

# International Services Office

Friends University  
2100 W University Avenue  
Casado Campus Center - 004A

## Contact Information:

Telephone: (316) 295-5675

Fax: (316) 295-5720

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## Welcome to Friends University!

Welcome to Friends University! We are pleased you have selected our institution to further your educational and cultural endeavors. At Friends, we value intercultural awareness, learning, and engagement to inspire all students to become global citizens. International students play an integral part in this community and are encouraged to get involved in all aspects of campus life during their time here.

We know the transition from your home country to another country can be overwhelming at times. However, we will be here to assist you through this experience – you are not alone! This handbook is the first step in getting you acquainted with your new surroundings. It was created to help prepare and navigate you through this transition in hopes that it will turn out to be one of the best experiences of your life.

We encourage you to become familiar with the information in this handbook. However, if you cannot find the answer to your question here, or have additional questions, please do not hesitate to contact us. Lindsey can be reached at 316-295-5675 or [lindsey\\_moss@friends.edu](mailto:lindsey_moss@friends.edu).

Lindsey Moss, DSO



## Mission:

The Mission of the Friends University International Services Office is to support international students' transition to the university and to assist them in accomplishing their academic, social and occupational endeavors as well as enhance intercultural awareness, learning, and engagement to inspire all students to become global citizens.

## Services:

The International Services office assists international students with the following services:

- Orientation
- Cultural transitioning
- Immigration regulations/advising
- University procedures
- Social and educational programming

Office Hours (appointments recommended and appreciated):

Monday – Friday, 9:00am to 5:00pm (fall & spring semesters)

Monday – Thursday, 9:00am to 5:00pm and

Friday, 9:00am to noon (summer term)



# MAINTAINING F-1 STATUS



The United States Citizenship and Immigration Services (USCIS) have regulations regarding how to maintain F-1 visa status. As long as you continually follow these regulations, you will be considered “in status” or “maintaining your F1 visa status.” Your International Advisor (Designated School Official - DSO)/The International Services Office is available to assist you with maintaining your status; however, it is your responsibility to know and follow the regulations. A brief overview of how to maintain your F1 visa status is provided below.

Any additional questions should be directed to:

Lindsey Moss, LSCSW  
Director of Counseling, Wellness and International Services, DSO  
Division of Student Affairs

Office: Casado Campus Center 004A  
Office Phone #: (316) 295-5675  
Email Address: lindsey\_moss@friends.edu

## **CHANGE OF ADDRESS**

Immigration regulations require that you inform USCIS within ten days of moving to a new residence. You may do so by sending an email to your DSO, Lindsey Moss at lindsey\_moss@friends.edu. In your email, type “Change of Address” in the subject line and include your new address information in the content section. It will be your DSO’s responsibility to update the information in the Student & Exchange Visitor Information System (SEVIS).

NOTE: You should also update your Friends University student information by contacting the Registrar’s office at (316) 295-5400 or registrar@friends.edu.

## **CHANGE OF MAJOR OR PROGRAM LEVEL**

If you change your major or program level (i.e. Bachelors to Masters) at any time during your studies at Friends University, you will need to notify your DSO/ The International Services Office. Once the change has been approved by the University, your DSO will issue an updated Form I-20 through SEVIS.

## **COMPLETION OF PROGRAM**

Upon completion of a degree program, immigration regulations allow F1 students a 60-day grace period in which they may remain in the U.S. This grace period begins from the last day of the term for which you were last registered - not from the expiration date on your Form I-20. If you plan to apply for off-campus employment authorization following your degree (i.e. Optional Practical Training – OPT), you should do so prior to your program end date. If you do not intend to apply for off-campus employment authorization, please inform your DSO/The International Services Office of your future plans.

## **HEALTH INSURANCE**

To protect our International students and ensure that they will be able to receive necessary medical care, Friends University requires all F-1 visa holders to purchase health insurance. This plan offers benefits that are unique to the needs of F-1 students that most insurance plans do not cover, including medical evacuation and repatriation. F-1 students will be unable to register for classes until they are able to show proof of payment for enrollment into the university sponsored health insurance plan for the academic year. The DSO may make exceptions to this requirement on a case by case basis. An example of a possible exception would be if a current F-1 student’s SEVIS program end date is scheduled to occur in less than 1 year, the student may be allowed to purchase coverage for a semester rather than a year. Students with more than 1 year left in their program will be required to purchase yearly premiums.

## **OFF-CAMPUS EMPLOYMENT**

F-1 students may **NOT** participate in *any* type of off-campus employment unless authorized by the International Services Office and/or the USCIS. Internships which are required or integral to the student's program of study, must also be approved by The International Services Office prior to the internship start date. Students interested in off-campus employment should schedule an appointment with their DSO before accepting an employment offer.

## **ON-CAMPUS EMPLOYMENT**

F-1 students may engage in part-time employment (up to 20 hours per week) on the Friends University campus while classes are in session. They may work up to 25 hours per week (per Friends University Policy) in between terms and during the summer vacation as long they plan to be a full-time student the following term. If you have questions about types of jobs that qualify for on-campus employment, please schedule an appointment with your DSO. You may also visit [www.friends.edu/employment](http://www.friends.edu/employment) to search for on campus employment opportunities.

## **PASSPORT VALIDITY**

It is imperative that you keep your passport valid at all times. Contact your country's embassy or consulate in the U.S. for instructions on how to renew your passport at least six months prior to its expiration date.

## **PROGRAM EXTENSION**

If you are unable to complete your academic program by the end date listed on your Form I-20, you must request a program extension. You should apply for an extension one to two months before the expiration date on your Form I-20. Please contact your DSO in the event that you need to request a program extension.

## **REGISTRATION & FULL COURSE LOAD REQUIREMENT**

F-1 students must register for and complete a full course of study each term during the academic year. Summer and vacation periods normally do not require registration as long as you are a continuing student. It is very important **NOT** to withdrawal from any classes that will result in less than a full course load. If you have serious academic or medical concerns, you will need to make an appointment with your DSO to discuss possible exceptions prior to dropping below full-time status. Reduced Course Load forms are available in the International Student Services Office.

## **REINSTATEMENT**

F-1 students that violate their visa status should meet with their DSO to discuss possible options. In certain cases, a student may be eligible to apply for "reinstatement". This can be a time-consuming and expensive process, and there is always a chance that the request could be denied by the USCIS.

NOTE: Students who are in violation of their visa status are not eligible for certain F1 benefits (i.e. travel signatures, on and off-campus employment, etc.). Therefore, it is advisable to know the regulations regarding your visa status and to consult your DSO should you have any questions.

