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WELCOME!
Congratulations on your acceptance to the University of Pennsylvania’s International Guest Student Program (IGSP)! We have prepared this handbook to assist you during your time in Philadelphia. It covers practical items such as entering the United States, finances, housing, travel arrangements, health care, insurance, safety and more. We encourage all new students to read this handbook in its entirety.

SECTION 1: PENN LPS AND IGSP

1.1 COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES (LPS)
The University of Pennsylvania’s College of Liberal and Professional Studies (LPS) is housed within Penn’s School of Arts & Sciences, the area of the University that is home to the humanities, the social sciences, and the natural sciences. LPS offers an extraordinary education to highly qualified adult students. Some of our students seek to begin or complete their bachelor’s degrees, but in recent years LPS has also become a magnet for students seeking post-baccalaureate study in professional master’s and pre-professional programs in the humanities and the natural and social sciences.

Whatever the level of their studies, students at the College of Liberal and Professional Studies are intellectually capable adults who are fully engaged in their work, and for whom a Penn degree or individual courses serve two fully integrated aims: intellectual and personal enrichment, and career or academic advancement. These students come not only from Philadelphia and its environs but from all over the country—indeed, many of them come from abroad—specifically to study in LPS’ innovative, multi-disciplinary programs.

Our students embody the values of the School of Arts and Sciences’ commitment to bring knowledge, analysis, creativity, innovation, and invention to bear on society’s most critical problems. These students are engaged in the world. They come to Penn with a sense of purpose and urgency and a strong sense of the problems facing the world in the 21st century, and they bring to Penn a unique combination of intellectual talent, maturity, and a broad spectrum of experience.

1.2 LPS CONTACT INFORMATION AND OFFICE HOURS
Campus Mailing Address
College of Liberal and Professional Studies
University of Pennsylvania
3440 Market Street, Suite 100
Philadelphia, PA 19104

LPS Main Office General Telephone: 215-898-7326
Fax: 215-573-2053
Email: LPS@sas.upenn.edu
LPS Website: www.pennlps.org
Penn Website: www.upenn.edu/
1.3 ABOUT THE INTERNATIONAL GUEST STUDENT PROGRAM

The International Guest Student Program (IGSP) at the University of Pennsylvania is the gateway for highly qualified international students to pursue credit-bearing course work and enjoy the academic experience at a top-ranked, Ivy League teaching and research university.

The International Guest Student Program is open to international students currently enrolled in undergraduate programs. International guest students enroll in a full-time program of study each semester. International guest students are not eligible for admission to the College of Liberal and Professional Studies Bachelor of Arts program.

1.4 INTERNATIONAL PROGRAMS STAFF

Kathy Urban, Director, Undergraduate Programs: kathyu@sas.upenn.edu
Alyssa Swanson, Manager, International Programs: aswanson@sas.upenn.edu, +1 (215) 573-7537
Amy Wasserman, Coordinator, Undergraduate Programs: amywass@sas.upenn.edu,

1.5 ACADEMIC ADVISING APPOINTMENTS

To schedule an in-person, Skype or telephone appointment with your advisor, please email Alyssa Swanson, Manager, International Programs: aswanson@sas.upenn.edu,
+1 (215) 573-7537
SECTION 2: IMMIGRATION MATTERS

2.1 OBTAINING A VISA TO STUDY IN THE UNITED STATES
After you are admitted to IGSP, you should complete the online application for the Form I-20 or DS 2019 document from Penn’s International Student and Scholar Services. [http://global.upenn.edu/issss/admitting#application](http://global.upenn.edu/issss/admitting#application)

ISSS (International Student and Scholar Services) will begin processing Form I-20 or Form DS-2019 when it has received both the completed application and confirmation of admission from LPS. During the peak application period (April to July) this process can take up to 3 weeks from the time of receipt of the Notice of Admission from the admitting school and the Form I-20/DS-2019 application. Applications are processed in the order received. It is recommended that students wait to receive their visa documents before scheduling a visa interview.

We encourage students to contact their local U.S. Consulate or Embassy for specific visa application instructions, but in general, you should pay the Student and Exchange Visitor Information System (SEVIS) fee (preferably online) and schedule an interview appointment with the nearest U.S. Consulate or Embassy upon receipt of your I20 or DS-2019 form. Then follow the Consulate’s instructions on the visa application process and required documents. Your entry visa will be stamped in your passport.

For more information, please review the websites listed below:
Locate a U.S. Embassy near you: [http://usembassy.state.gov/](http://usembassy.state.gov/)
DHS information regarding SEVIS fee and payment instructions: [http://www.ice.gov/sevis/i901/](http://www.ice.gov/sevis/i901/)

2.2 MAINTAINING LEGAL VISA STATUS
Students are responsible for ensuring that they are in compliance with Department of Homeland Security regulations which can be found under “Instructions to Students” on page 2 of the form I-20. Additionally, students should visit ISSS’s website to familiarize themselves with an overview of important immigration regulations. [http://global.upenn.edu/issss/f1](http://global.upenn.edu/issss/f1)

2.3 SECURITY CLEARANCE
Each visa applicant will experience a series of security clearance checks which may or may not affect the processing of your visa. It is not possible to know ahead of time whether your application will be delayed due to a security clearance. If your visa application is pending beyond the expected processing time as a result of a clearance check, please contact ISSS via e-mail with details of your delayed visa application: [issss@pobox.upenn.edu](mailto:issss@pobox.upenn.edu)
2.4 ENTERING THE U.S.
Students may not enter the U.S. more than 30 days prior to the start date listed on their I-20 or DS-2019. The program start date is governed by the student’s school and may not be changed. Please plan your travel to the U.S. accordingly and contact ISSS with any specific travel questions at isss@pobox.upenn.edu. Before boarding an international flight, students and scholars should be sure to hand-carry their passports, immigration documents, and other supporting documentation so that they can be presented to an immigration officer upon arrival in the United States. At the Port of Entry, the admitting officer will inspect the documents and give the individual a stamped and annotated Form I-94.

Once at Penn, all international students and scholars must bring their immigration documents and passports to ISSS for check-in and orientation. The US government requires that all students and scholars in F or J status register their presence at the University and present their documents within 30 days of the program start date. The 30-day time frame includes internal processing time at ISSS, so individuals should report to ISSS within 20 days from the program start date. Transfer students must register their presence within 15 days.

Individuals must appear in person at ISSS in order to meet this requirement. Failure to comply with the requirement will have serious consequences and may lead to a violation of immigration status. Registration is incorporated in the International Guest Student orientation sessions held at the beginning of the academic year. International scholar registration and orientation is held twice a week on Mondays and Fridays at 10:45 a.m.

2.5 TRAVEL OUTSIDE THE U.S. FOR ALL STUDENTS
If you plan to leave and re-enter the U.S. during your stay at Penn, you must have a valid travel signature by an ISSS staff that is not older than one year on your I-20 or DS-2019. This is required for any international travel. Since immigration regulations change often, it is recommended that you meet with an ISSS advisor before leaving the U.S. Please obtain your travel signature well in advance of planned departure from the U.S.
For a list of what is required when you travel, please see: http://global.upenn.edu/isss/travel
SECTION 3: PREPARING FOR PHILADELPHIA & PENN

One of the best ways to prepare for your time abroad is to learn as much as you can about Penn, Philadelphia, the United States and American culture prior to your departure. It is unrealistic, however, to expect that you will be able to prepare yourself completely so we recommend that you expect the unexpected! Your experience at Penn will largely be what you make of it. If you keep an open mind and maintain your sense of humor, it will help you greatly to meet the challenges of studying in a new country and make the most of the experience.

3.1 CLIMATE
You should come prepared for changes in the weather – very cold winters, hot summers, and pleasant days in between. The temperature frequently drops to 30°F (-7°C) in winter and rises to 90°F (32°C) with high humidity in summer. Plan to wear warm clothing during the winter months (November-March). An overcoat is a necessity. Clothing for rainy weather is also needed.

\[1.00 \, ^\circ C = (^\circ F-32) \times \frac{5}{9}\]

3.2 CLOTHING
Most students do not dress formally for class except on special occasions. On campus and in the classroom, informal attire such as t-shirts, jeans, slacks, and shirts are acceptable for women as well as men. Several clothing stores are located right next to the Penn campus with many more clothing stores a short commute by bus or subway.

3.3 CUSTOMS AND CULTURE
Customs and culture may be very different in the United States from your own. Prepare yourself for these differences, but keep in mind that understanding Americans can be complicated since we are often a mixture of many cultures and one of the things Americans value most is their sense of individuality. You may benefit from talking with people in your home country who have studied here or by purchasing a travel guide book. Please see the section on “What Americans are Like” for more information about American culture.
SECTION 4: ARRIVAL IN PHILADELPHIA

4.1 TRANSPORTATION TO THE UNIVERSITY OF PENNSYLVANIA
When making your travel plans, try to fly directly or find a connecting flight to Philadelphia. For more information about the Philadelphia International Airport, visit http://www.phl.org/.
While at the airport, information centers are available from the ground transport counters in baggage claim areas.

Travel from Philadelphia International Airport to the University of Pennsylvania campus (University City), West Philadelphia and Center City

Taxi – The most convenient way to travel from the airport to Penn is by taxi ($28.50 plus 15% tip). Taxis are available 24 hours a day from Zone 5 of the airport.

Shuttle Service - There are also various private shuttle services, including Lady Liberty, (215)724-8888 (http://www.ladylibertyshuttle.com), and Philly Shuttle, (215)333-1441, which will take you from the airport to Center City. Advance reservations for these shuttle services are not required. The cost is usually $10/person.
After you pick up your luggage at the luggage claim area in the terminal, go to the Centralized Ground Transportation Counters in all baggage claim areas or call (215)937-6958 (Ground Transportation Hotline at Philadelphia Airport) for more information. The shuttle service operator will tell you when and where to meet the van.

Train - In addition, there is a regional train service from the airport that stops at University City and 30th Street regional rail stations. The Southeastern Pennsylvania Transportation Authority (SEPTA) R-1 Airport regional train costs approximately $7 one way and can be purchased on the train. Once you reach University City or 30th Street Station by train, you can then take a taxi to your destination in Center City or University City. Taxis are plentiful at 30th Street Station. Cost to Penn campus will be about $6.

Travel from New York’s JFK International Airport and LaGuardia Airport or New Jersey’s Newark Airport to Penn
Travel to Philadelphia from New York City or Newark is often more expensive than direct arrival into Philadelphia and can be very confusing to those unfamiliar with these cities. Like at the Philadelphia Airport, there are private shuttle companies that provide door-to-door van transportation from the above airports to Philadelphia. These private limousine companies will drive you to Philadelphia for approximately $60; this price does not include tipping. Be sure to check the cost and destination before you use this method of transportation. These “limousines” are usually vans that seat 8-12 persons and may have luggage restrictions.

Limousine Services with daily service from JFK Airport to Philadelphia
Dave’s Best Limousine Service (215)288-1000 or 1-800-255-2378 7 Royal Airport Shuttle 1-888-824-7767 (http://www.royalairportshuttle.com)
As soon as you exit customs, go to the main information desk and ask for assistance or call these numbers directly to make a reservation. You may want to make a reservation in advance to avoid a long wait at the airport. The limousine service operator will tell you if a space is available and when and where to meet the van. While waiting for the van, individuals may offer to drive you to Philadelphia for a low fee. Do not take their offer. Always make sure that your transportation arrangement is with a reputable company.

4.2 INTERNATIONAL GUEST STUDENT ORIENTATION
LPS hosts an orientation specifically for IGSP students prior to the beginning of each semester. Student will receive a detailed schedule within 2-3 weeks of their arrival on campus.

4.3 IMMIGRATION CHECK-IN
All exchange students are required to report to International Student & Scholar Services (ISSS) for a mandatory new student arrival information and immigration documents review & presentation. This mandatory Immigration Check-in has been built into your orientation schedule. More information can be found in your NSO/ESO information. You will need your passport/visa and DS-2019 to complete the check-in.
SECTION 5: ACADEMIC LIFE

Students unfamiliar with the U.S. system may find many aspects of American education different from those in your home country. It is essential to familiarize yourself with the policies and procedures governing academic coursework and research at Penn, as you will be responsible for complying with them. As academic life is the heart of the university, these policies and procedures are very strictly enforced and respected among the university community. Please review carefully University Policy and Procedures located in the appendix of this handbook.

5.1 REGISTRATION FOR CLASSES

You may access the Course Register and an up-to-date version of the Course Timetable at http://www.upenn.edu/registrar/timetable/.

IGSP students often register for classes when they arrive at Penn. It may, however, be to your advantage to register for classes before you arrive. If you would like to register for courses before you arrive, please contact your academic advisor, Alyssa Swanson at aswanson@sas.upenn.edu to schedule an advising appointment via Skype or telephone. Penn’s registration system may have certain controls that are placed by each of the schools that will prevent you from accessing particular courses. Once you have discussed course selections with your academic advisor, you may register through Penn InTouch, which is accessible via PennPortal at http://medley.isc-seo.upenn.edu/penn_portal/view.php.

NOTE: Penn InTouch requires the subject area code, course number, and course section number, which you can find in the Course Timetable. In order to register online, you must have a PennKey.

***Final course selection will be determined with your academic advisor when you arrive at Penn.***

**Penn InTouch**

Penn InTouch can be found through the Penn Portal. It is the on-line information system for Penn students; it can be accessed through the tab on the Penn Portal. This is the most comprehensive, user-friendly and detailed option of all course listing resources. Students can search for courses, map out possible scheduling configurations, and register through the Registration and Planning tool in Penn InTouch. Search criteria include term, subject, instructor, status, program, requirement, open and closed status, day and time. It provides the full course description, prerequisites and co-requisites if applicable, a syllabus if posted, room number, and the mapped street address, name and image of the building in which the course is offered. Courses offered through LPS may be located by selecting LPS under the Division drop-down menu in Search Options.

**Course Details**

- View details for a course, including description, instructors, credit and cross-listed sections.
- Click on a department name for the departmental webpage.
• Click on a building code for classroom locations (once room scheduling information is available, usually 2-3 weeks before each term begins)
• View important information, restrictions and required permits.
• Associated co-requisite courses/activities display at the bottom, such as lectures, recitations and labs.

Other Online Resources for Course Selection

LPS Course Guide: This resource is available on the LPS website. Courses rostered by LPS may also be located through the Penn In Touch Course Search tool by selecting LPS under the Division drop-down menu in Search Options.

Links to all the resources that follow are available from the University Registrar website:

Course Timetable: This resource is updated every semester before the start of Advance Registration. It lists those courses that will be offered during the upcoming semester.

Course and Room Roster: This publication is available online before the start of classes each semester, and is an updated version of the Course Timetable. It lists courses to be offered in the upcoming semester including their room assignments.

Course Register: This is a listing of all courses offered by the University. Please note that these are not specific to any given semester.

Penn Course Review: This is a student-run publication that lists the numerical ratings and general comments for all undergraduate courses taught in an academic year at Penn.

5.2 FULL-TIME STATUS
U.S. immigration regulations require that F-1 and J-1 students maintain full-time status at all times. This means that you must be enrolled for a minimum of four credit units per semester at the undergraduate level.

5.3 COURSE SELECTION POLICY
IGSP students may only take a maximum of 2 courses outside the School of Arts and Sciences during any semester at Penn. Students may take day or evening courses at their discretion, with the understanding that there is a significant difference in tuition.

5.4 REGISTERING FOR COURSES IN WHARTON, ENGINEERING OR NURSING
If you maintain good academic standing after completing your first semester, you may request permission to take two courses outside of SAS during the following semester. However, students should understand that registration rules in those courses are at the sole discretion of, and governed by, the schools offering those courses. While some restrictions may apply, many schools allow enrollment on a space-available basis. Many courses list prerequisites in their course descriptions. Students should consult the department or instructor if they have a question about fulfilling those prerequisites.
5.5 REGISTRATION PERMIT PROCESS
Certain courses within the School of Arts and Sciences require students to obtain permission to register from the department or course instructor. To request permission, send an e-mail to the course instructor asking for a permit to register for the course. They may ask you questions about your background knowledge of the subject area before granting permission. If you have any questions during your correspondence with the course instructor, please contact your academic advisor.

5.6 “CLOSED OUT” OF CLASSES
In the event that you are closed out of a course you planned to take, you should consult with your academic advisor about this difficulty. She/he will make suggestions and assist you in your efforts to enroll in this course. If the course is a requirement for your home institution, probably the best course of action is to consult the professor of the course directly. Often s/he will be able to give you special permission for the course, especially if you explain that this is your only year or semester here and that this course is a requirement or that this is your only chance to take his/her course.

5.7 FACULTY AND ADVISORS
Relationships between students and faculty tend to be more informal than in many other countries. In most classes, students are expected to ask questions or comment on material being considered. In assigning grades, professors may consider the extent of a student’s contribution to class discussion throughout the semester. This reflects the value Americans place on individual initiative and independent thinking.

Almost all faculty members maintain regular office hours when students may come and talk about individual concerns. You should use this opportunity to make sure that you are meeting course requirements. If you are uncertain about an assignment or have questions about the course material, make an appointment to see the professor or teaching assistant (TA).

