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# International Student and Scholars Guide

Office of International Affairs

Version: 5/2018

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# Office of International Affairs (OIA)

Chatham University believes that providing students with a strong global perspective is critical as the world becomes ever more technologically and economically interconnected. Our commitment to internationalizing the campus has an approach across all curriculum, providing curricular and co-curricular experiences on campus and abroad, and involving all students regardless of major and all faculty regardless of discipline or teaching area.

As the center for Chatham's international activities, the Office of International Affairs provides

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# Office of International Affairs Staff

Assistant Vice President for International Affairs

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## Arrival Checklist

You will be very busy during your first few days here, following is a short checklist of things that must be accomplished during your first week at Chatham University. If you have any questions or concerns about any of these things, please be in touch with the OIA.

Check in with the OISS, attend international student orientation and complete the "New International Student form".

Get your ID Card in Student Services.

Access your Chatham computer account & email, and visit Portal.

Register for classes\* (if you did not do so before arrival).

Open a bank account. Please see the section on banking.

Sign up for health insurance or show proof of your health insurance. Information regarding health plans available to you as a Chatham student is available at Health Services, at the rear entrance of Woodland Hall.

Attend the orientation programs sponsored by Chatham University.

Allow time for your mind and body to adjust to the effects of jet lag; try to get plenty of rest and drink a lot of water.

Have fun! Make new friends and explore Pittsburgh and Chatham University by joining in the activities for new students and scholars.

Although a passport is an acceptable form of official photo ID, it is a good idea to keep your passport and accompanying immigration documents in a safe place. When traveling, even domestically, you will want to carry your immigration documents in a safe place. For all other times, you should consider carrying copies of your immigration papers in your wallet or handbag. Most banks will rent a small safe deposit box for about \$30 a year where you can safely store valuables such as documents, tickets home and jewelry. If you choose not to rent a safe deposit box, make copies of all your important documents, including your tickets home and keep those in a separate location from the originals. In case of loss, it will make the replacement process easier.

## Policies & Regulations

### U.S. Department of State Regulations

You must maintain your lawful nonimmigrant status at all times as outlined below. Failure to maintain your lawful scholar status can result in your having to end your program prematurely and leave the U.S.

Check-in with Office of International Affairs. All students must meet with the International Student Services Coordinator within 30 days of the I-20/DS-2019 start date.

Maintain a valid passport at all times. At the time of entry to the U.S. make sure your passport is valid for a minimum of six months in the future. Your passport must be valid at all times. Expiration of your passport terminates your student status.

Make certain that your permission to remain in the U.S. is always valid. Please make certain that your I-94 card is marked D/S or Duration of Status. This means that you have permission to remain in the U.S. for the length of your program as stated on line #3 of your I-20/DS-2019 form. If you will be staying at Chatham University beyond the end date of your I-20/DS-2019, you must inform OIA well in advance of the date so that we may assist you to extend your stay if necessary and/or possible.

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Maintain Health Insurance. All students and scholars are required to have health insurance for themselves and their dependents. You must have health insurance within 7 days of your arrival in the U.S. The insurance must meet State Department requirements. (please see health insurance form)

Abide by employment regulations. The State Department has very specific and unique limitations on

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please send you something in the mail. Never agree to anything over the phone. And remember, if it seems too good to be true, it probably is.

There's also a newly instituted federal "Do Not Call" registry, which is intended to significantly reduce telemarketing calls to registered numbers. To register your number, go to <https://www.donotcall.gov/>

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### Train

The Amtrak train station is located downtown at 1100 Liberty Avenue. You can find schedules and information for Amtrak online at <http://www.amtrak.com>.

Subway services in Pittsburgh are called The T, which runs from downtown to the north and south sides. The T has a free zone in the downtown area and paid zones are free with your Chatham ID.

## Shopping

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### Shadyside

The stores in Shadyside are located on Walnut and its adjoining streets, including Ellsworth Avenue, within walking distance from campus. Popular stores include the Gap, Banana Republic, Francesca's, J. Crew, Patagonia, Kawaii Gifts, Eons Fashion Antique, Hey Betty!, Sephora, and many more specialty shops, boutiques and art galleries.