## **TRANSFERS**

If you are transferring to Friends University from another U.S. school or from Friends University to another U.S. school, you will need to complete a Transfer Verification Form (Friends University) and/or other transfer documentation, and acquire a new Form I-20 within the first 15 days of your first term at your new institution. Contact your DSO for more specific information related to your transfer situation.

## **TRAVEL**

If you plan to travel outside the U.S. during your studies, you will need to obtain a travel signature from your DSO or other SEVIS authorized official at Friends University prior to leaving the U.S. Travel signatures are valid for one year (refer to the bottom of page 3 of your Form I-20) and for six months for F-1 students on OPT.

CAUTION: If your visa has expired or will expire while you are outside the U.S., you will need to apply for a visa renewal at a U.S. consulate or embassy before returning to the U.S. For more comprehensive information, please consult the U.S.

# Reasons to visit the International Services Office...

- ⇒ You just want to **CHAT!**
- ⇒ You have fallen **OUT OF STATUS**
- ⇒ Your **FORM I-20** has been lost or stolen
- ⇒ You plan to **LEAVE THE COUNTRY** for any reason
- ⇒ You plan to **GRADUATE** within the next 3-4 months
- ⇒ You have questions about **CULTURAL TRANSITIONING**
- ⇒ Your **VISA** has expired and you plan to leave the U.S. for any reason
- ⇒ You wish to apply for **OFF-CAMPUS EMPLOYMENT** authorization
- ⇒ You wish to **TRANSFER** schools (either to or from Friends University)
- ⇒ You will be **CHANGING YOUR MAJOR, PROGRAM, AND/OR PROGRAM LEVEL**
- ⇒ You feel you need to **DROP BELOW A FULL COURSE LOAD** because of compelling academic or medical reasons (you must meet with us **BEFORE** you drop any classes)
- ⇒ You have a **CHANGE OF ADDRESS**, phone, email, and/or other contact information
- ⇒ Your **PASSPORT** will be expiring soon (preferably at least 6 months **BEFORE** it expires)

Lindsey Moss, LSCSW  
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# Table of Contents

## Living in the United States

- Higher Education in the United States  
Credit hours, Instruction in English, Homework, Quizzes & tests, Grading/GPA,
- Communication  
Mail, Telephone, Email, Facebook
- Conversions  
Units of measurement
- Cultural Adjustments  
Culture shock & coping strategies
- Adjusting  
Bank information, Housing, Shopping, Dining

---

## All About Wichita, Kansas

- Quick Facts  
History, Climate, Demographics, Transportation, Culture

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## About Friends University

- Community Life Standards
- Academic Affairs  
Tutoring, Writing Center
- Casado Campus Center  
Bookstore, Dining Services (Sodexo), Health & Wellness Office
- Getting Involved  
Campus Ministries, Community Service, First Year Mentors (FYM), Intramurals, Residence Life, Student Government Association (SGA)
- Additional Programs & Services  
Athletics, Cashier, Counseling Services, Counseling Office, Center on Family Living, Davis Communications Center, Financial Aid, Fine Arts, Library, Registrar, Student Account Services, Technology Help Desk

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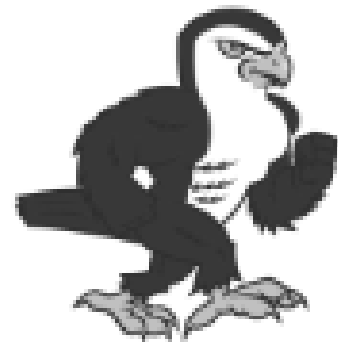
## Important Information

- **Important Immigration Information:**  
Maintaining F1 Student Status, SEVIS, Important immigration documents
- **Employment options**  
Obtaining a social security card, Off campus employment, CPT, OPT, STEM OPT extension, On campus employment

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## Closing Remarks and Acronyms

- Closing Remarks
- Acronyms & Terms



# Living in the United States

## Higher Education in the United States

Depending on where you are from, you may notice many or few differences in the higher education system here in the United States. The following information is meant to assist you with day-to-day occurrences in relation to academics:

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### ★ Credit hours

Most colleges and universities in the United States use a credit hour system to signify how many hours a student spends in the classroom each week for a given class. Typically, a semester-long course that meets two or three days per week is worth three credit hours. You may take courses that count for more or less credits depending on your program or major field of study.

F-1 students must register for and complete a full course of study each term during the academic year. For students in the CBASE and CAPS programs, you are required to take 12+ credit hours per semester. Students in GRAD programs will need to maintain a full course of study – as determined by your program.

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### ★ Instruction in English

In order to study at Friends University, international students must show proof of English proficiency. This is most often shown through a TOEFL score and/or time spent studying and/or a degree earned from a U.S. institution.

With that said, all of your classes will be conducted in English. The only exceptions to this rule would be for foreign language courses (i.e. – Spanish, German, French, etc.).


If you are having difficulties in class due to instruction in English only, do not hesitate to speak with your professor(s) and your DSO/the International Services Office about ways in which they can assist you.

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### ★ Homework

Homework may come in many forms (i.e. – reading assignments, worksheets, essays, research papers, group projects, etc.). Keeping up with regular homework assignment is imperative to your success in a given class.

\*\*\*If you find yourself falling behind on homework and/or not understanding the material in a given class, discuss the situation with your professor as soon as possible (schedule an appointment during his or her office hours). Moreover, the university has many support services (listed in Chapter Four) to assist you if you are experiencing academic challenges.



A few important items to note  
(with regards to homework) are:

- Reading in English – If English is not your native language, reading assignments can seem daunting at times. It is important to note that, in some classes, reading may be optional or supplementary. Make sure to clarify reading assignments with you professor and then prioritize what you are assigned.
- Writing in English – You may find it difficult to express yourself fully in English if it is not your native language. This frustration is common for students (both domestic and international). With time, your writing will improve and the stress or anxiety you may be experiencing will subside.
- In the meantime, you may find it helpful to visit the Writing Center (highlighted in Chapter Four) to assist with writing essays, reports, and/or research papers and proper MLA/APA formatting.
- Computer use – Computers will be used for many aspects of your courses (i.e. – research, papers, projects, exams, etc.), so it is important to be proficient in basic computer programs such as: Microsoft Word, Excel, Power Point, etc.). If you do not own a personal computer, you may use any one of the university’s open computer labs to complete your homework.
- Individual vs. Group work – Collaboration (with fellow students) can help enhance your knowledge and understanding of a given subject and/or concept. However, it is important to clarify whether group work is allowed before pairing up with a partner or two for homework.
- Academic honesty – Friends University expects its students to act with integrity as a part of its academic community. Violation of academic integrity includes, but is not limited to:
  - Cheating on exams and quizzes. This includes, but is not limited to, unauthorized use of books, library materials, or notes during an exam or quiz.
  - Obtaining or giving assistance to another person during an exam unless collaboration is permitted.
  - Obtaining or attempting to obtain copies of non-circulated exams or questions.
  - Plagiarism, which is defined as:
    - Use of another's written work without proper citation, including the borrowing of an idea or phrase, or paraphrasing of material without proper citation.
    - Use of another student's work in any form.
    - The purchase and/or use of a paper or assignment written by someone other than that student.
    - Collaboration on projects where collaboration has been forbidden.
    - Falsifying, forging, or altering of any academic record.
    - Encouraging or participating in the academic dishonesty of another individual.

