all times. Do NOT give it up when you leave or return to the U.S.

Keep the above documents in a safe place, and have a copy of them in case of loss or theft
If you lose any of the above documents, contact the International Student Office immediately.

FULL COURSE OF STUDY

All F1 students are required by United States Citizenship and Immigration Services (USCIS) regulations to enroll and complete a minimum of 12 units each semester. If for any reason you have to drop below 12 units, you **MUST** consult with your International Student Counselor or advisor in ADVANCE. Otherwise, you are jeopardizing your F1 status and will become Out of Status. If you become out of status but eligible for reinstatement to F1 status, you **MUST** submit a [petition for reinstatement](#) to F1 status with Immigration. This petition costs \$290.00 payable to USCIS. It may be denied and penalizes you by preventing, re-entry to in the United States for 3 to 10 years. You are also required to apply for reinstatement if you stay in the United States beyond the authorized period of stay (see Duration of status).

SCHOOL TRANSFER

You must apply and receive an acceptance letter from the university to which you intend to transfer, and inform your current school of the last day of your attendance. This will allow your advisor/counselor to review your status and release your SEVIS I-20 form to transfer school. Once your I-20 form released to transfer school, your advisor at new school will access your records and will be able to issue you a new I-20 form.

EXTENSION OF PROGRAM

If you are unable to complete your program by the given date on your most recent I-20 form, you **MUST** apply for an extension of your program no later than 30 days prior to the expiration date.

YOU ARE RESPONSIBLE for **KEEPING TRACK OF THE EXPIRATION DATE OF YOUR I-20 FORM**. You need to contact your International Student counselor at least 30 days prior to the current expiration date. You need to explain in writing why you need additional time for completing your program. If you fail to request an extension in a timely manner, you will be out-of status and must apply for reinstatement.

RE-ENTRY TO THE UNITED STATES AFTER A VACATION

In order to travel, you must bring your I-20 form, passport and your I-94 form, to the International Student Office no later than 10 days prior to your trip. One of the Designated School Officials **MUST** sign your I-20 form for re-entry in to the United States, (please contact the International Student Office).

You must have the followings prior to your [re-entry](#) in to the United States:

1. A valid F-1 (Student) Visa
2. A Valid Passport
3. I-20 Form endorsed by the school official

To [re-obtain or re-new](#) an F-1 visa you must present the following to the U.S. Consulate in your country:

1. Valid passport
2. I-20 form endorsed by the School Official
3. Official transcript from current school
4. Current financial documents

ADDITIONAL INFORMATION CONCERNING YOUR STAY IN THE U.S.

- Do not go directly to the Immigration Office. If you have any questions or need information, first contact the Center for International and University Studies at (650) 306-3481 or come to the office located in building 5, room 230.

- Keep your original SEVIS I-20 form, Passport, and I-94 in a safe place. Always keep a photocopy of your I-20 form with you.
- The International Student Office must have a current address and phone number on file. You **MUST** inform the International Student Office each time you move to new address. This is mandatory for immigration purposes.
- You must leave the United States within 60 days after completion of your studies, unless you change your status, apply for practical Training, or transfer to another school.

EMPLOYMENT/WORK PERMISSION

International Students are NOT eligible for off-campus employment. In some cases, they may qualify for a work permit. This requires students to file a petition with the Immigration through the International Student Office.

NOTE: a work permit is not automatically granted, and you MAY NOT begin employment unless you have been granted a work permit.

In order to apply for employment/work permission, you must:

1. Be registered as a full time student (12.0 units), and meet the specific requirements for the employment program you have chosen
2. Be in good academic standing, and be sure that employment does not interfere with studies
3. Contact the International Student Office to obtain detailed information and proper documents before applying for employment.

