



UNIVERSITY *of*  
**LOUISIANA**  
L A F A Y E T T E ®

**Division of  
Global Engagement**

**International  
Student  
Orientation  
Packet**



# International Student Orientation Packet

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Division of Global Engagement

P.O. Box 43932 ▪ Lafayette, LA 70504-3932 USA

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Fax: (337) 262-1346

[globalengagement@louisiana.edu](mailto:globalengagement@louisiana.edu)

[goglobal.louisiana.edu](http://goglobal.louisiana.edu)

*Université des Acadiens*

Dear incoming international students and scholars:

Congratulations on being admitted to the University of Louisiana at Lafayette! The Division of Global Engagement, located in the Student Union (Room 136), would like to welcome you to the University of Louisiana at Lafayette and to the Lafayette community.

Prior to your arrival, our staff is available to meet with students virtually through Microsoft Teams. Our staff is available to assist you with questions about immigration regulations, academic and campus policies, cultural, personal, and financial questions, and global exchanges. To schedule an appointment, please click [here](#). Click [here](#) for specific instructions. You can also contact us at [oia@louisiana.edu](mailto:oia@louisiana.edu) or 337-482-6819.

Wherever you may be, know that the DGE staff are here to assist you in any way that we can. UL Lafayette has more than 500 international students and our office will work individually with each student and other campus departments to ensure that our students' course schedules meet federal requirements for F-1 and J-1 student visas. It is also our goal to make your college experience an engaging and meaningful one for you while you earn your degree.

Because changes will occur frequently during this pandemic, it is important to follow the University's [COVID-19 update page](#). This page will have the most up-to-date information regarding campus reopening, safety procedures, and much more. The Division of Global Engagement will post all updates that relate to international students on the [DGE COVID-19 Update Page](#). We also recommend that if you decide to travel outside of the country, please visit the [U.S. Department of State Travel Advisory Page](#) to make sure that you are able to travel to your destination of choice. F-1 and J-1 students should also contact our office for a travel authorization.

As a new student or visiting scholar, this orientation packet will give you information about the University and the Lafayette area. We are so excited that you chose to become part of our family! We are here to help you during your time here at UL Lafayette. If you have questions, please let us know.

Sincerely,

Gabriel A. Carranza, D.V.M., Ph.D.  
Executive Director

Rose Honegger, Ph.D.  
Associate Director  
SEVIS Principal Designated School Official (PDSO)  
Responsible Officer (RO)

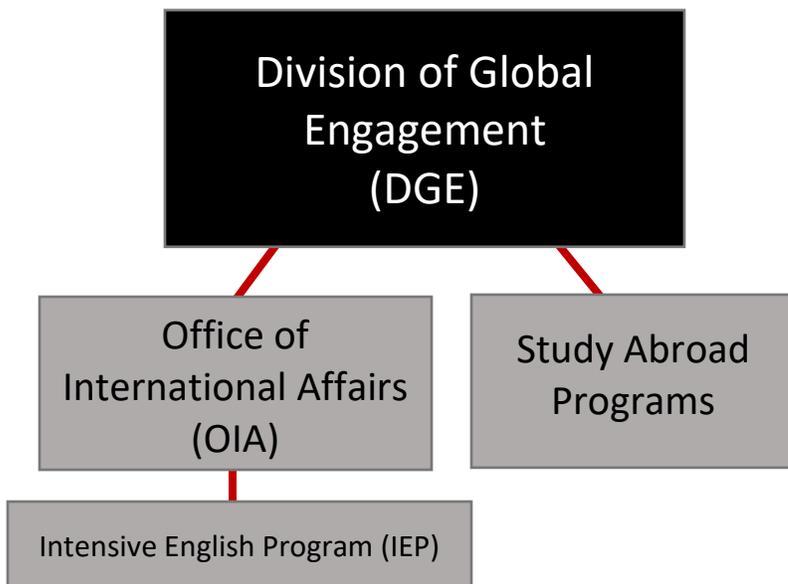


The Division of Global Engagement is committed to the globalization of education, research, and community engagement at the University of Louisiana at Lafayette while enhancing its global presence. As an Academic Affairs unit, we serve as the University of Louisiana at Lafayette's primary resource for international students seeking to enroll in graduate, undergraduate, or English-language learning programs, as well as, a resource for any student, faculty or staff member seeking to study or engage in opportunities abroad.

Our unit consists of two offices: **The Office of International Affairs** and **Study Abroad Programs**.

The Office of International Affairs handles enrollment, retention, graduation, and employment options for international students. We work to ensure our international scholars have successful and fulfilling experiences at UL Lafayette by providing information, services, acclimation, and culturally relevant activities. The Office of International Affairs also oversees the University's Intensive English Program, a program offering high-quality English as a second language instruction to students, scholars, and professionals from around the world.

The Office of Study Abroad Programs provides first-hand experiences abroad for students and faculty, giving them access to new skills, knowledge, and perspectives. This includes international internships, studies abroad, field trips, field research and service-learning projects that take place throughout the academic year.



Division of Global Engagement  
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Lafayette, LA 70504

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[iep@louisiana.edu](mailto:iep@louisiana.edu)

**Executive Director** – Dr. Gabriel Carranza

**Associate Director** – Dr. Rose Honegger (PDSO, RO)

**Assistant Director** – Megan Lachaussee Miller (DSO, RO)

**Global Programs Coordinator** – Zayira Quiroz

**Global Engagement Coordinator** – Vinca Rampen-Duhon (DSO, RO)

**ESL Specialists** – Aaron Gyrfas  
Brandt Snook



The OIA, an office within the Division of Global Engagement, serves more than 500 international students and scholars at UL Lafayette. The most important function of the OIA is to provide the assistance you need in adjusting to life here in the U.S., whether it is cultural, academic, financial, immigration, or personal. The Division of Global Engagement and the Office of International Affairs coordinate all the University programs for international students and establish communication with various agencies of the U.S. government, foreign governments, and private organizations.

### SERVICES

The following services are provided by the OIA:

- Orientation of new students to academics, community life, and services
- Assistance with immigration regulations, especially extensions of stay, transfers, work permits, practical training, and travel documents
- General counseling on enrollment, financial, and personal matters
- Liaise with Student Health Services for questions on the University's health insurance policy for international students
- Full-time student letters and graduation invitation letters for parents

### IMMUNIZATIONS

It is mandatory that international students have measles, mumps, rubella, tetanus, meningitis vaccinations and tuberculosis screenings (depending on home country and travel history).

### HOUSING

Generally, on-campus housing is less expensive and more convenient in respect to access to classes and the library. Off-campus housing is handled by the student. For on-campus housing accommodations, contact [oncampusliving@louisiana.edu](mailto:oncampusliving@louisiana.edu).

### CLIMATE

The climate in Lafayette is considered tropical. Thus, winters are mild with an occasional freeze. The summers are hot and humid with average temperatures of 90-95 degrees. The rainfall average is about 60 inches annually.

E-mail: [oa@louisiana.edu](mailto:oa@louisiana.edu)

Website: [internationalaffairs.louisiana.edu](http://internationalaffairs.louisiana.edu)

DGE Website: [goglobal.louisiana.edu](http://goglobal.louisiana.edu)

### SPECIAL PROGRAMS

The following are special programs administered by the OIA:

- International Ambassadors – students volunteer to represent UL Lafayette at campus events and promote the University to new students
- International Alumni – graduates of the University share their stories
- Global Cafe – monthly gathering for all international students
- International Education Week (Nov.) – to support global initiatives

### CAMPUS ORGANIZATIONS

UL Lafayette has more than 200 student organizations for you to join! The International Student Council (ISC) is a council composed entirely of international students. The presidents of international associations represent their respective countries on the council. The ISC serves to assist international students in adjusting to the environment at UL Lafayette and in Lafayette. The council promotes interaction between international students and presents the views through various cultural and traditional programs.

### BANKING

To transfer funds to the U.S., it is best to speak to your bank concerning which method is best from your country. Each country has different foreign exchange control laws and you should be familiar with those of your country. It is advisable to bring enough money for the first year, as indicated on your SEVIS I-20. Chase Bank in Lafayette allows international students to open accounts without having to have a Social Security number (bring I-20/DS-2019, passport and visa).

Follow us!



# UL Lafayette Intensive English Program



## No TOEFL score? No problem!



### The Intensive English Program

- ✦ 8-week intensive English language program
- ✦ 5 year-round sessions to choose from
- ✦ Low tuition and living costs
- ✦ Experienced and friendly teachers and staff
- ✦ Cultural activities each session
- ✦ Gateway to outstanding academic programs: 80+ undergraduate, 30+ master's and 11 doctoral programs
- ✦ Classes begin in January, March, June, August, and October!

**Enroll your friends and family today!**

Intensive English Program  
Office of International Affairs  
413 Brook Avenue  
Lafayette, LA 70506  
(337) 482-9028

[iep@louisiana.edu](mailto:iep@louisiana.edu)

<http://internationalaffairs.louisiana.edu/intensive-english-program>

# Important Telephone Numbers

## EMERGENCY – FIRE, POLICE, OR AMBULANCE

### DIAL 911

Calmly state what the emergency is, where the emergency is located, and your name. Remain on the phone until released by the officer.

Emergency Contacts	Phone Number
Acadian Ambulance Service, Inc.	(337) 291-3333
Crimestoppers	(337) 232-8477
Suicide Crisis Line	(337) 232-4357
University Police	(337) 482-6447

General Information	Phone Number
Chase Bank (branch at 800 W. Pinhook St.)	(337) 236-7118
Amtrak	1-800-872-7245
Greyhound (Buses)	(337) 233-6750
Lafayette Regional Airport	(337) 266-4400
Tourist Information	1-800-346-1958

University Telephone Numbers	Phone Number
<b>Office of International Affairs</b>	<b>(337) 482-6819</b>
Admissions (Undergraduate)	(337) 482-6473
Admissions (Graduate)	(337) 482-6965
Bourgeois Hall (Recreation Center)	(337) 482-6159
Career Services	(337) 482-1444
Counseling and Testing	(337) 482-6480
Disability Services	(337) 482-5252
Housing	(337) 482-6471
Insurance (Student Health)	(337) 482-6826
Transportation Services (Parking)	(337) 482-6858
Post Office	(337) 482-6113
Scholarships (Undergraduate)	(337) 482-6515
Dean of Students	(337) 482-6276
Student Health Services	(337) 482-1328
Student Rights and Responsibilities	(337) 482-6373
Student Union Information Desk	(337) 482-6400

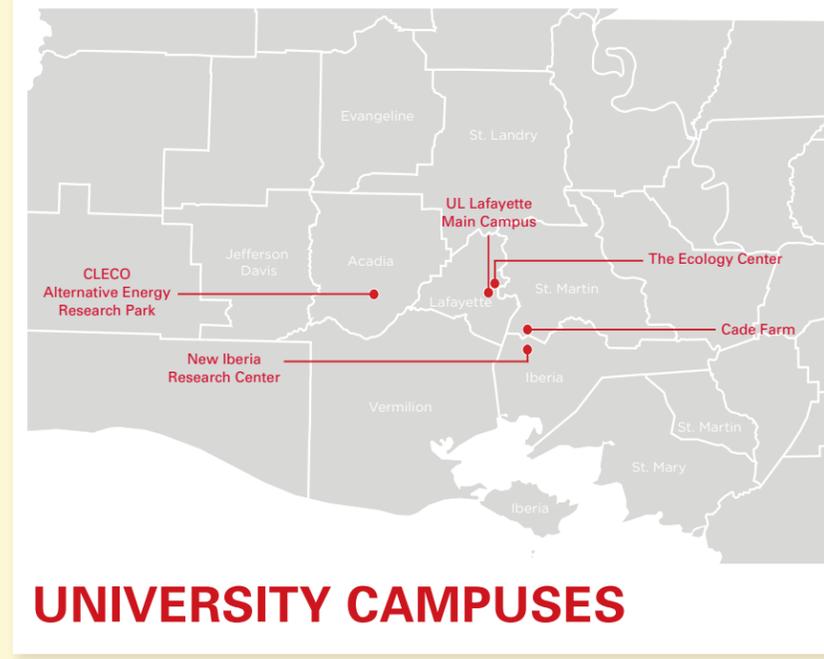
For all university numbers that are unknown, you can also call the Operator at **(337) 482-1000** and be transferred.