\*\*\* Upon violation of the academic honesty policy, an instructor may impose sanctions which include a failing grade in the course. In serious, flagrant, or repeat cases of academic dishonesty, the incident may be reported in writing to the Vice President of Academic Affairs for further action. Written record of any incidents and/or sanctions will be kept by the faculty member.

- **Quizzes & tests-** Depending on your academic program or field of study, you may be required to take quizzes and/or tests on a regular basis. Throughout your course of study, you will become familiar with several testing styles. It is important to note that each professor requires something different depending on the course they are teaching. If you have questions about a certain testing style, or how to study for specific subjects, do not hesitate to contact your professor.
- **Quizzes –** Quizzes are short tests or assigned material. They can be announced or unannounced (a.k.a. – “Pop quizzes”). Professors administer quizzes to determine if students are keeping up with assigned readings and/or verify that they understand course concepts.
- **Tests –** Tests/exams can vary in length and question type (i.e. – short answer, essay, multiple choice, true-or-false, matching, etc.). Tests are often a combination of objective and subjective questions. While the majority of your tests/exams will be taken during class time, some professors will allow you work on them outside of class time (a.k.a. – “Take home test”). In certain programs and/or fields of study, it may be acceptable to reference your notes and/or other assistive materials during the test/exam.
- **Grading/GPA-** Academic performance is evaluated through a grading system – as determined by each professor. At the beginning of each course, your professor will distribute a syllabus that will outline course specifics – including a course description, attendance policy, grading scale, etc.. At the end of each course, your professor will submit final grades (A through F scale) to the Registrar’s office.

Overall academic performance is indicated by your grade point average (GPA) – total credit hours multiplied by your grades.

The following is a typical GPA scale:

A = 4.0

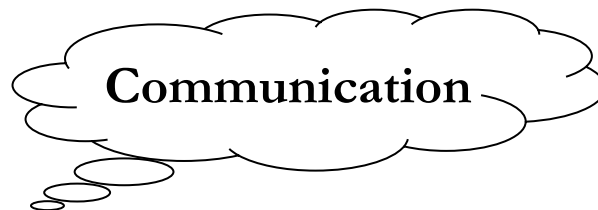
B = 3.0

C = 2.0

D = 1.0

F = 0.0

**\*\*\***As an international student, it is important to maintain good grades – as this can have an effect on your immigration status.



There are many ways to stay in touch with family and friends both far and near. This section will assist you with various communications systems here in the United States:

### **Mail**

The main provider of mail services in the United States is the United States Postal Service (USPS). Other common

mail services are: Federal Express (Fed Ex), and United Parcel Service (UPS).

There are several post offices within the Wichita area that offer many services (including international package services). In addition to actual offices, there are many mailboxes (generally used for letters and small packages) scattered throughout the city.

\* *For a list of post office locations and office hours, visit: [www.usps.com](http://www.usps.com), click on the “Locate a Post Office” link (at the top of the screen), then type in “Wichita, KS”, click the “Search” link, and navigate through the listing.*

\* *For information regarding on campus mail services (Davis Communication Center – DCC), review the “Programs & Services” section.*

\* *If you live off campus, your mail will be delivered Monday through Saturday to your residence.*

\* *If you live on campus, your mail will be delivered Monday through Saturday - directly to campus – and then disbursed to the residence hall, apartment complex, or university house in which you live.*

**\*\*\*REMEMBER:** *In general, mail will take anywhere from two days to two or three weeks to reach its intended destination depending on where you are sending or receiving mail.*



- **Telephone**

Calling cards – You may use calling cards from almost any telephone (i.e. – cell phones, pay phones, land line phones). Many companies offer international calling card plans.

\*\*\*NOTE: Researching calling card companies and the plans they offer will ensure that you get the best deal (the most calling minutes for your money).

Cell Phones – Many students prefer carrying cell phones over purchasing “land line” (a.k.a. – local and long-distance telephone) service. There is a wide variety of cell phone companies to choose from. It might be a good idea to check with your friends to see what cell phone service they have.



\*\*\*NOTE: Make sure to ask your service provider about packages that include international minutes (if you will be using your cell phone to call home).

“Land line” service – can be offered at your place of residence off campus. Land lines are not available in on campus housing therefore it is strongly suggested that you obtain a cell phone.

If you live off campus, you may want to arrange for both local and long-distance phone service. Having this service can be a useful if you choose not to carry a cell phone and/or you spend a lot of time at home.

\*\*\*NOTE: Make sure to check with your telephone service provider regarding any promotions/special savings for your telephone service.

Pay phones – It is not as common to use pay phones (public phones) in the Midwest as it is in larger cities. However, they still exist and operate similar to land line phones. Remember to bring change (i.e. – dimes and quarters) to use the phone!

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- **Email**

Email is an affordable way to maintain communication with family and friends. You may already have a personal email account such as hotmail, gmail, etc., but once you become enrolled at the university, you will have an additional email account for use during your tenure at Friends University. Checking your student email account is important to receive important information from professors and events around campus.

You will receive more information (how to access your account – username and password) when you arrive on campus for Orientation. Contact the Help Desk (reference Chapter Four for contact information) for additional assistance with your email account.

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- **Facebook**

More than likely, you already have a personal Facebook account. Friends University often uses Facebook to communicate events around campus. If you do not have a Facebook account you may visit [www.facebook.com](http://www.facebook.com) to sign up for an account. Visit the ISO Facebook page at <http://www.facebook.com/FriendsUniversityISO>.