You will be assisted in many aspects of your education by your academic advisor. While there will be pre-term advising, as well as an advising session during orientation, it is your responsibility to set up an appointment to meet with him or her should you need further assistance. It is a good idea to meet with both the professor and your academic advisor at the first sign of difficulty with any class. Since international students must take a full course load every semester, early intervention with academic difficulties is important in helping you fulfill your immigration requirements, in addition to being sound academically. Many students at Penn also take advantage of the Weingarten Learning Resources Center. You can access more information by going to http://www.vpul.upenn.edu/lrc.

5.8 METHODS OF INSTRUCTION
For each class you will likely be required to buy at least one textbook from which regularly assigned readings are given. Graduate classes often require several books. The instructor may also assign readings from other books in the library. Lectures will usually supplement these readings.
It is important to read all assigned materials and take careful notes on the lectures because examinations will be based on both. You are expected to attend all classes and laboratory sessions. Be sure that you are aware of the specific expectations for each of your classes. Most instruction is organized and conducted in one of three ways: lecture, laboratory, or seminar.

**Lecture**
The lecture class is most frequently used at the undergraduate level, particularly for the first two years of study. Lectures are sometimes large and make discussion difficult. For this reason, a large lecture will often be supplemented with a recitation or laboratory period to permit discussion and/or scientific experimentation.

**Recitation/Laboratory**
Often the recitation or lab is conducted by a TA who is a graduate student in the particular discipline. Students are encouraged and expected to ask questions either during the lecture period or during the recitation or laboratory period. If you wish to speak during the question period, feel free to raise your hand.

**Seminar**
This is the most common form of instruction at the graduate level. These classes are generally smaller, permitting opportunities for direct student participation and closer interaction with professors.

**Exams**
Exams usually fall into three categories: quizzes, midterms, and finals. Most professors will announce the format of the exams and the material it is to cover.

**Quizzes**
These are short tests covering the material currently being studied. The instructor may or may not notify you in advance.

**Midterm Exams**
These are exams given approximately midway through the course of a class.

**Final Exams**
“Finals” are given at the end of the semester and may cover all the materials studied during the semester or only those covered since the midterm. The requirements for each class vary.

5.9 CREDIT SYSTEM
Academic credit is figured in “course units” (CUs). Most courses earn one CU, with some lab courses earning one-half CU. A course unit is usually equivalent to a three- or four-credit course at other institutions.

5.10 GRADES
Grades are a system for evaluating your academic work. They designate your relative standing in the class and are wholly determined by the instructor’s judgment of your achievement on exams, term papers, class participation, etc. At Penn, the following symbols are used in most, but not all, programs:
A+ = 4.0 Distinguished
A = 4.0 Excellent
A− = 3.7
B+ = 3.3
B = 3.0 Good
B− = 2.7
C+ = 2.3
C = 2.0 Average
C– = 1.7
D+ = 1.3
D = 1.0 Below Average
F = 0.0 Failure

GR = No Grade reported for student
I = Incomplete (see below)
NR = No Grades reported for course
P = Pass (A+ to D) (see below)
II = Extended Incomplete (see below)
P = Pass (A+ to D) (see below)
S = Satisfactory progress
U = Unsatisfactory
W = Withdrew
X = Academic Violation

**Pass/Fail Option**
Pass/Fail is an option to encourage students to take courses in subjects that they might avoid if they were required to enroll on a standard graded basis. Regulations concerning this Pass/Fail option are listed below:
1. In courses taken Pass/Fail, the standard letter grades A-D are converted to P by the Registrar. A failure is posted as an F.
2. Grades of P are not computed when determining students’ grade point averages; grades of F are computed.
3. The Pass/Fail option stipulates that the instructor is not to be informed of those students who have enrolled Pass/Fail.
4. Students who wish to change from Pass/Fail to a letter grade or a letter grade to Pass/Fail must do so by the published deadline (please refer to the LPS website Academic Calendar for term-specific dates). After this period, students must petition the LPS Petition Review Committee. Such changes are granted only under extraordinary circumstances.
5. If you plan to transfer credits back to your home institution, we suggest obtaining approval from your home university before changing your grade status to Pass/Fail.

**Incomplete Grades**
An incomplete grade indicates that a student has not completed all the work in a course and has done so with the instructor’s permission. If the work for a course is incomplete as a result of the student’s unexplained failure to hand in assignments or to take the final examination at the regularly scheduled time, the instructor should issue a grade of F for the course. An instructor who chooses to grant an extension to a student who has not completed a course by the end of the term may grant either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term (including the summer term). In either case, if the Incomplete is not made up by the deadline, it will become an F. An Incomplete is made up only when the official grade is received by the LPS Office and recorded by the Registrar’s office on the student’s official transcript. Once an Incomplete grade is converted to an F, the instructor may change the grade after the student has completed all required work. Students with two or more Incomplete grades are subject to registration hold and are required to meet with the LPS advisor to explain the circumstances of the Incompletes and develop a plan to resolve them. Their registration hold will not be lifted until they have resolved their incompletes.
### 5.11 FALL 2017 ACADEMIC CALENDAR AND DEADLINES

*Some LPS deadlines differ from those of other schools or colleges at Penn.*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course registration begins</td>
<td>Monday, March 20</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Tuesday, August 29</td>
</tr>
<tr>
<td>Last day to add language courses and writing seminars</td>
<td>Friday, September 8</td>
</tr>
<tr>
<td>Last day to add a course</td>
<td>Monday, September 18</td>
</tr>
<tr>
<td>Last day to drop a course with no financial obligation and no notation on transcript</td>
<td>Monday, September 18</td>
</tr>
<tr>
<td><em>Tuition Reduction Request Forms</em> due by 5 p.m.</td>
<td>Monday, September 18</td>
</tr>
<tr>
<td>Last day to drop a course with 50 percent financial obligation and no notation on transcript. (LPS students must submit a Late Drop Form)</td>
<td>Monday, October 9</td>
</tr>
<tr>
<td>Last day to change grade status in a course. E-mail <a href="mailto:lps@sas.upenn.edu">lps@sas.upenn.edu</a> with your grade type change request</td>
<td>Monday, October 9</td>
</tr>
<tr>
<td>Fall break begins at close of classes (Saturday classes will not meet)</td>
<td>Thursday, October 5 - Sunday, October 8</td>
</tr>
<tr>
<td>Fall break ends; classes resume</td>
<td>Monday, October 9</td>
</tr>
<tr>
<td>Advance registration for Spring term</td>
<td>Monday, October 30 - Sunday, November 12</td>
</tr>
<tr>
<td>Event Description</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Last day to withdraw from a course. Full financial obligation applies. (LPS students must complete a Withdrawal Form)</td>
<td>Friday, November 10</td>
</tr>
<tr>
<td>Thu/Fri class schedule on Tue/Wed</td>
<td>Tuesday, November 21 &amp; Wednesday, November 22</td>
</tr>
<tr>
<td>Thanksgiving Recess begins at 4:30 p.m. LPS evening classes will not meet.</td>
<td>Wednesday, November 22</td>
</tr>
<tr>
<td>Classes resume</td>
<td>Monday, November 27</td>
</tr>
<tr>
<td>Fall term classes end</td>
<td>Monday, December 11</td>
</tr>
<tr>
<td>Reading days</td>
<td>Tuesday, December 12 - Wednesday, December 13</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Thursday, December 14 - Thursday, December 21</td>
</tr>
<tr>
<td>Fall term ends</td>
<td>Thursday, December 21</td>
</tr>
</tbody>
</table>
SECTION 6: CAMPUS BASICS

Being a guest student at Penn can sometimes be a bit different from being an international student who is enrolled at Penn for a degree program. The following are a few tips that may apply to all international students, but are especially helpful for those of you who are here for one year or one semester.

Almost everything you need can be found on Penn’s website at http://www.upenn.edu/. If you know the office you need, you can use Penn A-Z, an alphabetical listing of recognized University entities, including departments, programs, publications, organizations, and services. It is located at http://www.upenn.edu/penna-z/.

6.1 PENNKEY
The PennKey Authentication System is used to prove your identity for access to many of Penn’s networked systems and services. Within the PennKey Authentication System, an individual’s username is known as a PennKey. In order to use this system, you need to register for a PennKey and associated password. IGSP students will receive their PennKey and set-up code via e-mail prior to their arrival at Penn.

A PennKey is needed to:
• Access many of Penn’s web-based services including the Penn Portal and Blackboard.
• Access Penn services secured using a technology known as Kerberos.

Below are some links to webpages that provide additional information about PennKey:
• Registering your PennKey: http://www.upenn.edu/computing/pennkey/
• Changing your PennKey password: http://www.upenn.edu/computing/pennkey/
• PennKey Setup Code Administration: http://www.upenn.edu/computing/pennkey/help/admin.html

6.2 CAMPUS EXPRESS
Through Campus Express Online (http://www.campusexpress.upenn.edu/) you can access various services available to students – confirm any on-campus housing you have selected, arrange for your Penn ID card, choose your meal plan, purchase your new computer, sign up for Penn e-mail and more. In order to log onto Campus Express, you must use the PIN that was sent to you by e-mail in order to create your PennKey and password. These two identifiers serve as your login requirements whenever you enter Campus Express Online, so be sure to memorize them. If you do not know your PIN or you never received your PIN, please go to the Registrar’s Office in 221 Franklin Building, and they can assist you in obtaining one. If you are not yet on campus and are having trouble with your PennKey, please send an e-mail to: pennkey@isc.upenn.edu. LPS will NOT be able to assist you with PennKey issues, due to privacy and security reasons.

6.3 STUDENT IDENTIFICATION NUMBER
All IGSP students have a student ID number assigned by the University of Pennsylvania. This number will be used by the university registrar and billing system. Changes in your Penn ID number can cause problems with your PennCard, e-mail account and campus billing. The
number assigned to you by the University (e.g., 938-01-XXXX) is not a Social Security Number; it is a Penn ID number, used only for university-related business. You will also have an 8-digit number that appears on your PennCard. This number is being used more and more for identification purposes at Penn, so you may want to memorize the PennCard number.

6.4 GETTING A PENNCARD
All students and scholars must have a University identification card, called a PennCard. The card permits access to University buildings and allows you to use the library, recreational facilities and other University services, such as the Shuttle or Escort. You should carry your PennCard with you at all times.
Some students may arrange for their PennCard before arrival through Campus Express.
Students can also arrange for their PennCard upon arrival on campus at the PennCard Center.

PennCard Center

Hours: Monday-Friday, 9am-5pm

Address: 150 Franklin Building, 3451 Walnut Street, Philadelphia, PA 19104
E-mail: penncard@exchange.upenn.edu
Web: http://www.upenn.edu/penncard/

6.5 E-MAIL
E-mail is the most commonly used communication system on campus. All Penn students, faculty, and staff have e-mail access. For this reason, it is very important for you to have a Penn e-mail account and check it regularly. E-mail accounts are arranged by the individual schools. To set up your account, please visit the Penn Computing web site at https://www.sas.upenn.edu/computing/help/students/email/options

Note: LPS uses e-mail to inform you about various programs, immigration updates, and other timely information. Please read the e-mail messages sent out by LPS carefully.
**SECTION 7: PAYMENT OF FEES**
The Office of Student Financial Services (SFS) handles the financial charges and credits for your department or school:

**Office of Financial Services**
100 Franklin Building, 3451 Walnut Street, Philadelphia, PA 19104
Telephone: (215) 898-1988, Fax: (215) 573-5428
E-mail: sfsmail@sfs.upenn.edu
Web: [http://www.sfs.upenn.edu/](http://www.sfs.upenn.edu/)

### 7.1 PAYMENT METHODS
As an IGSP student, there are four different ways in which you can pay your bill:

1. **By Mail:** Send your payment coupon (lower portion of your bill) and your check, which must be from a US bank account, in US dollars, made payable to the “The Trustees of the University of Pennsylvania” to the following address:
   University of Pennsylvania/Tuition, P.O. Box 785551, Philadelphia, PA 19178-5551

   ***Please provide your name and the last 4 digits of your student ID number. Payments should be sent at least 5 days before the due date to ensure on-time delivery. Do not send payment to the P.O. Box by way of FedEx, UPS, DHL or Emory.***

2. **By Wire Transfer:**
   If you are wiring funds, please supply the following information to your financial institution.

<table>
<thead>
<tr>
<th>Transfer funds to:</th>
<th>Wells Fargo Bank N.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Wells Fargo N.A.</td>
</tr>
<tr>
<td></td>
<td>420 Montgomery Street</td>
</tr>
<tr>
<td></td>
<td>San Francisco, CA 94101</td>
</tr>
<tr>
<td>ABA #</td>
<td>121000248</td>
</tr>
<tr>
<td>For credit to:</td>
<td>University of Pennsylvania SFS</td>
</tr>
<tr>
<td>Account Number:</td>
<td>2000018692712</td>
</tr>
<tr>
<td>Reference:</td>
<td>Line 1: Full Student Name</td>
</tr>
<tr>
<td></td>
<td>Line 2: 8 digit Penn ID (University assigned number) or Social Security Number (last 4 digits only)</td>
</tr>
<tr>
<td></td>
<td>Line 3: Student Payment</td>
</tr>
<tr>
<td></td>
<td>(All three reference lines must be completed)</td>
</tr>
<tr>
<td>SWIFT code</td>
<td>WFBIUS6S (International wires only, if requested by your bank)</td>
</tr>
<tr>
<td>CHIPS code:</td>
<td>0407 (if requested by your bank)</td>
</tr>
</tbody>
</table>
Wire Transfer Fee Assessment:
When a wire transfer is initiated, your originating bank can directly wire the funds to Wachovia Bank/Wells Fargo. You may be assessed a fee by your bank. If your bank uses an intermediary bank (usually a New York Bank), the intermediary bank may also assess a fee (approx. $10-$30) which is your responsibility to pay.

3. In Person: Bring your payment, along with your payment coupon (lower portion of your bill) to the University Cashier located at Franklin Building Lobby, 3451 Walnut Street, Philadelphia, PA 19104.

4. Using Penn.Pay: Penn.Pay is an electronic billing service that enables you to receive your Penn Monthly Student Account Billing Statements online, as well as providing an option to pay them electronically. You can use Penn.Pay to make a transfer from an existing US bank account or you can make payments with your American Express credit card. Please note that payment made by American Express will have a convenience fee of 2.0% added to the total. A link to Penn.Pay is available to you on-line in Penn InTouch and access is granted using your PennKey and password. This option is probably the easiest to use for payments once you have opened a US bank account.

Important
The University must receive the FULL amount due on or before the due date indicated on the bill. If full payment is not received by the due date, a Late Payment Penalty of 1.5% of the amount past due will be assessed, and future registration and continuing enrollment will be jeopardized.

7.2 INCORRECT BILLS
If you receive an incorrect bill that includes tuition and fees, don’t worry! These charges will be removed from your account in a month or two. Please forward a copy of the incorrect bill to Eli Lesser at LPS. It is your responsibility to immediately pay the rest of your bill which may include Penntrex phone charges, housing, or dining service charges, to avoid late fees. You may go to Student Financial Services, located in the Franklin Building and explain that you are an IGSP student and would like to pay only a portion of the bill, excluding tuition and fees so that you can pay them immediately for Penntrex, etc., while you wait for the tuition and fees to be withdrawn. Always remember to write down the name of the person with whom you spoke at SFS and keep copies of everything, including e-mail correspondence or notes of phone conversations.

As an IGSP student, you will have access to different resources at Penn, including library materials, fine arts equipment, recreational equipment, etc. While we encourage you to take advantage of Penn’s resources, please be sure that you understand the “due date” i.e. the date by which these materials must be returned. Failure to return items on time, even by a few hours, could result in a late fee. In the case of fine arts equipment, the late fee may be up to $50 per day, even if you are only late by an hour.
SECTION 8: HOUSING
Most undergraduates, and almost all IGSP students, live in university residences. Some graduate students and scholars live on campus in graduate residence halls, while others rent apartments off campus.

8.1 ON-CAMPUS HOUSING
On-campus housing offers a furnished residence close to campus in a reasonably secure environment. People new to Philadelphia and attending the University for a short period of time often prefer to live in University housing for safety reasons and the opportunity to meet other students. All rooms and apartments are furnished, but you will have to provide sheets and towels and necessary utensils should you have a kitchen. Students who live on campus are charged for their housing on their Penn account. Choices of room type include single, double and triple rooms, as well as one to four bedroom apartments. Housing is assigned for a full academic year. Students who are at Penn for one semester only will have the opportunity to cancel the second semester before the end of their stay. You must be sure to cancel housing for the second semester to ensure accurate billing.

The full range of types and rents is available at http://www.business-services.upenn.edu/housing/assets/pdf/rent/ugrent1213.pdf
The rules governing on-campus housing are available in the residential handbook at http://www.business-services.upenn.edu/housing/assets/pdf/handbook0910.pdf
Please be aware that on-campus housing is limited, and first choices are not always available. Most IGSP students who live on campus live in Sansom Place East or Sansom Place West. Sansom Place East houses only graduate students while Sansom Place West houses both graduate and undergraduate students. These two buildings have Sansom Advisors (SAs) who support residents. Please keep in mind that many American students think of their room as a place to relax and socialize, but not always as a place to study. The noise levels may be much higher than what you may expect at your home university. Many of the residences offer quiet study rooms, and Penn students frequently study in the libraries on campus.