**MAIN CAMPUS**  
 University Research Park  
 Edgar G. "Sonny" Mouton, Jr.  
 Sports and Entertainment Plaza

ABBREVIATION	BUILDING NAME	COORDINATES	
ABDL	Abdalla Hall	C2, C3	
BLCK	Agricultural Facilities	F5, G6	
	Blackham Coliseum	G5	
	Bourgeois Hall	F4	
	Cajundome	D4	
	Cajundome Convention Center	D4	
	Cajun Courts / Culotta Center	F3	
	Cajun Field Stadium	E3	
	Cajun Track / Soccer Complex	F2	
	CGI	C3	
	TCP	Child and Family Studies	D3
Early Childhood Laboratory		E3	
Cox Athletics Center		E3	
Creamery Building		G6	
CRMY		Estuarine Habitats & Coastal Fisheries Center	B3
		Fraternity Row	E4
INHC		Hilton Garden Inn	D3
		Intramural Fields	F4, F5, E5
		Ira Nelson Horticulture Center	G6
		Lafayette Economic Development Authority (LEDA)	C2
	Lafayette Primary Care Building	D2	
	Lamson Park	F4	
	Leon Moncla Indoor Practice Facility	F3, F4	
	LITE Center	D3	
	Louisiana Accelerator Center	E4	
	National Wetlands Research Center	B3	
BOUR	Picard Center	D2	
	Photovoltaic Applied Research and Testing Lab	A3	
	Printing Services	F5	
	Ragin' Cajuns Store	G5	
	Rec Sports Complex	E5	
	Russo Park / M.L. "Tigue" Moore Field	F3	
	Sorority Row	E5	
	Student-Athlete Performance Center	E3, E4	
	Student Aquatic Center	F4	
	Student Tennis Courts	F3	
Whittington-Guerniere House	G6		



**UNIVERSITY CAMPUSES**



University of Louisiana at Lafayette campuses are tobacco-free. Visit [breatheeasy.louisiana.edu](http://breatheeasy.louisiana.edu)

**SAFETY | See Something, Say Something**



Let your friends virtually walk you to the door with the Rave Guardian app. Download this **FREE** app to check in with family, friends, campus safety, or others you trust to help you stay safe on and off campus.



**Code Blue Emergency Call System**  
 Automatically connect to ULPD with the push of a button. There are 51 emergency phones throughout the main campus and Universtiy Common.

For the most up-to-date safety information and advisories, visit:

[UniversityUpdates.com](http://UniversityUpdates.com)

**VIRTUAL TOUR**



**Find Your Ragin' Spirit — Wherever You Are**

What's it like to be a Ragin' Cajun? Learn more about opportunities, traditions, and community here at the University of Louisiana at Lafayette.

Watch videos and wander an interactive map to experience campus through our virtual tour website.

[louisiana.edu/virtualtour](http://louisiana.edu/virtualtour)

Map prepared by UL Lafayette's Office of Communications and Marketing December 2019



# TOBACCO-FREE POLICY



**The University of Louisiana at Lafayette is a tobacco-free campus.** Smoking and the use of all tobacco products is prohibited within all University buildings, facilities, campus grounds, University vehicles, and all property that is owned, operated, leased, occupied or controlled by the University.

Any advertising, marketing, or promotion of tobacco products or tobacco-related companies is prohibited on a University campus, at University-sponsored events or through other University assets. Distribution of tobacco products is prohibited on a University campus or at University-sponsored events.

Littering a campus with the remains of tobacco- or smoking-related products is prohibited.

## Tobacco-Free Policy Questions & Answers

### What is UL Lafayette's tobacco-free policy and when does it take effect?

Effective Aug. 1, 2014, smoking and the use of all tobacco products is prohibited within all University buildings, facilities, campus grounds, University vehicles, and all property that is owned, operated, leased, occupied or controlled by the University, with limited exceptions. Please review the policy at <http://safety.louisiana.edu/resource-center/policies/tobacco-free-policy>.

### Who does the policy affect?

This policy applies to all students, faculty, staff, visitors, and contractors.

### Can I have tobacco on campus, but take it off campus to smoke?

Yes. The University's policy prohibits the use of tobacco products on its campuses; it does not prohibit the possession of legal products.

### Why was smokeless tobacco banned?

Because alternative tobacco products, including smokeless tobacco (known as "chew," "dip" and "snuff,"), hookah have been found to be detrimental to health, these products are also banned because they do not fit with UL Lafayette's environment of health and wellness. Furthermore, the University has been challenged with issues of decorum and cleanliness associated with the use of smokeless tobacco products. Anyone who wants to use these products will have to partake outside of UL Lafayette's tobacco-free zones.

### Will the policy remain in effect on weekends?

The tobacco-free policy is in effect 24 hours a day, seven days a week.

### Can I use e-cigarettes on campus?

E-cigarettes produce indoor air pollutants and have a heating element, which can serve as a source of ignition. They are therefore prohibited inside buildings (including parking garages) and near any area with combustible materials. E-cigarettes can be used outdoors on campus away from combustible materials.





# TOBACCO-FREE POLICY



## **Can I use tobacco in my residence hall room or University apartment?**

No. Smoking, tobacco-products and even e-cigarettes are not permitted.

## **Can I use tobacco in my personal vehicle within the tobacco-free zones?**

Yes, as long as the vehicle is parked in an UL Lafayette parking lot or on a street. You should keep your windows rolled up. Because University parking garages are considered state buildings, smoking is not allowed within vehicles that are parked within garages.

## **Does the tobacco-free policy apply to tailgate gatherings at NCAA events?**

No. Grounds outside of athletics facilities during NCAA public events, including parking lots and tailgating areas are exempt.

## **What are the borders of the tobacco-free environment?**

Smoking is permitted on public sidewalks that border the campus.

## **How will the policy be enforced and by whom?**

If a student violates the tobacco-free policy, the location and time of the violation can be reported to the [Office of Student Rights and Responsibilities](#). If a faculty or staff member violates the policy, contact their department supervisor. The University Department of Public Safety will only be responsible for addressing visitors that violate this policy.

## **What are the consequences for people who violate the tobacco-free policy?**

Students and employees are required to abide by all University policies in their day-to-day activities at UL Lafayette. If a student or an employee violates this policy, they may face disciplinary action. Visitors in violation of this policy will be asked to stop violating the policy. Visitors repeatedly in violation of this policy will be referred to University Police and asked to leave the campus.

## **What can I do if I see someone smoking or using other tobacco products?**

It is possible that a person smoking on the UL Lafayette campus is unaware of the tobacco-free policy. If you see someone smoking on an University campus kindly inform him/her that UL Lafayette is tobacco-free, and ask him or her to extinguish his or her tobacco product if you are comfortable doing so. You also may ask if they need directions to a nearby, off-campus location where they can use tobacco.

Discussions about the revised tobacco policy should be brief, educational, and non-confrontational. The **FIRE**-fly approach means serve as a guiding light.

**F – friendly** introduction

**I – inform** the person about the tobacco-free policy

**R – request** that they not smoke on campus.

**E - express** thanks for complying



# Hurricane & Tropical Storm Preparedness

The Atlantic **hurricane season** is a time when most tropical cyclones are expected to develop across the northern Atlantic Ocean. It is currently defined as the period from June 1 - November 30.

## Phase I – Possible Storm

- Make sure that the Division of Global Engagement has your most recent address and contact information.
- Watch local television stations and check websites for current information.
  - Websites – [www.louisiana.edu](http://www.louisiana.edu); [www.nhc.noaa.gov](http://www.nhc.noaa.gov)
  - TV stations – KATC, KLFY, KADN, The Weather Channel
- Purchase supplies such as flashlights, batteries, bottled water, crackers and canned food. Have all immigration documents in a safe place that is easy to get to in a hurry.

## Phase II – Storm Approaching

- All UL Lafayette students are signed up for the University's emergency contact system. You will receive texts, phone calls and emails with information about University closures.
- You can also get information regarding any University closure and reopening from the University's emergency hotline (337-482-2222) and website [www.louisiana.edu](http://www.louisiana.edu).

## Phase III – Mandatory Evacuation

- If there is a mandatory evacuation, make plans to travel away from the storm and make sure to bring enough clothing and supplies for 3-5 days.
- If you need assistance in case of mandatory evacuation, call the University's emergency hotline (337-482-2222) or notify the Office of International Affairs at 337-482-6819 or [oia@louisiana.edu](mailto:oia@louisiana.edu).
- If you live in a residence hall on campus and do not have a place to evacuate to, the University will provide transportation, food, water and a place to stay (Louisiana College in Pineville, Louisiana).

## Phase IV – Return

- Once the storm has passed, check for updates or call the University emergency hotline and watch local television stations for information about the University reopening.

For more information, please visit the Office of Environmental Health & Safety's website at <http://safety.louisiana.edu/resource-center/hurricanetropical-storm-preparedness>.

# OFFICE OF INTERNATIONAL AFFAIRS

Information for Incoming Students

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620 McKinley Street

Student Union - Room 136

Lafayette, LA. 70504

Phone: 337.482.6819 • Fax: 337.262.1346

Email: [ويا@louisiana.edu](mailto:ويا@louisiana.edu)

Website: [internationalaffairs.louisiana.edu](http://internationalaffairs.louisiana.edu)

## UNIVERSITY E-MAIL ACCOUNT

E-mail accounts are activated and supported by the University's IT Service Desk (Help Desk) located in Stephens Hall. For information on accessing email, please visit <https://servicedesk.louisiana.edu/email>

Help Desk

Stephens Hall, Room 110

Monday through Thursday: 7:30 a.m. – 5:00 p.m.

Friday: 7:30 a.m. – 12:30 p.m.

[ithelp@louisiana.edu](mailto:ithelp@louisiana.edu)

<http://servicedesk.louisiana.edu>

## SOCIAL SECURITY NUMBER

International students who have an assistantship, endowment, scholarship or on-campus job are eligible to receive a social security number. In order to get the social security number, the student will

need:

1. a valid passport
2. a valid visa
3. your SEVIS I-20
4. a letter from the UL Lafayette employer
5. Document with picture. Document must be at least one year old (ex. driver's license, passport, visa, etc.)

