

Valdosta State University

International Student Handbook



Created by the Center for International Programs for VSU
student use only
Last updated 07/2018

International Student Handbook

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I. WELCOME TO VALDOSTA STATE UNIVERSITY

Dear student,

We are excited to have you here at Valdosta State University! This handbook, along with the VSU [Undergraduate](#) or [Graduate](#) Catalog, [Student Handbook](#), will help answer most of your questions about life at Valdosta State. If you have other questions not answered in any of these publications, please contact the Center for International Programs and we will gladly assist you.

We have included a copy of the campus map with your welcome packet, but you can always access a copy of the campus map on the VSU website.

Note:

For the sake of differentiating between the two types of student visa that this handbook is designed for, please note the following:

- All international students that are studying in the US with an F-1 visa will be referred to in this handbook as F-1 students, while international students studying with a J-1 visa will be referred to as exchange students.

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II. SETTLING IN VALDOSTA

I. GETTING YOUR VSU ID

Your first step when you arrive at VSU should be to get your VSU ID at the 1-Card Office. Your VSU ID is your key to a lot of services and benefits that are available to VSU students only, like getting into your residence hall, using your meal plan to eat at the dining hall, etc.

II. CHECKING INTO YOUR RESIDENCE HALL

After getting your VSU ID card (1Card), you will need to head to the Housing Office located at Hopper Hall. The Student Mail Office and the Hopper Dining Hall are also located next to the Housing Office.

III. FINDING AND MOVING INTO OFF-CAMPUS HOUSING

If it's your first time in the US, you probably do not have a social security number which is required to be able to rent most apartments and houses. However, if you are not admitted as a freshman college student, would like to live off-campus, there are nearby apartment complexes around VSU that will accept other documents instead of a social security number. Please make sure that you read the whole lease agreement (leasing contract) and that you understand the terms of the lease agreement you are agreeing to. Do not sign anything that you do not fully understand! More on Off-Campus Housing can be found on page - 48 -.

IV. VSU WIRELESS

All students are welcome to use the internet connection on-campus. To connect to the internet via VSU's wireless network, please follow the steps for your device located here:

<https://www.valdosta.edu/administration/it/infrastructure/network/wireless.php> . If you live on-campus and would like to connect your devices to the network, please see the IT Helpdesk's guides or request assistance by visiting the IT Helpdesk in Odum Library.

V. ORIENTATION AND CLASS REGISTRATION

F-1

New international undergraduate students will be advised and assisted in registering for their classes in their first semester after completing the VSU online orientation session for international students, while new international graduate students will have to contact their program directors to get advised and have their registration flags lifted. Students will have to remember to contact their academic advisors before each registration period for advising. Students who have not been advised will have a registration hold on their accounts.

J-1

Exchange students will have to schedule an appointment with Ms. Irina McClellan to get assistance in registering for their classes.

VI. HEALTH INSURANCE AND HEALTH CARE IN THE US

All international students are required by federal law to have health insurance for the duration of their studies in the US.

Students sponsored by a third party (ex. Saudi Arabian Cultural Mission) that are also provided health insurance coverage must provide proof of the insurance plan, with benefits meeting at least the minimum benefits required by the University System of Georgia (USG) for all international students at the start of the Fall and Spring semesters.

All students that have a health insurance plan through their sponsors (ex. IIE, SACM), must remember to waive their enrollment in the VSU Student Health Insurance Plan every August and January. *Students sponsored by the Saudi Arabian Cultural Mission (SACM) need to remember to waive their participation in the United Healthcare insurance plan by January and August of each year.*

All students that are required to enroll in the Student Health Insurance Plan provided by United Healthcare through VSU must remember to enroll their benefits during the enrollment period to get access to their insurance cards earlier. Students can get an electronic copy of their insurance cards through the United Health Care Student Resource Center: <http://www.uhcsr.com/valdosta>.

Minimum Health Insurance Requirements

International Students in the F-1 and J-1 student or scholar statuses must have a minimum of the following benefits:

- Both accident and sickness coverage
- Minimum benefit **\$250,000** per policy year**
- A deductible of **\$500** or less and/or co-pay per individual, per year*
- In-patient and outpatient, mental and nervous disorder benefits
- Prescription Drug Coverage
- Pay benefits worldwide
- Medical evacuation to one's home country and family reunification of not less than **\$50,000***
- Provision for repatriation of remains of not less than **\$25,000***
- All Georgia mandated requirements+

*Federal Standards required for International Students

+Georgia mandates coverage for the following benefits to be paid as any other Sickness:

Mammography, PAP Smears, Prostate Specific Antigen (PSA) Tests, Chlamydia Screening, Mastectomy, Bone Mass Measurement, Colorectal Cancer Screening, Dental Anesthesia, Diabetes, Surveillance Tests for Ovarian Cancer, Telemedicine, Drug Treatment of Children's Cancer, Bone Marrow Transplants, Postpartum Care, and Mental Illness.

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Urgent Care (Walk-In Clinics) vs. Emergency Room

You may be used to going to the hospital every time you have a medical condition or if you do not feel well.

In the US, that trip to the emergency room/hospital may cost you a lot of money, if it not a life-threatening emergency. But what is Urgent Care and when should you go to them?