8.2 SINGLE ROOMS
You should also be aware that single rooms are much less common in the United States, and that on-campus housing can be difficult to obtain at Penn. While efforts are made to accommodate requests, we cannot guarantee placement in particular dormitories or specific room types. Sharing a suite or even a bedroom space is not an unusual situation at Penn. Becoming acquainted with one’s roommates and learning to live with them is considered part of the college experience.
Fall semester and academic year students will receive their housing placements in late July or early August. Spring semester students will receive their housing assignments in mid-to-late-December.

In addition, most pets, smoking, and certain substances are strictly forbidden in the residences on-campus. Please consult the residential handbook on line.
NOTE: Should you decide to live off-campus, you must cancel your on-campus housing request. In order to cancel your request, you will need to write to the Housing Assignments Office directly. Official notification of cancellation must be received by the Housing Assignments Office before you have been notified of your housing placement in order to avoid a cancellation fee. Once you have received your housing assignment you will be charged a cancellation fee if you choose to cancel your on-campus housing request. Please be sure to notify LPS if you choose to live off-campus.

8.3 OFF-CAMPUS HOUSING
For more information about securing off-campus housing, please contact the Office of Off-Campus Services

Office of Off-Campus Services
Stouffer Commons, 3702 Spruce Street
Tel: (215)898-8500 Fax: (215)573-2061 E-mail: ocliving@exchange.upenn.edu Web: http://www.upenn.edu/offcampusservices/

8.4 INTERNATIONAL HOUSE
Housing for international and American students is also available at the International House of Philadelphia. Living in International House is considered off-campus housing. Located within easy access to the University, International House is an independent, non-university facility that serves as a residence and programming center for the international community in Philadelphia. Home to 350 residents from over 50 countries, International House is an incubator for future global leadership.
A variety of bedroom and apartment types are available at International House. Single bedroom (no kitchen, shared bathroom) rates start at $625/month. Apartment rates start at $895/month. International House cannot accommodate children. Further details about International House facilities, programs, films, concerts, parties, lectures, and trips as well as residence applications, may be obtained by contacting:

International House, Admissions Office, 3701 Chestnut Street, Philadelphia, PA 19104
Tel: (215)895-6540 Fax: (215)895-6535
E-mail: info@ihphilly.org
Web: http://www.ihousephilly.org/

8.5 TEMPORARY HOUSING
IGSP students that arrive prior to the start of on-campus housing or those students who have selected to make their own accommodation arrangements upon arrival will need temporary accommodation. If this is your situation, you must make a reservation for temporary accommodations for your first few days at Penn. Accommodations are in high demand in late August and early September each year, so be sure to reserve early. You may be able to find temporary accommodations at one of the places listed below.
Hilton Inn at Penn 3600 Sansom Street Tel: 1(800)HILTONS or (215)222-0200
Web: http://www.theinnatpenn.com/ Rates: Start at $239 plus tax/night, Penn Rate of $209/night

International House 3701 Chestnut Street Tel: (215)387-5125 Web: http://www.ihousephilly.org/ Rates: Start at $80 plus tax/night

Sheraton Hotel University City 36th and Chestnut Streets Tel: (215)387-8000 Web: http://www.starwoodhotels.com/sheraton/ Rates: Single, Double $217-$325 plus tax/night (Penn rate, based on availability: $180 plus tax.)

Penn Tower Hotel 34th Street and Civic Center Boulevard; Tel: (215)387-8333 Rates: Single or Double $145-$254 plus tax/night.

Chamounix Mansion Hostel
3250 Chamounix Drive
Tel: 215-878-3676
Web: http://www.philahostel.org
Rates: $20/night

Office of Off-Campus Services Stouffer Commons, 3702 Spruce Street
Tel: (215)898-8500, Web: http://www.upenn.edu/offcampusservices/
This is a University of Pennsylvania office that provides listings for temporary and permanent housing in the University City area.

***All rates are subject to change.
SECTION 9: DINING ON CAMPUS
Bon Appétit at Penn Dining offers a variety of dining plan options. IGSP students are welcome to purchase single semester dining plans, and those who would like to dine in the Residential (all-you-care-to-eat) Dining Cafés may choose from 10 dining plans to find one that best fits their lifestyle. IGSP Students who prefer to cook most of their own meals may want to purchase the “Grad Plan,” a Dining Dollar$ only meal plan, in lieu of a traditional dining plan, which can be used at many locations around campus “Grad Plans” can be opened with a minimum deposit of only $50. Additional visits and Dining Dollar$ can be added at any time by logging into your Campus Express account. Cash and major credit cards are also accepted for individual meals at all dining locations.

For students who observe Glatt Kosher dining, Penn offers the Falk Dining Commons located on the first floor of Steinhardt Hall at 215 S. 39th Street.

To sign up for a dining plan, please contact Bon Appétit at Penn Dining:
3702 Spruce Street, Stouffer Commons, Philadelphia, PA 19104
Phone: 215-898-7585
E-mail: dining@pobox.upenn.edu
Web: www.upenn.edu/dining

9.1 DINING DOLLAR$
Dining Dollar$ are funds on your PennCard used to purchase items at any Penn Dining location including Yo-Reka!, the UnCommon Market, and Starbucks in 1920 Commons, Houston Market and Einstein Bros. Bagels in Houston Hall, McClelland Café in the Quad, Mark’s Café in Van Pelt Library, the Accenture Café in the Towne Building, Joe’s Café in Steinberg Hall-Dietrich Hall, and the University Square Farmer’s Market at 36th Street and Walnut Street. Each time you make a purchase, that amount is subtracted from your Dining Dollar$ account balance. You can add Dining Dollar$ to your PennCard at any time via Campus Express (campusexpress.upenn.edu).

9.2 PENN DINING LOCATIONS
Visit www.upenn.edu/dining for dining locations and hours.
SECTION 10: SHOPPING

Prices in American stores and supermarkets are fixed and not negotiable. Bargaining for a lower price for your items is not an option unless you are at yard sales, some secondhand stores, or street markets at the end of the day when food sellers are anxious to sell their fresh produce. Find directions from your location to these stores by entering the address into Google Maps (http://maps.google.com)

10.1 FOOD SHOPPING: AREA SUPERMARKETS

ALDI: Located at 4421 Market St., ALDI is an internationally known grocery supplier with stores all across Europe and Australia. ALDI sells food as well as items for the home, such as vacuum cleaners and kitchenware, all at discounted prices. The store is open Monday-Thursday and Saturday from 9 am – 7 pm, and Friday from 9 am – 8 pm. It is closed on Sunday. For more information, visit the ALDI website at: http://aldi.us.

Fresh Grocer: Fresh Grocer is the main grocery store on campus, located at the corner of 40th and Walnut Streets. The store is open 24 hours a day, 7 days a week and has an excellent stock of food, including fresh meat, seafood and pasta, ready-to-go sandwiches, and food from around the world. Visit its website at: http://www.thefreshgrocer.com.

H Mart: H Mart is a Korean grocery store located near the 69th Street station on the Market Frankford Subway line. http://www.hmart.com/

Pathmark: The nearest and most convenient Pathmark store is at 3021 Gray’s Ferry Avenue and the store is open 24 hours a day, 7 days a week. For information on directions, weekly specials and additional information, visit the store’s website at http://www.pathmark.com.

South Square Market: Located at 2221 South St., just over the South Street Bridge, this supermarket is opened 7 days a week, 7 am – 10 pm.

Trader Joe’s: Located at 2121 Market Street in Center City, Trader Joe’s is a grocery store that is open every day 9 am – 9 pm. It has excellent vegetarian options, a bakery in the store, fresh seafood and pasta, a variety of organic foods, and fat free/low fat options. Visit http://www.traderjoes.com for more information.

10.2 FOOD SHOPPING: CONVENIENCE STORES

7-Eleven 38th and Chestnut Sts., 34th and Market Sts, and 42nd and Walnut Sts.

Wawa Food Markets 36th and Chestnut Sts. and 37th and Spruce Sts.

***There are no AUTOMATIC TELLER MACHINE (ATM) fees at any WAWA!

10.3 MARKETS

Philadelphia is an international city with people from almost every country in the world and it has countless attractions that exhibit this cultural diversity. These include the several food markets that can be found throughout the city, which give residents and tourists a taste of another culture.
Farmers’ Market: The Food Trust runs several Farmers’ markets throughout Philadelphia suburbs and New Jersey. These markets are dedicated to improving the lives of people through better nutrition. They sell mainly fruits and vegetables, although meats, cheeses, herbs and other goods can also be bought. The University of Pennsylvania also organizes several Farmer’s markets on-campus throughout the year. The University Square Farmers’ Market at Penn is located at 36th and Walnut Streets, and is open Wednesdays from 10am to 2pm. During select times of the year there is also a Farmer’s market at the Radian Plaza (40th and Walnut) on Fridays from 12pm to 2pm.

The Italian Market: Made famous by Sylvester Stallone’s run in the original Rocky film, the Italian Market is a cornerstone to the city’s culture and history. It is the oldest and largest working outdoor market in the entire country and represent the immigrant past of Philadelphia. Located along 9th Street, the Market runs for several blocks with vendors on both sides of the street selling anything from fruits and vegetables to jewelry and kitchenware. The Italian Market is open Tuesday through Saturday 9 am to 5 pm and Sunday from 9 am to 2 pm.

The Reading Terminal: Located at 12th and Market Streets, the Reading Terminal is a giant indoor market with about 80 different vendors selling food from all over the world. The Terminal was created in 1892 on the bottom floor of a major train station and has survived ever since, undergoing a major change in the 1980’s when the train station above was closed and renovated into part of the Convention Center. However, many of the original stores still exist and are even run by the original families. The Terminal is open Monday-Saturday from 8 am to 6 pm, although some restaurants close after 3 pm. For more information, visit the website at: http://www.readingterminalmarket.org/

10.4 DISCOUNT STORES
IKEA: Located at 2206 South Columbus Boulevard, IKEA is known throughout the world for its inexpensive and stylish furniture and is a great place to look when buying things for your dorm. In addition to furniture, IKEA also sells dishes, lights, beds and mattresses, pillows, and hundreds of other items. IKEA can be reached by the 7, 25 or 79 bus routes. Visit http://www.ikea.com/ for hours of operation and more information or call the store at 215-551-4532.

Wal-Mart: Wal-Mart is another great place to pick up cheap furniture, electronics, bedding and other essentials for a dorm room. The closest store is located at 1601 South Columbus Boulevard and can be reached via the Eastbound Market Frankford Line to 2nd and Spring Garden and then a transfer to the Number 25 bus that runs along Columbus Boulevard. For hours of operation and further information, including directions, visit http://www.walmart.com/.

Target: Similar to Wal-Mart, Target is a discount store that sells a wide variety of goods, from dishes and electronics to food and clothing. Although it doesn’t sell much furniture, Target sells almost everything else you might need for living in a dorm. Located at 1 Mifflin Street in South Philadelphia, Target is open Mondays through Saturdays 8 am to 10 pm and Sundays from 8 am
to 9pm. For further information, visit http://www.target.com/ or call the store at 215-463-7311.

10.5 SHOPPING CENTERS/MALLS

Franklin Mills Mall: Located in Northeast Philadelphia, the Franklin Mills Mall is one of the largest malls in the Philadelphia region. The mall contains over 300 outlet stores, a large food court in the center, and a movie theater with over 15 screens. The mall is only one floor, but walking the entire length of the mall could take several hours. The easiest way to get to the mall is to take the Eastbound Market-Frankford Line to the last stop, Frankford Terminal, and from there take the 67 or 20 bus to the mall. For a list of all the stores in the mall and hours of operation, visit http://www.simon.com/mall/philadelphia-mills

King of Prussia Mall: Even larger than the Franklin Mills Mall, the King of Prussia Mall has over 400 stores and restaurants and is one of the premier shopping destinations on the East Coast. Located outside of Philadelphia in the suburbs, the mall can be reached by the 124 bus that can be picked up at 30th Street and Schuylkill Avenue. The mall contains a movie theater with one of the largest screens in the area, department stores such as Lord and Taylor, Bloomingdale’s, Sears, clothing stores, classy restaurants and hundreds of other stores in the four storied building. The mall also hosts several events throughout the year, such as beauty and charity events. For a list of all stores and restaurants, including gift ideas and upcoming events, visit http://www.kingofprussiamall.com/

The Shops at Liberty Place: This is a small shopping center located in Center City on Chestnut Street in between 16th and 17th Streets. Liberty Place has its own food court and stores such as Express, J. Crew, Victoria’s Secret and Nine West. For more information and hours of operation, visit: http://www.shopsatliberty.com/.
SECTION 11: TRANSPORTATION

11.1 PENN TRANSIT SERVICES
The Penn Transit Services provide a comprehensive transportation system on and around campus within specific boundaries. For more information, please contact Penn Transit Services.

Transportation Services
Suite 447 A, 3401 Walnut Street
Phila, PA 19104-6228
Tel: 215-898-8667, E-mail: transit@pobox.upenn.edu
Web: http://www.upenn.edu/transportation/

11.2 PUBLIC TRANSPORTATION: SOUTHEASTERN PENNSYLVANIA TRANSIT AUTHORITY (SEPTA)
SEPTA is Philadelphia’s public transportation system with buses, trolleys, the subway, Regional Rail lines, and the Market-Frankford Line (the EL). SEPTA costs $2.25 in cash each way, except for Regional Rail lines, which vary in price according to your destination. City Hall allows free interchange between the subway (Orange Line), the Market-Frankford EL (Blue Line), and the trolleys (Green Line) once you are within the station. Schedules for all public transportation routes vary between weekday and weekend, with Saturday and Sunday usually having less frequent service. Visit the SEPTA’s website at: http://www.septa.org/ for information on commuter rail trains, buses, subways, and LUCY (the Loop through University City).

11.3 TAXIS
Taxi companies are listed in the Yellow Pages phone book, but it is often easier to hail a cab on the street. The base fare is $2.70. A trip from campus to Center City by taxi costs between $7 and $12, and you should tip the driver 10-15%. It is a good idea to take a taxi if you must travel late at night and your route does not fall within the boundaries of Penn Transit Services. Most taxis accept credit cards but prefer cash.

11.4 RENTING A CAR
There are several websites where you can rent a car including http://www.hertz.com/, http://www.alamo.com/, http://www.budget.com/, and http://www.enterprise.com/. We remind you to use extreme caution when driving in the United States. Regulations vary by company but all will require you to have a driver’s license in order to rent a car and may charge higher prices because you are under 25 years of age. Booking online will typically save you more money than calling or just walking into an office. Prices for car rental are usually per day with required insurance being an additional charge. The Sheraton Hotel at 36th and Chestnut has an Enterprise Car Rental office on the ground floor that is open to anyone and can help with renting a car. If you have been driving for more than three years, you can sign-up for Philly Car Share. For more information on this program, please visit their website at: http://www.phillycarshare.org.
SECTION 12: BANKING

One of the first things you might do after arriving in Philadelphia is open an account at a local bank. Investigate various banks before choosing which one you wish to use, as all banks have different charges and fees for services, such as Automatic Teller Machine (ATM) access, checking and overdraft protection. You should read the small print carefully before signing up with any bank. To open an account, you must present two forms of identification, such as your passport and your PennCard. Some banks may require you to provide your Social Security number.

Because Penn is located in a city, there are not only several banks on campus but there are plenty that are in Center City within walking distance. ATMs are located all over campus; however, most of them are for PNC bank and will charge a fee for users that do not belong to PNC. There are no ATM fees at any WAWA!

Here are some local banks for you to consider:

Citizens Bank: 134 South 34th Street
There are ATMs located in the Franklin Building, 3901 Market Street, and 220 South 40th Street. The bank’s website is http://www.citizensbank.com/.

TD Bank: 3735 Walnut Street, Visit the bank’s website at http://www.tdbank.com/ for more information.

PNC: PNC is the most common branch on campus with ATMs just about everywhere, including the airport. There are two banks on campus at 3535 Market Street and at the Children’s Hospital on 34th and Civic Center Boulevard. ATMs can be found at Houston Hall, Hill College House, the CVS at 39th and Walnut, Penn Bookstore, the WAWA at 38th and Spruce Street and the WAWA at 36th and Chestnut Street. Visit http://www.pnc.com/ for more information.

Sovereign Bank: 3131 Market Street
View http://www.sovereignbank.com/ for more locations and information.

12.1 CHECKING ACCOUNTS

Opening a checking account will assure safe and quick deposit of foreign checks and free you from carrying large amounts of cash. A checking account will also provide you with an accurate, monthly record of your finances. Checks can be used to pay monthly bills such as rent, telephone, and electricity. You can also write a check for some purchases if you provide two types of identification to the merchant. The checks are returned to you after being cashed and cleared by the bank, and serve as proof of payment.