Social Security Administration 106 Corporate Boulevard Lafayette, LA 70508 Phone: 1-888-619-4771
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## DRIVER'S LICENSE

The International Driver's Permit (IDP) is honored for the first 90 days in Louisiana. If you have an IDP, you can go to the Office of Motor Vehicles to take the driver's license tests. If this is your first time obtaining a license, you are required to participate in a six hour pre-licensing course. This course is given at: Acadiana Safety Association. For more information contact 337.234.4640 or [info@AcadianaSafety.org](mailto:info@AcadianaSafety.org)

To apply for your driver's license, you must bring the following to the Office of Motor Vehicles in Louisiana:

1. Valid SEVIS I-20 (with at least 30 days left in your program of study)
2. Most recent tuition receipt
3. Valid passport
4. Full-time Enrollment Verification Letter (requested through OIA)

## STATE IDENTIFICATION

Any international student can get a personal identification card. To get a personal ID, you must prove your identity with the same documents as required for issuance of a driver's license.

## TRANSPORTATION

The UL Lafayette Transit System consists of buses that transport students to and from campus. During the Spring and Fall semesters, buses run continuously from 7:00am to 8:00pm Monday - Thursday and from 7:00am to 3:00pm on Friday. During the Summer session, buses run Monday - Friday 7:00am 4:00pm. After hours shuttle services are provided during specified times. To request a shuttle, please call 482-5305. For more information, please go to <http://park.louisiana.edu>

Buses run every 3 - 10 minutes in the morning and around 12:00pm. Buses run every 15-20 minutes after 5:00 pm. Download the UL Lafayette app for bus locations and pick-up times.

Bus stops are located at Cajun Field, Bourgeois Hall, and at the corner of St. Mary and Rex Streets (directly in front of Agnes Edwards Hall). Night shuttles are also available by calling 482-5305.

**Lafayette Transit System:** Please visit <http://www.ridelts.com> for more information on Lafayette's city bus schedule.

**Greyhound Bus Information:** <https://www.greyhound.com>

**Taxi Service:** Dixie Cab – (337)-264-9707; Quality Cab – (337)-235-8993; Affordable Yellow Checker Cab – (337)-234-2111

**Uber:** <https://www.uber.com/cities/lafayette-la>

**Lyft:** <https://www.lyft.com/rider/cities/lafayette-la>

## CELL PHONE PLANS

International students usually sign up for a cell phone plan in order to stay connected to their family members and friends. Here are a few web sites that might help you with your search for a cell phone:

<http://www.verizon.com>

<http://www.att.com>

<http://www.t-mobile.com>

## INTERNATIONAL CALLING

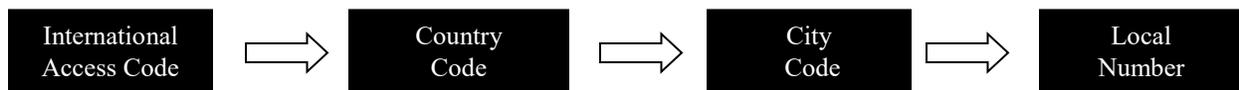
Here are a few online sites that offer student rates on international calling cards:

<http://www.uniontelecard.com>

<http://www.nobelcom.com>

<https://international.jtglobal.com/ekit/>

Please use the information below to make a call from a landline in the U.S. Please remember that international calling rates will apply.



## THINGS TO DO ON CAMPUS

**Arts & Culture** - Visit the UL Lafayette Art Museum at 710 East St. Mary Boulevard. Their permanent collection at the Hilliard Museum is comprised of works by Louisiana artists, European and American painting, folk art, Japanese prints and Egyptian art. You'll be surprised and inspired by the works that they spotlight in exhibitions of the collection. The admission is free if you show your University Art Museum Members Card, UL Lafayette Students/Staff /Faculty ID or your Active Military Personnel ID.

**Recreation** - <https://recsports.louisiana.edu/>

**Athletics** - <https://ragincajuns.com/>

**UL Lafayette Events Calendar** - <https://calendar.louisiana.edu/>

**Get Involved on Campus**- Learn about student organizations at <https://getinvolved.louisiana.edu/student-organizations>

For more information, please go to <https://www.louisiana.edu/campus-life/fun-around-campus>

## THINGS TO DO OFF-CAMPUS

**Mall of Acadiana-** Acadiana Mall is the premier shopping mall in Lafayette, Louisiana featuring more than 100 of your favorite stores! 5725 Johnston St, Lafayette <http://www.acadiana-mall.com>

**Movie Theatres:** The Grand 16 – 3141 Johnston St; The Grand 14 – 2315 Kaliste Saloom Rd

**Festivals and Concerts :** <https://www.lafayettetravel.com/events/festivals/>

## DINING & GROCERIES

**On-Campus Dining** – There is a variety of dining options available on campus. Listed are several dining areas throughout campus:

- **Ragin Cajun Food Court** – Located next to the bus shuttle stop on Rex St., on the side of the Conference Center. The food court offers Pizza Hut, Chick-fil-A, Simply To-Go, and sushi.
- **Student Union-Cypress Lake Dining Room** – Located on the 2<sup>nd</sup> floor of the Student Union, the dining room serves an awesome variety of breakfast, lunch, and dinner. Cash, Credit or DB accepted.
- **Café Fleur Des Lis** - Conveniently located near The Genesis Apartments, Legacy Park, and the surrounding resident housing facilities, Café Fleur de Lis is a gold mine of fresh foods and tasty treats! With five diverse eating places, a dining area with flat panel televisions, and a mini store supplied with many of your household necessities, all you need is Fleur de Lis!
- **Zeus** - If you are craving a taste of the Mediterranean, stop in and enjoy mouthwatering dishes such as a chicken shawarma plate, gyros, and grape leaves. Zeus also offers a variety of kabobs, sandwiches, and, there are many vegetarian options to choose from.

For information, please go to <https://campusfoodservices.louisiana.edu/dining-campus/menus-locations>

**Lafayette Restaurants** – Lafayette has a wide assortment of ethnic restaurants. For a list of restaurants, please go to <https://www.lafayettetravel.com/>

**Grocery Stores** – A few of the closest grocery stores are listed below:

- Albertsons - 2678 Johnston Street; Lafayette, LA 70503
- Super 1 Foods - 215 W Willow Street; Lafayette, LA 70501
- Wal-Mart - 1229 Ne Evangeline Thruway; Lafayette, LA 70501
- Rouse's – 601 Bertrand Drive; Lafayette, LA 70506

## INTERNET ACCESS / COMPUTER LAB

In order to activate your ULID and gain access to the compute labs on campus, you will need to follow the directions here: <https://servicedesk.louisiana.edu/activateULID>

List of computer labs on campus:

Agnes Edwards Hall  
Bourgeois Hall  
Edith Garland Dupré Library  
F.G. Mouton Hall  
H.L. Griffin Hall  
James R. Oliver Hall  
Lee Hall

For more information, please go to <https://step.louisiana.edu/step-labs/building>



# Important Links for New Students

The links below will lead you to helpful information on the University's website ([louisiana.edu](http://louisiana.edu)) and contact information for each office. Click [here](#) for links to all campus departments.

[Athletics](#)

[Bookstore](#)

[Cajun Card Services](#) (ID cards)

[Calendars](#)

[Campus Cupboard](#)

[Campus Maps](#)

[Change of Address](#)

[Childcare](#)

[Club Sports & Intramurals](#)

[Course Curriculum/Academic Catalog](#)

[Community Service](#)

[Counseling & Testing](#)

[Dean of Students](#)

[Degree Programs](#)

[Disability Services](#)

[Health Insurance](#)

[Housing & Residential Life](#)

[Immigration Status](#)

[Immigration Advising](#)

[Income Tax](#)

[Intensive English Program](#)

[IT Service Desk](#)

[Library](#)

[Office for Campus Diversity](#)

[Ombudsman](#)

[On-Campus Employment](#)

[Post Office](#)

[Recreational Sports](#) (Athletic Facilities)

[Student Athlete Academic Center](#)

[Student Health Services](#)

[Student Organizations](#)

[Student Rights & Responsibilities](#)

[Telephone Directory](#)

[Transcripts](#)

[Transportation Services](#)

[Tuition Information](#)

[ULink \(Student Portal\)](#)

[University Police](#)

[The Vermilion](#) (Student newspaper)

[Work Authorization \(OPT, CPT\)](#)

[YouTube Channel](#)

## Information for Graduate Students

[The Graduate School](#)

[Forms for Graduate Students](#)

[Funding Opportunities](#)

[Human Resources](#)

[Payroll](#)

## Information for Undergraduate Students

[Academic Success Center](#) (Academic Advising)

[Advance Credit & Placement](#)

[Office of the First-Year Experience](#)

[Office of Orientation](#)

[Undergraduate Admissions](#)

[Undergraduate Scholarships](#)

[Writing Center](#)

## Other Resources

[Information about Lafayette](#)

[Louisiana Office of Motor Vehicles](#)

[Social Security Administration](#)



Where/How to Pay:

**CREDIT CARD** (Visa, MasterCard, Discover, or American Express)

Online → Log into ULink portal → **Tuition & Aid** Tab → Click **View Your statement** or **Pay your bill**

**CASH, U.S. CHECK, CASHIER CHECK, MONEY ORDER (NO CREDIT CARDS)**

In Person → Pay with cash, U.S. check, cashier’s check or money order (NO CREDIT CARDS)

Student Cashiers Center – Student Union Room 135 (Please see online instructions for paying via Drop Box)

When to Pay:

Click here for deadlines.

**Failure to pay or establish payment plan by the date listed above will result in your classes being dropped.**

International Payments: UL has partnered with [Flywire](#) to offer an innovative and streamlined way to make a payment from your home country. Founded by a former international student, [Flywire's](#) mission is to save money for international students and their families that would otherwise be lost on bank fees/unfavorable foreign exchange rates.

The information below includes a summary and instructions. To begin the process, please visit <http://bursar.louisiana.edu/node/82>.

1.	Select your home country and the available payment options will be displayed.
2.	In most cases you'll be able to pay in your home currency, at <a href="#">Flywire</a> preferential exchange rates, which will translate into savings for you.
3.	After providing some basic information, you will send your home currency from your bank account (via phone or online) to <a href="#">Flywire</a> via the provided <a href="#">instruction</a> .
4.	<a href="#">Flywire</a> will then convert your currency to U.S. dollars and forward the U.S. dollar amount to UL, please allow 3 business days for it to be credited to your <a href="#">statement of accounts</a> .
5.	Through the <a href="#">Flywire</a> student dashboard you will be able to track where you payment is in the transfer process.
6.	You will receive an email confirmation when your payment is deposited into ULL's bank account.
7.	At any time, you will have a dedicated <a href="#">customer service</a> team reachable via chat, Skype, email and phone to answer any of your questions.

Payment Plan Information: After signing the online payment contract in ULink, students who enroll in the UL Lafayette payment plan must pay 25% of their tuition/fee bill + a \$50 processing fee by the initial deadline. The remaining payments will also be ¼ of the balance on the student’s account. The payment plan must be completed by established deadlines.

For more information, please visit <http://bursar.louisiana.edu/payment-options/payment-plan-option>.

**Sponsored Students:** Make sure to keep your financial guarantee valid in order to avoid tuition holds. Send updated financial guarantees to [oia@louisiana.edu](mailto:oia@louisiana.edu).