Remember that as a VSU student you are eligible to visit the Student Health Center (and you **must** visit the Student Health Center first if you are enrolled in the school-sponsored health insurance plan and the Student Health Center is open). This can help cut costs down:

You should go to an Urgent Care or Walk-In clinic if your symptoms are the following:	You should go to an Emergency Room or call 911 if you feel the following symptoms or have been in the following events:
Cold or flu symptoms Sore throats UTIs Viral illnesses Cuts, bruises and burns Ear and eye infections Strains and sprains Dehydration Respiratory infections Rashes Minor fractures	Chest pain Unexplained loss of consciousness Severe abdominal pain Coughing up or vomiting blood Difficulty breathing or shortness of breath Sudden dizziness, weakness or loss of coordination or balance Sudden blurred vision Seizures Sudden, severe headache Head trauma with loss of consciousness Numbness in the face, arm or leg Deep cuts or bleeding that won't stop Severe burns Spinal Cord Injury Closed Head Injury Been in a car accident or accident involving a car Fallen from a height greater than 10 feet

List of Walk-In (Urgent Care) Clinics in Valdosta:

Valdosta Family Medicine

ADDRESS 2412 N Oak Street,
Valdosta, GA 31602

PHONE (229) 244 - 1400

HOURS

Monday – Friday 8:00 AM – 7:00 PM

Saturday 9:00 AM – 4:00 PM

Sunday 1:00 PM – 4:00 PM

AppleCare Valdosta

ADDRESS 3200 N Ashley St,
Valdosta, GA 31602

PHONE (229)671 - 9100

HOURS

Monday – Friday 7:30 AM – 7:30 PM

Saturday 8:30 AM – 5:00 PM

Sunday 10:00 AM - 4:00 PM

Healthsource Medical Clinic

ADDRESS 1609 Norman Drive,
Valdosta, GA 31601

PHONE (229)245 - 1004

HOURS

Monday – Friday 9:00 AM – 7:00 PM

Saturday 9:00 AM – 3:00 PM

Parrott Medical Clinic

ADDRESS 804 Northwood Park Drive,
Valdosta, GA 31602

PHONE (229)249 - 7888

HOURS

Monday/ Tuesday 8:00 AM – 6:30 PM

Wednesday 8:00 AM – 2:30 M

Thursday / Friday 8:00 AM – 6:30 PM

Saturday 9:00 AM – 3:00 PM

FREQUENTLY ASKED QUESTIONS

• What do you need to bring when visiting the Student Health Center, an Urgent Care Clinic, or the Hospital?

Always have your health insurance information ready when you visit a doctor or clinic. They will still see you, but it will help the insurance process afterwards.

• I went to the emergency room at South Georgia Medical Center, I don't understand why I have more than 2 bills from the hospital!

You will have at least more than 1 bill. One will be from the hospital for the use of the facility and any tests that they had to perform, and the second for the physician that attended to you, and any bills after that will be for any medical specialists (ex. Anesthesiologist).

Excerpt from the SGMC.org website:

“Associated Expenses

You will receive additional bills from physicians who helped with your care while you were a patient at the Medical Center. Just like your primary care physician, the radiologist, pathologist, and anesthesiologist are not employees of the Medical Center. Thus, a separate bill will follow for their consultation services. You may have met them during the course of your treatment, but even if you did not, their services were requested and used by your physician. Please contact

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their offices directly if you have any questions regarding their bill. To assist you, we have listed the most frequently requested numbers below:

Radiology Associates of Valdosta, P.C.	229-333-9729
South Georgia Radiology Consultants, P.C.	1-800-774-4575 ext. 412
South Georgia Pathologists, P.C.	229-245-0447
Valdosta Anesthesia Associates, P.C.	229-244-6852..."

If you did not have your insurance information submitted when you went to the emergency room, you will have to call the hospital to submit your insurance information as soon as possible, so they can forward your medical expenses to the insurance company.

They may send you an initial bill before your insurance claim was processed, and then another one after your insurance claim is processed. The balance due on the bill after the insurance claim has been processed will be what you will have to pay to the hospital and doctors.

• I thought I had health insurance! Why do I still have to pay?

Health insurance in the US is used to reduce the medical expenses that you have to pay, as health care in the US is not cheap. Some services like physical exams are available at the Student Health Center at a lower cost to you (maybe even free!).

• What about the Dentist?

Unfortunately, the school-sponsored insurance plan only covers sickness and injury only. If you would like to get a Dental Insurance plan, there is an optional dental plan available through the school. You can find it on the United Health Care Student Resource Center page (www.uhcsr.com/valdosta).

III. IMPORTANT IMMIGRATION DOCUMENTS

I. PASSPORT

You must make sure that your passport remains valid (meaning unexpired) for at least 6 months after you enter the US, and for the duration of your studies, especially when you are out of your home country. If you are in the US, and you need to renew your passport, please contact your nearest consulate/embassy to inquire about the procedures you need to follow to renew your passport.

II. VISA

This is your key that allows you to enter the US. For international students, this can be either an F-1 or J-1 visa. Once you have entered the US, you can remain in the US with an expired student visa, as long as your SEVIS* record is still active, or you are in your grace period.

If you leave the US when your visa has already expired, you will have to visit the US embassy or consulate to apply to renew your F-1 or J-1 visa.

III. FORM I-20

This form is also called "Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students." This form is generated by SEVIS through your SEVIS record, and proves that you have been accepted into a school that is allowed to host international students. This form also has the following information: SEVIS ID number, the beginning and end dates of your program of study and current term, requests for benefits and corrections, employment information, current status, etc.