The following are the types of employment available to the International Students:

1. On Campus employment
2. Curricular Practical Training
3. Optional Practical Training
 - Vocational Practical training
 - Practical Training while school is in session
 - Thesis Practical Training
 - Post completion Practical Training
4. Employment based on economic hardship

ON CAMPUS EMPLOYMENT

To be eligible, you must be enrolled in at least 12 units as an F1 student at Cañada College, and you **MUST** maintain a minimum Grade Point Average (GPA) of 2.0 or higher at all times.

NOTE: Once your program has been completed, on campus employment is not permitted.

CURRICULAR PRACTICAL TRAINING

Curricular Practical Training is available to F-1 students prior to the completion of their studies during the academic year. It is “an integral part of an established curriculum”. You may apply to obtain an authorization through the Designated School Official (DSO) at the International Student Office. This training is defined as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum, which is offered by sponsoring employers through cooperative agreement with the school.”

General Requirements:

1. Student must have been registered as a full-time student for at least 9 consecutive months. Completion of one academic year fulfills this requirement. (i.e. Spring enrollment + Summer Vacation + Fall enrollment = Consecutive enrollment).
2. The Internship/Cooperative Education must either be required of a student’s degree program or the student must register for an internship course offered through the student’s academic department.
3. Work through Curricular Practical Training must be performed for academic credit or must be a required part of the curriculum.

4. The employment must be temporary and related to the student's major field of study. Students who receive 12 months or more of full time (more than 20 hours per week) of Curricular Practical Training are not eligible for Post Completion Practical Training. Part-time Curricular Practical Training (less than 20 hours per week) will not affect student's eligibility for Post Completion Practical Training.

OPTIONAL PRACTICAL TRAINING

There are four types of Practical Training:

1. Vacation Practical training (during the Student's annual vacation)
2. Practical Training while school is in session (is not required for the student's major and student does not have to enroll in an internship class)
3. Thesis Practical Training (after the student has completed all course requirements and is now working on his/her thesis)
4. Post Completion Practical Training (available after the student has completed all certificate/degree requirements).

Post Completion Practical Training

Students may apply for Post Completion Practical Training (PCPT) no earlier than 60 days before completion of studies. The date of completion is the last day of finals of the term in which the degree requirements are completed. Students are not required to have a job offer when they apply for PCPT. The School's Official will recommend you for PCPT to Immigration on SEVIS that will be reflected on your I-20 form. This will be done when the requirements met and you have filed the appropriate documentation. **YOU MUST CONTACT THE INTERNATIONAL STUDENT OFFICE FOR FURTHER INFORMATION AND APPLICATION PROCEDURES.**

To be eligible:

1. You must have completed your program
2. Employment must be temporary and related to the major field of study
3. Employment must not exceed 12 months
4. You must have been in F1 status for 9 consecutive months

The required documents are:

1. [I-765 form](#)
2. SEVCIS I-20 form
3. I-94 Form
4. Passport
5. Academic Counselor's recommendation letter
6. 2 pictures
7. A check or Money Order in the amount of \$380 payable to Immigration (The fee is subject to change.)

[See the Center for International and University Studies.](#)

YOU MAY NOT BEGIN EMPLOYMENT UNLESS YOU RECEIVE AN EMPLOYMENT AUTHORIZATION DOCUMENT FROM IMMIGRATION.

OFF CAMPUS EMPLOYMENT/ECONOMIC HARDSHIP

F1 students are allowed to apply for off-campus work permission due to unforeseen financial hardship. The student must demonstrate:

1. F1 status for one full academic year
2. Good academic standing and carrying a full time course of study
3. Employment will not interfere with their studies
4. Unavailability of on-campus employment
5. The necessity of employment to avoid the economic hardship due to unforeseen circumstances beyond students' control

See the International Student Office for further information.

STUDENT SERVICES

Center for International and University Studies, Admissions and Support Services

This office will assist you with registration procedures, acquiring transcripts, enrollment verifications, admission requirements, and the evaluation of your graduation petitions. This office also helps you find housing, transportation, and campus and community resources. The Program Services Coordinator, International Admissions, is located in the Center for International and University Studies in building 5, Room 229. The Phone number is (650) 306-3481.