### Squirrel Hill

The stores in Squirrel Hill can be found on Forbes Avenue between Murray Avenue and Shady Avenue, and on Murray Avenue to

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Dollar Bank, 5822 Forbes Avenue.  
ATMs on campus are from Dollar Bank  
and will

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In order to receive a driver's license in the state of Pennsylvania, you must be at least 16 years old, and pass both a written and manual driver's exam. Information for obtaining your license can be found on the PA Department of Transportation webpage: <http://www.dmv.state.pa.us/>.

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5. This second low stage is normally the most severe stage of culture shock. The individual typically experiences a loss of self-esteem. The language is not as easy as you thought, and you may feel like a 'child'. Your sense of loneliness and isolation has deepened as you have been away from family and friends for a long time now. There is often the feeling of being an outsider, and everything may be viewed in a negative light. You don't like the new culture. People are unfriendly. You are not what you were before, and you may feel angry and resentful.
6. Your sense of well-being and humor begins to return as you establish comfortable routines and learn to

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# Off-Campus Resources for the International Community

## International Resources

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Global Pittsburgh

Website: <http://www.globalpittsburgh.org/>

A great site to connect with local international groups through the World Affairs Council of Pittsburgh (<http://www.worldaffairspittsburgh.org/>).

Asian Studies Center, University of Pittsburgh

Website: <http://www.ucis.pitt.edu/asc/>

Offers many Asian related events nearby in Oakland.

University of Pittsburgh Center for International Studies

Website: <http://www.ucis.pitt.edu/main/>

A good site to find out about the University of Pittsburgh's international events.

Additional international resources can be found at: <http://www.carnegielibrary.org/subject/international/>.

## Religious Life

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The city of Pittsburgh is home to many faith organizations. Below are some local religious institutions and their affiliation. If your faith is not listed here and you need help connecting to your religious community, please visit the Office of International Student Services for assistance.

Anglican Church:

Church of Ascension- <http://www.ascensionpittsburgh.org/>

Baptist:

Baptist Campus Fellowship- <http://www.fbcpg.org/>

Macedonia Baptist Church- <http://www.macedoniapgh.org/>

Buddhist:

Pittsburgh Buddhist Center- <http://pittsburghbuddhistcenter.org/>

Episcopal Church:

Episcopal Chaplaincy- <https://pittepiscopealchaplaincy.wordpress.com/>

Greek Orthodox:

Saint Nicholas Greek Orthodox Cathedral- <http://stnickspgh.org/>

Hinduism:

Hindu Jain Temple- <http://www.hindujaintemple.org/>

The Islamic Center of Pittsburgh:

<http://www.icp-pgh.org/>

Jewish:

Chabad House on Campus- <http://www.chabadpgh.org/>

Lutheran:

Lutheran Campus Ministry- <http://www.lucpgh.com/>

Non-Denomination:

Agape Life Church- <http://www.agapelifechurch.org/>

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### Local & National News

For local news as well as some national and international news, you can watch Channels 2, 4 and 11. Cable access TV is provided in each residence hall. Cable TV provides access to many international news sources. Also, you can find international news fairly easily by using the World Wide Web.

## Daylight Saving Time

Please be aware that in the U.S., there are two dates on which the time is adjusted to conserve daylight hours. This is easily remembered by the phrase "Spring ahead, and fall back." In the spring, usually at 2:00 a.m. on the first Sunday in April, you must re-set your clocks ahead by one hour. In the fall, usually at 2:00 a.m. on the last Sunday of October, you re-set your clocks back by one hour. Often, you will be reminded of the dates when this occurs through casual co 588.93 tislast Sundtis-1 (ahe4 11.622 1 (t) 1 (h)1 1p3 1 Tf [ (las) r

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## Sports

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Pittsburgh Pirates, PNC Park, North side  
<http://www.pittsburghpirates.com>  
Pittsburgh's professional baseball team.

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

Pittsburgh Steelers, Heinz Field, North Side  
412-323-1200  
<http://www.steelers.com/>

Pittsburgh Penguins, PPG Paints Arena,  
Downtown  
412-642-PENS  
<http://www.pittsburghpenguins.com>  
Pittsburgh's pro hockey team.