Throughout your course of study at VSU, you will at least be issued **2** form I-20s, but it is possible to have more. It is always a good practice to keep all these documents in a safe place.

• Parts of an I-20

1. SEVIS ID

This is your record ID #. You will have the same ID # as long as your SEVIS record remains active.

2. Form Issue Reason

When you first get accepted into VSU, the form will be issued for "Initial Attendance" which is what you need to apply for your student visa. If you are transferring from another US school, this will say "Transfer Pending" until your record has been activated at VSU. After you have reported to VSU, and your SEVIS record has been activated, you will receive a new form I-20 with the form issue reason being "Continued Attendance."

3. Preferred Name

If you let us know what you would preferred to be called or you have a nickname that you would like to be called by, then we can have it listed under this field.

4. Education Level

This information will be showing what degree level you are planning on studying at, or are currently studying at. This can be: Secondary Language Learning, Bachelor's, Master's, or Doctorate.

5. Primary Major/Major 1

Your primary field of study. If you are an undergraduate/Bachelor's student, this can change multiple times throughout your career at VSU. Please do not forget to let your ISA know every time you decide to change your major, even if it has been 5 times!

6. Secondary Major/Major 2

Students are allowed to have more than 1 major field of study, and while this is common at the undergraduate level, some graduate students might decide to do 2 graduate programs at the same time.

7. Program Start Date

You are expected to report to the school within 30 days before the date listed here. If you are not able to report in time, please inform the ISA immediately, and

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appropriate offices if you need to defer your attendance.

8. Program End Date

International students are given an estimated average amount of time needed to complete their degree program. However, some students need less or more time than what is listed on this page.

If you need less or more time to complete your program, please let your ISA know as soon as possible, and make sure that they are informed before the date listed!

9. Financials

This is an estimated cost of attending VSU for one year, and the minimum amount that a student must show to the US consulate to meet one of the requirements of getting a student visa. Your sources of funding may include funding from family, VSU scholarships (ex. Music/Athletics), private scholarships, and any government funding from your home country that you are able to obtain.

10. Student Signature/Agreement

Your form I-20 requires you to sign your agreement here that you are going to follow the rules of your student status.

11. Employment Status

If you have been authorized to work off-campus (ex. Internships), then an updated form I-20 will be issued to show that you have been authorized to work off-campus, or that you are engaged in either Curricular or Optional Practical Training.

12. Employment Type

Depending on the authorization type, it will state here what kind of employment authorization you have been given: Curricular Practical Training or Optional Practical Training.

13. Employment Start Date

When you are allowed to start your off-campus employment.

14. Employment End Date

When you are allowed to start your off-campus employment.

SEVIS ID: [REDACTED] 1

SURNAME/PRIMARY NAME [REDACTED]	GIVEN NAME [REDACTED]	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME [REDACTED] 3	PASSPORT NAME [REDACTED]	
COUNTRY OF BIRTH DOMINICA	COUNTRY OF CITIZENSHIP JAMAICA	
DATE OF BIRTH [REDACTED]	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE 2	LEGACY NAME	

SCHOOL INFORMATION	
SCHOOL NAME Valdosta State University Valdosta State University	SCHOOL ADDRESS 1500 North Patterson St., Valdosta, GA 31608
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Christina B. Bland International Student Advisor	SCHOOL CODE AND APPROVAL DATE 811140V021009 11 SEP2023 1009

PROGRAM OF STUDY	
EDUCATION LEVEL BACHELOR'S 4	MAJOR 1 [REDACTED] 5
PROGRAM ENGLISH PROFICIENCY Beginner	MAJOR 2 None 01/2023 6
START OF CLASSES 15 AUGUST 2024	EARLIEST ADMISSION DATE 08 JULY 2024 8
	PROGRAM START/END DATE 08 AUGUST 2024 - 28 JULY 2025 7

9 **FINANCIALS**

ESTIMATED AVERAGE COSTS FOR 9 MONTHS		STUDENT'S FUNDING FOR 9 MONTHS	
Tuition and Fees	\$ 20,540	Personal Funds	\$ 0
Living Expenses	\$ 14,460	Funds from Title School	\$ 0
Expenses of Dependents (if)	\$ 0	Parents/Parents	\$ [REDACTED]
Books, Health Insurance, Misc. Expenses	\$ 3,230	On-Campus Employment	\$ 0
TOTAL	\$ 38,230	TOTAL	\$ [REDACTED]

REMARKS

[REDACTED]

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of achievement and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.3(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X **SIGNATURE OF** Christina B. Bland, International Student Advisor **DATE ISSUED** 20 July 2024 **PLACE ISSUED** Valdosta, GA

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of my extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

X **10**

SIGNATURE OF [REDACTED] **DATE** [REDACTED]

NAME OF PARENT OR GUARDIAN [REDACTED] **SIGNATURE** [REDACTED] **ADDRESS (city/state or province/country)** [REDACTED] **DATE** [REDACTED]

EMPLOYMENT AUTHORIZATIONS				
10/11/12/13/14				
CHANGE OF STATUS/CAP-GAP EXTENSION				
15				
AUTHORIZED REDUCED COURSE LOAD				
16				
CURRENT SESSION DATES				
CURRENT SESSION START DATE		CURRENT SESSION END DATE		
TRAVEL ENDORSEMENT				
This page, when properly endorsed, may be used for re-entry of the student to attend the named school after a temporary absence from the United States. Each endorsement is valid for one year.				
Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
17		X		
		X		
		X		
		X		

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15. Change of Status/Cap-Gap Extension

If you have a pending application for a change of status to another visa category or if you have been approved for an H1-B visa and are in between your F-1 status and H1-B status.