UNIVERSITY of  
LOUISIANA  
L A F A Y E T T E

# CAJUN CARD SERVICES



## **The Cajun Card is your ticket to life on campus!**

The Cajun Card functions as:

- ✦ Student ID card
- ✦ Meal plan card
- ✦ Copier card
- ✦ Building and parking access control
- ✦ Ticket to campus activities and events
- ✦ **Season ticket to all regular season home Ragin' Cajun athletic events**

### **Do you live on campus?**

If so, your Cajun Card is used as your dining card for your meal plan and declining balance as well as your access key to enter your residence hall.

With your Cajun card, you can also purchase:

- ✦ Food at food venues across campus
- ✦ Snacks and drinks at campus vending machines
- ✦ Supplies and books
- ✦ Select items off-campus

The Cajun Card is just like a debit card. Students can add money to the card and use it all across campus whenever needed. There are options available **to suit each student's needs.**

## **How do you put money on the Cajun Card?**

There are a few different ways to add Cajun Cash to your account.

1. Stop by the Cajun Card Services office on the 1<sup>st</sup> floor of the Student Union, Room 134.
2. Mail a check or money order to: Cajun Card Services P.O. Box 43615 Lafayette, LA 70504
3. Go to <http://cajuncard.louisiana.edu/node/23> for instructions on how to make a deposit.
4. Visit the **automatic deposit machine** on the 1<sup>st</sup> floor of Dupré Library to make a cash deposit.
5. Call our office at (337) 851-2273 to make a deposit over the phone.

# cul·ture shock

/ˈkəlCHər ,SHäk/

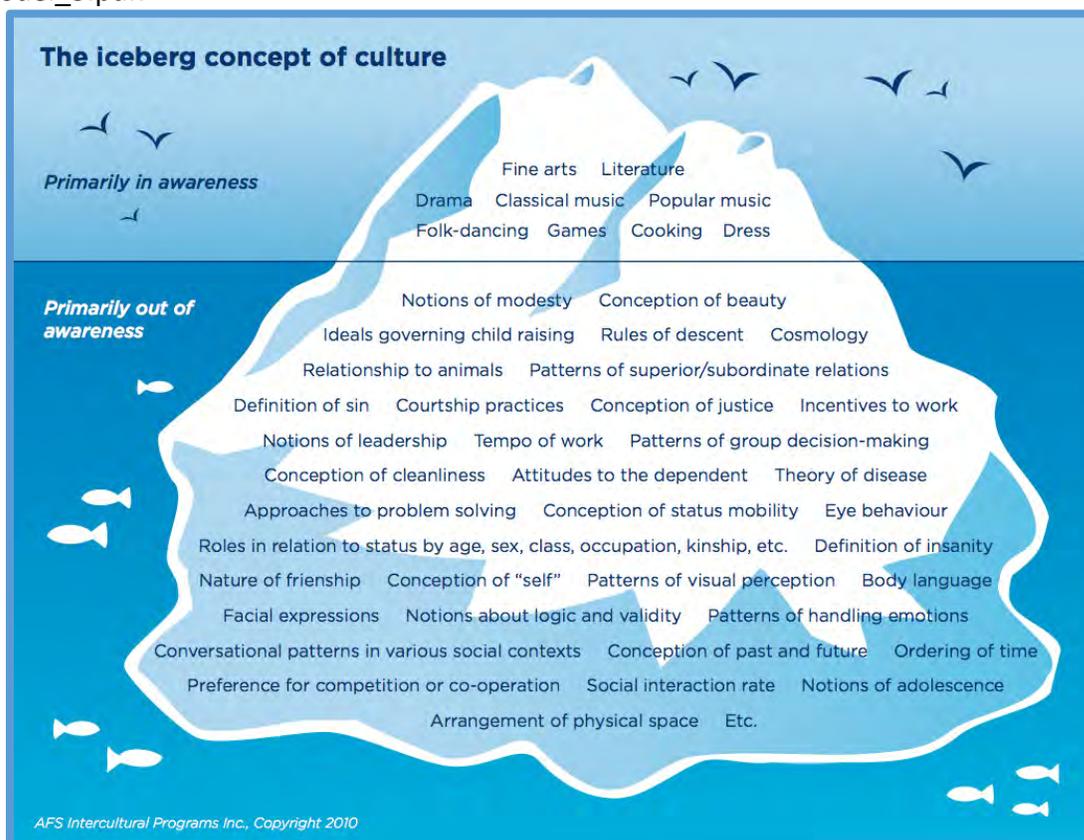
*noun*

the feeling of disorientation experienced by someone who is suddenly subjected to an unfamiliar culture, way of life, or set of attitudes.

## Why is culture like an iceberg?

“When we see an iceberg, the portion which is visible above water is, in reality, only a small piece of a much larger whole. Similarly, people often think of culture as the numerous observable characteristics of a group that we can see with our eyes, such as their food, dances, music, arts, or greeting rituals. Deep below the ‘water line’ are a culture’s core values. These are primarily learned ideas of what is good, right, desirable, and acceptable -- as well as what is bad, wrong, undesirable, and unacceptable. In many cases, different cultural groups share similar core values (such as "honesty", or "respect", or "family"), but these are often interpreted differently in different situations and incorporated in unique ways into our daily lives. It is also important to note that the core values of a culture do not change quickly or easily. They are passed on from generation to generation by numerous factors that surround us and influence us. So, like an iceberg, there are things that we can see and describe easily... but there are also many deeply rooted ideas that we can only understand by analyzing values, studying formative factors, and in many cases, reflecting on our own core values.”

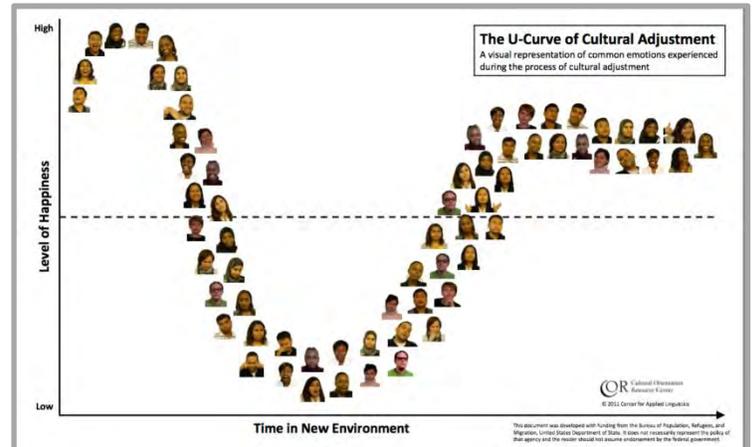
For more information, please visit [https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/125/iceberg\\_model\\_3.pdf](https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/125/iceberg_model_3.pdf).



## STAGES OF CULTURAL ADJUSTMENT

- STAGE 1: The Honeymoon (Euphoria/Excitement)  
 STAGE 2: Culture Shock (Irritability & Hostility)  
 STAGE 3: Gradual Adjustment, Humor & Perspective  
 STAGE 4: Feeling at Home (Adaptation & Biculturalism)

Oberg, Kalervo (1954)



## CULTURAL ADJUSTMENT STRATEGIES

### Personal Support: Ways of Thinking and Feeling

- ✿ Understand the stages of cultural adjustment.
- ✿ Analyze your situations and reactions; be flexible; tolerate ambiguity; expect things to be different.
- ✿ Be patient; don't try to understand everything immediately; identify what helps you manage stress.
- ✿ Identify ways of thinking positively; foster your sense of humor; don't take things too seriously; give yourself permission to fail.
- ✿ Investigate facts.

### Social Support

- ✿ Identify your sources of support (University staff, other international students, friends and family at home, academic advisors, etc.) and the types of support that each can best offer.
- ✿ Plan in advance how you will keep in contact with family and friends back home.
- ✿ Don't isolate yourself! Seek out friends and groups that share your interests and can facilitate your participation in social circles.

### Physical Support

- ✿ Eat in a healthy way and get plenty of rest.
- ✿ Identify any problems (e.g. binge eating, excessive consumption of alcohol) and make plans to manage them.
- ✿ Find safe and fun ways to exercise on a regular basis.
- ✿ Bring a sufficient supply of necessary medications from your home country.

As you embark upon your studies here at UL Lafayette, you may discover that the education system in the U.S. is different from your home country. Many new international students find that they need to adjust how they prepare and study for courses. Being immersed in a new environment can be overwhelming, but maintaining your grades should always be a top priority.

### **Important Tips for Studying in the U.S.**

- ✦ Attend every single class.
- ✦ Thoroughly read the syllabi for all of your classes. These documents outline course expectations and often list assignment due dates and exam dates. Take note of the 100 pt. grading scale used.
- ✦ Introduce yourself to all your professors. If you are having trouble with class, make an appointment to speak to your professor during his/her office hours (check your syllabus for more information).
- ✦ Prepare ahead of time and take excellent notes. If you are having difficulty taking notes, make a friend in class so that you can compare notes and get information that you may have missed.
- ✦ Allow sufficient time to complete assignments and study for exams.
- ✦ Surround yourself with focused individuals and develop study groups to help prepare for exams.
- ✦ Make sure to use all of the student services available at the Academic Success Center, Edith Garland Dupré Library, and Office of Disability Services (if applicable).
- ✦ Make sure to get enough sleep and eat well.
- ✦ Most importantly, believe in yourself! You can do it!

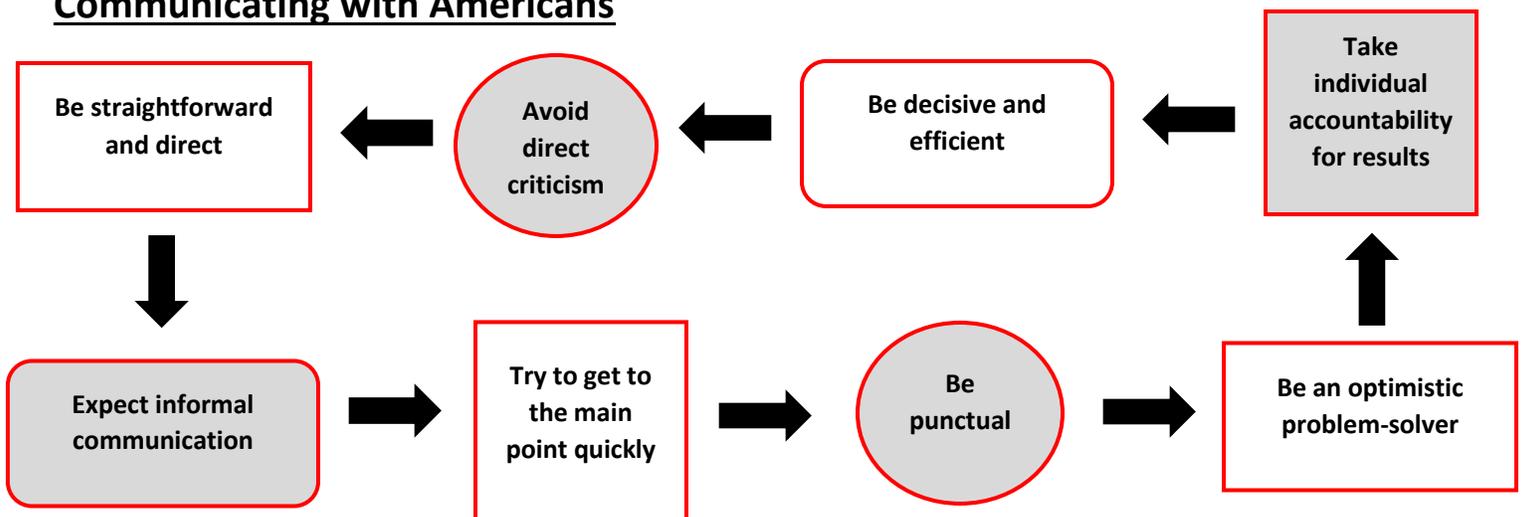
### **Keys to a Successful Academic Year:**