Pittsburgh Riverhounds  
412-381-4625

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Idlewild Park & Soak Zone, Ligonier, PA  
724-238-3666

<http://www.idlewild.com>

Idlewild Park, approximately 1 hour south east of Pittsburgh, offers a swimming pool/water slide area as well as traditional American amusements including many activities for children.

Kennywood Amusement Park, West Homestead  
412-461-0500

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

Kennywood is Pittsburgh's most popular amusement park—roller coasters are one of the main attractions in the summer. Kennywood is also host to Fright Nights in honor of the Halloween season in October.

Sandcastle Water Park, Homestead  
412-462-6666

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

Offers swimming and many water rides in the summer. Located next to the Waterfront.

## Outdoors

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Laurel Caverns, Route 40, Uniontown  
724-438-3003

<http://www.laurelcaverns.com>

Caving.

Laurel Highlands River Tours

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Known for breakfast (multiple locations)!  
Starbucks, 730 Copeland Street  
Thai Place, 5528 Walnut Street  
Adda Coffee & Tea House, 200 S Highland Ave, Pittsburgh, PA 15206  
Arriviste Coffee Bar, 5730 Ellsworth Ave, Pittsburgh, PA 15232  
Prantl's Bakery, 5525 Walnut St, Pittsburgh, PA 15232  
Dinette, 5996 Centre Ave, Pittsburgh, PA 15206, High quality Italian pizza  
Chipotle, 5986 Centre Ave, East Liberty, PA 15206 (multiple locations)  
Daphne Café, 5811 Ellsworth Ave, Pittsburgh, PA 15232

Cafe Moulin, 732 Filbert St, Pittsburgh, PA 15232, French  
Mercurio's, 5523 Walnut St, Pittsburgh, PA 15232, Traditional Italian  
Noodlehead, 242 S Highland Ave, Pittsburgh, PA 15206

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Lu Lu's Pan-Asian Noodles, 400 S. Craig Street

Mad Mex, 370 Atwood Street  
412-681-5656

Mexican. Vegetarian/Vegan friendly.

The Original Hot Dog Shop, 3901 Forbes Avenue

412-621-7388

Where the hamburger was invented

Pamela's, 3703 Forbes Avenue  
412-683-4066

Known for their breakfast

412-681-5656

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## Tipping

Tips, or service charges, are not normally added to the bill in U.S. hotels or restaurants. Workers in these industries work for very low hourly rates and rely on tips to make a living wage. Normally you should tip

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cases where service is not optional such as giving change after a purchase. A person who doesn't say please or give thanks appears rude to an American. "You're welcome," is an expected response to "Thank you," even when the action you are being thanked for doesn't seem worthy of thanks. English is a polite language. Words such as \_\_\_\_\_ and \_\_\_\_\_ are used to soften requests and ask for permission. "Open the door," or even "Open the door, please," which may be perfectly polite in other languages, sounds harsh in English. Americans will soften requests with would, as in, "Would you open the door,

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places, or eating in local restaurants. It is important to understand that small talk is often used to 'break the ice', in other words, it is a way to allow people to become acquainted.

## Friendliness

When people visit the U.S., they usually notice immediately the friendliness and openness of Americans and the extreme ease of social relationships. Casual American friendliness should not be mistaken for deep or intimate friendships, which are developed over a long period of time, as in any culture. If you wish to

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sexual harassment policy can be found in the student handbook, or online at [http://www.chatham.edu/studentlife/honorcode\\_harassment.cfm](http://www.chatham.edu/studentlife/honorcode_harassment.cfm).

## Leaving Chatham

### Departure Checklist

As you prepare to leave Chatham University, you probably have many things on your mind and may feel anxious about everything you need to do before you depart. This list should help guide you through the process.

If you were employed at Chatham and received wages during the year, please call the Payroll Office at 412-365-1603 and advise them of the new address where your tax forms can be sent (if you will no longer be on campus). Typically, this will include a W-2 and/or 1042-S form, and you can expect them

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at home again. The first days or weeks, often referred to as the 'honeymoon' period, will be filled with

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U.S. Embassies/Consulates Abroad  
<http://www.usembassy.gov/>

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U.S. Immigration  
<http://www.uscis.gov/>

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