16. Other Authorization

Any authorizations that are not employment related. An example is Authorization for a Reduced Course Load.

17. Travel Endorsement

You must have a valid travel endorsement every time you travel out of the US, and plan on returning to the US as an international student. Each travel endorsement is valid for one year, and it is important that you check this page before you leave the US, or else you may be detained by the Customs and Border patrol when you return.

Commonly Asked Questions Regarding Form I-20s

Do I need to have a new I-20 every time I travel out of the US?

No. You only need a valid travel signature on the second page of your most recent I-20. A valid travel signature means that it is less than a year old by the time you are planning on re-entering the US.

I lost my form I-20! What do I do?

Contact your International Student Advisor, and let them know. They will provide you with a new form I-20, but it is for your own benefit, that you keep all versions of your form I-20s just in case you end up needing to do a change of status.

Can I throw away my old form I-20?

It is always a good practice to keep all the form I-20s that you have been issued throughout the years. In the event that you need to change your status from F-1 to another visa status or even apply for permanent residency, you will have to provide copies of all of those form I-20s. Our office is only required to keep copies of students' files for a certain number of years after a student has left VSU.

IV. DS-2019

This is the form issued to J-1 visa holders (as well as their dependents) to apply for their exchange visitor visas as well as proof of their lawful presence in the US.

• Parts of the DS-2019

1. Personal Information

Make sure that your name is written here exactly as it is shown on your passport

2. Visa Status

This lets others know what your visa status is, and this is important to know especially when you are applying for a driver's license for example

3. Program Start and End Date

This shows the length of your program, and this would be important to be aware of.

4. Travel Endorsement

If you are travelling out of the US during approved school breaks, you will need to get a signature from your responsible officer to be able to reenter the US without any issues.

5. Signature

Signing this document marks your agreement to follow the rules of your visa status.

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

Form I-94 (Rev. 12-14-12)

1. Exchange Visitor Program: **Student**

2. Exchange Visitor Category: **Student**

3. Exchange Visitor Status: **Student**

4. Exchange Visitor Program: **Student**

5. Exchange Visitor Status: **Student**

6. Exchange Visitor Status: **Student**

7. Exchange Visitor Status: **Student**

8. Exchange Visitor Status: **Student**

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70. Exchange Visitor Status: **Student**

71. Exchange Visitor Status: **Student**

72. Exchange Visitor Status: **Student**

73. Exchange Visitor Status: **Student**

74. Exchange Visitor Status: **Student**

75. Exchange Visitor Status: **Student**

76. Exchange Visitor Status: **Student**

77. Exchange Visitor Status: **Student**

78. Exchange Visitor Status: **Student**

79. Exchange Visitor Status: **Student**

80. Exchange Visitor Status: **Student**

81. Exchange Visitor Status: **Student**

82. Exchange Visitor Status: **Student**

83. Exchange Visitor Status: **Student**

84. Exchange Visitor Status: **Student**

85. Exchange Visitor Status: **Student**

86. Exchange Visitor Status: **Student**

87. Exchange Visitor Status: **Student**

88. Exchange Visitor Status: **Student**

89. Exchange Visitor Status: **Student**

90. Exchange Visitor Status: **Student**

91. Exchange Visitor Status: **Student**

92. Exchange Visitor Status: **Student**

93. Exchange Visitor Status: **Student**

94. Exchange Visitor Status: **Student**

95. Exchange Visitor Status: **Student**

96. Exchange Visitor Status: **Student**

97. Exchange Visitor Status: **Student**

98. Exchange Visitor Status: **Student**

99. Exchange Visitor Status: **Student**

100. Exchange Visitor Status: **Student**

V. I-94 RECORD

This is your arrival and departure record. Since April 2013, the US Customs and Border Patrol have automated the I-94 record process. You will have a new I-94 number each time you re-enter the US. You can always retrieve your own I-94 record by going to <https://i94.cbp.dhs.gov/> and filling out the form with the information from your passport.

International Student Handbook

• Parts of the I-94

1. Most Recent Date of Entry

The most recent date you entered the US, at a port of entry (Ex. Atlanta airport).

2. Class of Admission

What visa you used to gain lawful entry into the US, as an international student, this can be F1 or J1. If your parents entered the US, they would have a designation of B2 (tourist visa).

3. Admit Until Date

The notation **D/S** means you are legally and lawfully allowed to stay in the US for the duration of your student status. It means that as long as you are following the rules of your student status, you are allowed to stay in the US.