You must keep an accurate record of your account to make sure you have enough money in your account for each check you write. It is a serious matter to write a check without having sufficient funds in your checking account. In addition to various fees your bank will charge, you may suffer serious financial consequences and will be vulnerable to legal action.
12.2 SAVINGS ACCOUNTS
If you have money that you don’t plan to use immediately, you can open a savings or investment account. Depending on how much you deposit, this account will pay you interest. You will receive a monthly statement showing your balance. Be sure to keep these statements as the interest earned on savings accounts may be taxable.

12.3 AUTOMATIC TELLER MACHINES (ATM)
Basic banking, such as deposits, transfers and withdrawals, is available 24 hours a day at computerized banking machines (ATM or MAC machines) at most banks. These machines can be found throughout the city. You should only use those located in a safe and secure place indoors, and avoid making withdrawals after dark. You may be charged a fee each time you use your ATM card. Check with your bank for details.

12.4 CREDIT CARDS
Credit cards are popular in the U.S., but are sometimes difficult to obtain for international students who have not yet established good credit in the U.S. You may want to apply for a credit card in your home country rather than in the U.S. Major credit cards in the U.S. are Visa, MasterCard, American Express and Discover, but businesses do not always accept all cards. Use caution in using credit cards as a means of postponing payment for purchases. Almost all credit cards charge interest, which may range from 12% to 22% per year. If your credit card is lost or stolen, file a report with the police and notify the company that issued the card immediately.
SECTION 13: HEALTH CARE AND MEDICAL INSURANCE

Health care and health insurance are important aspects of your life here and require careful thought and planning. The U.S. health care system differs from that in other countries, and it is your responsibility to protect yourself from the exorbitant costs of health care.

U.S. regulations require you to maintain adequate health insurance for yourself under the U.S. government regulations. In the case of J-1 and F-1 students, this obligation is contained in a specific rule that requires termination of your J or F status for willful failure to maintain adequate insurance for yourself.

The cost of health care in the U.S. is extremely high, often over $2,500 per day in some hospitals (covering room and board only). There is no national health program, and international students are not eligible for financial assistance from the U.S. government or from the University to pay medical bills.

In Philadelphia, you can feel confident about the quality of care you will receive, as it is one of the top cities in the U.S. for medical care. There are many excellent hospitals and teaching institutions here, among them the hospitals of the University of Pennsylvania Health System (UPHS).

For further information, you can contact:
University of Pennsylvania Health System (UPHS)
800-789-PENN (800-789-7366) http://pennhealth.com/

13.1 THE U.S. HEALTH CARE SYSTEM

• The system is privately funded, not government sponsored.
• Payment is the responsibility of the individual, with or without health insurance.
• Some doctors providing services at a hospital may bill the patient separately.
• Payment is usually expected at the time the care is given. Therefore, you should always check that your insurance will cover the treatment before it is given.
• You are responsible for seeing that bills are submitted and that claims forms (used to request payment from the insurance company) are properly completed.
• The reimbursement process takes time and incomplete forms can cause further delays.
• Copies of all bills and papers should be kept for at least one year.
• It is appropriate to seek an opinion about your case from a second doctor before deciding on a course of treatment.
• Be aware of your own health needs and background. Keep copies of your past medical records with you. It is very helpful, for example, to tell the doctor which medications you have taken in the past.
• It is appropriate to ask questions about your condition and your treatment. Take a friend to the doctor’s office with you to translate or help with forms if you feel that will help.
13.2 MEDICAL INSURANCE
Although health insurance may seem to be an additional, unnecessary expense, it is of extreme importance. If you have an accident or become ill and require hospitalization and do not have insurance, the expenses involved will jeopardize your ability to complete your program. The University of Pennsylvania requires all full-time students to carry adequate health insurance which meets Penn standards (http://www.vpul.upenn.edu/shs/inreq.php). It is highly unlikely that any policy purchased internationally or domestically will meet Penn’s stipulations, since it requires that all insurance companies be licensed to do business in the United States, with a U.S. claims payment office and a U.S. phone number and that any insurance policy cannot exclude coverage for pre-existing conditions (whether you have pre-existing conditions or not). Therefore, it is strongly recommended that all IGSP students plan to purchase the Penn Student Insurance Plan (PSIP) and to budget accordingly for the expense. Enrollment information can be found at http://www.vpul.upenn.edu/shs/inreq.php.

The student insurance plan covers services such as diagnostic, laboratory and x-ray services, medical emergencies, surgery and hospitalization fees, mental health treatment, maternity service, and referrals to specialists. Please be aware that there may be other expenses not covered, such as deductibles and co-pays. Please contact the Insurance Office for details or questions. The insurance does not cover routine dental care or eyeglasses. Separate dental insurance may be purchased at a yearly cost of approximately $300. Specific information on insurance can be obtained at http://www.vpul.upenn.edu/shs/inreq.php.

13.3 WAIVING THE STUDENT INSURANCE PLAN
The student insurance plan can be waived only if adequate alternative coverage is in place. Please be sure to read carefully the stipulations for an insurance waiver. It can be costly if you are underinsured, or you could violate immigration rules if you do not carry certain medical insurance provisions. If you have questions about what qualifies as alternative insurance plans, you must consult with the student health insurance administrator at Student Health Services (SHS). Specific information on insurance and the insurance waiver can be obtained at http://www.vpul.upenn.edu/shs/inreq.php.

For more information, please contact:

Office of Insurance Compliance
Student Health Services
3535 Market Street, suite 100
Tel: 215-746-3535, Option #3
http://www.vpul.upenn.edu/shs/insurance.php
13.4 CHOOSING A HEALTH INSURANCE PLAN
If you are choosing a health insurance program other than PSIP, you should make certain that your insurance plan meets these 5 requirements:

• Your plan must be provided by a company licensed to do business in the United States, with a U.S. claims payment office and a U.S. phone number
• Your plan cannot exclude coverage for pre-existing conditions (or has been in effect long enough that any waiting period has passed)
• Your plan must provide coverage for both in-patient and out-patient medical care in the Philadelphia area, including specialist office visits and diagnostic testing. Emergency or Urgent only care is not sufficient.
• Your plan must provide coverage for both in-patient and out-patient mental health care in the Philadelphia area. Emergency or Urgent only care is not sufficient
• Your plan must offer a lifetime maximum benefit of at least $500,000 in coverage

You should also check the following items
• Does it have a “deductible,” meaning the amount that you must pay before the insurance starts paying?
• Does it have maternity coverage? If so, what kind?
• Does it cover any family members who are with you?
• Does it remain in effect during your entire stay in the U.S.?
• Do you have a policy identification card to prove that you have insurance?
• Do you know how the insurance company’s payment system works?

Failure to secure or maintain adequate health insurance will result in termination of your program.

13.5 WHERE TO GO FOR MEDICAL CARE
If you are feeling sick, do not hesitate to get help--even if you are nervous and have never seen a doctor outside your own country. The longer you wait the greater risk you run for developing a serious problem from what may have been minor and easy to treat. Unless you have a real emergency, such as uncontrolled bleeding or a broken bone, do not go to a hospital emergency room for treatment. Emergency rooms are very expensive and, if your condition is not life threatening, you may have to wait a long time for care. You should go to the Student Health Service (SHS), which is located at 3535 Market Street. It is best if you call first to make an appointment in advance. Students may make an advance appointment at SHS online at http://www.vpul.upenn.edu/shs/appointments.php. Same-day appointments are available, but if there are no same-day appointments, SHS will offer you the next available appointment that works with your schedule. If you have an urgent issue they will try to see you as soon as possible. Sometimes patients will have a nurse evaluate them to provide care while they wait until the next available provider appointment (could be later that day or the next day).
**Student Health Services** is located at:
3535 Market Street, suite 100,
Tel: 215-746-3535
http://www.upenn.edu/shs/

**After hours**: The SHS health provider on-call can be reached by calling 215-746-3535 and connecting to the hospital operator.

**For Emergencies**
Students with illnesses requiring emergency treatment may obtain care at a local Emergency Room. They may also call the Student Health provider on-call for phone consultation. This provider may give medical advice over the phone, or may decide that the student should seek emergency medical attention. We recommend students go to the Emergency Department at HUP (1st floor Silverstein Building on 34th Street).

***Please note that all students will be charged a Clinical Fee per semester to your Penn student account. This charge will later be reversed for students who are enrolled the PSIP. There is no additional charge for routine care at Student Health. There may be separate charges for other services and items, such as diagnostic testing, vaccines, medications, etc.***

**13.6 WHAT TO EXPECT WHEN SEEING A DOCTOR**
Most clinics in the U.S. are staffed by physicians, nurse practitioners (registered nurses qualified to evaluate, diagnose, and treat many common conditions), midwives (registered nurses specializing in prenatal and childbirth practice), registered nurses, and a variety of health care workers. You may not see a physician when you first seek medical care. Depending on the severity of your symptoms, you may receive care immediately, later the same day, or the next day. You may be offered a choice of doctors or health care providers. Consider ahead of time whether you would prefer to see a man or a woman, an older practitioner or a younger one, etc. Even if you are not asked, you should make your preferences known.

American-trained physicians generally expect their patients to participate actively in making decisions about medications and treatment choices. If you ever have difficulty understanding anything about your medical status or treatment, ask for clarification. You can ask workers to talk more slowly, to repeat, or to write something down. If you think you will need a translator, ask when you make your appointment if someone can assist you, or ask a friend to accompany you.

The time you spend with health care providers may seem very brief, with little opportunity for conversation. The doctor or nurse will ask you many questions; some may appear unnecessary or intrusive, but you should try to answer them as completely as possible. You may think the approach is abrupt and impersonal; however, the workers are only trying to be efficient and thorough. It is expected that patients will ask questions about their health, diagnosis, treatment, and costs.
13.7 MENTAL HEALTH
International students often hesitate to consult a professional about mental health problems. You may never have had the need to talk to a psychologist, psychiatric social worker, or psychiatrist at home, and you may think only “crazy” people with severe mental problems are treated by such professionals. It is not uncommon in the U.S., however, for people with emotional problems to seek professional help. As you are far from home and lacking the usual support system of family and friends, you may find it helpful to consult a mental health professional when dealing with issues of adjustment, depression, strain or stress. The process will be completely confidential. Students may consult a professional at the Counseling and Psychological Services (CAPS).

Counseling & Psychological Services
133 S. 36th St. 2nd Fl. Mellon Bldg.
215-898-7021
http://www.vpul.upenn.edu/caps/

As a student, you may also wish to contact the Reach-A-Peer Helpline. It is a peer support telephone service established by and for Penn students to provide information, peer support and referrals. The Helpline is open to all students who wish to share a problem, need information or just want someone to talk to. It is a confidential, anonymous and free phone service. Student Active Listeners can provide callers with their objective, undivided attention. However, RAP-Line is not a professional crisis hotline.

Reach-A-Peer Helpline
215-573-2RAP
Monday–Friday, 9pm-2am during the academic year.
To write an anonymous and confidential letter use their web site:
http://www.upenn.edu/rap-online/

13.8 DENTAL CARE
You can obtain quality dental care at a reasonable price from Penn’s Dental School. You will be treated by advanced dental students working under the supervision of professors. You can also visit the Dental Care Center, which is the practice of Penn faculty members.

Dental Care Center
(Various locations)
215-898-8965
http://www.dental.upenn.edu/patients/

13.9 IMMUNIZATION REQUIREMENTS
The University of Pennsylvania requires all students to be compliant with certain immunization requirements and to complete the online Immunization History Questionnaire. All immunization records must be in English. Information on Immunization Compliance can be found at http://www.vpul.upenn.edu/shs/immreq.php.
Instructions for submission of Immunization History:

1. Please take a copy of Penn’s immunization requirements and the Immunization History Form to your health care provider. You can access these forms via the following websites:

   Immunization Requirements  
   [http://www.vpul.upenn.edu/shs/immreq.php](http://www.vpul.upenn.edu/shs/immreq.php)

2. Have your provider ensure that you are up to date with the requirements.

3. Your health care provider will need to complete and sign the Immunization History Form. **Important:** Your provider should provide you with a copy of this form.

4. You will need to enter the immunization information from the Immunization History Form online at [http://www.vpul.upenn.edu/shs/imemfinfo.php](http://www.vpul.upenn.edu/shs/imemfinfo.php) under the material entitled Immunizations (all students are required to enter this online).

5. The immunization information that you enter on the website must be verified in order for your information to become part of your student record. This is accomplished by faxing the completed Immunization History Form. This can be done either by you or your health care provider. The fax number is 215 746 0909.

You will also need to complete the following online materials found at [http://www.vpul.upenn.edu/shs/imemfinfo.php](http://www.vpul.upenn.edu/shs/imemfinfo.php).

- Notice of Privacy Practices  
- Your Health History  
- Tuberculosis Screening

If you have any questions, please call the Immunization Office at 215 746 3535 option #4, or e-mail the office at vpil-immun@pobox.upenn.edu.

Also, be sure to visit the Immunization F.A.Q. website at [www.vpul.upenn.edu/shs/immfaq.php](http://www.vpul.upenn.edu/shs/immfaq.php) for further information.
SECTION 14: STAYING SAFE
Living in Philadelphia has many advantages: cultural diversity, historical areas, and night life attractions. However, like other big cities in the U.S., Philadelphia also has some disadvantages, one of which is the problem of public safety. Being aware of and taking appropriate safety precautions can help you avoid problems.

14.1 PENN SECURITY
Penn has an excellent security force on campus with officers patrolling campus at all hours of the day and night. At the entrance to every dormitory, there is a security guard 24 hours a day, seven days a week. There are also several phones throughout campus that connect students to Penn Police. These phones are inside a bright yellow box, have a blue light above them which can be seen from far away and are constantly under surveillance by security. Dial 511 from any of these phones to contact Penn police. To contact Penn Police from any other phone, dial 215-573-3333. To contact the Philadelphia Police Department, dial 911 from any phone in the city at no cost. There are also several services that Penn Police provide which provide protection for students all the time. If a student does not want to walk alone through campus he or she can dial either 898- WALK, which will send a policeman to escort the student to wherever they need to go, or 898-RIDE, which will send a police car to escort the student to wherever they need to go.

14.2 PERSONAL SAFETY TIPS
Familiarize yourself with the Personal Safety Tips provided by the Penn Police and follow them meticulously and consistently. These tips are included in the Appendix of this handbook for your review.

***Do not carry your passport as your ID. This is not required in the U.S as it is in some other countries. Instead, use your PennCard or consider obtaining a Pennsylvania State identification card from the Pennsylvania Department of Transportation: http://www.dmv.state.pa.us/. You may also wish to carry a photocopy of your passport information page, visa stamp page, and I-94 card, though it is rare that you would be asked for immigration documentation.

14.3 KNOW YOUR RIGHTS
If you are accused of committing a crime and have been arrested, remember that you have certain rights. You should notify Eli Lesser as soon as possible, as we may be able to assist you.

You also have the right to notify your government about your arrest or detention. If you choose to do so, the police must inform the appropriate consulate or embassy immediately. Your consular officers have the right to visit you and arrange for your legal representation. Many countries (i.e., China, Nigeria, and Singapore) require that the consul be notified when their nationals are confined or detained. In these cases, you have no choice in the matter of whether the authorities notify your consulate; they must do so. If you are accused of a crime, in most cases you should obtain legal advice from an attorney.
In addition, the American Civil Liberties Union (http://www.aclu.org/) is the United States’ (self-appointed) “guardian of liberty, working daily in courts, legislatures and communities to defend and preserve the individual rights and liberties guaranteed to all people in this country by the Constitution and the laws of the United States.” Their site includes information about your individual rights if arrested, including an informational document called a bustcard (http://www.aclu.org/files/assets/bustcard_eng_20100630.pdf) which details possible situations and what you should do.

14.4 PERSONAL PROPERTY INSURANCE
If you plan to bring valuable items to the U.S. such as a laptop, mp3 player, or a musical instrument, you should consider purchasing insurance to cover potential theft or damage to the item(s).
SECTION 15: COPING WITH A NEW CULTURE

It is a challenging, stimulating and sometimes difficult process to leave home and live in a different country and culture. You not only leave family and friends, but also familiar foods, climate, customs, attitudes and languages. As every culture has different rules about appropriate behavior, social norms and expectations, you may feel overwhelmed when you attempt to adjust to many new and different things all at the same time.

As you settle into your life here at Penn, bear in mind that new international students often go through a series of reactions to their new environment. These reactions are referred to as the “adjustment cycle.” In the initial phase, you start off feeling very excited about being in a new place and a new culture, but then find yourself getting homesick once the initial “high” has passed. Then you go on another emotional upswing as you make new friends, begin your classes and start exploring Philadelphia.

The adjustment cycle and its symptoms can be as short as a few days or can last throughout your experience, often depending on your length of stay and your strategies for coping. Remember that no two “adjustment cycles” are alike and that no two people have the same experience! Living abroad is invariably an exciting and satisfying experience, but it also takes effort, patience, and perseverance on your part. Don’t feel you are in any way “abnormal” if you experience highs and lows during your time here, or if you find yourself longing for the familiarity of “home.” These are all natural responses.