1. Don't be afraid to ask questions. Become familiar with college terms (e.g. bursar, academic probation, course numbers, credit hours, drop/add/withdrawal process, prerequisite, candidacy application, etc.) Carefully review the Academic Catalog and Student Handbook.
2. Be aware of important dates. (e.g. add/drop dates; last day to drop with a 'W', dead days, holidays)
3. Communicate with your instructors. Speak to them in a professional manner via email and in person.
4. While your college years are filled with freedom, you should always remember to make good choices. Making poor choices can easily lead to poor grades.
5. During your first few months on campus, make sure to check out all of the resources that are available to you. (e.g. Global Engagement, Academic Success Center, Rec Sports, Counseling & Testing, Student Health, Library Services, computer labs, and Career Services).
6. Know what is expected of you in each subject. Read each syllabus. Get to know all of your professors. Participate in study groups.
7. Develop and use effective methods of study. Create a study system that works for you; choose, use and evaluate recommended learning strategies. For good study habits early in the year.
8. **Get involved!** Students who participate in academic, social, and personal campus activities perform better academically.

## Communicating with Professors

1. Try to make an appointment with your professor or visit him/her during scheduled office hours.
2. If you make an appointment, arrive on time. Being on time is very important in the U.S.
3. Communicate clearly and effectively. Be direct but professional at all times. Address your professor by his/her appropriate title in person and in email communication.
4. Have a positive attitude. If you act defensively, your professor may not be inclined to assist you. Always remain calm and collected and avoid any emotional pleas. Be aware of your non-verbal communication as well.
5. Be prepared and organized. Formulate a plan before you speak to your professor so that you don't monopolize his/her time. Write down questions that you have and bring necessary documents (tests, syllabi, etc.) with you.
6. Be honest and don't make excuses. Professors hear excuses from students on a daily basis. If you are asking to extend a project deadline or appeal a grade, keep in mind that you should have a good reason for doing so. Make sure that your appeal is logical and truthful.
7. Don't negotiate. In the U.S., it is considered unethical and inappropriate to negotiate a grade with a professor. If you earn an unsatisfactory grade, politely ask your professor for suggestions on how to improve your grade.
8. Listen. When your professor is speaking, don't interrupt. He/she is the authority in the classroom and that authority should be respected. If you have to disagree, do so politely.
9. Be cognizant of cross-cultural communication barriers, which are frequently the cause of tension between students and their professors. Make an effort to understand your professor's point of view.
10. Always follow the 'chain of command.' The first step to address any problem in the classroom is always to speak with your professor directly. If the problem persists after you have spoken with your professor, make sure to follow the appropriate chain of command. You want to make sure that you have tried your very best to remedy the situation with your professor before you escalate the situation by speaking to his/her supervisor.

## Communicating with Americans





Homeland  
Security

# STUDY in the STATES

## Maintaining Your F-1 Status

<http://studyinthestates.dhs.gov/maintaining-your-status>

While studying in the United States, it is important to maintain your F-1 student status. Your status relates to the purpose, or reason for why you want to come to the United States. The U.S. [Department of State](#) issues you your visa based on your intended purpose.

If the Department of State issues you an F-1 student visa, this means that you are coming to the United States **to study**. You should not take any action that detracts from that purpose. Maintaining your status means:

- Fulfilling the purpose for why the Department of State issued you your visa; and
- Following the regulations associated with that purpose.

Below are actions to take in order to properly maintain your status.

### Arrival

When arriving to the United States, F-1 students must:

- Enter the United States **no more than 30 days** before your program of study begins.
- Immediately contact your **designated school official (DSO)** when you enter the United States.
- When you arrive at school, you need to report to school by the **orientation date** listed on your admission letter.

### Education

While studying in the United States, F-1 students must:

- **Attend and pass** all your classes. If you have academic or financial difficulties, **talk to your DSO immediately about your options**.
- You must take a **full course of study each term (12 hrs for undergraduate and 9 hours for graduate)**; if you cannot study full-time, contact your DSO immediately. Please realize that you may be told to leave the U.S. Students on F-1 visas are required to study full-time each semester.
- **If you do not enroll, you will not be allowed to remain in the U.S. on your F-1 visa.**
- If you believe that you will be unable to complete your program by the end date listed on your Form I-20, talk with your DSO about requesting a possible program extension. Your I-20 will not be extended until you are within 30 days of the end date listed.
- Online coursework – only 3 credit hours of online coursework can count toward your required hours for immigration.

**Your DSOs: Office of International Affairs, Division of Global Engagement**

Dr. Rose Honegger, Megan L. Miller, and Vinca Rampen-Duhon

(337) 482-6819

Student Union – Room 136

[ويا@louisiana.edu](mailto:ويا@louisiana.edu)

## Work and Practical Training for F Students

An F-1 student may only work when authorized by a DSO (for OPT and CPT) in some cases, and [U.S. Citizenship and Immigration Services \(USCIS\)](#) in others. OPT and CPT are only available once you are enrolled in a degree program. OPT is available only at the completion of a degree program and only once at each level of completion. CPT is available after a full-year of academic enrollment. OPT and CPT employment must be related to your major area of study. On campus employment is available to F-1 students, but only if you are enrolled in a degree program (undergraduate or graduate). If you choose to work without authorization from your DSO and/or USCIS, you will be in violation of your visa status and you may not be able to re-enter the United States at a later date.

## Upon Program Completion

As an F-1 student, you must take action to maintain legal status or depart the United States after completing your program of study.

**Once you complete your program of study and any authorized period of practical training, F-1 students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States.** If you wish to extend your stay in the United States, talk with your DSO as soon as you can to learn more about doing one of the following:

- [Transferring to another school](#)
- Changing your education level (e.g. bachelor's to master's)
- [Applying to change to another visa status](#) (e.g. H-1B-temporary worker; F-2 dependent of F-1, etc.) **Please note that you may not be allowed to take classes if you change your visa.** Documentation will need to be submitted to your DSO.
- Apply for permanent residency, asylum, etc. Documentation will need to be submitted to your DSO.

## Talk with your DSO first

If you are an F-1 student studying in the United States, your DSO should be the first person you talk to if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help.

As an F-1 student, you should speak with your DSO if you are planning to do any of the following:

- Change your major or program
- Change your education level
- Transfer to a new school
- Return to your home country permanently OR temporarily
- Travel outside the United States
- Move to a new address
- Request a program extension

Student Union – Room 136  
337-482-6819  
[oia@louisiana.edu](mailto:oia@louisiana.edu)



UNIVERSITY of  
**LOUISIANA**  
L A F A Y E T T E ®

**Office of  
International Affairs**

### **Understanding CPT (Curricular Practical Training):**

Curricular Practical Training (CPT) is a type of temporary work authorization issued by the Office of International Affairs that allows F-1 students to participate in off-campus employment that is “an integral part of an established curriculum” and is “directly related to the student’s major area of study.” The off-campus employment must either be required by the student’s degree program or the student must receive course credit for the internship. The employment/internship is defined as supervised employment of limited duration, with education and experience being its primary function.

### **Eligibility Requirements:**

- The student must be in valid F-1 status
- The student must have been lawfully enrolled on a full-time basis for one full academic year for two consecutive semesters. \*There is an exception to this requirement if the student’s program requires all students to participate in immediate off-campus employment during their first or second semester.
- The student will continue to be enrolled full-time for the semester in which they are applying for CPT
- The employment is “an integral part of an established curriculum”
- The employment is “directly related to the student’s major area of study”

### **Academic Requirements:**

CPT may be granted to a student if one of the following criteria are met:

- The student’s department requires all students in a particular major to participate in off-campus employment – Student must register in a CO-OP course through the Career Services office.
- The student is enrolled in a course for academic credit which requires a student to participate in off campus employment to receive a grade for that course – Students must be registered in the course prior to applying for CPT.
- The student has registered for a CO-OP course with the Career Services office. Registration in the course must be maintained throughout the semester.

### **Application Deadline:**

Students must apply for CPT within the deadlines listed by the Office of International Affairs for the semester in which the student is applying for CPT. Students can visit the Office of International Affairs website for CPT dates and application deadlines.

### **Work Authorization:**

In order to apply for CPT, students **must** have an employment offer. If a student is approved for CPT, they will be issued a new I-20 that will list their approved CPT employer information. This CPT I-20 is proof of the student’s employment eligibility; students will not have to apply for an Employment Authorization Document (EAD) with USCIS if approved for CPT.

Students can apply for either part-time CPT (20 hours or less per week) or full-time CPT (more than 20 hours per week).

To apply, students should submit a completed CPT application, which can be found on OIA’s website, along with an employment offer letter

## Who must file tax forms each year?

If you were physically in the U.S. in F or J status anytime between January 1 - December 31 in the current year you are obligated to send one form, Form 8843, to the U.S. tax agency IRS (Internal Revenue Service), even if you had no income. For each year, if you earn \$1 of US source income or greater, you may need to file a federal tax return with the IRS. Depending on your individual circumstances, you may also need to file a state tax return(s).

## Tax Filing Deadline:

April 15 is the last day for residents and non-residents who earned U.S. income to file Federal tax returns.

## Resident or Non-Resident for Federal Tax Purposes:

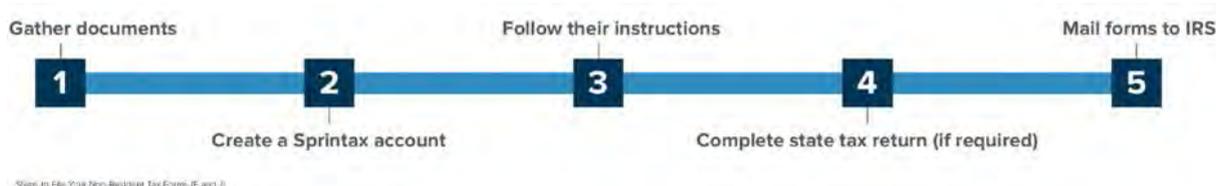
Generally, most international students & scholars who are on F, J, M or Q visas are considered non-residents for tax purposes. International undergraduate students on J1 & F1 visas are automatically considered non-resident for their first 5 calendar years in the US, whilst Scholars/Researchers on J visas are automatically considered non-residents for 2 out of the last 6 calendar years in the US. If you've been in the US for longer than the 5 or 2 year periods, the [Substantial Presence Test](#) will determine your tax residency.

## How to File:

We have teamed up with [Sprintax \(https://sprintax.com/louisiana-edu\)](https://sprintax.com/louisiana-edu) to provide you with easy-to-use tax preparation software designed for non-resident students and scholars in the U.S. We (and all other university staff) are not qualified or allowed to provide individual tax advice.