Most Recent I-94

Admission (I-94) Record Number: [REDACTED]

1 Most Recent Date of Entry: [REDACTED]

2 Class of Admission: F1

3 Admit Until Date: D/S

Details provided on the I-94 information form:

Last/Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

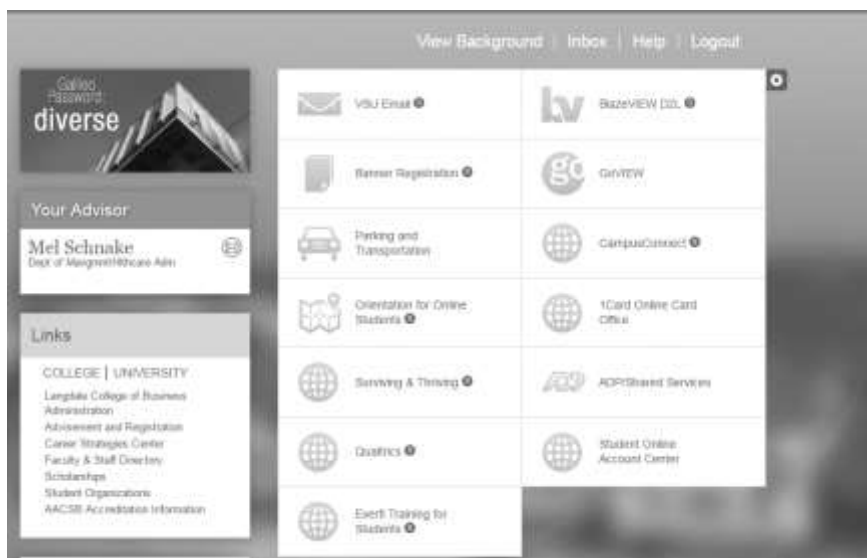
VI. IMPORTANT WEBSITES

MYVSU PORTAL

<https://myvsu.valdosta.edu>

The easiest way to get to everything that you would need as a student at VSU.

You will only have to login once to get into the multiple services that VSU has for you! You can access Banner, Blazeview, your Online Student Account, your VSU e-mail and even find out who your academic advisor is!



BANNER

This is the portal where you can access the following tools and services:

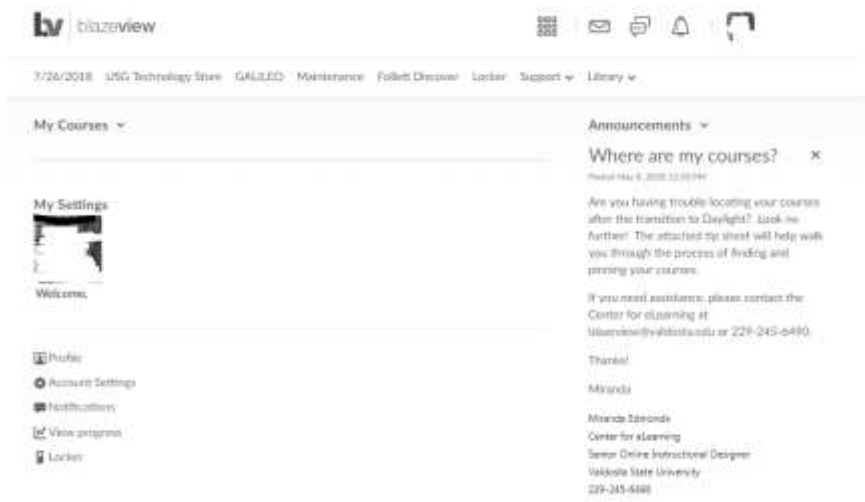
1. Registering for Classes
2. Class details
3. Student Information
4. Requesting Transcripts on page - 37 -
5. Online student account

International Student Handbook



BLAZEVIEW

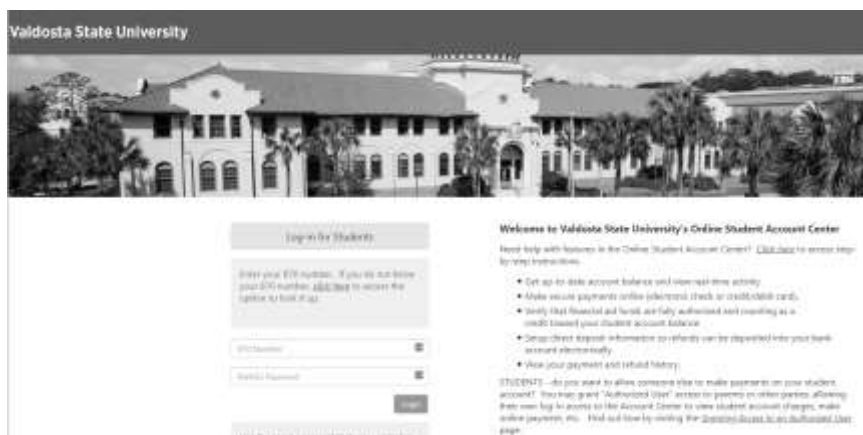
This is where you will see your courses that have online content that you have access to, can be found. Courses that have required online homework or quizzes will have those content listed here. Your professor may or may not require you to do online work in your course, but it is best to check your course syllabus and ask your professor to be sure.



ONLINE STUDENT ACCOUNT

You can access this portal through your Banner account, or by going to https://secure.touchnet.com/C20243_tsa/web/login.jsp

If you are wondering where you can see your total tuition and fees for VSU, as well as where to pay your fees online, this is the portal where you can access all of that. You can use a web check (electronic check), or any of your credit or debit cards with a Visa, MasterCard, Discover or American Express logos. For other acceptable methods of payment, please go to <http://www.valdosta.edu/iss/payment-methods.php> to view them.