If at any time you sense that you are stuck in a psychological low, whether for academic or personal adjustment reasons, do not hesitate to make use of the many resource services available on campus. You can speak with a counselor at the Counseling and Psychological Services (CAPS), Eli Lesser, a Resident Advisor, peer counselor or your Academic Advisor. Just make sure that you talk with someone about your feelings.

Advisors and peers you can talk to:

Counseling & Psychological Services  Mellon Bldg. 133 S. 36th St., 2nd Fl.
Tel: (215)898-7021  Web: http://www.vpul.upenn.edu/caps/

REACH-A-PEER LINE
This is a confidential helpline run by Penn student volunteers. They even have online peers!
Tel: 215-573-2RAP or 215-573-2727, Sunday-Thursday, 9pm - 2am
Web: http://www.vpul.upenn.edu/rap-online/

15.1 HOW DO I ADJUST?
The following are some suggestions and observations that other international students have found helpful:

• Look and listen. A word, phrase or gesture that means something in your home country may mean something very different in the U.S. Watch people’s reactions in their conversations with you or with others.
• How close do people stand when they talk?
• How do people greet each other?
• Do people tend to agree with you or do they express dissenting opinions freely?
• What makes you feel dissatisfied or uncomfortable when communicating with someone?
• How do Americans change their communication styles when talking with a professor? A student? A friend? A family member? A stranger?
• Ask questions.
• Try not to be judgmental. It is important to avoid labeling everything in the U.S. as good or bad in comparison with your own culture. Try to assess and understand others’ opinions before making a judgment.
• Show openness and curiosity. To experience a new culture and to learn from it, be open to new experiences, try new things, and be curious about the way things are done.
• Use your sense of humor. You will make mistakes as you explore a new culture. If you can laugh at your mistakes, learning will be easier.
• Develop a support network. One of the hardest things about being abroad is that you are separated from the network of support you have developed over many years. Such closeness cannot be instantly replaced. Nonetheless, you should make an effort to meet people so that new friendships can develop.
• Get involved with various programs and activities on and off campus. The more you put into an experience, the more you will learn from it.
SECTION 16: WHAT AMERICANS ARE LIKE
With the exception of Native Americans, most people living in the U.S. are either immigrants themselves to North America or the descendants of immigrants who have been arriving since the beginning of the 1600’s. It is not surprising, therefore, that the U.S. contains many different cultures and ethnic groups. How then can one talk about Americans? With great difficulty! Below are some “generalizations” that may help you better understand the behavior you see and observe. Although generalizations can sometimes be helpful and applicable, they can also be inaccurate and harmful. The characteristics below vary significantly among various individuals and cultures in the U.S. Do not assume they describe all Americans.

16.1 INDIVIDUALISM
Probably the most important thing to understand about Americans is their devotion to “individualism.” Since childhood, Americans are encouraged to see themselves as individuals responsible for their own destiny, not as a member of any collective group. Many Americans believe that the ideal person is an autonomous, self-reliant individual. They generally dislike being dependent on other people or having others dependent on them. Americans have a desire for personal success, both social and economic, and many do not consider social and cultural factors as insurmountable barriers to their ability to get ahead. One result of this attitude is the competitiveness of American society.

Achievement is a dominant motivation in American life, and this can lead to not-so-friendly competition. However, Americans also have a good sense of teamwork, cooperating with others toward a common goal. In the school setting, this team spirit is perhaps best exemplified by the popularity of “study groups,” in which students work together on a project or exam preparation.

In an academic setting, individualism is evidenced by students working independently on exams, papers, and projects, strictly differentiating between information that has been taken from other sources and original thoughts and ideas. Familiarize yourself with the University’s Code of Academic Integrity (https://provost.upenn.edu/policies/pennbook/2013/02/13/code-of-academic-integrity).

16.2 PRIVACY
Closely associated with the value that Americans place on individualism is the importance they assign to privacy. Americans assume that people “need some time to themselves” or “some time alone” to think about things or recover their energy. Some Americans have difficulty understanding those who always want to be with others or those who dislike being alone.

16.3 TIME ORIENTATION
Americans tend to organize their activities by means of schedules. As a result, they may seem hurried, running from one thing to the next, unable to relax and enjoy themselves. The pace of life may seem very rushed at first.
Americans also place considerable value on punctuality. Different types of activities have different conventions. You should arrive at the exact time specified for meals or appointments with professors, doctors and other professionals. You can arrive anytime between the hours specified for parties, receptions, and cocktail parties. Plan to arrive a few minutes before the specified time for public meetings, plays, concerts, movies, sports events, classes, church services and weddings. If you are unable to keep an appointment, you should call the person to advise him or her that you will be late or unable to arrive. On campus, classes begin and should end on time. Coming late may be frowned upon or even prohibited.

16.4 DIRECTNESS AND ASSERTIVENESS
Americans are not taught, as in some other countries, to mask their emotional responses. They do not think it is improper to display their feelings, at least within limits. They generally consider themselves to be frank, open, and direct in their dealings with other people. They often speak openly and directly to others about things they dislike. They will try to do so in a manner they call “constructive,” that is, a manner which the other person will not find offensive or unacceptable. If they do not speak openly about what is on their minds, they will often convey their reactions in nonverbal ways like facial expressions, body position, and gestures.

On campus, you will find services and resources that are available to help students and staff, but keep in mind that YOU are often expected to take initiative in expressing your needs and seeking assistance. Ellie Haag is always here to help you. If you need some help finding what you need, please come see her.

16.5 EQUALITY
Although there are many differences in social, economic, and educational levels in the U.S., there is a theme of equality that runs through social relationships. In part because Americans do not accept a fixed position in society and believe that they can achieve and succeed in life, they tend not to recognize social differences in dealing with people. One implication of this is that Americans do not often show deference to people of greater wealth, age, or higher social status. International visitors who hold high social positions sometimes feel that Americans do not treat them with proper respect and deference. On the other hand, Americans find it very confusing to be treated differently because of their status when they visit other countries.

This is not to say that Americans make no distinctions among themselves as a result of such factors as sex, age, wealth, or social position; they do. But the distinctions are acknowledged in subtle ways: tone of voice, order of speaking, choice of words, or seating arrangement.

16.6 INFORMALITY
The notion of equality leads Americans to be quite informal in their general behaviors and relationships with others. The informality of American speech, especially the common use of the first name, dress, and posture can be quite shocking to some international students.

Many international students comment on informal dress on American campuses and the informal, egalitarian relationships they may have with professors.
16.7 ACHIEVEMENT, ACTION, AND WORK
Achievers—people whose lives are centered around efforts to accomplish some physical, measurable thing—receive respect and admiration from many Americans. Generally, Americans like “action,” and devote significant energy to their jobs, other daily responsibilities, and even recreation.

Americans also tend to believe they should be doing something most of the time. You will often hear Americans talk about how busy they are, which often is true, but also is simply expected. To not be busy, since everyone is busy, may be considered rather strange. This results in a positive active range of campus activities and organizations, but may also make you feel some pressure to be doing something all the time. Try to strike a balance between doing some new things, but not doing so much that you feel overwhelmed.

16.8 WOMEN’S ROLES
In the United States, there is an active feminist movement which seeks to empower women and advocate for policies which ensure the equality of women. Although gender inequality and sexism remain an underlying challenge, women have a public and visible role in the political, economic, cultural, and social affairs of this country. The University of Pennsylvania has made commitments to supporting and recognizing the importance of gender equality, as reflected in Penn’s leadership and resources.

You may find that gender expectations in the US are different from those of your home country. For example, men and women in the US may associate and interact with one another more freely at work and in social situations than in many other countries. Additionally, women may be involved in intimate relationships with other women, and may not identify as heterosexual or “straight”. You may also find that the dress and behavior of women in social situations in the United States is quite different from those of your home country. Some international students have difficulty adjusting to situations in which a woman is in a position of authority because of gender role expectations in their own countries. American women may appear too assertive or aggressive if judged from another cultural point of view. In the US, however, assertiveness is typically seen as a positive characteristic.

It is important to remember that the United States is comprised of many sub-cultures within a larger cultural context. The expectations and norms within one community may differ greatly from another within the US. As an international student, you will probably notice many cultural differences, and some of these differences may be challenging for you. There are many resources and individuals on campus who are willing to support you and help you to process these challenges.

For more information on women’s roles in the US, consult:

**Penn Women’s Center** 3643 Locust Walk
Tel: 215-898-8611 Web: [http://www.vpul.upenn.edu/pwc/](http://www.vpul.upenn.edu/pwc/)
16.9 FRIENDLINESS
When people visit the U.S., they usually notice immediately the friendliness and openness of Americans and the extreme ease of social relationships. This casual friendliness should not be mistaken for deep or intimate friendships, which are developed over a longer period of time. In the U.S., people often say, “Hi, how are you?” or “How are you doing?” and then do not wait for a response. This is a polite phrase, not really a question. You can respond by saying “Hi,” or “Fine, thanks.”
You may also hear an American say, “Drop by anytime” or “Let’s get together soon.” These are friendly expressions, but they may not be meant literally. While they may be sincere, people are busy and do not always follow through on the invitation. It is polite to call someone on the telephone before visiting, unless you live in a dormitory where things are more casual. It is also acceptable to call a new acquaintance to see if she or he would like to go to a campus or community activity with you.

Casual social life is especially evident in college and universities, because everyone is there for a relatively short period of time to pursue studies or research. The ease of casual relations is sometimes troubling to some international students and scholars who have left their own friends and family at home and are learning to live in a new place. They naturally are looking for new friends and may sometimes find it very difficult to develop close relationships with Americans because they cannot seem to get beyond a very superficial acquaintance.

16.10 FRIENDSHIPS AND RELATIONSHIPS
To Americans the word, a “friend” can be used to refer to anyone from an acquaintance to a person they have known for a long time. Americans often have friendships that revolve around school, work, or sport activities. Americans also tend to move frequently, and may appear to be unable to form deep friendships or able to give them up more easily and with less stress.

The key to developing friendships is to participate fully in the activities you enjoy. If you are uneasy about your English, do not let it keep you from seeking out friendships. Be flexible, and above all, don’t be discouraged by a few disappointing experiences you may have. With some effort, you will meet Americans, including those who have lived abroad, with some understanding of what you are experiencing, as well as individuals who share your interests, academic and otherwise.

16.11 RELATIONSHIPS WITH YOUR ROOMMATE OR FLOORMATE
For many students there is no better place to make friends than in a college dormitory or residence hall. Be prepared for very open discussions with a floor or unit of students with different accents, different musical tastes, and different standards of behavior.

Most relationships developed in the residence halls are very positive. However, occasional roommate or floormate difficulties occur. While you may or may not become friends with your roommate and others, you should try to develop a good relationship. If necessary, your resident advisor or graduate fellow may be able to offer guidance and advice to help you. These
residence hall staff members have extensive training and experience in creating and maintaining a positive and harmonious living environment on campus.

16.12 DATING AND RELATIONSHIPS
You may be surprised by the informality of relations among men and women in the U.S. Couples go out alone in the evening to attend a movie, concert, lecture, or party; students may get together for a “study date.” Although there may be fewer formal restrictions on relationships in the U.S. than in many other countries, the casual, informal interchange that is observed between friends and colleagues should not be misinterpreted. Some relationships do progress from casual acquaintances to close friendships or intimate romantic relationships, but this can never be assumed. This type of relationship is most likely to develop over time and by the mutual consent and desire on the part of both parties. Since the U.S has a direct culture, it is always advisable to discuss your feelings and intentions before assuming everything about a romantic relationship. Relationships can be very confusing in a cross-cultural context. As your friendship develops beyond a casual acquaintance, you may not always understand what your partner expects of you. Whatever the relationship, the best policy is honesty and frankness. Although sometimes embarrassing, it is best to express your feelings and intentions so you can avoid misunderstandings. If your date appears interested in a sexual relationship and you are not, it is very important that you say no clearly. And if someone seems to be saying no to you, listen. Unwanted sexual attention is a very serious and legal matter in the U.S. Do not interpret the acceptance of a date as anything more than an agreement to meet at a certain time and place and to spend some time together.

For more information on relationships, consult:
Counseling & Psychological Services 133 S. 36th St. 2nd Floor Mellon Building
Tel: 215-898-7021 Web: http://www.vpul.upenn.edu/caps/

16.13 FAMILIES
It can be very difficult to be specific about the American family because of the diversity in the U.S. population. There are several different combinations that make up an “immediate” family unit, generally referring to those members within one’s household. This can mean mother, father, and children. But other families you meet may be composed of a single parent with biological or adopted children, gay couple with children, or an adult who lives alone and has close friends that share special events and activities.

16.14 LESBIAN, GAY, BISEXUAL AND TRANSGENDER COMMUNITIES
The lesbian, gay, and bisexual and transgender (LGBT) communities are increasingly visible in the United States as people tend to ‘come out’ earlier than in the past. Although U.S. immigration laws do not recognize the legitimacy of same-sex marriages or partnerships, other laws are being challenged by both individuals and organizations in an attempt to establish equality in employment, housing, insurance, marriage or partnership, adoption, and so on. While progress has been made, there is still a great deal of prejudice and discrimination against the LGBT community. In Philadelphia, many major U.S. cities, and some other areas of the
country, the LGBT population may be more visible and more socially accepted than in many other countries.

Due to many factors, it is important to realize not all LGBT people are “out,” meaning the knowledge of one’s sexual or gender identity is not a secret. One is assumed to be straight by individuals unless otherwise informed. While a person may be “out” to some friends or family, she/he/ze may not be “out” to others. If people tell you they are members of the LGBT community, they are expressing something personal. Respect their identities and continue to treat them in the same manner as before. You may inquire how “out” the person is and respect her/his/hir wish regarding telling others. If you are a member of the same sex, do not assume an LGB person is expressing attraction or desire for an intimate relationship. Also, if you believe someone is transgender, it is better to ask her/him/hir what pronouns she/he/ze prefers or any other questions you may have rather than stare, stumble, or avoid the person altogether. The University of Pennsylvania prohibits discrimination based on sexual orientation and gender identity.

For more information about LGBT communities, please consult:
Lesbian Gay Bisexual Transgender Center
215-898-5044    3907 Spruce St
center@dolphin.upenn.edu  Web: http://www.vpul.upenn.edu/

16.15 RELIGIONS
The U.S. is a multicultural society founded on the need for religious tolerance and respect. You should not hesitate to seek out opportunities to practice your religious beliefs. Organized religious groups of many faiths and denominations can be found at Penn and in the greater Philadelphia area. A list of various places for worship can be found at the Penn web site at http://www.upenn.edu/campus/religion.php.

If the practice of your religious beliefs interferes occasionally with your class or exam schedules, please be sure to bring the matter up to your professor as far in advance as possible.

Although the U.S. has a higher rate of Christian church attendance than most other Western societies, many Americans are uncomfortable discussing religion. Some may shy away from the topic altogether, while others will want to share their religious views with you. Most people are sincere and straightforward, but some may try to take advantage of you or convert you to their religious beliefs by offering their friendship. If you begin to feel uncomfortable in such a situation, politely but firmly explain that you are not interested.

16.16 ALCOHOL, DRUGS, AND SMOKING
U.S. laws concerning the sale and consumption of alcohol may seem liberal or restrictive, depending on your national or cultural background. State laws, not federal laws, govern the sale and consumption of alcohol, and not all states have the same regulations. In Pennsylvania, it is illegal to purchase, possess, transport, or consume alcohol, including beer and wine, until you reach the age of 21. In addition to the state laws, Penn has specific guidelines on the use of
alcohol (and drugs, and smoking) on campus. Familiarize yourself with the University Alcohol and Drug Policy: [http://www.vpul.upenn.edu/alcohol/policy.html](http://www.vpul.upenn.edu/alcohol/policy.html).

While in the U.S., you will likely attend parties where alcohol is served, or even illegal drugs are being used. If you are encouraged to drink or take drugs against your will, politely but firmly decline. **You should also be aware that conviction of offenses involving illegal drugs can lead to your deportation and permanent exclusion from the U.S.**

In many parts of the U.S., all public buildings are designated “smoke free,” meaning that you cannot smoke in any part of the building. Other buildings may have spaces designated for smokers. Restaurants may have smoking and nonsmoking sections. If you are a guest in someone’s home, room, or apartment, always ask permission before you smoke. Even if you are in your own room or apartment, it is polite to ask your guests if anyone objects to your smoking before you reach for a cigarette. Be prepared to see “No Smoking” signs in most offices, classrooms, and stores and to step outside to smoke.

**16.17 PREJUDICE AND DISCRIMINATION**

Although people in the U.S. are seen as having equal rights, equal social obligations, and equal opportunities to develop their own potential, in reality things are not so equal. This may come as a surprise to some international visitors who perceive the U.S. as a land of opportunity.

Just as you may have preconceived notions about certain people, customs, or food, some Americans have negative attitudes toward things which are foreign to them, whether it is religion, ethnicity, nationality, race, gender or sexual orientation. Discrimination occurs in both subtle and blatant forms. Even though you may have read about race relations in the U.S., you may be dismayed upon experiencing it first-hand. Please contact Eli Lesser if you encounter issues with discrimination and need some assistance in understanding your experience.
SECTION 17: GETTING INVOLVED
Penn offers a wide array of clubs and organizations representing many interests. Refer to the Practical Penn and Graduate Student Center for descriptions of the numerous campus organizations. Information about the many clubs on campus can be found at: http://www.vpul.upenn.edu/osl/orgmain.html.