Bookstore

You may purchase books and supplies from the Cañada College bookstore in-person or on-line. They also offer book rental program. The Bookstore is located in Building 2 and the website is <http://bookstore.canadacollege.edu/home.aspx>. Please check their web site for the hours. The phone number is (650) 306-3313.

Counseling

Academic, personal and career counseling is available to all students. The International Student counselor, Soraya Sohrabi, is located in Building 9, room 142. You must make an appointment at the counseling center by calling (650) 306-3452.

Transfer Center

You may obtain information about other colleges and universities and their articulation agreements, and receive assistance in planning to transfer to a four-year university from this Center. Transfer Center is located in building 9, room 142. The phone number is (650) 306-3493.

Library

The college library is located in building 9, third floor. The library is linked to peninsula library system that could provide you greater services. The website is <http://www.canadacollege.net/library/>. Please check the web site for the hours. The phone number is (650) 306-3267.

Learning Center

This center is located in building 9, second floor. It includes a Math, Writing, Reading, and Computer lab, and a tutorial center. It is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. Friday. The phone number is (650) 306-3348.

Scholarship Office

There are a few scholarships available to International Students after the first semester of attendance. The deadline is March 2. Please check with the Financial Aid Office or visit Cañada College Financial Aid web site for an application, and additional information. The phone number is (650) 306-3307.

To locate private organizations, which may offer scholarships, check the following Web sites: www.fastweb.com, <http://www.IEFFC.com>, <http://www.petersons.com/>, or <http://www.collegeboard.com/pay>.

Health Services

The student Health Center provides medical assistance if you need it or if you need a referral to a doctor. Please visit the Health Center web site for hours and services: <http://www.canadacollege.edu/student/healthcenter.html>. The phone number is (650) 306-3309.

Educational Offerings:

Certificate: Certificate programs are short-term programs that allow students to be specialized in a field of study. The units/credits completed may be credited toward an Associates degree and/or transfer program. These programs are very popular within community colleges, because it prepares students for occupations needed in the community.

Associate of Art/Science Degree programs are offered at community college level. It will be awarded when student successfully completed 60 degree applicable units lower division courses in general education and major field of study with a required Grade Point Average (GPA), and achieved competency in mathematics, reading and writing, and computer literacy.

Transfer programs will prepare students for a four-year University by taking preparatory courses.

Transfer Options

Transfer programs are mainly available to community college students. The lower division units/courses and/or degrees completed at a community college level can be awarded to a Bachelor's at another college or four-year universities. This provides an opportunity for students to complete lower division courses at lower cost in a community college and transfer the earned units (almost 50% of the credits required for a Bachelor's degree) to a four-year university in California (UC, CSU, private universities), or to a university in another states.

The four-year universities have established mutual agreements with community colleges to accommodate students with their transfer programs.

Project ASSIST is an on-line tool, <http://www.assist.org> that provides you with information about the equivalency and transferability of the courses among community colleges and California State Universities (CSU) and University of California (UC). You may discuss your transfer goals with your academic counselor/Transfer Center Coordinator (Building 9 Room 142) to discuss your transfer plan in details.

1. California State University (CSU) <http://www.csumentor.edu/>
2. University of California (UC) <http://www.universityofcalifornia.edu/admissions/>
3. Private University <http://www.californiacolleges.edu/california-independent-colleges-and-universities-aiccu.asp>
4. Out-of state colleges and universities

Additional information about California colleges is available at www.californiacolleges.edu

SOME ADVICE:

- If you are required to take classes that are not offered at Cañada College, you may take them at another educational institution with the approval of your International Program academic counselor.
- If you have difficulty with your classes or ANY thing else, contact your academic advisor for assistance. It is important to confront problems early to prevent further complications.
- Make a habit to see your counselor on a regular basis. Your counselor will help you with academic and career choices, graduation and transfer requirements.
- Set an appointment with your counselor early in the semester to put together an educational plan and set up your class schedule for the next semester. Make an appointment at the Counseling Center in Building 9 or call (650) 306-3452. Please DO NOT wait for the end of the semester, your counselor may not be available at the end of semester.
- If you have concerns about your classes and need to discuss them, call your instructor and leave messages on their voice mail. It is OK to leave your phone number and ask that they return your call.
- Remember to take classes only at your English level. This will allow you to progress and advance effectively. English skills are essential for your success at this school and any other school that you may attend.
- If something is not clear to you, please ask questions. There are probably other students with the same questions. Always participate in class activities and discussions. This will help you learn more and give you a chance to exchange your ideas and thoughts with others. One of the American values is freedom of speech!
- Instructors expect a certain amount of challenge from their students. If you disagree with an idea or point of information, it is acceptable to productively disagree with your instructor.

Tips for academic success:

1. Read the syllabus your teacher gives at the beginning of the semester and follow the instructions (this is what your teacher expects from you during the semester).
2. Keep up with your assignments and homework (you are expected to complete your assignments within a given time and not by the end of semester).
3. Get involved with classmates on your studies; try studying with a group of students. This will help you gain a better understanding of your assignments.
4. If it is necessary, rewrite your paper.
5. Take advantage of the available academic support services such as Math lab, Writing Lab, tutorial services, etc.
6. Ask questions

TIPS FOR CROSS-CULTURAL ADJUSTMENTS

It is very natural to experience culture shock within the first year of living in the United States. When you feel confused, alone, tired all the time, homesick, and have difficulty understanding and dealing with a new environment and culture, you may be experiencing culture shock. It is important to remember you are not alone, people are out there with the same experience, and it is OK to feel that way. Also, remember there are people who are willing to help you go through this tough time, interact with them.

Suggestions:

- Get help from a trained counselor and psychologist on campus, or talk to the nurse on duty (with whoever you feel more comfortable); learn more about your immediate environment and learn more about American ways and culture, learn the language by using it. Rephrase when there seems to be a misunderstanding.
- Get involved with school activities and clubs. Look for new things to discover. Look for new friends. Share your culture with others.
- If you do not understand or are confused, continue to ask until it becomes clear.
- Maintain your own culture and values as an important part of who you are.

LOCAL INFORMATION

Transportation

Public transportation in the Bay Area is good. If you are commuting to school, you may use Sam Trans, the public transit system, which has routes to many different areas. Route 296 will bring you directly to Cañada College from downtown Redwood City. The bus schedules are available at the Student Activity Office.

Sam Trans Phone Number: 1-(800) 660-4287

Other methods of transportation to San Francisco or San Jose are:

BART (Bay Area Rapid Transportation) (650) 992-2278

Operates between 4 a.m. to 12 midnight weekday, Saturday 6 a.m. to 12 midnight, Sunday 8 a.m. to 12 midnight

CAL TRAIN 1(800) 660-4287 WEB site: www.caltrain.com

Operates between 5 a.m. to 11:30 p.m. weekday, Friday 5 a.m. to 1:30 a.m., Saturday 6:30 a.m. to 1:30 a.m., Sunday and holidays 7:30 a.m. to 11:30 p.m.

If you are planning to travel and need a ride to the Airport, you may use Shuttle Vans or a taxicab to the Airport. You may make a reservation 24 hours before your flight, if you are taking shuttle Van. The shuttle costs \$21 for one person, and second person costs \$8.00. You may find a list of available shuttles in the yellow pages of the telephone directory.

Super Shuttle (415) 558-8500

Taxicabs are more expensive; the cost range is \$60 to \$80.

Banking

Once you have chosen the bank, complete the application they provided and present your I-20 form, passport and I-94 form. You may open a checking account or savings account. The checking account will allow you to write checks for different purpose. It may offer you the opportunity to link your account with ATM machines. You may withdraw money with an ATM card at any time.