After you login to Sprintax, it will ask you a series of questions about the time you have spent in the United States and in which immigration status, looking back over a period of years. Sprintax will then determine your tax status. If it determines that you are a "nonresident alien" (NRA) for federal tax purposes, you can continue to use it to respond to a series of guided questions. Sprintax will complete and generate the forms you need to print, sign, and mail to the IRS (Internal Revenue Service). If it determines you are a resident alien for federal tax purposes, you won't be able to continue using the software, but can use TurboTax instead.

## Step by Step guide on How to File Your Non-Resident Tax Forms (F and J)



### 1) Gather the documents you may need for Sprintax

Document

Description

✓ Passport

✓ Visa/Immigration information, including form I-20 (F status) or form DS- 2019 (J status)

✓ Social Security Number or Individual Taxpayer Identification

This is not needed if you had no income and the 8843 is the only form you have to file.

**DISCLAIMER: The Division of Global Engagement, Office of International Affairs, and the University are NOT permitted to assist any student/scholar with any IRS tax form preparation or tax related questions. The information provided is intended for your benefit. Any questions or concerns should be directed to Sprintax, a certified tax preparer or a local IRS field office.**

✓*	W-2	This form reports your wage earnings if you worked. If you had more than one employer, you should get a W-2 from each employer. It is issued by the end of January for the previous year. Make sure all employers from last year have an up-to-date address for you.
✓*	1042-S	<p>This form is used to report:</p> <ol style="list-style-type: none"> <li>1. stipend, scholarship, fellowship income and travel grants (not tuition reduction or exemption)</li> <li>2. income covered by a tax treaty</li> <li>3. payment for other types of services (e.g. by the semester as a note-taker)</li> </ol> <p>If you received this type of income, the 1042-S will be mailed to you by March 15th by the payer.</p> <p><b>Note:</b> Only Nonresident Aliens receive this form. If your tax status changes to a Resident Alien you will not get a 1042-S. Login to Sprintax to check your tax status if you're not sure.</p>
✓	U.S. entry and exit dates for current and past visits to the U.S.	In addition to passport stamps, you can review or print your U.S.travel history <a href="#">here</a>
✓*	1099	This form reports miscellaneous income. Can be interest on bank accounts, stocks, bonds, dividends, earning through freelance employment
X	1098-T	This form is is NOT needed and can NOT be used for a nonresident tax return because NRAs are <b>not</b> eligible to claim education expense tax credits.

## 2) Create a Sprintax Account:

Visit <https://sprintax.com/louisiana-edu> to create. Use discount code (sent to you via your louisiana.edu in February of each year) to receive a discount on your federal tax return (1040NR). Open your new Sprintax account by creating a UserID and password or if you have an existing account on Sprintax you can log in using your existing credentials.

## 3) Follow the Sprintax Instructions

If you had No U.S. Income: Sprintax will generate a completed Form 8843 for you and each of your dependents (if you have any).

With U.S. Income: Sprintax will generate your "tax return documents", including either a 1040NR-EZ or a longer form 1040NR, depending on your circumstances.

## 4) (With U.S. income only) If required, complete your state tax return

After you finish your federal return, Sprintax will inform you if you need to complete a state tax return. If so, they will give you the option to use Sprintax for an individual fee. However, it is your choice to use them or to do the state tax return on your own.

**Mail your completed federal and/or state forms to IRS and/or state tax authorities** Remember to read the mailing instructions that Sprintax provides. If you have dependents, each one must mail their 8843 in a separate envelope.

## Need Sprintax Support?

Sprintax offers 24/7 Live Chat Help. You can also contact them through email at [hello@sprintax.com](mailto:hello@sprintax.com) or Call 1-866-601-5695.

## Sprintax Educational Tax Videos and Blog:

You also have access to the Sprintax YouTube account where there are a number of [educational videos](#) on nonresident taxes to provide further clarity on the subject of using Sprintax and nonresident tax. There is also a [Sprintax Blog](#) which go through tax related topics and be of use to you

## Applying for a Social Security Card

F-1 students can only apply for a Social Security Number if they have a graduate assistantship, fellowship or have on-campus employment with the University.

Students will need to bring the following documents to the Social Security Office to apply for a Social Security Number:

- Valid passport
- Valid I-20
- Most recent I-94 (Visit <https://i94.cbp.dhs.gov/I94/#/home> to download your I-94)
- Pictured document that is over one year old, such as a passport or birth certificate
- Letter of employment from your department (Please refer to the backside of this page for a template of the letter)
- Completed Social Security Application (Visit )

**New F-1 students must wait 48 hours (2 days) from the date of SEVIS registration before applying for a Social Security Number.** This is to allow the Social Security Office time to verify your F-1 status in their immigration database.

After applying, Social Security Cards will be issued in approximately 2 weeks. On the date a student applies for a Social Security Number, the Social Security Office will issue an application confirmation letter. Graduate students can bring this letter to their supervisor, which will allow them to begin work until the Social Security Card arrives.

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### Social Security Office

106 Corporate Boulevard  
Lafayette, LA 70508

Phone Number: (888) 619-4771  
Website: <https://www.ssa.gov/>

### Hours of Operation:

Monday – 9:00AM – 4:00PM  
Tuesday – 9:00AM – 4:00PM  
Wednesday – 9:00AM – 4:00PM  
Thursday – 9:00AM – 4:00PM  
Friday – 9:00AM – 4:00PM  
Saturday – Closed  
Sunday - Closed

# Social Security Letter Template for UL Lafayette F-1 International Students

## *Employment Letter Template*

**Instructions for hiring department:** All information listed below is required by the Social Security Administration in order for international students to apply for a Social Security number. This employment letter should be printed on original departmental letterhead.



(Date)

To Whom It May Concern:

This is evidence of on-campus employment for \_\_\_\_\_  
(Name of F-1 student)

Nature of student's job (e.g., library aide, research assistant, graduate assistant etc.):

\_\_\_\_\_

Start date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

### **Employer's contact information:**

\_\_\_\_\_  
72-6000820  
(Employer's Identification Number (EIN))

\_\_\_\_\_  
(Employer's Telephone Number)

\_\_\_\_\_  
(Student's Immediate Supervisor)

\_\_\_\_\_  
Employer's Signature (Original):

\_\_\_\_\_  
Signatory's Title

# Getting a Louisiana Driver's License

## F-1 and J-1 students must:

- Complete all driving test requirements (Click [here](#) for more information)
- Be in 'ACTIVE' SEVIS status for at least 48 hours (This means that you must have completed orientation and provided ALL immigration documents to the OIA so that we can register you in SEVIS and then wait 48 hours from the point of registration.)
- Have resided in the U.S. for a minimum of 10 calendar days
- Have a valid passport and visa
- Obtain a letter of support from the OIA

**NOTE:** Some Offices of Motor Vehicles also require a Social Security card OR Form SSA-L676 "Refusal to Process SSN Application from the Social Security Administration.

## Nearby Offices of Motor Vehicles

[Lafayette](#) – 3241 NW Evangeline Thruway Suite A, Lafayette, LA 70507

[Abbeville](#) – 112 Rue Centre, Abbeville, LA 70510

[Breaux Bridge](#) – 101 Berard Street Suite D, Breaux Bridge, LA 70517

[Opelousas](#) – 1638 Creswell Extension #3, Opelousas, LA 70570

Most Office of Motor Vehicle Offices are open Monday – Friday from 8am – 4pm. We recommend calling before to ensure that they are open. Be prepared to wait in line for at least 30 minutes. The cost of a driver's license varies from parish to parish, but it is usually \$30-\$40.

For more information, visit [www.expresslane.org](http://www.expresslane.org)



# Important Medical Information

Student Health Services (SHS) is an on-campus medical clinic for all UL Lafayette students. The Student Health Clinic on-campus is available to you when school is in session, but it is not open on the weekends or when school is not in session (holidays and breaks). Therefore, it is important to find a walk-in clinic near where you live. Also, the clinic may ask you to see a specific doctor for your illness, so the tips below will help you for off-campus medical care.

Making an appointment:

- Call the doctor's office. (Make sure that the doctor accepts your health insurance.)
- Arrange for a day and time to see the doctor.
- Find out where the office is located.
- Ask how much the visit will cost/ the insurance co-pay.

What to expect from your appointment

- You will have to wait to see the doctor – sometimes for up to a few hours. Bring something to do.
- The nurse will take care of the preliminary tests (weight, blood pressure, temperature, and questions).
- Men can be nurses in the U.S. and women can be doctors.
- Make sure to tell the doctor everything that you know about your medical problem. Be sure to ask questions!
- The doctor may prescribe some medication, send you to a lab for tests, or take some x-rays.

Obtaining Medicine

- The doctor may give you a written prescription (on a sheet of paper) to take to the pharmacy, but more commonly he/she will call in your prescription to the pharmacy of your choice. Make sure to tell the doctor the name and address of the pharmacy where you will be picking up the prescription.
- Make sure to show your health insurance card to the pharmacist because your medication may be paid for by your insurance. However, be prepared to pay for your medicine. Some medicines are expensive.

Walk-In Clinics

- These clinics are good for minor injuries that happen after normal business hours, weekends or holidays.
- 'Walk-In' means that you don't need an appointment.
- If you are bleeding, having trouble breathing or have another serious injury, go directly to the hospital. Walk-in clinics are only for minor injuries and illnesses.

Hospitals/Emergency Rooms

- Hospitals are only for emergencies and serious injuries since you may be required to stay overnight.
- Be advised that you may have to wait for a long time to be admitted to a hospital.
- Also, hospital/emergency room visits are very expensive and are not always paid for by insurance.

Please note that doctor and hospital visits in the U.S. will probably cost more money than in your country. Doctors usually require that patients pay for services at the time of their appointment. Make sure to keep all of your receipts. If you need to file a claim on your insurance or if you have questions about your insurance, contact Ms. Shelby Carriere in Student Health Services at (337) 482-6826 or [shs@louisiana.edu](mailto:shs@louisiana.edu).

# Treatment Options in Lafayette

As an F-1 international student, you have medical health insurance through **Wellfleet**.

It is important that you first visit the Student Health Services on-campus if you need to seek medical care.

Even with medical insurance through Wellfleet you should still be prepared to pay some portion of the cost of your medical care. While your insurance plan will typically cover the majority of expenses, you should still expect some costs.

When you get sick or injured, where you seek care is very important. The medical system in the U.S. is made up of a mixture of many different types of providers:

- Hospitals,
- Walk-In clinics,
- Urgent Care Centers
- Specialist Office

The best place to start if you need to seek medical care, is to visit the Student Health Services on-campus. Visiting the on-campus Saucier Wellness Center will allow you to seek medical care at a reduced cost and depending on your medical condition, the visit can even be free.

If you need to visit a medical center off-campus, it is important that you call the medical facility that you plan on visiting beforehand to assure they accept your medical insurance policy. **Your provider network under Wellfleet is Cigna PPO**. It is important that you visit a medical facility that falls within the Cigna PPO network. You can visit <https://www.cigna.com/> to search for medical facilities and doctor's offices within the Lafayette area that are covered under this network.

Stay out of the emergency room and start your medical care at a Student Health Services on-campus, a walk-in clinic or doctor's office covered under your network, whenever possible.