# Conversions

- Units of measurement**

The United States uses “U.S. customary units” (a.k.a. – “imperial units”) as its system of measurement. The following conversions show customary units in relation to metric system units:

- Distance conversions**

- 1 inch (in) = 2.54 centimeters
- 1 foot (ft) = 30.48 centimeters
- 1 yard (yd) = 0.9144 meters
- 1 mile (mi) = 1.609344 kilometers

**Weight Conversions**

- 1 ounce=28.35 grams
- 1 pound=0.4536 kilograms
- 1 ton=0.9072 metric tons

- Volume conversions**

- 1 fluid ounce = 28.4 milliliters
- 1 U.S. pint = 0.47 liter
- 1 U.S. quart = 0.94 liter
- 1 U.S. gallon = 3.78 liters

**Temperature Conversions**

- 0° F = -17.78° C
- 32° F (freezing point, water) = 0° C
- 98.6° F (body temperature) = 37° C
- 212° F (boiling point, water) = 100° C

- Weight conversions**

- 1 ounce = 28.35 grams
- 1 pound = 0.4536 kilograms
- 1 ton = 0.9072 metric tons

(Referenced: <http://www.worldwidemetric.com/metcal.htm>)

**Measurement Conversion Chart**

Cup	Fluid Ounces	Tablespoons	Teaspoons	Milliliters
1 cup	8 oz	16 tbsp	48 tsp	237 ml
¾ cup	6 oz	12 tbsp	36 tsp	177 ml
½ cup	5 oz	11 tbsp	32 tsp	158 ml
¼ cup	4 oz	8 tbsp	24 tsp	118 ml
⅓ c	3 oz	5 tbsp	16 tsp	79 ml
¼ c	2 oz	4 tbsp	12 tsp	59 ml
⅓ c	1 oz	2 tbsp	6 tsp	30 ml
1/16 c	½ oz	1 tbsp	3 tsp	15 ml

**Measurements Conversions**

1 c	=	½ pint
2 cups	=	1 pint
4 cups	=	1 quart
2 pints	=	1 quart
4 quarts	=	1 gallon
8 quarts	=	1 peck
4 pecks	=	1 bushel
3 tsp	=	1 tablespoon
4 tbsp	=	¼ cup
5 ¼ tbsp	=	½ cup
8 tbsp	=	½ cup

**Safe Meat Temperatures Cooking Times**

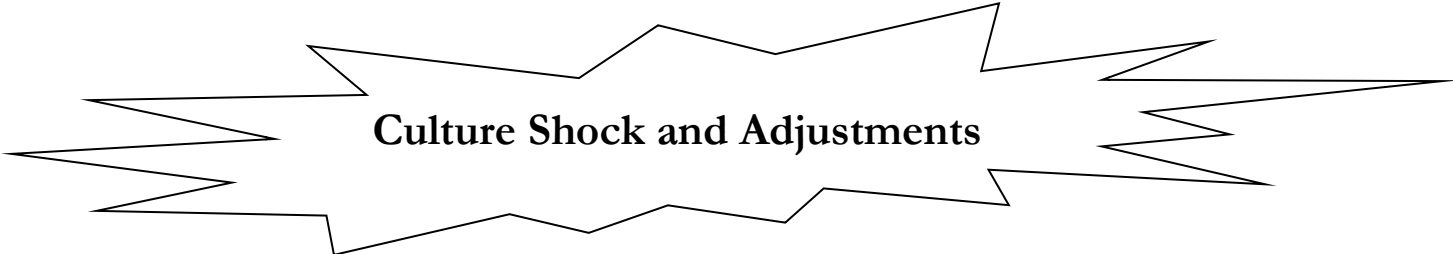
Beef ...140°F... rare ... safe to eat  
 Beef ...160°F ... medium ... safe to eat  
 Beef ...170°F ... well-done ... safe to eat  
 Pork roast ... 165°F ... done ...safe to eat  
 Lamb roast ... 145°F ...safe to eat  
 Pork or Lamb, ground ...160°F ...safe to eat  
 Ham, precooked ... 140°F ... done  
 Chicken, whole ... 180°F ... safe to eat  
 Turkey, whole... 180°F... in thick part of thigh  
 Stuffing in poultry ... 165°F ... safe to eat

**Oven Temperature Conversion Chart**

Very low	250 - 275°F =	121 - 135°C
Slow Cook	300 - 325°F =	149 - 163°C
Moderate Heat	350 - 375°F =	177 - 191°C
High Heat	400 - 425°F =	204 - 218°C
Very Hot	450 - 475°F =	232 - 246°C
Extremely Hot	500 - 525°F =	260 - 274°C



(Referenced: <http://www.italian-cooking-made-easy.com/conversioncharts.html>)



# Culture Shock and Adjustments

## Culture shock & coping strategies

Culture Shock is a sense of confusion and uncertainty that can be felt when people have to operate within an entirely different cultural or social environment, such as a foreign country. Feelings can include anxiety, surprise, disorientation etc. It grows out of complications in assimilating the new culture, causing difficulty in knowing what is appropriate and what is not. This is often combined with a dislike for or even disgust (moral or aesthetic) with certain aspects of the new or different culture.”

Typically, there are four phases of culture shock. It is important to note that these phases can be experienced in any order, at any given time, and not every international student will experience each phase listed below.

“Honeymoon Phase” – This phase is characterized by novelty. During this time, you might be energized and stimulated by your new surroundings (i.e. – new cuisine, people, pace of life, geographical surroundings, etc.). Students tend to experience this phase during the first few days, weeks, and possibly months of their international experience.

“Negotiation Phase” – This phase is characterized by conflict. During this time, you may lack energy – finding yourself homesick and annoyed with minor differences in your new surroundings. What seemed new and exciting has become a constant reminder that you are not a tourist/in the honeymoon phase any more. The reality that you are here to stay has begun to settle in. Students may experience this phase at various times during their international experience.

“Everything is OK” – This phase is characterized by routine. No longer are you concerned with what is positive or negative – regarding your new culture. But, you have grown accustomed to daily life and can go about your day comfortably and confidently.

“Reverse Culture Shock” – When it is time to return to your home country (for university breaks or upon graduation), it is typical to experience any number of the above mentioned culture shock phases again.

(Referenced: [http://en.wikipedia.org/wiki/Culture\\_shock](http://en.wikipedia.org/wiki/Culture_shock))

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If you are experiencing culture shock and need someone to speak with, contact your DSO/the International Services Office for advice on how to cope. Below is a list of coping strategies that you may want to try:

- \*Keep a journal – Keep a daily and/or weekly record of what you observe and how you react. As time passes, you will be amazed to look back and see how much you change during your experience here in the U.S.!
- \*Take care of yourself – Exercise, eat well, and get plenty of rest. It is much easier to cope with culture shock when you are healthy!
- \*Be realistic – When you feel yourself thinking negative thoughts, feeling depressed, and/or getting upset over cultural encounters, take a step back from the situation and ask yourself...
- \*“What did I expect?”                      \*“Why did I expect that?”                      \*“Was that expectation realistic?”