The screenshot shows the Valdosta State University Online Student Account Center login page. At the top is a banner image of a university building. Below the banner, on the left, is a 'Login for Students' section with a text box for 'Enter your ETS number. If you do not have your ETS number, click here to access the option to link it up.' Below this are fields for 'ETS Number' and 'Mobile Number', each with a search icon. A 'Login' button is at the bottom of this section. On the right, a 'Welcome to Valdosta State University's Online Student Account Center' message is followed by a list of features: 'Get up-to-date account balance and view real-time activity', 'Make secure payments online (electronic check or credit/debit card)', 'Verify that financial aid has been fully disbursed and resulting as a credit toward your student account balance', 'Setup direct deposit information so refunds can be deposited into your bank account electronically', and 'View your payments and refund history'. At the bottom right, a 'STUDENTS - do you want to allow someone else to make payments on your student account?' section is partially visible.

VSU E-MAIL

All official correspondence and reminders from VSU will go to your VSU E-mail account, while some professors will prefer that you contact them through Blazeview.

Please make sure that you set-up your mobile devices to receive your VSU E-mail or check your VSU E-mail on a regular basis. International Student Services will also only contact you through your VSU E-mail once classes start.

You can check your VSU E-mail either by logging into your MyVSU portal or going to <http://office.valdosta.edu>

International Student Services
URL: <http://www.valdosta.edu/iss>

This website should be the first stop for any questions that has an international student has. A lot of questions may be first answered on the website. If you do not find the answer to your question, or are unclear as what the answer is, please

International Student Handbook

do not hesitate to contact the International Student Advisor or Exchange Student Advisor.

You can request certain letters from your International Student Advisor or Exchange Student Advisor, and submit the required address and major updates. The office is open Monday-Thursday from 8:00 am – 5:30 pm, and Fridays 8:00 am – 3:00 pm, except on any US federal holidays.

Welcome to the Center for International Programs - International Student Services

International students face some unique challenges as well as opportunities while pursuing their academic goals at Valdosta State University (VSU). The International Student Website was designed to offer support and information to the VSU international students on the application process, preparations for arrival at Valdosta, orientation sessions, immigration advising, employment, and personal and adjustment problems.



Future undergraduate students can find more information regarding the requirements for admission on our [Undergraduate Admission Checklist for International Students page](#).

Future graduate students can browse through the [different graduate programs](#) that VSU offers, and find more information about the additional requirements on the international [Graduate Students page](#).

Have you been accepted? Check out what you need to do next [after you have been accepted!](#)

LETTER REQUEST
FORM

ADDRESS/MAJOR
UPDATE FORM

OPT UPDATE FORM

ACCEPTABLE
PAYMENT METHODS

CONTACT US

Welcome to the Center
for International
Programs - International
Student Services

About Us

Future Students

After You Have Been
Accepted

Returning to VSU

Forms

Student Resources

International Student
Handbook

English Language
Institute

Get Your I-94 Information

Beijing Capital Medical
University - VSU
Partnership

UNITED HEALTH CARE STUDENT RESOURCE CENTER

URL: <http://www.uhcsr.com/valdosta>

United Health Care is the company that provides VSU's Student Health Insurance Plan. All international students must be familiar with this website, especially if they have to enroll their benefits (activate their participation in the plan) or apply for a waiver each fall and spring semester.

University of Victoria Student Health Insurance

Victoria State University

IC CARD FID PROVIDERS FID RENEWAL HEALTH LINKS

Waiver Info

The following students are required to work in this insurance plan unless proof of comparable coverage is provided:

- Domestic Students**
 - Undergraduate and Graduate Housing Study in programs that may be part of health insurance options - Home Study and Global Approved Students
- International Students**
 - Undergraduate and Graduate Housing Study in programs that may be part of health insurance options - Home Study and Global Approved Students
 - Visiting Faculty Students

Please visit [Student Center](#) to learn or confirm enrollment in the Student Health Insurance Plan.

[Get It Now!](#)

My Account

- Need Assistance?
- My Account User Guide
- View My Claims
- Locate a Network Provider
- ID Card Information
 - Request Permanent ID Card
 - New or Print ID Card
- Prescription Plan Information
- Current Coverage Information
- Coverage History Information
- New Insurance Applications
- Benefits Information
 - Global Health & Student Assistance Program
 - Member Balances
- Value Added Benefits
 - Global Emergency Services
 - Underhealth Alert
- Confirm Other Insurance's Accident Details Form
- Personal Representative Appointment
 - Submit New Form
 - New Submitted Forms
- My Personal Information
- My Email Preferences
- Tax Information
 - School SCHOLAR or 1095-B Delivery Method
 - IRS Forms 1095-B
- Message Center
 - My Messages
 - My Documents
 - Claim Letters
- Logout of My Account

Student Health Insurance & Plans

My Account

Have questions? Click [here](#) to get help.

POLICY INFORMATION

- [View My Claims](#)
- [View Claims Address](#)
- [Locate a Network Provider](#)
- [View Prescription Plan Information](#)
- [View Personal Representative Form](#)

VALUE ADDED BENEFITS

- [Insurance & Student Assistance Program](#)
- [Underhealth Alert Plan](#)

ADDITIONAL COVERAGE INFORMATION

Do you or any of your dependents covered on this StudentResources policy currently have other health insurance? Please provide that information here. This information is required to process any future claims that may be submitted to Underhealthcare StudentResources.

[Member Other Insurance](#)

FORMS AND LETTERS

- [Accident Details Form](#)
- [Personal Representative Appointment](#)

INSURED INFORMATION

If your dependent information listed below is incorrect or listed as "Unknown", please call us at 1-888-423-4267 (7:00 AM - 7:00 PM CST, Monday through Friday).