Emergency rooms in the U.S. are expensive and are designed for life threatening or very severe illnesses or injuries. If you have the flu, a sprain or a minor cut you can visit the Student Health Services for a fraction of the cost of an emergency room.

## **Local Hospitals that are in your network (Cigna PPO Network):**

### **Ochsner Lafayette General Medical Center**

2810 Ambassador Caffery Pkwy  
Lafayette, LA 70506

(337) 891-2949

### **Ochsner University Hospital and Clinics**

2390 W Congress Street  
Lafayette, LA 70506

(337) 261-6004

### **Lafayette Surgical Specialty Hospital**

1101 Kaliste Saloom Road  
Lafayette, LA 70508

(337) 769-4100

### **Our Lady of Lourdes Regional Medical**

4704 Ambassador Caffery Pkwy  
Lafayette, LA 70508

(337) 521-9500

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## **Local Walk-In Clinics that are in your network (Cigna PPO Network):**

### **Southstar Urgent Care**

3217 Johnston Street  
Lafayette, LA

(337) 399-0280

### **Lourdes After Hours**

1501 W. Pinhook Rd.  
Lafayette, LA 70508

(225) 239-7190

### **Acadiana Urgent Care**

2501 W. Pinhook Rd.  
Lafayette, LA 70508

(337) 269-0136

### **Priority Access Urgent Care**

2912 Johnston St.  
Lafayette, LA 70503

(337) 446-0555

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## **Local Specialty Physicians that are in you network (Cigna PPO Network):**

Click [here](#) to search for all medical providers in your network.

The screenshot shows the Cigna website's search interface. At the top left is the Cigna logo. To its right are navigation links: "Individuals and Families", "Medicare", "Employers and Brokers", "Health Care Providers", and "About Us". On the far right, there are two buttons: "Find a Doctor, Dentist, or Facility" and "Log in to myCigna". Below the navigation is a language selector showing "English" and "Español". The main search area has the heading "Find a Doctor, Dentist, or Facility in" followed by a search input field containing "Lafayette, LA". Below the search field are three buttons: "Doctor by Type" (with a doctor icon), "Doctor by Name" (with "Aa" icon), and "Health Facilities" (with a building icon).

# Student Health Services

Phone: (337) 482-1293 or (337) 482-6826 Fax: (337) 482-6428

E-mail: [shs@louisiana.edu](mailto:shs@louisiana.edu)

For a comprehensive list of services, visit our website: <http://studenthealth.louisiana.edu>

**The Saucier Wellness Center is located in O.K. Allen Hall at 220 Hebrard Boulevard.**



## GENERAL INFORMATION

- UL Lafayette Student Health Services (SHS) strives to provide quality, accessible, cost sensitive, primary medical care and active health promotion to the students within the campus community.
- The SHS follows the University hours of operations throughout the year.
- Doctor's hours vary and appointments are required.
- SHS sees patients by appointment only. Call 337-482-1293 to schedule an appointment.
  - Patients are seen in order of seriousness of condition.
  - If you have any insurance coverage, please bring your proof of insurance coverage.
- In case of an emergency when the clinic is closed, please seek care at a local emergency room or contact the University Police at (337) 482-6447.

## SERVICES AND POLICIES

- Eligibility includes all registered UL Lafayette students who have been assessed a membership through the student fees at registration. All registered UL Lafayette students on non-immigrant visas are eligible for insurance coverage.
- Membership services include assessments for any illness, minor injuries, general physicals, and agreed management of any chronic stable medical illness.
- Services that are additional costs include laboratory work, office procedures, gynecological tests, IV therapy, and prescriptions filled in our small in-house pharmacy.
- Chronic medical problems: Students with chronic unstable medical illnesses should have a personal doctor outside of the SHS. SHS will work together with the doctor to assist with medical procedures.

**Services not offered** include dental care, obstetrical care, and care of injuries sustained as a result of an auto accident or work-related accident. X-rays can be obtained off-campus by several different providers. Serious illness or injuries may be referred to a specialist or medical facility in the area for management. The SHS staff will assist with these arrangements, but will not provide transportation.

**PRESCRIPTIONS:** Medications prescribed by an SHS doctor may be filled in our small-in house pharmacy, which is very cost sensitive and convenient. Prescriptions may also be filled at any pharmacy of your choice.

## INTERNATIONAL STUDENTS – (F-1/J-1)

- Are required to have insurance coverage either through the University's plan or through an individual plan meeting the minimum requirements for health insurance coverage. **Please note that travel insurance does not provide adequate health insurance coverage.**
- Insurance Vendor: **Wellfleet**. Please visit their website at <https://wellfleetstudent.com/> to learn about the benefits of your plan and download and print your insurance card.
- Claim forms must be completed and submitted for each service used.
- Fee is assessed upon registration for each semester.
- Dependent coverage is not currently available through Wellfleet. Students should review policies through other providers (i.e. *International Student Insurance*) to purchase insurance coverage for dependents.
- If you do not plan to attend UL for the summer, but will remain in the U.S., please follow the directions emailed to you from the OIA to add insurance coverage for the Summer. (You must have been enrolled for the previous Spring semester to qualify.) **If you go to doctor and do not have insurance, you will have to pay for all charges accrued.**



## The University of Louisiana at Lafayette Counseling & Testing Center

### Services

Counseling & Testing provides professional counseling services for students and University employees FREE of charge. These services include:

- personal counseling for students, faculty, and staff (i.e., crisis intervention, short-term counseling for individuals, couples, and groups),
- responding to requests from individuals, campus groups or departments who need information, advice, or customized programming on timely issues, and
- information provided for nationally standardized tests and administration of tests.

### Location

O.K. Allen Hall/Saucier Wellness Center Room 119

Office Hours: Monday-Thursday 7:30A - 5:00P; Friday 7:30A-12:30P

Phone: (337) 482-6480

Emergencies: Contact University Police (337-482-6447)

Please visit our website, <http://counselingandtesting.louisiana.edu/> or stop by the Center for additional information. The following is a list of informational topics that can be found on our website at <https://counselingandtesting.louisiana.edu/content/counseling/topics-interest>

Alcohol and Drug Policy

Assertiveness

Sexual Orientation

Time Management

ADHD

Natural High 5-K Run

Anxiety

Depression

Stress

Study Skills

Anger

Counseling

Eating Disorders

Family/Childhood Issues

Grief

Relationships

Impulse Control

Sexual Assault

Brian P. Frederick, PhD, Director

Kristy D. Fusilier, PhD, LPC-S, Assistant Director

Lorraine Hebert-Palmer, MS, LPC-S, Counselor

Ashley Reed, MA, PLPC, Counselor

Jordan Mckendall, MS, PLPC, Counselor

Mariam "Reem" Abdo-Pitre, MS, PLPC, Counselor/Testing Supervisor

Beverly Craig, Administrative Assistant

## **SEXUAL HARASSMENT**

### **WHAT IS SEXUAL HARASSMENT:**

Unwanted and unwelcome sexual advances, demands for sexual favors, and other verbal or physical behaviors with a sexual connotation are considered sexual harassment when:

- Submission to such behavior is made either implicitly or explicitly a condition of a person's employment, academic achievement, or living circumstances;
- Submission to or rejection of such behavior by a person constitutes the basis for employment or academic decisions affecting that person;
- Such behavior has the purpose or effect of substantially interfering with work, academic performance, or living conditions by creating an intimidating, hostile or offensive environment.

### **WHAT ARE THE TYPES OF SEXUAL HARASSMENT:**

#### **GENDER HARASSMENT**

- Generalized sexist statements
- Behavior that convey degrading or insulting attitudes about women

#### **SEDUCTIVE BEHAVIOR**

- Sexual advances that are unwanted, inappropriate and offensive
- Examples include repeated unwelcome sexual invitations

#### **SEXUAL BRIBERY**

- Solicitation of sexual activity or other sex-linked behavior by promising a reward
- Such propositions are either overt or subtle

#### **SEXUAL COERCION**

- Coercion of sexual activity or other sex-linked behavior by threat of punishment
- Examples include withholding promotion, threat of termination

#### **SEXUAL IMPOSITION**

- Gross sexual imposition such as forceful touching or grabbing
- Sexual assault or rape

Gender harassment is by far the most common type followed by seductive behavior where 99% of sexual harassment victims are female.

#### **PHYSIOLOGICAL SIGNS OF SEXUAL HARASSMENT**

- Fatigue
- Headaches
- Gastrointestinal problems
- Skin disorders
- Weight change
- Sleep disturbances
- Panic reactions, phobias
- Sexual problems

## **PSYCHOLOGICAL REACTIONS TO SEXUAL HARASSMENT**

- Feelings of powerlessness, confusion
- Shock, denial, fear, frustration, feelings of betrayal, anger
- Shame, guilt, self-blame, low self-esteem
- Isolation, anxiety, depression

## **CAREER-RELATED EFFECTS OF SEXUAL HARASSMENT**

- Drop in academic or job performance because of stress
- Decreased work satisfaction
- Unfavorable evaluations
- Withdrawal from school or work, absenteeism
- Loss of job or promotion
- Change in career direction

## **WHAT CAN YOU DO IF YOU ARE HARASSED?**

Research has shown that harassers generally will not stop on their own, so ignoring the behavior is ineffective. The most important rule is **DO NOT BLAME YOURSELF**.

*Some effective strategies are:*

- Be direct and say **NO** to the harasser
- Write a letter to the harasser, send it by certified mail, and keep a copy
- Keep a detailed record of what happened and when
- Tell someone because speaking up can be helpful in finding support and preventing others from being victims.
- Find out who is responsible for dealing with sexual harassment cases in your organization. It is your organization's responsibility to provide you with help, support and advice.
- Consult with a psychologist or other mental health professionals if you are experiencing severe psychological symptoms

## **PLEASE NOTE: YOU CAN GET HELP**

If you are concerned about someone that is presenting these symptoms or behaviors, be aware that many facilities and counselors are available to help individuals deal with sexual harassment. If you are a University of Louisiana at Lafayette student seeking help with sexual harassment, please contact the Counseling and Testing center at 337 482-6480 for more information. The center offers unlimited confidential sessions free or charge to all university students and staff.

## **SEXUAL ASSAULT**

### **What is Sexual Assault?**

Sexual violence is any act (verbal and/or physical), which breaks a person's trust and/or safety and is sexual in nature. The term "**sexual violence**" includes: rape, date/acquaintance rape, incest, child sexual assault, ritual abuse, marital or partner rape, sexual harassment, exposure, and voyeurism. Sexual assaults are acts of violence where sex is used as the weapon.

Victims/survivors of sexual violence are forced, coerced and/or manipulated to participate in unwanted sexual activity.

Sexual assault on college and university campuses is occurring at an alarming rate. The majority of these are date/acquaintance rapes perpetrated against women by men. Alcohol and drugs as well as gendered communication may be factors in sexual assaults. Regardless, it is **NEVER** the victim/survivor's fault no matter what she wore, where she was, whether or not she fought back, or whether or not she and/or the perpetrator were drinking.

### **If you have been raped, you may be feeling:**

- A variety of strong emotions—fear, anxiety, depression, guilt, disorientation, powerlessness, shame, shock, disbelief, embarrassment, denial, anger;
- A number of physical problems—sleep disturbances, nausea, stomach problems, change in eating habits, nightmares;
- Confused and alone, wondering if and how you should tell your family and friends;
- Even though the rape occurred a while ago, you would now like to talk to someone about what happened.