Once you begin to hold yourself accountable for personal reactions to daily life in your new culture, everything will fall into perspective.

“Practice makes perfect” – Listen, speak, read, and write English, English, and more English. The more you practice, the better and easier things will become!

Talk with fellow international students and/or American students that have studied abroad – Sharing and comparing your experiences with others that might be feeling and/or have felt the same as you can be helpful.

Get involved on and off campus – Participating in social activities (i.e. – community service, campus clubs, fine arts programs, athletic events, etc.) can be great ways to meet new people and feel connected to the campus and Wichita communities.



## HOW TO OPEN A BANK ACCOUNT IN THE UNITED STATES



Shortly after you arrive in the U.S. you will want to open a bank account to deposit your money. It is unwise to carry large amounts of cash with you. Before you can open a bank account, however, you will be required to provide various documents to prove your identity and current home address. If you are an international student and wish to open a bank account, you must be prepared to show the following documents:

- Original Valid Passport.  
Friends University Student I.D. (You should receive this during orientation)  
Letter from the International Services Office verifying your student status and current address.  
Original Social Security Card (if you have one).

\*\*\*If you do not have one, you will still be able to open a checking account but not a savings account. Remember, a social security number (SSN) is NOT REQUIRED to open a checking account as long as you provide the documents listed above. If you do not have a SSN, please refer to the handout "Checklist for Applying for a Social Security Card."

There are many banks in Wichita, KS. Before you make a decision, talk to a bank representative about the costs of maintaining each type of account. Once you have determined which bank best meets your needs, take your money and the above documents to the bank of your choice.

The following is a list of banks close to the Friends University campus (Wichita, KS). For more information, please contact the banks directly.

**Bank of America**  
500 S. West St  
Wichita, KS 67213  
(316) 261-4242

**Intrust Bank**  
1532 S. Seneca St.  
Wichita, KS 67213  
(316) 263-0200

**Bank of the West**  
762 N West St  
Wichita, KS 67203  
316) 946-0202

**Southwest National Bank**  
454 S Tracy St  
Wichita, KS 67209  
(316) 942-4004

**Capitol Federal Savings Bank**  
4020 W Maple St  
Wichita, KS 67209  
316) 689-0200

**Commerce Bank**  
456 N. Main St.  
Wichita, KS 67202  
1-(800)-453-2265

### Transferring funds to the United States

It is important to check with both banks involved in the transfer of funds

### Other banking services

Many banks offer additional services that you may want to take advantage of, such as:

- Safety deposit box
- Debit Cards
- Credit Cards

## Housing

On Campus—there are several options for on campus housing for international CBASE students. Contact the Community and Residential Development office at 316-295-5500 for more information. If you are in the CAPS or GRAD program on-campus housing is not available at this time and it will be necessary to secure housing off-campus.

Off Campus—There are numerous options for off-campus housing in the Wichita area that are near Friends University. You can find housing options online on sites such as Craigslist, apartments.com, realtor.com (or many other sites) or pick up an apartment guide at area grocery stores such as Dillons. In the event that you would like assistance with choosing a housing option, your DSO/ International Advisor can attempt to assist you.



## Shopping

### Grocery stores

Grocery stores sell all types of food—fresh, frozen, and canned—“staples,” and spices. They also sell toiletries such as shampoo, toothpaste, and paper products such as toilet paper, paper towels, feminine hygiene products, facial tissues, paper plates, and paper cups. Most grocery stores and many of the suburban discount stores are self-service.

### Supermarkets

Because they stock larger varieties and quantities of foods, supermarket chains such as Dillons and Wal-Mart are usually able to offer lower prices than other stores. There are also health food stores, such as Green Acres or Whole Foods, that offer specialty foods and organics but the prices are frequently higher. Check online for locations and phone numbers.



### Specialty Food Stores

There is also a small variety of specialty food stores specific to different ethnic cultures. If you would like more information about these region specific stores please contact your DSO.

## Dining

There is wide range of dining options in Wichita. One of the best ways to locate restaurants in the area is by viewing

[www.GoWichita.com/dining](http://www.GoWichita.com/dining)

or

[www.360wichita.com](http://www.360wichita.com)

\*\*\*Asking local students for suggestions is also a great way to find a new favorite.

# All About Wichita

- Quick Facts

History:

Wichita, known as the “Air Capital of the World” and “Cowtown”, is the largest city in the state of Kansas. It is located in Sedgwick County.

Climate:

Wichita has a “humid continental climate”. Throughout the year, it is common to experience all four seasons (fall, winter, spring, and summer). Summers tend to be hot and humid while winters tend to be cold and dry.

Average annual precipitation:

Rain = 30.38 inches

Snow = 15 inches

Coldest month= January:

Average high= 40.1 \*F

Average low= 20.4 \*F

Hottest month: July

Average high= 92.9 \*F

Average low= 69.1\*F

*(Greater Wichita Convention & Visitors Bureau website - <http://www.visitwichita.com/static/index.cfm?contentID=99>)*

- Demographics

Wichita is part of Sedgwick County and is also the largest city in the state of Kansas. The population of Wichita is approximately 386,500 people. In 2010, the racial makeup of the city was 71.9% White, 11.5% Black or African American, 4.8% Asian, 1.2% American Indian, 0.1% Pacific Islander, and 4.3% from two or more races. Hispanic or Latino of any race was 15.3% of the population.

*(<http://quickfacts.census.gov/qfd/states/20/2079000.html>)*

- Transportation

Most Wichita residents travel by automobile because public transportation – the Wichita Transit Authority (WTA) – is sparse. Do not rely on public transportation as your sole means of travel around the city.

- Culture

From visual and performing art, to ethnic eateries and cultural celebrations, Wichita is home to some of the greatest arts and entertainment in the Midwest. Some noteworthy cultural sites/events that are located/take place in the metro area include:

Music Theatre of Wichita

Wichita Symphony Orchestra

Orpheum Theatre

Wichita Art Museum

Old Cowtown

Mid-American All-Indian Center

Exploration Place

Botanica, The Wichita Gardens

The Keeper of the Plains

Sedgwick County Zoo

Old Town

Wichita River Festival (typically held in May)

Intrust Bank Arena (numerous concerts and events)



# About Friends University

## Community Life Standards

The Friends University objective is to help students view all aspects of their academic program and way of life from the expectations of Christian faith and concern. Honesty, sincerity, integrity, faith, and love are encouraged as necessary qualities of Christian character.

Spiritual life at Friends is vital to student life. Students from all religious backgrounds are welcome; university and community centered organizations offer avenues of expression of faith and concern. The Wichita metropolitan area affords students of every religious denomination an opportunity to worship and to become active in the church of their choice during their college years.