SR ID:

Purchase Additional Insurance

Whether you need additional insurance for the current school year or for a new school year, online enrollment takes only minutes.

[Enroll Now](#)

Message Center

[New Feature!](#)

You have 2 new messages.

My Personal Information

SR ID: Your Insurance ID #
 SSN / ITR: Your SSN if you have one
 School Assigned ID: Your VSU ID#
 Gender: Male
 Date of Birth:
 Expected Graduation Date: Not Specified
 Phone Number:
 Permanent Address:
 This can be your mailing address in the US.

Mailing Address:
 This should be your mailing address in the US.

Email Address:
 Username:
 Your UHCSR username
[Change Password](#)

- Understanding your UHCSR screen
- On the left side:

International Student Handbook

1. View My Claims This link will bring you to the page with information on the medical claims (request for payment) that have been submitted for you by the doctor's office or the hospital.

My Claims

Below you will find your completed claims and claims in process. Explanation of Benefits (EOB) can be viewed under the Details column.

COMPLETED CLAIMS

View: 12 | 12 items Search

Provider	Patient	Date Of Service	Provider	Claim Amount	Paid Amount	Details
12/10/24		12/10/24	WUCCOM STATE UNIVERSITY (40)	\$10.00	\$10.00	Details
12/12/24		12/12/24	WUCCOM STATE UNIVERSITY (40)	\$20.00	\$20.00	Details
12/12/24		12/12/24	WUCCOM STATE UNIVERSITY (40)	\$20.00	\$10.00	Details

Showing 1 to 3 of 3 entries Filter | Previous | Next | Last

CLAIMS BEING PROCESSED

View: 12 | 12 items Search

Date Of Service	Patient	Provider	Claim Amount	Claim Status
No pending claim information available				

Showing 0 to 0 of 0 entries Filter | Previous | Next | Last

2. Locate a Network Provider Use this to help you find a doctor that works with United Health Care at their rate. This will help you if you are not able to go to the Student Health Center or if you need to find a specialist that the Student Health Center can refer you to.

3. Schedule of Benefits and Member Balances This will show you what the insurance company will approximately pay for your medical expenses once your deductible has been met.

4. Confirm Other Insurance Do not forget to confirm that you do not have an alternative health insurance plan in the US. This will help speed up any future claims.

Member Balances

Below is your member balance information.

POLICY: 2015-1185-4

PPO: Preferred Provider Organization
 GON: Out of Network

Insured Name

Benefit	Amount	Amount Applied	Balance
Manipulative Therapy Day Maximum	30	0	30
GON Out of Pocket	\$1000.00	\$0.00	\$1000.00
Physiotherapy Day Maximum	30	0	30
PPD Out of Pocket	\$6350.00	\$0.00	\$6350.00
Speech Therapy Day Maximum	30	0	30
GON Policy Deductible	\$800.00	\$0.00	\$800.00
PPD Policy Deductible	\$500.00	\$0.00	\$500.00

5. Accident Details Forms If you go to the doctor and they submit a claim (request for payment from the insurance company), and they make a note that it was due to an accident, United Healthcare will ask you to verify whether it was a car accident, due to a personal injury, or if it is a sports-related injury (as part of being a student athlete). You must complete this form, before they will process your doctor's request for payment (claim).

ACCIDENT DETAILS - INCIDENT INFORMATION

Patient:

Accident/Injury Date:

(eg. mm/dd/yyyy)

Please provide the following Accident/Injury Location information:

Accident/Injury Location:

Street Address:

City:

State:

Select State...

Zip Code:

Describe the nature of the Accident/Injury. Please provide as many details as possible (e.g., automobile, slip and fall, etc.).

Accident/Injury Details:

Select the type of Accident/Injury. There will be additional questions that will required to be answered based on the type of Accident/Injury selected.

Type of Accident/Injury:

Select Type of Accident/Injury...

ACCIDENT DETAILS - SUPPORTING DOCUMENTATION

Is there Supporting Documentation such as a Police Report or Incident Report that must be submitted for consideration of your claim(s)?

YES

NO

NOTE: For your convenience, Supporting Documentation may be submitted at a later time. Simply log into My Account and click the Accident Details Forms Link to view your submitted forms and attach your documents.

SIGNATURE

☐ I acknowledge that by signing the statement below, I do hereby certify that all statements and representations made herewith are true and complete to the best of my knowledge with respect to this Accident/Injury.

Please enter your full name exactly as it appears below in the text box that follows.

Insured Member Signature:

Date:

07/05/2016

Submit

Cancel

6. Tax Information

Since the implementation of the Affordable Care Act (US federal statute/law) insurance companies are required to report to the IRS whether a US citizen or permanent resident has the required health insurance coverage. As F-1 and J-1 students you are not bound by this law, and you may not even have a SSN/ITIN. However, please click on "Submit SSN/ITIN or 1095-B Delivery Method" and select electronic delivery.

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International Student Handbook

Tax Information

Form 1095-B is used to report certain information to the IRS and to keep you alert to individuals who are covered by minimum essential coverage and therefore are not liable for the individual shared responsibility payment.

Review the [IRS Healthcare Form 1095-B Electronic Delivery Consent Notice](#) for more information.

STEP 1: PROVIDE YOUR SSN (TIN)

The SSN (TIN) allows the IRS to match the mandated coverage we report to your tax returns thus preventing discrepancies in processing your return.