Obtaining a Social Security Number

You need to have a letter from the International Student Office verifying that you are a student, currently enrolled in college, and have a job offer on-campus. You may take this letter with your I-20 form, passport, and I-94 form to the Social Security Office.

Main Social Security Office: 1-800-772-1213

Local Social Security Offices

Redwood City: 601 Allerton Street
San Mateo: 800 S. Claremont St.
Mountain View: 700 El Camino Real

Office hours: M-F 9:00 a.m. to 4:30 p.m.

Post Offices

| Redwood City | San Mateo | Burlingame |
|-------------------------------------|--|---------------------------------|
| (650) 368-4181 1100 Broadway St. | (650) 358-8475 1630 S. Delaware St. | (650) 343-7861 220 Park Road |

Housing/Renting an Apartment

Cañada College does not offer housing; however, college has a partnership with International Student Placements (ISP), which places international students with host families in our local area. Visit www.isphomestays.com for more information on the homestay option.

If you choose to rent an apartment, you may look at the local newspaper listings, contacting an agent who will provide a list of available properties, or you may drive around the area of your choice and look for posted “For Rent” signs. For more information on other housing options such as apartment and room rentals, visit <http://www.smccd.edu/international/english/about.php>.

Leasing or Renting

A “lease” is a binding legal contract between you and landlord for a period of time. When you sign a lease, you are obligated to pay the landlord monthly rent for the duration of the lease, even if you move out before the lease ends. The lease or rental information must include is rental rate, required deposit, beginning and ending date of occupancy, and apartment rules.

To rent an apartment you need to pay an application fee, first month’s rent, and a security deposit. The security deposit is usually equivalent to one month’s rent, and is refundable when you leave the apartment clean and undamaged. Check the apartment before renting to insure that it is in proper order that everything works properly. Rent usually covers water and garbage, and you are responsible for other utilities such as, electricity, gas, telephone, etc. Unfurnished apartments usually include refrigerator and stove, sometimes microwave. It is always good to pay rent and other payments by check, NOT BY CASH. Write the purpose on the front of the check. If you are forced to pay by cash make sure you get a signed and dated receipt from the landlord.

Some questions you may want to ask include:

- ◆ What is included in rent? (gas, electricity, water, parking, laundry)
- ◆ How many persons may occupy the apartment? What is the guest policy?
- ◆ When and how must rent be paid each month?
- ◆ If roommates share the apartment, who is responsible if you should leave?
- ◆ Under what conditions are the securities or cleaning deposits refundable?
- ◆ What is the landlord’s right of entry?
- ◆ What are the rules concerning pets, conduct, and recreational facilities?

- ◆ Whom do you call for emergency repairs?
- ◆ Are there laundry facilities in the building? If not, are they nearby?
- ◆ Is parking available? If not, where do you park?
- ◆ Is the apartment located near public transportation?
- ◆ How, where and when do you dispose of trash?

If corrections of repairs are needed, make the rental contingent upon these corrections and agree (in writing) upon a completion date.

Right of Entry

The landlord has the right to enter the apartment at reasonable times to inspect and make repairs. The landlord usually will ask your permission or notify you of work to be done before entering to your apartment

If you use the newspaper choose one of the local publications: San Francisco Chronicle, San Jose Mercury, San Mateo Daily Journal, Palo Alto Weekly. Look under “Classified Market Place” section, which lists apartments, studios and housing to share. The list begins with lower fees and moves upward. It gives you a brief description of the apartment and phone number. Listed below are some of the abbreviations used in the descriptions.

| | |
|-----------|-------------------------------|
| DLX | Deluxe |
| Apt. | Apartment |
| Spac. | Spacious |
| Cpt./Drps | Carpet and Draperies provided |
| AEK | All Electrical Kitchen |
| Gar | Garage |
| Yd.,Gd. | Yard and Garden area |
| Vu. | Nice view from apartment |
| W/W Cpts | Wall to wall carpets |
| Fr Plc | Fire Place |

To use an agent, choose one from the Internet searching “Rentals”. Some agents provide you a list of rentals for a fee.