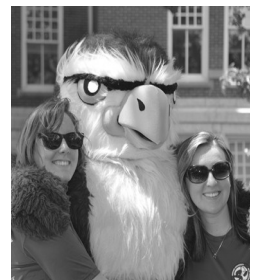
Each student should understand that his or her enrollment at Friends University assumes a desire for participation in and positive contributions to the life of the community.

If any member of the Friends University community shows continued violation of the spirit of the university and is found to be consistently in opposition to the personal development or well-being of other members of the body, the university reserves the right to request his or her withdrawal.

### **Unacceptable behavior in Friends' facilities or at any university-sponsored activities includes:**

- ⇒ The possession or use of alcoholic beverages or illegal substances.
- ⇒ Use of tobacco in any form (smoking is allowed in designated areas).
- ⇒ The use of indecent literature.
- ⇒ The use of profane or vulgar language.
- ⇒ The possession of firearms.

The students at Friends University come from many states and several foreign countries. The broad origins of our student body create diversity within the university environment that requires significant individual commitment to growth of self and others in the community.



## Tutoring

Tutoring is a FREE service available to all students, for most subject areas. Students seeking assistance should contact The Writing Center to be paired with a peer tutor.

## Writing Center

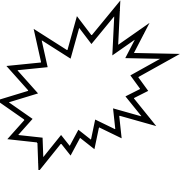
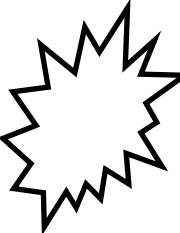
The Friends University Writing Centers offer FREE assistance in all areas of the writing process - including pre-writing, drafting and revising - via a one-on-one session with a tutor or through an email/online tutorial. The Writing Centers also function as a resource hub where the university community can utilize computer software, consult reference books, or attend workshops.

## Bookstore – Follet

Treat yourself to your favorite school sweatshirt or t-shirt, pick up a graduation gift for a special student, or get books for class or leisure. The Friends University Bookstore is located in the Casado Campus Center and serves all other Friends locations via phone orders and the website. New to the campus bookstore is the availability of rental text books. This is a very affordable alternative to purchasing your text books. See the bookstore for more details.

## On Campus Dining

Dining on campus provides the social experience essential to campus life, too. It gives you the opportunity to gather with friends, take study breaks, hang out, relax, and unwind after a hard day of classes and activities. Come dine in the Friends University Dining Room (located on the upper level of the Casado Campus Center) and enjoy the comfort, convenience, outstanding food, and inviting atmosphere all designed especially for you. And for a lighter bite, visit Sandella's sandwich shop or Jazzman's coffee bar (located on the lower level of the Casado Campus Center).



## CASADO DINING ROOM: HOURS OF OPERATION

Hot Breakfast (Monday through Friday) 7:30AM to 9:30AM

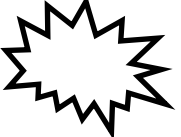
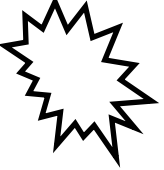
Continental Breakfast (Monday through Friday) 9:30AM to 10:30AM

Lunch (Monday through Friday) 11:00AM to 1:30PM

Dinner (Monday through Thursday) 5:00PM to 7:00PM

Dinner (Friday) 5:00PM to 6:00PM

Brunch (Saturday and Sunday) 11:30AM to 12:30PM



## JAZZMAN'S & SANDELLA'S: HOURS OF OPERATION

Monday through Friday 7:30AM TO 8:30PM

Saturday and Sunday CLOSED



## CASADO CAMPUS CENTER SEMESTER HOURS

Monday through Friday 7:00AM to 11:00PM

Saturday 10:00AM to 11:00PM

Sunday 11:00AM to 11:00PM

\*\*\*NOTE: Casado Campus Center hours vary during breaks and holidays.

## Getting Involved

Although your first priority as an F1 visa student is achieving academic success, it is important to create balance between academics and extracurricular activities, etc. Getting involved on campus and within the Wichita community will be the key to ensuring your time here is well-rounded and fulfilling. Below is a list of campus programs, clubs, and organizations in which you can be involved. Many offer leadership opportunities that will enhance your knowledge of the Friends University campus culture and help you connect with fellow students with similar interests.

### Campus Ministries

It's a journey...not a destination.

#### Worship Night

Worship night is a weekly gathering held in the University Friends Church on Thursday evenings.

#### Mission Trip

During spring break, Campus Ministries hosts a mission trip to inner-city Houston, TX.

#### Retreats

Campus Ministries sponsors campus retreats where students may relax, hear teaching about the love and grace of God, worship, and spend time in silence.

#### Service Projects

Campus Ministries works with local organizations to help serve the Wichita community. You will also complete a service project during SOAR.



# GET

# INVOLVED

## Community Service

Community service/service-learning is an integral part of the Friends University educational and extracurricular experience. The Community and Residential Life office offers several programs/initiatives for students interested in giving their time and talents to local, regional, national, and even international causes/organizations.

Monthly Service Projects  
Community Service and Service-Learning Referrals  
Alternative Spring Break Trip

## FYM

First-Year Mentors (FYMs) are students who assist their peers in transitioning to Friends University. They are student leaders who represent diverse backgrounds and fields of study – fulfilling the responsibilities of assisting with Falcon First Flight Enrollment Days, and SOAR.

## Intramurals

Intramural & recreation programs are designed to provide each student with the opportunity to grow and learn, as well as share in fellowship with others through participation in competitive and non-competitive activities. Student, staff, and faculty participation in intramurals and recreation are viewed as a continuum of Friends University's commitment to providing opportunities for the emotional, spiritual, and social development of all of those who choose to take part in the programs.

## Residence Life

The Department of Community and Residential Development at Friends University focuses on building communities that allow students to live in an environment that furthers the opportunity for education. Residential living (on the Wichita campus) consists of several campus houses, apartment complexes, and Green Residence Hall.

Visit: <http://www.friends.edu/residence-life> for more info about on-campus living.

## SGA

The Friends University Student Government Association (SGA) is a diverse group of students (lead by an executive board) that serve as liaisons between the student body and Friends University administrative leadership. There are three distinct branches of SGA – Senate, FACE, and FSO.

### Senate

Senate is the representative body for the students on academic and social issues.



Falcon Activities and Campus Events  
A branch of Student Government Association  
Friends University

### FACE

Falcon Activities and Campus Events (FACE) is the main programming body for the undergraduate student population at Friends University. Its purpose is to foster and develop ideas that educate the members of the University in diverse areas outside the classroom. FACE's primary objective is to provide a schedule of programs that target the social, psychological, and physical needs of the members of the Friends community and to be a resource for all students, faculty, and staff in programming areas.