17.1 CAMPUS LIFE
You may find fellow students with similar interests in your department, classes, or laboratory. In addition, the Office of Student Life maintains a list of several categories of organizations including academic, performing arts, religious, community service and international. Some clubs and organizations are oriented toward undergraduate students, while many welcome graduate students and visiting scholars.

17.2 PENN CLUBS AND ORGANIZATIONS
Penn has over 100 different clubs and organizations on campus, many of which sponsor events and activities throughout the year. Each club varies in its selection of new members, and most clubs are open to anyone interested in joining. For performing arts groups, auditions are usually held in the beginning of the Fall semester and sometimes again at the start of the Spring semester. There are also several houses on campus that cater to specific clubs or activities. Some of these include:

The Greenfield Intercultural Center
The Greenfield Intercultural Center was created to raise awareness of the diversity that exists on Penn’s campus. The Center supports the United Minority Council, which is a collection of seventeen different student organizations interested in fostering better understanding among Penn’s diverse student body. Every fall the Council holds Unity Week and holds Celebrations of Culture in the spring. The Center is located at 3708 Chestnut Street, and further information can be found at http://www.vpul.upenn.edu/gic/.

Hillel
The center for Jewish activity on campus, Hillel is located at 215 South 39th Street, right near the High Rises. Hillel holds countless events throughout the year relating to the Jewish religion and Israel. The Center holds both weekly and daily religious services, as well as services for holidays. Hillel also contains its own dining hall, which serves only Kosher food, and it has a weekly newsletter called Shabbat Shalom. One of the largest organizations on campus, Hillel always has something to do during the week and weekends. Additional information can be found at http://www.pennhillel.org/.

Kelly Writers House
The Kelly Writers House is an actual 13-room house at 3805 Locust Walk that serves as a center for writers of all kinds from Penn and the Philadelphia region at large. Each semester the Writers House hosts approximately 150 public programs and projects—poetry readings, film screenings, seminars, web magazines, lectures, dinners, radio broadcasts, workshops, art exhibits, and musical performances—and about 500 people visit the House each week. It also
hosts select creative writing classes, meetings between professors and their students, student study groups, and writing tutor appointments. The writing tutors are based at the nearby sister organization, the Center for Programs in Contemporary Writing, at 3808 Walnut Street. This service is available to all exchange students and we encourage all exchange students to utilize this service. For additional information, visit http://writing.upenn.edu/wh.

La Casa Latina
La Casa Latina is designed to create greater awareness for Latino culture, issues, and identity throughout campus. The Center welcomes all people, Latinos and non-Latinos alike, to participate in the various events held throughout the year. The Center also provides a number of resources for students to help them better their experience at Penn and in Philadelphia. La Casa Latina is found at 3601 Locust Walk in the Arch Building and is open Monday through Thursday 9 am – 9 pm and Friday 9 am – 5 pm. For more information on the Center’s mission, resources and upcoming events, visit: http://www.vpul.upenn.edu/lacasa/.

Lesbian, Gay, Bisexual, Transgender Center
One of the oldest and most active organizations of its kind in the U.S., Penn’s LGBT Center aims to increase the awareness, understanding and acceptance of sexual and gender minorities. The Center, housed in the historic Carriage House at 3907 Spruce Street, is open Monday through Thursday 10am – 10p and on Fridays from 10a – 6pm and offers numerous services to students, faculty, staff, and alumni. It supports approximately twenty student groups, has its own lending library, online resource guide, mentor program, study areas and organizes numerous discussions and other events throughout the year. Information concerning activities organized by the Center, as well as some of its resources can be found online at: http://www.vpul.upenn.edu/lgbtc/.

Makuu Black Cultural Center
Makuu serves as a cultural hub for campus activities, activism, and personal, professional, and academic growth. As the parent center of Umoja, the University of Pennsylvania’s umbrella organization of black student groups, they advise the student leaders of long-standing academic, cultural, performance and faith groups on campus. It is a cultural laboratory where students are exposed to the various University resources available to them and invited to expand their experience. Makuu also provides a space for the University community to engage and learn about the African Diaspora. The Center houses a wide range of resources for students and organizations. A defining element of Makuu is collaboration! Whether it is between organizations, offices and/or people, we endeavor to build programs and an environment emphasizing and supporting collaboration and consensus. For more information, visit: http://www.vpul.upenn.edu/makuu/

Pan-Asian American Community House (PAACH)
The Pan-Asian American Community House (PAACH) is the University of Pennsylvania’s central resource for advising students and student organizations with a particular focus on students of Asian American and Pacific Islander heritage. As a center with an educational mission, PAACH works with its academic partner, Penn’s Asian American Studies Program (ASAM), to provide
co-curricular events focusing on Asian American research, culture, history, politics and social issues. As a community center, PAACH develops and implements innovative programs for leadership development and community service in close collaboration with student and community groups. In addition to advocacy for students, PAACH also strives to provide support for Asian American and Pacific Islander alumni, staff, and faculty. The center is open to all members of the University of Pennsylvania and the surrounding community who have an interest in issues relevant to Asian Americans and Pacific Islanders. For more information, visit: http://www.vpul.upenn.edu/paach/

17.3 INTERNATIONAL OPPORTUNITIES

International Student Groups
There are over 120 countries represented in the student population at Penn. Many nationality groups have active clubs and sponsor events and activities throughout the academic year. Many of these groups actively recruit incoming international students in the months prior to and at the start of each academic year. Some of these student clubs also provide assistance to those international students arriving at Penn for the first time. Therefore, you may wish to contact any international student groups that interest you before your initial arrival at Penn. To search for international student groups please see: https://upenn-community.symplicity.com/index.php?s=student_group.

International Classroom at the University Museum This program places international students as speakers in area schools and local organizations. It is a great opportunity to learn more about American society and to teach Americans about your country. Contact the International Classroom at 215-898-4065 to volunteer as a speaker.
Web: http://www.museum.upenn.edu/new/edu/teachers/teachers_intl_classroom.shtml
SECTION 18: EXPLORING PHILADELPHIA

“Philadelphia: It’s the largest Colonial district in the country, with dozens of treasures plus the Independence National Historical Park. It boasts the most historic square mile in America, where the United States was conceived, declared and ratified—and you can see the Liberty Bell to prove it. It offers some of the best dining values and several of the best restaurants in America. It’s a stroller’s paradise of restored Georgian and Federal structures that are integrated with smart shops and contemporary row-house courts to create a working urban environment. Philadelphia is a center of professional and amateur sports, with over 7800 acres of parkland within the city limits. It’s a city filled with art, crafts and music for every taste, with boulevards made for street fairs and parades all year long.”

- Frommer’s Philadelphia

A multitude of links will introduce you to the area and its attractions. Start at Penn’s homepage for information about activities and events on campus: http://www.upenn.edu/.

18.1 PHILLY WEBSITES

For ideas on what’s occurring in Philly or what will be occurring, as well as suggestions on where to go in the city, visit these websites:

http://www.campusphilly.org/ gives information about the city of Philadelphia, and the website has articles submitted by students and young adults. The website contains information regarding arts and entertainment in the city, sports, food and local news.

http://www.gophila.com/ is a website designed for visitors to Philadelphia and gives information on dining, special events, tourist information, hotels and shopping, as well as additional information about the city and what to do while staying in Philadelphia.

http://www.philadelphiaweekly.com/ gives information about local events that are more independent, such as movies and galleries. The website contains news, an arts and entertainment section as well as restaurant guides and movie times. There is a popular newspaper version that is on most corners in Philadelphia with the same information as the website.

http://philadelphiaspeaks.com/ is where you can find out what is happening in Philly and is great for visitors to the city. The forum includes articles from real people living in Philadelphia about what it’s like to live in this city and what there is to do. This gives visitors a firsthand account of life in Philadelphia and anybody can post an article to the website. Visitors can also search for events in a specific area of the city to find some local fun.

http://www.philly.com/ gives an overview on what’s happening in Philadelphia, including news for the region, nation and the world.

http://www.phillyfunguide.com/ gives information on events occurring in Philly at the various museums, galleries, theaters and countless other sites. Signing up to become a member allows you to receive discounts each week through e-mail to particular events taking place that week.
http://www.ucnet.com/ is information on what to do in University City, the area of West Philly where Penn is located. It includes food, shopping, entertainment and gives a number of useful links. If you become a member of UCnet, which can be done on their website, you can receive free coupons through e-mail that can be used at participating stores and restaurants.

http://www.upenn.edu/philadelphia/ gives several links related to Penn and the Philadelphia region. Students can go to this website to view directions to Penn, hotels in Philadelphia, what there is to do in the city and on campus, TV channels, as well as links to neighboring cities such as Baltimore, Washington DC, and New York.

http://www.visitpa.com/ is a website that gives information on what to do throughout Pennsylvania. To view what’s going on in Philadelphia, click the PA Regions tab at the top and then click the Philadelphia section on the map and it will show all the things to do in Philly.

18.2 AREAS OF PHILADELPHIA
Philadelphia is divided into several sections based on the types of activities you can do in each of these. Some parts of the city are best for shopping, while others will be best for eating at a restaurant. Each part of Philadelphia helps to make the city an amazing place in which to live and study.

Center City
Center City is located right in the heart of Philadelphia and always has something exciting going on. There are stores everywhere, making it the shopping district of Philadelphia, catering to everybody’s interests. The Avenue of the Arts is also located within Center City, as are multiple restaurants, ranging from McDonald’s to five-star eateries, bars, hotels and parks. When looking for something to do, Center City is always a good place to start.

Fairmount
The Fairmount Area consists of the Philadelphia Museum of Art and the neighboring community. Though highly residential, the area does contain several popular restaurants. The area is dominated by Fairmount Park, the largest inner city park in the world. The Park begins around the Art Museum, where people can be found running, biking or relaxing along the Schuylkill River.

Old City
Old City is the historical section of Philadelphia, containing many of the national landmarks and tourist attractions. This area is a “must see” for visitors to Philadelphia, and there are multiple tours that run through Old City. The area also has a number of nightclubs, bars and small music venues for nightlife.

South Philly
South Philly is one of the older sections of the city and is highly residential. Historically, South Philly has been a place where immigrants lived when arriving in Philadelphia. Because of this, there are lots of small restaurants throughout South Philly, a large number of which are Italian. South Philly is a little bit harder to get to than Center City or Old City, but there are multiple buses that run throughout the area and can be picked up in Center City.
West Philly
West Philly is the area where Penn is located and is primarily residential, but because of the three major universities that are located in this part of the city, it is an active and entertaining place. The universities make up a large percentage of West Philly so students are a big part of the area. The area around Penn and Drexel is referred to as University City, a name that is used for public transportation.

18.3 MAJOR & MINOR SPORTS TEAMS
Sports are a big part of Philadelphia’s history and the city takes great pride in its teams. Philadelphia is home to a variety of sports teams, ranging from baseball and football to soccer and lacrosse, and has both major and minor leagues for most sports. Games are played at the Philadelphia Sports Complex, which is composed of three different stadiums all right next to each other. The easiest way to travel to the Sports Complex is by the subway, also referred to as the Orange Line. The Southbound train stops right in front of the Sports Complex at the last stop called Pattison.

The 76ers
The 76ers are Philadelphia’s major basketball team and one of the most popular teams in the city. Allen Iverson, the captain of the 76ers, is world-famous, known for his attitude and disregard for authority. However, he happens to be one of the best players in the league and led the 76ers to win the Eastern Conference Championship in 2000, sending them to the Finals, where they eventually lost. The 76ers have had world renowned players, including Wilt Chamberlain, one of the best basketball players of all time. The 76ers play at the Wachovia Center, which they share with the Flyers and other sports teams. Tickets to any game can be purchased on the team’s website: http://www.nba.com/sixers/. The team’s schedule and additional information can also be found on the website.

The Eagles
The Eagles are Philadelphia’s major football team and is widely popular among city residents. The sport that many countries call football is actually called soccer in the U.S.; American football is quite different. Americans love to watch football and the championship game, called the Super Bowl, is one of the most watched television programs of the year. Two years ago, the Eagles played in the Super Bowl. The Eagles play at Lincoln Financial Field, one of the stadiums at the Sports Complex. Tickets can be purchased online at http://www.ticketmaster.com/. For a list of the team’s schedule, including additional information on the Eagles, visit the team’s website: http://www.philadelphiaeagles.com/.

The Flyers
The Flyers are the major league hockey team of Philadelphia. The Flyers play at the Wachovia Center, and tickets can be purchased on their website at http://www.philadelphiaflyers.com/ or at http://www.ticketmaster.com/. Also on their website is a complete schedule for the 2010 season as well as background information on the team and players.
The Philadelphia Union
Philadelphia’s newest professional sports team is The Philadelphia Union, a major league soccer team, which is currently in its first season. The team’s first game was in March 2010 and since then the team has had a successful opening season and looks to improve its standings among the nation’s 15 other professional soccer teams. The Union play at PPL Park, a brand new 18,500-seat stadium located in Chester, 5 miles south of Philadelphia. For information on the team’s schedules, tickets and other club information, visit: http://www.philadelphiaunion.com/

The Phillies
The Phillies are Philadelphia’s Major League Baseball team and the oldest sports team in the country, originating back in the 1880’s. In 1980, the Phillies won the World Series, which is the championship of baseball, and they won it again in 2008, much to the excitement of the entire city. Dozens of Hall of Fame players played on the Phillies throughout the team’s history. The team plays at the brand new Citizens Bank Park, which is located at the Sports Complex in South Philadelphia. Fans can purchase tickets, as well as view the complete team schedule, on the Phillies’ website: http://philadelphia.phillies.mlb.com/.

The Wings
The Wings are Philadelphia’s professional lacrosse team and have one of the best records of any Philadelphia sports teams. The Wings were formed in 1987 and have since won six championship games, making them a powerful team in the lacrosse league. Numerous players have been honored for their hard work and great skill, and of the top three players with the most points in their career, two are from the Wings. Their season just ended in May but will begin again in January for another exciting and victorious season. The Wings play at the Wachovia Center and tickets for their games can be purchased on their website: http://www.wingslax.com/. The website also includes a schedule as well as player and team information.

18.4 MUSEUMS AND HISTORICAL SITES
Philadelphia is a city filled with exciting and intriguing museums for people of all interests.

The Academy of Natural Sciences
The Academy is a museum dedicated to teaching others about the environment and the creatures that used to and still inhabit the world. Known for the many dioramas of various animals from across the globe, the museum also has an exhibit dedicated to dinosaurs where visitors can look at the skeletons of some of the largest and most ferocious creatures ever to roam the earth. At the Academy, visitors can learn about various animals saved by the museum and can actually touch animals such as rabbits and cockroaches. It is a place that is fun for people of all ages. Visit the museum’s website at: http://www.acnatsci.org/museum/ for admission fees and hours.

The African-American Museum in Philadelphia
This museum is designed to educate and inform visitors about the achievements of African-Americans, both in Philadelphia and in the country. It contains artwork, artifacts, documents and costumes that tell the story of the African-American experience in the United States from
the colonial era to the present. The museums also houses an auditorium that is used for educational and community programs. For more information including hours and admission fees, visit the museum’s website: http://aampmuseum.org/.

The Betsy Ross House
Betsy Ross is best known as the maker of the first American flag and a legendary woman in American history. More than just a seamstress, Ross actually received her education and became a professional upholster in Philadelphia. A mother of seven, Ross met with George Washington, and the two discussed plans for the American flag. Hours and admission fees and additional information on Ross and her house can be found at http://www.betsyrosshouse.org/.

Edgar Allan Poe National Historic Site
Located at 7th and Spring Garden Streets, this is the last of several houses that Poe lived in during his six year residence in Philadelphia. One of the most famous writers of all times, Poe wrote some of his most memorable stories in Philadelphia including The Tell-Tale Heart, The Gold Bug, and The Fall of the House of Usher. This house is recognized as a national historic site and serves as a memorial for this great author. Admission is free, and more information can be seen at http://www.nps.gov/edal/ or call 215-597-8780.

The Franklin Institute
Located on 20th street, between Benjamin Franklin Parkway and Winter Street, the Franklin Institute is one of Philadelphia’s premier museums and an attraction to people from all over the country. Dedicated to science, the museum houses a giant walk-through heart, life-size locomotive, a planetarium, and the famous IMAX Theater, one of the country’s largest indoor movie theaters that literally surrounds the viewers in the movie experience. A full list of exhibits, prices, hours and special events can be seen on the museum’s website: http://sln.fi.edu/.