Department of Motor Vehicle (DMV)

You must have a valid driver’s license to drive a car. Your International Driver license will not be accepted. Each state in the United States issues its own driver’s license, but you are able to drive with your American Driver License at any of the States in America. To obtain a driver’s license you must take your passport, I-20 form and a copy of social security card to one of the DMV offices.

WEB site: www.dmv.ca.gov
Phone Number: 1-800-777-0133
 Redwood City 300 Brewster Ave.
 San Mateo 425 N. Amphlett Blvd.

Office hours: See the DMV website for the hours.

Automobile Insurance

If you own a car in California or any other states, you are required to purchase automobile insurance. In case of accident, automobile insurance protects you against most of the cost of injuries and repairs. The cost of repairs can be very high. In some states, you may be required to pay for the cost of repairing the other vehicle if you caused the accident. You can find an auto insurance company by searching the WEB. Some of the companies that are offering “Automobile Insurance” are: [AAA Insurance](#), [GEICO](#), State Farm, and All State. You should contact and review several companies to get a “quote” (price of insurance) to find the least expensive policy with highest coverage.

TAX

All International Students are required to file income tax return forms every year. If they are employed and earned income during the year, they must file their income tax by **April 15**. If they DID NOT work and had no income they must file by **June 15** of the year following the calendar year end. The Tax forms will be available during the month of February or March at the International Student Office. You may also pick up the 1040NR or 1040NR-EZ form, and 8834 form from local public libraries.

Where do I get a Form 8843 or Form 1040NR?

If you do not receive a Form 8843 or Form 1040NR through the mail directly from the IRS, one can be obtained from the city library or the local post office, or you can call the IRS at 1-800-Tax-Form (829-3676).

If you wish to obtain a TAX ID number (if you do not have a Social Security number) you may go to the Internal Revenue Services (IRS) Office.

The IRS office hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

IRS web address: <http://www.irs.gov/>

Local offices:

San Jose: 55 S. Market Street/ phone number: (408)817-6747

San Francisco: 450 Golden Gate Ave./ Phone Number: (415)522-4061

MEDICAL INSURANCE

Due to the high cost of medical expenses all International students are required to have medical insurance. You may purchase the medical insurance from our district for a total of \$953 per year. You may choose to purchase by semester: Spring and Fall \$453 each term and \$181 for summer. This will not cover dental.

If you have a private insurance, the coverage should be equivalent to our district insurance policy. You must provide proof of medical insurance coverage to the international Student Office; your medical coverage will be checked and evaluated every semester.

Note: All International Students have a hold on their records regarding medical insurance coverage. This hold prevents students from registration. However, it will be removed as soon as the status of medical insurance is determined.

Frequently Asked Questions

Do I need a parking permit? Where can I buy one?

Once classes begin, you DO need a parking permit to park your car on campus. With your permit, you will only be allowed to park in the student parking lots. You may not park in spaces that are marked “Faculty” and “Staff”. You may not park in “Handicapped” spaces unless you have special permission. Pay for your permit when you register for classes. (You will be asked if you want “parking”.) The cost of parking permit is \$40 in Fall and Spring semesters, and is \$20 in Summer session. You may also buy daily permit for \$2.

How do I get my picture/student ID?

During the first two weeks of school, take your registration and payment receipt to the Student activity office, located in Building 9, first floor room 108. Present your registration and payment receipt and ask for your ID. Your picture will be taken on the spot!

How do I get my books?

Take your registration receipt to the bookstore. The books are on the shelves based on course number and instructors name. You may also purchase your books on-line by visiting the bookstore website at <http://bookstore.canadacollege.edu/home.aspx>.