### FSO

Falcon Student Organizations (FSO) is the branch representing campus clubs and organizations.

## Athletics

Friends University Falcon Athletics is a member of the Kansas Collegiate Athletic Conference (KCAC) and is affiliated with the National Association of Intercollegiate Athletics (NAIA). The Falcons have 15 athletic teams.

### Fall Sports:

- Football
- Volleyball
- Soccer (men's and women's)
- Cross Country (men's and women's)

### Winter Sports:

- Basketball (men's and women's)

### Spring Sports:

- Baseball
- Softball
- Tennis (men's and women's)
- Track & Field (men's and women's)
- Golf



\*\*\*NOTE: Friends University students may attend most home athletic events free of charge (with proof of a valid student ID).

## Cashier

The Cashier's office is located in Sumpter Hall (Wichita campus) or in the main reception area (at outreach sites). Students may pay university fees (i.e. – tuition, room and board, etc.) and pick up student employment checks in this office.

## Counseling Services

### The Counseling Office

The Counseling office is located in the Casado Campus Center. It serves to educate students, faculty and staff about topics related to mental health awareness. Services include short-term solution-focused counseling for a variety of issues. These services are provided to Friends University Students free of charge.

### Center on Family Living

The mission of the Friends University Center on Family Living is to provide compassionate and affordable therapeutic services to individuals, couples and families. We believe that clients are best understood and supported in the context of their relationships. We do not discriminate or refuse services to anyone on the basis of his or her socioeconomic status, age, culture, ethnicity, gender, religion or sexual orientation. We respect the rights of clients and safeguard client confidence as permitted by law.

The Friends University Center on Family Living, located in the Marriage and Family Therapy (MFT) building, offers every student, faculty, staff, and administration member six free counseling sessions. Each session beyond the six complimentary sessions costs a minimal fee.

## Davis Communication Center

The Davis Communication Center (DCC), located on the lower level of the Davis Administration building, provides a variety of services to the university community including:

- Copying services – color copies, overhead transparencies, bindery services, etc.
- Mailing services – Post Office drop box, Fed Ex, UPS, etc.
- Copying and mailing supplies – stamps, boxes, labels, envelopes, letterhead, cardstock, etc.



## Financial Aid

Financial aid is available to students at all levels of their education – undergraduate and graduate. The Financial Aid office assists students with every aspect of the financial aid process. Staff members evaluate students' financial aid files, issue award notices, process loan applications, and are available to help students obtain information concerning outside scholarships. Scholarships are often given to international students involved in athletics or fine arts. Scholarships may also be rewarded based on academic merit.

## Fine Arts

With over 300 students majoring in art, dance, drama, or music, the Friends University Division of Fine Arts is one of the largest and strongest programs on campus. While the visual art program is housed in the Garvey Art Center, all other fine arts programs are located in the Riney Fine Arts Center.

Some traditional fine arts programs include: The Nutcracker ballet, the Christmas Candlelight Concert, Casado Jazz Nights, and Symphony of Spring performances.

\*\*\*NOTE: Friends University students may attend most Fine Arts events free of charge (with proof of a valid student ID).

## Library

The Edmund Stanley Library was built in 1969 and houses more than 100,000 volumes, Internet access, online information resources, accessible computers, a multimedia room and equipment, digital and multimedia configured classrooms, the Technology Development Center, Quaker archives, and the Friends University Archive

### SEMESTER HOURS

Monday through Thursday	7:45AM to 10:00PM
Friday	7:45AM to 4:00PM
Saturday	9:00AM to 2:00PM
Sunday	1:15PM to 5:00PM

### NON-SESSION or BREAK HOURS

Monday through Thursday	9:00AM to 7:00PM
Friday	9:00AM to Noon
Saturday	Closed
Sunday	Closed

### SUMMER HOURS

Monday through Thursday	8:00AM to 7:00PM
Friday	9:00AM to Noon
Saturday	Closed
Sunday	Closed

## Registrar

The Registrar's Office, located in Sumpter Hall (Wichita campus), maintains students' academic records and academic history. This office processes and issues the grades and degrees for the University. Students may contact this office for enrollment verification, course registration, and academic transcript requests.

## Student Account Services

The Friends University Student Account Services office helps students manage their student accounts- assessing all charges, credits, and refunds, sending out monthly statements, and enforcing consistent collection of educational costs from all students – to ensure the financial viability of Friends University is preserved.

You should visit with a Student Account Services representative if you have any of the following circumstances:

- You would like information regarding educational costs at Friends University
- You have questions about your student account
- You need to set up payment arrangements for your educational expenses
- You need assistance with employer or agency financial sponsorship
- You have questions regarding your charges for Friends University housing
- You are having difficulty making agreed payments
- You are thinking of adding or dropping classes after the 100% refund period
- You have questions regarding the repayment of your Perkins Loan

## Technology Help Desk

The Friends University Information Technology department/Help Desk offers technical support to the university community with the following programs/applications/services:

- E-mail (including user ID and password)
- Internet access
- Self-Service Banner (internal and external)
- Moodle
- Personal H-drive
- Library online resources
- Basic computer programs/applications (i.e.- Microsoft Word, Excel, Power Point, etc.)

The Help Desk can be reached at 316-295-5767.



## Maintaining F-1 Student Status

The United States Citizenship and Immigration Services (USCIS) have regulations regarding how to maintain F-1 visa status. As long as you continually follow these regulations, you will be considered “in status” or “maintaining your F-1 visa status.” Your DSO/International Advisor is available to assist you with maintaining your status; however, it is **your** responsibility to know and follow the regulations. A brief overview of how to maintain your F-1 visa status is provided in the sections below.

## Student & Exchange Visitor Information System (SEVIS)

SEVIS is an online tracking system that provides the government - specifically, the United States Department of Homeland Security (DHS) - with important information regarding international students and scholars in the United States. Every institution that admits international students must use the system to update student report files. The system is also used by port of entry representatives to track departures from and arrivals to the United States.

**\*\*\***It is important that you contact your DSO/ International Advisor with changes in your academic or personal life (i.e. a change of major or program level, marriage, employment, etc.) that may have an effect on your immigration status.

# Important immigration documents

The following is a list of important immigration documents you will be expected to acquire and safeguard during your tenure in the United States. It is extremely important that you keep copies and originals of the documents in a safe place so that you may easily reference them in the future in order to maintain record of your status throughout your stay in the United States – tracking employment authorization, periods of study, etc. Moreover, you will be required to present many, if not all of these documents, in order to apply for a change of status (i.e. H-1B visa, legal permanent residency (LPR), citizenship, etc.).