Independence Hall/Liberty Bell
Independence Hall is one of the most famous and oldest buildings in United States history. It is the location where delegates from the original thirteen colonies drafted the Declaration of the United States. The building contains original documents and furniture from meetings in the 1700’s, and visitors can view all this on a free tour through the building. The Liberty Bell Center is located across the street from Independence Hall and is famous for spreading a message of peace and liberty to all people. The bell rang only one time in history, and that one time it cracked. Independence Hall is located on Chestnut Streets in between 5th and 6th Streets and the Liberty Bell Center is located on Market Street in between 5th and 6th Streets. Both are open 9-5 every day of the week and are free of charge. Visit their website for more information: http://www.nps.gov/inde/.

The Mutter Museum
One of the most interesting museums in the city, the Mutter Museum showcases various medical deformities made out of plaster and wax, fluid-preserved anatomical and pathological specimens and medical instruments and memorabilia of famous scientists and doctors. The
The Philadelphia Museum of Art
One of the leading art museums in the country, Philadelphia’s Art Museum contains some of the most famous and beautiful works of art in the world. The museum is located at 26th and Benjamin Franklin Parkway and can easily be reached by buses that travel to the museum from Center City. The museum contains artwork from all over the world and from different periods throughout history, creating a well-rounded and exquisite collection. For a more detailed description of the various exhibits, hours of operation, admission fees and special exhibits, visit the museum’s website: http://www.philamuseum.org/main.asp.

The National Constitution Center
Dedicated to the nation’s constitution, the museum is designed to teach visitors about the nation’s history through the use of multimedia exhibits, artifacts, artwork, and documents. The center also invites scholars from across the country to give lectures and hold informal discussions regarding the Constitution and other aspects of law, history and international policies. The center is located at 6th and Arch Street and can be reached by the Market-Frankford Line. For more information including hours and admission fees, visit the website: http://www.constitutioncenter.org/.

The National Museum of American Jewish History
In Fall 2010, the museum will be moving to a brand new, state of the art building at the corner of 5th and Market streets, right next to Independence Hall, the Constitution Center, and the Liberty Bell. Behind the striking glass façade that looks out across the Mall, the 100,000-square-foot Museum will offer three floors of core exhibition space. The core exhibition will explore more than 350 years of American Jewish history through the use of evocative objects, telling moments and state-of-the-art interactive technologies. A separate floor will be dedicated to changing exhibits. In addition, the unique Only in America® Gallery/Hall of Fame will illustrate the extraordinary accomplishments of American Jews. For more information and hours of operation, visit the museum’s website: http://www.nmajh.org/.

Rodin Museum
Dedicated to honoring the works of Auguste Rodin, one of the greatest sculptors of all time, the Museum is found at 22nd and Benjamin Franklin Parkway, in between the Art Museum and the Franklin Institute. The museum, which just celebrated its 75th anniversary, houses some of Rodin’s most famous sculptures, including a replica of his renowned sculpture, The Thinker. The Museum also contains the artist’s Gates of Hell, a massive sculpture which took Rodin over thirty years to complete. For additional information about hours, admission, the museum and the artist, visit http://www.rodinmuseum.org/.

The Barnes Foundation
With one location at 20th and Benjamin Franklin Parkway, near the Philadelphia Museum of Art, and a second location in the Philadelphia suburb of Merion, the Barnes Foundation is a unique
educational institution dedicated to appreciation of the fine arts and horticulture. The Foundation fulfills its educational mission through public access to its collections of art and plants and through related programs. Its legendary art collection includes some of the world’s finest examples of post-impressionist and early modern works, along with African and other non-western art, decorative arts, and more. The living collections include a historic 12-acre arboretum and a 10,000-specimen herbarium. For additional information about hours and admission, visit the museum’s website: http://www.barnesfoundation.org/visit/.

18.5 MOVIE THEATERS
Philadelphia has movie theaters all over town, and many of them offer student discounts with a valid Student ID. Prices are around $10 per person but will be cheaper for matinee shows, usually before 3 pm. One of the easiest ways to find a movie theater in the area or to determine movie times is to visit http://www.fandango.com/.

Rave Motion Pictures
Rave Motion Pictures is one of the nicest movie theaters in Philadelphia and is actually located right on campus, at 40th and Walnut Street. With spacious seating and an upscale feel to the place, it may not seem like a movie theater at all, but something more special.

The Ritz
There are three different Ritz Theaters in Philadelphia, and all are within walking distance from each other. There is one on Walnut Street in between 2nd and 3rd Streets called the Ritz 5, The Ritz East is located on 2nd Street in between Walnut and Chestnut Streets, and the Ritz at the Bourse is located on 4th Street in between Market and Chestnut Streets. The Ritz Theaters play independent and foreign films that are not the typical blockbuster.

United Artists Riverview
Though much further away, Riverview Theater is enormous, with two floors and over 15 different screens. Located at Columbus Boulevard and Reed Street, it’s a great place to go to get off of campus for a while, and there are pizza places and restaurants next to the theater. From campus, the easiest and fastest way to get there is by taxi.

18.6 THEATERS/MUSICAL VENUES
South of City Hall, Broad Street transforms into the Avenue of the Arts, which is Philadelphia’s premiere center for theaters and musical venues. In some of the most beautiful and lavish architecture in the country, entertainers from all over the world perform to the excitement of the city’s residents. Tickets for shows at any of the listed theaters or musical venues can be purchased at http://www.ticketmaster.com/.

The Academy of Music
Located at the corner of Broad and Locust Streets, the Academy is the oldest continually used grand opera house in the United States and one of the busiest halls in the world. It hosts performances by The Pennsylvania Ballet (http://www.paballet.org/index.html) and The Opera Company of Philadelphia (http://www.operaphila.org/). Schedules of future performances and tickets can be found at their respective websites.
The Kimmel Center for the Performing Arts
Recently built, the Kimmel Center is one of the largest concert halls in the city and one of the most beautiful buildings. Located on the Avenue of the Arts at 260 South Broad Street, the Kimmel Center can easily be recognized by its huge arched ceiling. Schedules for events as well as ticket purchasing can be done online at http://www.kimmelcenter.org/.

Merriam Theater
Located at 250 South Broad Street, the Merriam Theater is home to the famous Pennsylvania Ballet and has had countless stars grace its stage. For a complete schedule of upcoming events, visit http://www.tickco.com/venue_schedules/merriam-theater-philadelphia.htm and to purchase tickets over the phone, call 215-336-1234.

Prince Music Theater
The Prince Theater is located at 1412 Chestnut Street, right around the corner from Tower Records. This theater focuses on new projects and revivals of classics, plus cabaret performances. For a list of upcoming performances, visit the theater’s website: http://www.princemusictheater.org/. Ticket purchasing can be done online or over the phone at 215-972-1006.

Theater of the Living Arts (TLA)
Located on South Street at 334 South Street, one of the most interesting and famous streets in Philadelphia, the TLA is a great place to catch a concert from independent or punk/rock groups. The easiest way to purchase tickets is to buy them at the box office.

BB&T Pavilion
BB&T Pavilion, formerly the Susquehanna Bank Center is located in Camden, NJ across the river from Philadelphia. It hosts concerts from all kinds of performers, big and small. Tickets can be purchased at its website: https://www.livenation.com/venues/14115/bb-t-pavilion or by calling 215-336-2000.

Walnut Street Theater
Walnut Street Theater is America’s oldest theater, making it a National Historic Landmark. It is located at 825 Walnut Street, several blocks from the Avenue of the Arts, but well worth the extra walk. Visit its website for schedules and ticket purchasing at http://www.walnutstreettheatre.org

Wilma Theater
Voted the “Theater Company of the Year” by The Philadelphia Inquirer for the second consecutive year, the Wilma Theater is an excellent choice for viewing a play or musical. It is located at the heart of Avenue of the Arts at 265 South Broad Street, and schedules can be found at the website: http://www.wilmatheater.org. Tickets can be purchased on the website or over the phone at 215-546-7824.
18.7 EVENTS & SITES SPECIAL TO WEST PHILADELPHIA
International House coordinates the Philadelphia Festival of World Cinema and other internationally focused events: http://www.ihousephilly.org/programs-events.htm.

18.8 SPECIAL PENN EVENTS
The University of Pennsylvania has yearly events that attract not only students, but people from all over the country. Ranging from sports to comedy clubs, there is sure to be something for everyone.

Hey Day
Every year on the last day of classes, the junior class celebrates Hey Day, which is the official passage of the junior class to senior status and is characterized by thousands of marching students parading around campus sporting fake straw hats, red T-shirts and canes. Dating back to 1916, when Hey Day was first established, the celebration now combines Class Day, Hey Day, and Ivy Day into one massive celebration, culminating in the junior class parade through campus, introduced by the Class of 1937.

Homecoming
Every year in the fall, usually around mid-October, alumni return to Penn’s campus for the Homecoming football game. The game is against another Ivy League university and attracts quite a number of students and alumni to the game. There is also another tradition of throwing toast during the game, which makes the event even more interesting. Tickets are free to Penn students with a PennID.

Mask and Wig
One of the most famous and well-liked groups on campus is Mask and Wig, which is Penn’s all-male comedy group. Mask and Wig started in 1889 and has been entertaining ever since, with over 116 productions under its belt. The club hosts a show every fall and spring, which receive great reviews from students, alumni, and city residents. The group also tours various cities, putting on performances all over the country, and participates in the annual Comedy Festival. The group’s website is http://www.maskandwig.com/, where people can view a schedule of upcoming events as well as buy tickets.

Penn Relays
Both America’s largest amateur track meet and the world’s oldest and largest relay meet, the Penn Relays is a huge track and field competition that is held every year at Franklin Field. Stars from high school, college, and the professionals all compete in this three day extravaganza, usually held in April. The tentative schedule for the 2011 Penn Relays is April 28-30. Ticket prices range anywhere from $12 to $40 depending on the particular events.
Web: http://www.thepennrelays.com/

Spring Fling
One of the most highly anticipated events of the year, Spring Fling is definitely an event that should not be missed. Held every year in April, usually in the middle of the month, Spring Fling
is a weekend long series of events where everyone on campus relaxes and has a good time. The main events are held in the Quad, with tons of food, including the ever popular fried Oreos, games and performances from Penn clubs and organizations. Every year different performers are invited to play at the concert held on Saturday night. Tickets are not required to enter the Quad, although the food and games do cost money, but tickets are needed for the concert, around $20.

18.9 FUN PLACES TO CHECK OUT

Ice Skating Rink
The Class of 1923 Ice Rink is located on Walnut Street between 31st and 33rd Streets and is open to the public during the winter and spring. There are different sessions for figure skating, public skating and hockey, and each session has varying times and prices. For a list of the times and costs of each session, visit the website: http://www.business-services.upenn.edu/icerink/. There is also RiverRink, an outdoor ice skating rink, located at Columbus Boulevard and Market Streets. The rink opens every November and closes in January.

Penn Presents
Penn Presents is the performing arts arm of the famous Annenberg Center for the Performing Arts. The group organizes and hosts performances by entertainers from all over the world, ranging from plays and musicals to concerts and dances. Performances are held all over campus in Irvine Auditorium, Irongate Theater, as well as Zellerbach Theater in the Annenberg Center. For a complete list of upcoming events as well as ticket information, visit the Penn Present’s website at http://www.pennpresents.org/.

18.10 TRANSPORTATION TO NEW YORK CITY, WASHINGTON, D.C. AND BEYOND
Not only are there a number of things to do within Philly, but there are even more places to see outside the city. Philadelphia is close to New York City, Washington DC, Baltimore, Atlantic City and several other major cities, all of which are great to visit for a weekend.

Atlantic City
Located on the New Jersey shore, Atlantic City is an approximate ninety-minute bus ride from Philadelphia. Megabuses leaving from 30th Street and JFK Boulevard cost as little as $1 each way and arrive in Atlantic City at the Tropicana Bus Transportation Center. Atlantic City is known for its casinos, which have numerous events all year round from concerts to plays. There is also a newly built outlet mall that encompasses several blocks and has tons of major clothing brands. The beach is also another excellent reason to visit Atlantic City, especially during a warm day. If it’s too chilly to go on the beach, the boardwalk is a nice substitute with numerous stores, restaurants and even a small amusement park.

Baltimore
An hour and a half long bus ride from Philadelphia, Baltimore is a great city to visit. Megabuses leave from 30th Street and JFK Boulevard and arrive in Baltimore at White Marsh Park & Ride for about $5-$7 one way. Baltimore is known for its Inner Harbor, with boats used to travel
around the harbor as well as multiple ferries that take passengers to various points in the city. The city also has a famous aquarium considered one of the best in the country, with dolphin shows and spectacular exhibits. Seafood is very popular in Baltimore, especially crabs, and there are a plethora of seafood restaurants available.

**New York City**

New York City is about 2 hours away, and the most affordable way to travel is via the Boltbus and the Megabus, which leave from 30th and JFK Boulevard. Prices for the Boltbus and Megabus vary, but can be as cheap as $1 each way. The websites are [http://www.boltbus.com/](http://www.boltbus.com/) and [http://us.megabus.com/](http://us.megabus.com/).

Once in New York, there are numerous places to visit and attractions to see. Broadway is New York’s theater district, much like Avenue of the Arts, only bigger and more famous and has world-famous musicals and plays year round. The city also is home to the Empire State Building and Statue of Liberty, both of which are open to the public. Central Park is a massive park within the city that is gorgeous during any season and has a giant lake with boats that can be used by anyone. On New Year’s Eve, thousands of people gather at Times Square to watch the Ball drop and count down to the New Year. Even if it’s not New Years, Times Square is a great place to visit with countless restaurants and shops. Museums such as the Natural History Museum and Guggenheim Art Museum are world famous and should not be missed.

**Washington DC**

About three hours away, Washington DC (often called simply “DC”) can be reached by bus for $15 one way or $28 round trip. The bus can be picked up in Chinatown at 121 North 11 Street and arrives in DC at 610 I Street NW. Megabus just recently added service from Philadelphia to DC and drops passengers off at H St. NW opposite 10th St. NW. Because it’s the nation’s capital, DC is filled with places to visit. The Lincoln Memorial and Washington Monument, which are right next to each other, are phenomenal pieces of architecture and with the Reflecting Pool in between the two monuments, it is a great place to sit and relax. There are also tours of the U.S. Capitol Building, an exquisite building home to the law making bodies of the government. You can also see the White House, home of the President of the United States. There is also the world famous Smithsonian Institute, the world’s largest museum complex composed of sixteen different museums and art galleries and the National Zoo. Restaurants can be found everywhere, so there is always a place to grab a bite to eat.

**18.11 TRAVEL OUTSIDE THE U.S.**

If you plan to leave and re-enter the U.S. during your stay at Penn, you must have your DS-2019 signed by an international student advisor. This is required for any international travels, including vacation travel and travel to your home country during the Winter Break. You can get your travel signature at the ISSS front desk, or you can meet with an advisor if you have specific questions. Please do not wait until the last minute to get your travel signature. ***When you do travel, you must take your passport and your DS-2019 with you.***
SECTION 19: RETURNING HOME

Leaving your new home in the U.S. and returning home to your own campus is often as confusing a time as going abroad. Below are some important steps and options to keep in mind as you go through the third phase of study abroad.

19.1 BEFORE YOU LEAVE

It’s important before you leave for you to take time to say good-bye to your new friends and the places you have become fond of while studying abroad. There are also some practical things you’ll want to remember to take care of:

- Be sure to return all library books and equipment you borrowed throughout your stay at Penn.
- Turn in all required course work. Do not plan to send course work back to the U.S. except in very unusual circumstances. If you do send important documents, send them by express mail and keep copies.
- Check out of your dorm room if you live on campus. Please review the check-out procedures at http://www.business-services.upenn.edu/housing/assignments/move/moveout.html.

19.2 OBTAINING INFORMATION FROM HOME

Before going home, you may want to find out about the schedule and course listings of your home university for the upcoming academic year or semester. The best way to accomplish this is by contacting someone you know back home.

19.3 PAYING YOUR BILL

Please make payment on your Penn account before you leave, but be advised that additional charges for the semester may appear as late as January or February for fall only students or as late as June for academic year or spring only students. Examples of charges that often appear after students leave include: Wharton Reprographics charges, book store or dining hall charges, etc. You must make payment on your account before the University of Pennsylvania can send your official transcript to your home university. It may be a good idea to pre-pay your account if you know there are still some charges that may appear or to make arrangements for a friend here to pay on your behalf, as it is sometimes difficult to make payments from abroad.

19.4 TRANSCRIPTS

To obtain official copies of your transcript, log on to Penn-in-Touch to complete the request form.

19.5 STAYING BEYOND THE END OF CLASSES

According to current immigration regulations, as a J-1 or F-1 student you may stay in the United States for thirty days after the end of the academic term, the last day of exams for the term, not by the expiration of your visa.

19.6 REVERSE CULTURE SHOCK

Many people say that returning home is even more difficult than going abroad. Students often remark that they feel removed from family and friends who have not had similar experiences.
You can probably expect to go through the initial state of euphoria and excitement as you are overwhelmed by the sheer joy of being back at home. But as you try and settle back into your former routine, you will soon recognize that while you were abroad, you developed new ideas and opinions and that these differences provide you with a new view of your own culture. You have become a new person (after all, that is what education is all about), which means that you can expect a period of disorientation as you adjust to the “new” environment at home.