What if the class I want is closed/full?

You still may have a chance to get into the class. Go to the first day of class. (The time and location of each class are listed in the class schedule). Get there a few minutes early. Before class begins, tell the instructor you would like to add the class. Usually, the instructor will wait until the break or the end of the class, and then will decide if there are spaces for more students. If he or she decides to add you, you will be given an authorization code. You may use WEBSMART at <https://websmart.smccd.edu> to register for the class. If you have difficulty to register on-line, contact the International Student Office/Admissions and Records Office, or visit the information desk in Building 9 first floor.

How do I drop a class?

You may drop a class via WEB SMART, <https://websmart.smccd.edu/>, during the first two weeks of School. After this period you may drop/withdraw, however, you will not be eligible for a refund. Please see the class schedule for the deadline.

IMPORTANT NOTE: You may **not drop below 12-unit requirements**. Please contact your academic advisor/counselor to discuss your circumstances for dropping below 12 units otherwise it may jeopardize your F1 status.

What does “smoke free Campus” mean?

To provide a safe learning environment, smoking is prohibited in all indoor locations, outdoor balconies, terraces and stairs, and within distance of twenty feet from any doorways, entrance to a building or air intake vents. Parking lots are designated areas for smoking.

HOLIDAYS

(All classes and offices are closed)

| Holiday | Date |
|---|----------------------|
| Labor Day | September 5, 2011 |
| Veteran's Day | November 11, 2011 |
| Declared Holiday for <u>Evening courses Only</u> | November 23, 2011 |
| Thanksgiving Day | November 24, 2011 |
| Declared Holiday | November 25, 2011 |
| Christmas Day | December 25, 2011 |
| Declared Holiday | December 25-31, 2011 |
| New Year's Day | January 1, 2012 |
| Martin Luther King Jr. Day | January 16, 2012 |
| Lincoln's Day | February 17, 2012 |
| President's Day | February 20, 2012 |
| Spring Recess | April 2-8, 2012 |
| Memorial Day | May 28, 2012 |
| Independence Day | July, 4, 2012 |

IMPORANT DAYS TO REMEMBER

See Class Schedule

Last Day to drop a semester length class and be eligible for refund

Students will be dropped for non-payment of fees

Last Day to drop a semester length course without a "W"

Last Day to declare CR/NCR option for designated classes.

Last Day to Withdraw semester length class

Final Examinations (Day and Evening Classes)

Last day to Apply for Degree/Certificate

See the academic calendar on the Cañada College web page:

<http://canadacollege.edu/admissions/calendar.html>

Holidays

The United States like any other country has holidays, which are mostly not due to a “holy day” or religious. They are based the meaning of the word “holiday” which it means “celebration”. Each state has authority to determine a date to celebrate an event, however, all states agreed upon same date for the national holidays. The holidays or celebrations are divided in to four categories, National or Federal holidays, national celebrations, national fun days, and ethnic celebrations.

National Holidays

These days are declared a holiday and all private, public, and federal agencies will be closed. These days are:

New year’s Day is the first day of the year after New Year’s Eve. On this day people visit family and friends and may watch a Roses parade on television that is taking place in Pasadena in California.

Martine Luther King Day is a day to celebrate Martin Luther King, a Civil Right leader. His non-violent civil right movement was about unequal treatment of African-American people. As the results of his efforts, Civil Right Act passed in 1964. This was a year after his assassination on August 23 1963, after his speech that was later titled “I have a dream”.

Abraham Lincoln’s Birthday is on February 12, 1809. He become a president in 1860, and is known as the president who abolished slavery in the United States.

President’s Day is a day to honor all previous president of the United States. The President’s day has set on the third Monday of February by President Richard Nixon in 1971.

George Washington’s Birthday is on February 22, 1773. He is the first president of the United States known as “the father of his country”. He is responsible for creating one nation out of colonies and territories. The laws came into Constitution and Civil Right bills during his era.