## Passport

It is required that you keep your passport valid at all times (at least six months in advance of the expiration date). Contact the United States embassy/consulate in your home country to renew or extend your passport.



## I-94 Card

The I-94 is the Arrival / Departure Record, in either paper or electronic format, issued by a Customs and Border Protection (CBP) Officer to foreign visitors entering the United States. After April 30, 2013, most Arrival/Departure records will be created electronically upon arrival. Instead of a paper form, the visitor will be provided with an annotated stamp in the foreign passport. If provided a paper form, the admitting CBP Officer generally attaches the I-94 to the visitor's passport and stamps the departure date on the form.

In both circumstances, an electronic I-94 or paper I-94, the visitor must exit the U.S. on or before that date stamped on the form or in the passport. For more information on the I-94 automation process, visit [CBP.gov](http://CBP.gov).

\*\*\*NOTE: Dependent status (F-2) ends when the F-1 student visa holders' status ends.



## Form I-20

The Form I-20 is a document (created in SEVIS) listing information regarding you, the school you will be attending, your academic program, expenses and funding, and the length of time you will have to complete your degree. SEVIS requires that your DSO/the International Advisor check the accuracy of the information printed on your Form I-20 often. With that said, it is important to update your DSO/International Advisor on pertinent information that may affect your immigration status. In some cases (i.e. – change in major, change in program end date, employment authorization (CPT and/or OPT), etc.), a new I-20 may be issued to reflect these updates.

\*\*\*NOTE: If you will be temporarily leaving the United States (i.e. – during winter break, during the summer, for a family emergency, you must have your DSO sign the back portion (page 3) of your Form I-20 in order to validate that everything is current/valid.

## SEVIS ID Number

This number is generated by SEVIS and is located above the barcode on your Form I-20.



## F-1 (Student) Visa

An F-1 visa is a document issued by a US Embassy/Consulate representative in your home country. Your visa contains important personal information, as well as information regarding its terms and conditions.

For information about applying for an F-1 (student) visa, visit: <http://www.travel.state.gov/> Click on the “Visas” link at the top of the page.



## F-1 Employment Authorization Document (EAD Card)

Upon approval of Optional Practical Training (OPT), you will receive an EAD card – issued by the Department of Homeland Security – by mail. In most cases, the employment authorization is valid for the duration listed on the EAD card, however, certain circumstances can cause the authorization to expire early. Contact your DSO/ International Advisor office for more information.

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# Employment Options

## Obtaining a social security card

Before you may begin working, (either on or off campus) you must obtain a social security card. Your DSO/ International Advisor can assist you in this process by providing a checklist of documents you will need to present to the local Social Security Administration office (3216 N. Cypress St. Wichita, KS 67226) as well as directions to the office.



## Off Campus Employment

F-1 students may **NOT** participate in any type of off-campus employment unless authorized by the International Services Office and/or the USCIS. Internships which are required or integral to the student's program of study, must also be approved by your DSO/International Advisor prior to the internship start date. Students interested in off-campus employment should schedule an appointment with their DSO before accepting any employment offer.

Approval is granted in certain circumstances. They are:

- Severe, unforeseen economic necessity
- Internship with an International Organization
- Employment based on the Special Student Relief Program



## Curricular Practical Training (CPT)

CPT is a type of temporary employment (directly related to a student's major area of study) for F-1 visa holders. A student, who has been lawfully enrolled on a full-time basis, for one full academic year, may apply for CPT (NOTE: Some exceptions to this rule can be made for graduate students). In order to qualify for CPT you must be enrolled in an internship course.

\*\*\* The International Services office requires the following before CPT can be approved:

- A completed CPT authorization form (available in the International Services Office)
- A letter from the employer outlining aspects of the position and how it relates to the student's academic program
- Student must be enrolled in internship class



## Optional Practical Training (OPT)









OPT is a type of temporary employment (directly related to a student's major area of study) for F-1 visa holders. Students should apply (within **90 days prior to** their program end date/graduation date) for post-completion OPT. The International Services office assists students with completing necessary paperwork and sending the completed application to a United States Citizenship and Immigration Services (USCIS) Service Center – as indicated on the I-765 employment authorization form – for approval. Students are eligible to request a total of 12 months of initial OPT employment per degree program, as long as the subsequent degree(s) is at a higher education level.

## STEM OPT extension

The STEM OPT extension is a type of temporary employment (one-time extension, for up to 17 additional months of employment) for students that have been approved for initial, 12 month OPT. It should be noted that not every student is eligible for this extension. The basic eligibility requirements for the STEM OPT extension are listed below:

The students must be employed by businesses enrolled in the E-Verify program. E-Verify is a free internet-based system operated by USCIS, in partnership with the Social Security Administration, which determines a new employee's eligibility to work.

Student must have received a STEM degree in one of the following:

-  Actuarial Science
-  Computer Science Applications
-  Engineering
-  Engineering Technologies
-  Life Sciences
-  Mathematics
-  Military Technologies
-  Physical Sciences

## On campus employment

F-1 students may engage in part-time employment (up to 20 hours per week) on the Friends University campus while classes are in session. They may work up to 25 hours per week (per Friends University policy) in between terms and during the summer vacation as long they plan to be a full-time student the following term. If you have questions about types of jobs that qualify for on-campus employment, please schedule an appointment with your DSO.

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## Closing Remarks and Acronyms:

### Closing Remarks

Your DSO/International Advisor is here to help. Friends University wants you to have a successful and rewarding college experience in the United States. After reviewing this handbook, if there are any questions that you may have, please do not hesitate to contact your DSO. If there is anything that was not covered in this handbook that you believe would be helpful to know, please inform your DSO. This will enable us to provide you and future International Students with the information that is needed to maximize your success.

### Acronyms & Terms

ADA Student Services-Americans with Disabilities Act  
CAPS-The College of Adult & Professional Studies  
CCT-Campus & Career Transitions  
DCC-Davis Communication Center  
FACE-Falcon Activities and Campus Events  
FYE-First Year Experience  
GPA-Grade Point Average  
MFT-Marriage and Family Therapy  
OPT-Optional Practical Training  
SGA-Student Government Association  
USCIS-United States Citizenship and Immigration Services

DSO-Designated School Official  
CBASE-College of Business, Arts, Sciences, & Education  
CPT-Curricular Practical Training  
EAD-Employment Authorization Document Card  
FSO-Falcon Student Organization  
FYM-First Year Mentor  
GRAD-The Graduate School  
SOAR-Student Orientation and Academic Resources  
SEVIS-Student & Exchange Visitor Information System  
SSN-Social Security Number