Whatever your feelings, there are support services available to help you.

### **What to do if you have been sexually assaulted:**

- Go to a safe place as soon as you can.
- Call someone you trust to be with you, like a rape crisis counselor, friend or parent.
- Call the local or campus police or simply dial 911.
- Don't shower, bathe, or douche after the attack.
- Preserve forensic, physical, & electronic evidence.
- Seek care at a hospital. Take a change of clothing with you if you go.
- Consider filing charges against your attacker.

### **Preserve any evidence.**

Evidence of sexual assault, dating violence, domestic violence, or stalking should be preserved as soon as possible, even if you are unsure about reporting to the University or filing criminal charges. Preservation of evidence is essential for both law enforcement and campus disciplinary investigations.

Write down, or have a friend write down, everything you can remember about the incident, including a physical description of the assailant. You should attempt to do this even if you are unsure about reporting the incident in the future.

## **Forensic Evidence**

If you choose to report the assault and pursue legal options, a prompt forensic examination can be crucial.

### ***Steps to Preserve Forensic Evidence***

- Avoid drinking, bathing, showering, brushing your teeth, using mouthwash, or combing your hair.
- Do not change clothes. If you have already changed your clothes, place your clothing and other items (sheets, blankets) in a brown paper bag (a plastic bag may destroy evidence).
- Go to a hospital emergency department, such as DHMC, which has the capability to provide a Sexual Assault Forensic Exam (SAFE or "rape kit") and medical care for victims of sexual assault and intimate partner violence. A [Sexual Assault Nurse Examiner \(SANE\)](#), a healthcare provider trained to provide comprehensive care for a victim, can collect forensic evidence.
  - A SAFE (rape kit) can only be completed within 5 days of the assault. You have the right to refuse the entire exam or any part of it at any time. You may also decide to complete a forensic exam anonymously.
  - By Louisiana law, evidence collection expenses are covered at no cost to you.
- If you suspect that you are the victim of a drug-facilitated sexual assault, ask the hospital or clinic where you receive medical care to take a urine sample. Drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood. Rohypnol stays in the body for several hours, and can be detected in the urine up to 72 hours after taking it. GHB leaves the body in 12 hours.

### ***Consider bringing someone to the hospital with you for support.***

- The hospital automatically calls a WISE advocate to be available any time someone comes in for a SAFE. You can decide whether or not you want to speak with the advocate. The advocate is a confidential resource who is not affiliated with the College. They can provide you with confidential support and talk with you about your options.

***If you need a ride to or from the hospital, University Police will escort you 24/7 at no charge. Contact ULPD at [\(337\) 482 6447](tel:3374826447).***

- You do not have to specify the details of why you need to go to the hospital to the Police officer.

## **Physical Evidence**

Physical evidence should be preserved even if you choose not to go to the hospital for a forensic exam. Save all of the clothing you were wearing at the time of the assault. Put each item in a separate paper bag (do not use plastic bags). Save all bedding (blankets, sheets) and put each in a separate paper bag. Take photographs of any visible physical injuries (bruising, scratches) for use as evidence. If you report to law enforcement, they may want to take their own photos as evidence.

## **Electronic Evidence**

Evidence such as texts, emails, Facebook posts, chats, pictures, videos or other forms of electronic communication can be helpful in a college or criminal investigation. Download, save to a .pdf, take screen shots, or use other methods to preserve electronic evidence.

## **Report the incident.**

You may choose to report the incident to the Police Department where the incident took place, and/or to University Police (ULPD). The Title IX Coordinator can also receive a report.

If you are unsure as to whether or not you want to report the incident, you can talk with a University Police officer about 'hypotheticals' to find out more information. You can have a University staff member, or someone else with you during this process.

*If you are under 21 and were under the influence of alcohol or other drugs at the time of the assault you will NOT be charged for using by University Police Department or The University of Louisiana at Lafayette .Sexual assault is a crime in all 50 states. Whether or not you were under the influence of alcohol or other drugs at the time of the incident, does NOT make it your fault. No one has the right to touch you without your consent.*

## **What to do if you know someone who has been sexually assaulted:**

If you know someone who has been a victim of rape, you may notice that the person seems to act differently—withdrawn, afraid, or unsure. You may feel angry or upset. What can you do?

- Listen. A good counselor or friend knows how to listen and not speak. Concentrate your energy and attention on their feelings, not your own.
- Try not to judge: “If I had been in your situation, I would have....” “Why did you go in there?”
- Avoid “fixing” your friend. Help your friend make a list of options, and let her or him decide what to do (even if you don’t agree with it).
- Don’t rush the healing process just to make yourself more comfortable. People need time to heal. Be patient.
- Encourage your friend to seek help from a counselor where the services are professional, confidential and free (i.e., UL Counseling and Testing Center, Rape Crisis Line 337 233-7273). As a loved one of a rape survivor, you may also desire counseling and advice.

# Characteristics of American Culture

## **GENERAL INFORMATION**

1. Americans come in all colors, have all types of religions, and speak many different languages.
2. Americans are extremely independent, individualistic, and like to be different from each other.
3. Honesty and frankness are more important to most Americans than 'saving face.' Americans are quick to get to the point and may not spend as much time on polite social talk. However, Americans typically avoid talking about the following subjects with new acquaintances: religion, age, money, politics, weight, and clothing size.
4. Time is very important to Americans. Never be late to classes, employment interviews, and parties. If you cannot be on time, it is important to call ahead to let the other person know.
5. Americans place high value on achievement and success, which means they tend to be very competitive, but they also value teamwork (working with others towards a common goal).
6. Most Americans shower/bathe and use deodorant daily. Hygiene is very important in the U.S.
7. Emergency rooms in the U.S. are for very serious injuries only because going to the emergency room is very expensive. For minor injuries, go to a walk-in clinic.
8. In the U.S., copying words from a book, a friend, or the Internet is called 'plagiarism.' Plagiarism is considered cheating and can cause you to get into serious academic trouble.

## **FAMILY LIFE**

9. In the U.S., the family unit is smaller than in other countries. It consists of parents and children, mostly.
10. Most Americans do not have housekeepers. Housework is typically shared between men and women in the U.S. as most American women work.
11. Many Americans hire 'babysitters' to take care of their children when they are at work.
12. Americans admire youth and often work past age 65. Once they do retire, many older Americans prefer to live in retirement homes for independent living rather than living with their adult children.

## **LAWS**

13. Littering (throwing garbage on the street), graffiti (writing on walls) and loitering (standing around in forbidden areas) are against the law and are punishable by a fine or jail.
14. Discriminating against or making an insulting statement about someone else's religion or ethnicity is against the law and could be punishable.
15. Older people or people who have disabilities have special rights in the U.S.
16. Domestic violence is against the law. It is illegal to hit anyone – a spouse, a parent, a child or a pet.

# Characteristics of American Culture

17. To purchase cigarettes, a person must be over the age of 18 and over the age of 21 to purchase alcohol.
18. Pedestrians (people who walk from place to place) must cross at a cross walk. Crossing in the middle of the road (jaywalking) is against the law.
19. If a police car is following you with its lights on, you must drive to the shoulder of the road and stop, but stay inside of the car. Always make sure to have your driver's license, registration, and proof of insurance with you in the car. And, never argue with or offer money to a police officer.

## **SOCIAL CUSTOMS**

20. Eye contact is important to Americans. American greetings consist of smiles, eye contact, waves, or shaking hands. Americans are extremely informal and call most people by their first name or nickname.
21. Americans need a lot of "elbow room," which means they like personal space around them. Americans don't push or stand too close to anyone in line. They wait their turn.
22. When Americans put their hands on their hips, they are usually relaxed. When they fold their arms tightly across their chests, they are angry or very serious (or cold).
23. It is considered rude to talk loudly on a cell phone in a public place. When conducting business transactions, cell phones should not be used.
24. Usually, when friends meet at a restaurant they each pay their share of the bill or split the bill in half. This is called 'Going Dutch.' When the service is good, tipping is expected to be 15-20% of the bill.
25. If you are invited to an American party, do not bring your friends or family members without first asking permission. Also, (unlike in other cultures) Americans open presents and cards in front of people.
26. At an American funeral, it is not normal to make loud sad sounds. Americans try to keep strong emotions inside.
27. In the U.S., it is common to make nice remarks about other people's children, but it is not okay to touch a child (or try to hold a child) without the parent's permission.
28. Make sure to dress appropriately when going to weddings, funerals, and job interviews.

## **RELATIONSHIPS**

29. Men should not make any 'sexist' remarks to or about women. In the U.S., men and women are considered equal. It is acceptable for both men and women to ask each other out on dates.
30. Some Americans hug a lot. It is okay for women and men to hug even if they are not close friends, but Americans are careful and tend to meet new friends in public places before they give out their addresses.
31. It is normal for American women to have male friends and for males to have female friends. It is not uncommon for men and women to live together as friends or to live together before getting married.

# U.S. TO METRIC CONVERSION TABLES

## LIQUID EQUIVALENTS

1 cup = 8 ounces (oz.)  
 1 pint = 2 cups = .473 liters  
 1 quart = 4 cups = 2 pints = .946 liters  
 1.057 quarts = 1 liter  
 1 gallon = 4 quarts = 3.857 liters

Liters	Quarts	Gallons
1	1.06	.26
5	5.28	1.32
10	10.57	2.64

## WEIGHT EQUIVALENTS

1 ounce (oz.) = 0.23875 kilograms  
 1 pound (lb.) = 16 oz. = .454 kilograms  
 1 ton = 2,000 pounds

Kilograms	Pounds
½	1.1
1	2.2
5	11
10	22.05

## DISTANCE EQUIVALENTS

1 inch (1 in. or 1") = 2.54 centimeters  
 1 foot (1 ft. or 1') = 12 inches = 30.48 cm  
 1 yard (1 yd.) = 3 feet = 3.36 in. = 91.44 cm  
 39.4 inches = 1 meter  
 1 mile = 5,280 feet = 1.609 kilometers

To convert miles to kilometers x by 1.6  
 5 miles = 8.045 km  
 50 miles = 80.45 km  
 100 miles = 160.9 km  
 1,000 miles = 1,609 km

Km	Miles	Meters	Ft
1	.6	1	3.3
5	3.1	5	16.4
10	6.2	10	32.8

1 acre = 43,560 square feet or .405 hectares  
 1 square mile = 259 hectares

## FAHRENHEIT/CENTIGRADE

Fahrenheit	Centigrade
104.0	40
100.4	38
96.8	36
93.2	34
89.6	32
86.0	30
82.4	28
78.8	26
75.2	24
71.6	22
68.0	20
64.4	18
62.6	17
59.0	15
55.4	13
51.8	11
48.2	9
44.6	7
41.0	5
37.4	3
33.8	1
30.2	-1
26.6	-3
23.0	-5



UNIVERSITY of  
**LOUISIANA**  
L A F A Y E T T E

**Division of  
Global Engagement**

*We are here for you!*

[goglobal.louisiana.edu](http://goglobal.louisiana.edu)  
[globalengagement@louisiana.edu](mailto:globalengagement@louisiana.edu)  
337-482-6819



**Rose**



**Gabriel**



**Megan**



**Vinca**



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