Easter (A Sunday in Spring) is a religious day. The day Jesus Christ died is “Good Friday” and the Sunday after Friday is the day he was resurrected is Easter. Before Christianity, Easter called “Eastre”, goddess of spring, and it was the celebration of spring and re-birth.

Memorial Day is a day to honor the soldiers who died at wars in serving their country. The Memorial Day began in 1886 by honoring the Civil war, the war between north and south, soldiers. In 1971, Richard Nixon changed the concept to honor all soldiers, and set the date for the third Monday of May.

Independence Day is the day that America celebrates and honors the nation’s birth, on July 4. This is the day that the United States of America declared its independence from England in 1776. It is a day for picnics, parades, firework, and celebration.

Labor Day is on the first Monday of September, and is a day to honor American working people.

Columbus Day is in recognition of Christopher Columbus who discovered America on October 12, 1492. The second Monday of October is dedicated to his recognition.

Veterans Day is on November 11, and is to honor Americans who served World War I, and other wars that America fought.

Thanksgiving Day is on the fourth Thursday of November. It is a tradition that was passed on by pilgrims, who survived a rough winter. They celebrated their survival with friend and family by having feast, (roast turkey, potato, pumpkin pie, and cranberry).

Christmas Day is another religious day. Christians will celebrate Jesus' birth on December 25 by decorating the houses and trees with lights, and exchange gifts.

National celebrations

These are celebrated around the nation, but they are not declared holidays:

Mother's Day is on second Sunday of May. American children make this day as special day for their mothers.

Father's day is on third Sunday in June. American children make this day as special day for their father.

Valentine's Day is on February 14. It is named after a Roman priest. The symbol of this day is Cupid, a Roman goddess of Love. This is a day for sweethearts; the day that people show they care and love by giving candy and sweets to loved ones.

April fool's Day is on April first, a day that people play tricks on friends and others.

Halloween is on October 31. It was the evening before "All Saint or all Hallows Day". This is the night that all children dress in customs and walk through neighborhood knocking the doors saying "trick or treat", to collect candies in a bag.

More Celebrations

Chinese New Year is in January and will celebrate in Chinatown and any other areas that they have been settled. The celebration goes with parades, firecracker, and a cloth dragon chasing red sun-ball or white peal-ball.

St. Patrick's Day is on March 17. St. Patrick was an Irish missionary who spread Christianity in Ireland. March 17 is the day St. Patrick died, but this becomes the day his follower celebrated his life. The tradition came to America when Irish immigrated to the United States, and now all American celebrates it regardless.

Cinco De Mayo (May 5) is a day that Mexican-American, and Mexican nationality celebrates the friendship between Mexico and America. This is the day Mexico with American army's help defeated the French troops under Napoleon III command in a battle in 1862.



MAIN PHONE NUMBERS

| | |
|---|----------------|
| International Admission | (650) 306-3481 |
| International Admissions FAX | (650) 381-3518 |
| International Student Support Services | (650) 306-3481 |
| Bookstore | (650) 306-3313 |
| Center for International & University Studies | (650) 306-3481 |
| Business/Operation Office | (650) 306-3270 |
| Counseling Department | (650) 306-3452 |
| Health Services | (650) 306-3309 |
| Learning Center | (650) 306-3348 |
| Library | (650) 306-3267 |
| Lost and found | (650) 306-3420 |
| Math Lab | (650) 306-3348 |
| Security Office | (650) 306-3420 |
| Transfer Center | (650) 306-3493 |
| Writing Lab | (650) 306-3348 |

Online Registration

<http://websmart.smccd.edu>

Division Offices

| | |
|-------------------------------------|---------------|
| Humanities and Social Sciences | (650)306-3336 |
| Business, Workforce and Athletics | (650)306-3201 |
| Engineering, Science and Technology | (650)306-3291 |
| Physical Education | (650)306-3341 |
| Counseling | (650)306-3452 |