The adjustment period, however, should be rather short-lived, since the environment is not “foreign” in the same sense as that to which you had to adjust when you left your home country, and since your experience of culture shock abroad will have provided you with the psychological tools for making the adjustment quickly and smoothly. Keep in mind that the amount of change that you have undergone during your time at Penn will play a role in how you adjust back to your own culture. It is often helpful for readjustment if you reflect on your experiences from abroad and the changes that have occurred within you.

SECTION 20: PENN SECURITY PERSONAL SAFETY TIPS

20.1 SAFETY TIPS IN THE OFFICE, CLASSROOM OR LAB
• Avoid working or studying alone in a building at night. Have a buddy available for emergencies.
• Avoid using stairs in remote sections of a building.
• Keep your purse in a locked cabinet or drawer. Never leave it in, underneath or on top of a desk.
• Keep petty cash and stamps in a locked drawer.
• While in class, the library or the lab, keep personal belongings in view.
• Never prop doors open, especially fire doors, even for a short period of time.
• Do not remove rings to wash hands; they can be forgotten and/or stolen.
• Call University Police if you see a man entering, leaving, or in a women’s lavatory. If you are inside, run out screaming. Don’t stop to ask questions.
• Report anyone who behaves suspiciously to University Police. Remember his/her appearance and relay it to the dispatcher.
• Advise University Police of any hazards or security problems.
• Use the Penn Transit Service, the Walking Escort Service or walk with a friend at night.

20.2 SAFETY TIPS IN THE LIBRARY
• All library patrons must show a PennCard or other authorized ID before entering the library.
• Suspicious or threatening behavior should be reported immediately to a library staff member and to University Police.
• Red emergency campus telephones are available in the Van Pelt-Dietrich Library Center.
• Wallets and book bags should never be left unattended. If a theft does occur, report it to a staff member immediately and to University Police.

20.3 SAFETY TIPS ON THE STREET
• Stay in well-lit areas. Walk mid-point between curbs and buildings, away from alleys, entries, and bushes. Stay near people.
• Avoid short-cuts through parks, vacant lots, and other deserted places at night.
• Carry only necessary credit cards and money. Avoid using outdoor ATMs (automated teller machines). Obtain a whistle from the Special Services Department of Public Safety and carry it with you at all times.
• Walk with someone whenever possible. Participate in buddy systems.
• Do not stop to give directions or other information to strangers. Never hitchhike. Use the PennBus or Escort Service if you must travel after dark. It’s worth the wait.
• If you are followed, be suspicious. Keep looking behind you and you may discourage the follower. If someone is following you on foot, cross the street, change directions, or vary your pace. If someone follows you in a car, turn around and walk in the opposite direction. If that person persists, record the license number and call the police immediately.
• If you must carry a purse or handbag, keep it close to your body. This will minimize the chances of theft. If your purse is snatched, don’t fight. Turn it over rather than risk personal injury. Report the incident as soon as possible.

20.4 SAFETY TIPS IN YOUR CAMPUS RESIDENCE, FRATERNITY OR SORORITY
• Keep doors locked, even if you are away for only a few minutes. An unlocked door at night, and particularly during the day, can be an invitation for trouble.
• Remember that most losses occur during the day. Residence doors have peepholes that should be used before permitting entry to anyone.
• If the peephole is broken or missing, notify the receptionist and make a request for service. Keep an accurate inventory of your possessions. Engraving tools may be borrowed from Public Safety for inscribing your social security number.
• If you return to your residence and suspect that it has been entered illegally, do not enter. Call University Police, at 511 or (215) 573-3333. Always keep your keys in your possession. Never place them under mats, over doors, or in any other obvious hiding places.
• If someone you don’t know calls for permission to enter your residence, do not permit entry. If someone you don’t know tries to enter a building behind you or asks to go past the security checkpoint with you for any reason, respond with an emphatic “NO!” By using good judgment, you can help ensure your own safety and that of others.
• If you observe suspicious behavior in a corridor or lounge, or if someone knocks on your door to solicit, call the reception desk or University Police.
• Never confront or ignore a stranger.
• Most residence elevators, rooftop lounges, and reception desks are equipped with emergency telephones, providing a direct line to University Police when the receiver is removed from the cradle or the button is pressed.
• No dialing is necessary and the dispatcher can pinpoint the location of the call immediately.
• If possible, give a description of your circumstance. In a residence, screaming may sound like horseplay.
• In an emergency, be specific by shouting “Help!” “Police!” or “Fire!” In all activities, use common sense and be conscious of your surroundings.
• Know your neighbors, don’t ignore hazardous situations, and don’t create them for others.

20.5 BICYCLE REGISTRATION
You may register your bicycle with the Division of Public Safety to reduce the probability of theft and to increase the chances of recovery in the event that it is lost or stolen. Bicycles may be registered at 4040 Chestnut St., from 9:00 am to 5:00 pm, Monday through Friday. For the most efficient service, call ahead at (215) 898-4485.

20.6 SAFETY TIPS ON YOUR BIKE
• Use reflectors, reflective tape, or similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.
• Keep to the right. Ride with traffic, not against it. By law, a bicycle is a vehicle and must obey traffic laws.
• Use hand signals to indicate turning or stopping.
• Ride defensively.
• Use bike paths or bike lanes whenever possible.
• Walk your bicycle across busy intersections.
• Never race on public space.
• Avoid riding in bad weather.
• Avoid riding on trolley tracks.
• Perform regular maintenance checks.
• Wear appropriate clothing.
• Park your bike in an open, well-lit, frequently traveled area.
• Secure it properly with recommended chains and locks.
• Use bicycle racks, which are strategically located on campus.
• Report any suspicious behavior you see around the bicycle racks.

20.7 UNIVERSITY BICYCLE POLICY
On public streets and campus paths, bicycles are vehicles and must comply with traffic laws. Cyclists and pedestrians share common University paths. To prevent injuries, common sense and courtesy are key. Bicycles must yield the right-of-way to pedestrians. Pedestrian traffic is especially heavy on Locust Walk. As a result, the University has instituted the following policy: Between 8:30 am and 5:30 pm, Monday - Friday, bike riding is prohibited on the following walkways: Locust Walk, Hamilton Walk and Smith Walk. Bicyclists are required to walk their bicycles over the Locust Walk footbridge.

20.8 FRAUD
There are many types of fraudulent acts committed in which innocent but uninformed individuals become victims. It is possible, but not probable, that a con artist or swindler may approach you. The section on con artists is written to increase your awareness of these individuals and to help you safeguard against their ploys.
20.9 CON ARTISTS

- Con artists are individuals who prey upon a person’s natural inclinations to be helpful or to take advantage of a “windfall”.
- They are usually talkative and intelligent and tend to blend into the environment in which they operate.
- Don’t be fooled into believing that you can judge an individual’s honesty or intentions by the way he or she is dressed and never assume that con artists are either always male or always female.
- The variations of con artistry themes are creative and abundant.
- As a rule of thumb, you should not engage in conversation with strangers.
- Approaches can vary, but more often than not, con artists will either claim to have discovered a substantial amount of money and to want to share it with you; be a bank examiner (or some similar position) who needs your assistance in apprehending a dishonest employee; or be in a predicament requiring use of your bank computer-access card.
- If you are approached, decline discussion and immediately report the incident to University Police or the nearest Philadelphia Police officer.
- “If it seems too good to be true, it probably is.”

20.10 PREVENTING ACCIDENTAL INJURY

Accidents and emergencies can happen to anyone at any time. However, you can reduce the probability of an unfortunate occurrence by being careful and using good judgment and common sense. The University of Pennsylvania and the Division of Public Safety have taken precautionary measures to safeguard your well-being against crime and other emergencies. In keeping with our credo - Safety, a Shared Responsibility - we urge you to read and follow this preventive information.

- Always obey no smoking signs.
- Keep aisles, corridors, fire towers and stairwells clear of debris and other articles.
- Be sensitive to the sounds around you. Never ignore alarms or other similar devices and know the proper procedures in the event that an alarm should sound.
- Be aware of the location of fire exits, towers, etc.
- Pay attention to fire drill procedures and organization.
- Always provide adequate ventilation when using toxic and flammable substances.

20.11 SPECIAL ISSUES - HOMELESSNESS

From time to time, you may see homeless people on or near campus. The Division of Public Safety is taking active steps to address homelessness and problems related to homelessness on our campus. Organized efforts are underway to assist homeless persons in connecting to appropriate social, housing, treatment and other support services.

20.12 SPECIAL ISSUES - PANHANDLING

While some homeless people may turn to panhandling (asking people for money) as a means of support, many panhandlers are not homeless and may not be destitute. University Police are
committed to eliminating aggressive panhandling from campus. We encourage you to donate your time, energy and money to recognized social support services that assist those who are truly in need and NOT to give handouts to panhandlers. If a panhandler persists, harasses, intimidates or threatens you, contact University Police via a Blue Light Emergency Phone or campus phone.

20.13 FIRE DRILLS
Your operational environment during normal activities and emergencies is your building – please be familiar with it. Know the locations of fire exits and fire towers – they provide you with a safe corridor of escape.

• Keep aisles, corridors, fire towers and stairwells clear of debris and other articles – avoid tripping hazards. Pay attention to fire drill procedures at all times.
• Fire drills should be conducted in a prompt, orderly manner. Be sensitive to the sights and sounds around you.
• Never ignore alarms or other similar devices and know the proper procedures in the event that an alarm should sound. If the building fire alarm sounds leave your building immediately. Do not return until you are instructed to do so.
• Remember, your participation is key to your safety. Safety is a shared responsibility.
• Always act in a responsible manner. Fire drill training is fundamental to your safety.
• Evacuation during fire drills should be conducted in an orderly and prompt manner.
• Training builds your confidence and takes away the fear of the unknown.
• You are the most important part of our safety program.

20.14 COMPUTER SECURITY
Computer crimes cause significant financial losses. Of equal concern is the computer-related waste and abuse caused unintentionally as a result of not knowing how to safeguard information resources. When you venture out to explore the Internet, keep in mind the following precautions: protect yourself, your data and your equipment!

• Maintain a healthy skepticism about electronic identity. E-mail and newsgroup messages can be easily forged, and you cannot always trust a website’s identity. If it is important that you know with whom you are dealing, verify their identity independently.
• Be careful what you say in e-mail. Don’t discuss confidential matters. Think of e-mail as a postcard that anyone can read. For information about technical solutions to the problems of e-mail security, contact the University Information Security Officer.
• Limit the amount of personal information you share. There could be hundreds of thousands of people reading your postings to e-mail lists and newsgroups site. Some services archive newsgroup messages indefinitely, providing key-word search capabilities to find anything that anyone ever posted on a public news group site.
• Also consider how much personal information you include in your e-mail signature file. Is your home phone number or address really necessary?
• Be careful with commercial transactions over the Web. If you are buying goods or services, use common sense. Make sure you know with whom you are dealing. Verify
their identity independently (e.g., check directory assistance to see if a business/individual exists).

- Consider transacting business by phone, mail or in person if it’s just as easy. Be careful of paying for something sight unseen, and be careful about sending your credit card information over the Net. Never go to look at merchandise in a private location alone; rather, take a friend, or better yet, arrange with the seller to meet in a public place.

- Be alert for scams that can jeopardize the security of your system or the network. Never give out confidential information in response to e-mail or a phone call (e.g., someone purporting to be your system administrator asks you for your password, or gives you a new value to change it to). Be wary of unsolicited technical advice - never follow a stranger’s instructions to type something into your computer unless you understand the impact of what you are typing.

- Avoid pyramid schemes. A pyramid scheme is a chain letter in which recipients are asked to send cash or something of value through the mail to early senders of the letter. Pyramid schemes are illegal even if the solicitation is sent via e-mail or posted to a newsgroup.

- Use good judgment. Do not expose yourself to legal liability by defaming a person or organization with false and damaging information. Be careful about disclosing information that might violate someone’s right to privacy.

- Guard your password. Don’t share it with anyone. Once you have shared it, you no longer have any control over how your account is used. Don’t write your password down or include it in a logon script.

- Protect your networked computer. Make sure you understand your computer’s security mechanisms so you don’t leave it and your data unprotected. Macintosh and Windows users should be sure they understand file-sharing options so they don’t mistakenly share private information with everyone on the Net. Back up your data. Make regular backups and store backup media in a separate location. If you need any help related to information security, e-mail the University Information Security Office at security@isc.upenn.edu. Contact University Police at (215) 898-7297 to file a criminal report of e-mail harassment, scams or forgery of your name over the Internet. For more information about information security, check Penn’s Information Security and Privacy at http://www.upenn.edu/computing/home/menu/security.html.
SECTION 21: APPENDIX – UNIVERSITY POLICY AND PROCEDURES

21.1 CODE OF STUDENT CONDUCT
You are responsible for reading the Code of Student Conduct, found at http://www.upenn.edu/provost/PennBook/conduct_code_of_student, which outlines rules and guidelines for Penn student conduct.

21.2 THE PENNBOOK
Penn is committed to freedom of thought, discourse and speech, and the attainment of the highest quality of academic and educational pursuits and daily work. It has a number of policies and guidelines that make explicit the expectations of students, faculty, and staff in dealing with one another.

Most University policies, procedures, and University resources can be found in the PennBook which is online at http://www.upenn.edu/osl/pennbook.html. This information will guide and govern your activities at Penn. Read through the information carefully, as all members of the Penn community are expected to know and follow these policies. You should pay especially close attention to the Code of Academic Integrity as the regulations at Penn may be vastly different than at your home school.

21.3 GLOSSARY OF ACADEMIC TERMS
Academic adviser: A faculty member appointed to assist students in the planning of their academic programs
Assignment: Out-of-class work required by a professor, due at a certain time
Audit: Attending a course with permission of the professor, but not for credit
Bursar: Office in charge of payment of tuition and bills
Carrel: An enclosed desk in the library reserved by students and faculty doing research
Comps: Comprehensive exams which must be passed before receiving a doctoral degree
CU: Course unit
Dean: University administrator, usually a senior faculty member, who heads a school
Dissertation: A scholarly independent research study required to obtain a doctoral degree
Add/Drop Form: Form used to change courses after registration
Finals: Examinations at the end of a semester on all the materials covered
Flunk: To fail a course
GPA: Grade point average, maximum of 4.0 (where A=4, B=3, etc.)
GRE: Graduate Record Exam
Humanities: Studies of human culture such as music, languages, and literature
Incomplete: A temporary mark given to a student who is doing passing work in a course but cannot complete all the requirements during the semester
Leave of absence: Authorized leave from the University. International students are required either to leave the U.S. or to change their status when taking a leave of absence.

Major: Area of concentration or study

Matriculation: Enrollment in a degree program

Mid-term: A test in the middle of the semester

Natural Sciences: Studies of the properties of nature such as mathematics, physics, geology, and astronomy

Pass/Fail: No letter grade is given for a course taken “pass/fail”

Penn InTouch: A University service which is accessible from your computer or kiosks located in the lobby of the Franklin Building, and Van Pelt Library. You can review your billing account, transcript, and update your address information at http://medley.isc-seo.upenn.edu/penn_portal/view.php. In order to access this system, you must have your PennKey and PIN.

Pre-Registration Form: A form filled out prior to the beginning of a semester to ensure course selections

Prerequisite: A requirement that must be fulfilled before permission is given for enrollment in a particular course

Quiz: Test given during the semester

Recitation: Class session, usually headed by a teaching assistant, where students discuss and ask questions about the materials presented in the lecture or reading assignments

Registrar: Official recorder of students’ academic information, such as courses taken and grades received

Reserve: Books usually required readings for a course that are taken out of general circulation and put aside and are available in the Rosengarten Room of the Van Pelt Library

SAT: Scholastic Aptitude Test, for college admission

Semester: One academic term, or half of the academic year. Penn has two semesters: “fall” and “spring”

Seminar: A small class which demands a high level of student participation

Skim: To read something quickly to get a general idea of its contents

Social Sciences: Studies of the interactions of people in society, such as economics and political science

Submatriculate: Simultaneous enrollment in a graduate and undergraduate program

Summer School: Two six-week sessions are offered every summer

Thesis: A scholarly research paper required to obtain a master’s degree

TOEFL: Test of English as a Foreign Language

Transcript: Official record of past grades and courses taken by a student
### 21.4 SAS DEPARTMENT CODES

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SOURCES
LPS used the following sources in compiling this handbook:
ISBN: 1877864994
Kohls, L. Robert. Developing Intercultural Awareness: A Learning Module Complete with Master
Lesson Plan, Content, Exercises and Handouts. The Society of Intercultural Education, Training
and Research, Washington, DC. ISBN: 1877864137
University of Pennsylvania. The Penn Book http://www.vpul.upenn.edu/osl/pennbook.html
University of Pennsylvania Practical Penn Abroad
http://global.upenn.edu/pennabroad/downloads
The following publications are published by NAFSA: Association of International Education.
http://www.nafsa.org/.
Students and Scholars, Washington, DC.
NAFSA: Association of International Education. The Risks and Realities of Health Insurance: A
Guide for Advisers of Foreign Students and Scholars, Washington, DC.
NAFSA: Association of International Education, NAFSA’s International Student Handbook (AT