SSN (TIN):

STEP 2: SELECT YOUR 1095-B PREFERRED DELIVERY METHOD

Please select how you would like to receive your [1095-B tax form](#).

☐ **Electronic Delivery** By choosing electronic delivery of Form 1095-B, you will get an email notification that the 1095-B form is available, instead of being mailed a paper copy.

☒ **Paper Delivery** By choosing paper delivery of Form 1095-B, you will get the form mailed to you instead of receiving the electronic notification.

FINISH

7. My Messages If the insurance company requires more information to process your insurance claim, they will send it to this inbox.

On the right side:

8. Purchase Additional Insurance This is the optional portion. If you have a spouse and child/children that you would like to add to your health insurance plan, this would be where you would have to go. Clicking on this link will also allow you to purchase dental insurance with United Healthcare.

IV. How To

I. ACTIVATE YOUR SCHOOL HEALTH INSURANCE PLAN

1. Go to <http://studentcenter.uhcsr.com/valdosta>
2. Click on "Enrollment Form"
3. Find your account by logging in using your VSU ID# and date of birth (mm/dd/yyyy). If you are a new student, then you may have to wait 24-48 hours after you have registered for classes to login. You also have to make sure that you have a US mailing address in Banner.

Enroll Now

Step 1 - Student Validation

Hi there! Tell us a little bit about yourself.

Birthday *

Month ▼

Day ▼

Year ▼

Student ID *

NEXT

4. IMPORTANT! Make sure your US mailing address is listed correctly, and type in your correct mailing address if it is not correct.

Address Information

You must inform your school if your address has changed. If you change your information on this site and do not share those changes with your school, your updates may be overwritten later with the information that the school has on file.

☐ Permanent Address same as Mailing Address

Mailing Address

Your mailing address in Valdosta
Street Address*

Address Line 2

VALDOSTA Georgia
City* State*

316
Zip Code*

Permanent Address

Street Address

Address Line 2

City Please Select
City State

Zip Code

Insurance Information

School Name

Valdosta State University

Campus Location*

VALDOSTA STATE UNIVERSITY

Insured Category*

ITL - International

Policy Number*

201 1193-1 [Policy Brochure](#)

International Student Handbook

5. Check the box below “Coverage Description : Hard Waiver.” Don’t worry, since the insurance premium is already added to the amount due in your Online Student Account, this will not charge you again. We know it’s silly and confusing to make you check the box, but just please do it.

Student Plan / Hard Waiver / UnitedHealthcare Insurance Company

Coverage Period*	Rates
	Student

Coverage Description : Hard Waiver

☒ S- Spring/Summer (01/01/2015 - 07/31/2015) \$

Total: \$0.00

UPDATE TOTAL

6. Please check/select the box next to “I elect to purchase insurance coverage under this student insurance plan. Above are the choices I have made.”

NOTICE TO STUDENT: Coverage will be effective on the effective date of the coverage period, unless otherwise stated in the Master Policy. By signing, the student acknowledges the following: 1) He/She has carefully read the brochure and elects to enroll as indicated on this enrollment card; 2) Rates are not pro-rated other than as listed on this enrollment card; 3) Premium is collected by the student's school and remitted to the Company on the student's behalf; 4) He/She meets the eligibility requirements for this coverage as described in the brochure; and 5) If it is later determined that the student is not eligible, the premium will be refunded. Premium will not be refunded except for ineligibility or entrance into the armed forces.

☒ I elect to purchase insurance coverage under this student insurance plan. Above are the choices I have made.*

Payer Signature*

Your full name
(please type first name, middle initial and last name)

Date*

06/12/2015

7. Done! You have successfully enrolled your Student Health Insurance Plan for either the Fall, or Spring and Summer semester! **Yes, you have to do this each Fall and Spring semester.**

II. WAIVE OUT OF PARTICIPATING IN THE SCHOOL-SPONSORED HEALTH INSURANCE PLAN

1. Have your alternative health insurance plan’s information ready, most often found on your insurance card, and your explanation of benefits
2. Go to <http://studentcenter.uhcsr.com/valdosta>
3. Click on “Waiver Form”

Waive Coverage

Step 1 - Student Validation

Hi There! Help us identify you.

Birthday *

Month Day Year

Student ID *

NEXT

4. Find your account by logging in using your VSU ID# and date of birth (mm/dd/yyyy). If you are a new student, then you may have to wait 24-48 hours after you have registered for classes to login. You also have to make sure that you have a US mailing address in Banner.

5. Looking at your insurance plan's explanation of benefits (coverage), answer the following questions truthfully. If you are not sure, please contact your insurance plan.

International Student Handbook

Valdosta State University International Waiver Form

The University System of Georgia requires all students in a mandatory category to have reasonable, comparable, creditable coverage to the current system-wide student health insurance plan provided. The following benefits must be included in your plan to be considered for a waiver from the USG mandatory plan:

- Repatriation of remains in the amount of at least \$25,000
- Medical Evacuation to one's home country in the amount of at least \$50,000
- Accident and Sickness coverage of at least \$500,000 per policy year - the maximum per accident and sickness is now \$250,000 per policy year
- A deductible not to exceed \$500 per accident or illness, per policy year

1. Does your plan cover the above items?

Yes ☐

No ☐

2. Is your plan in effect for the entire Fall Semester?

Yes ☐

No ☐

6. Enter or verify the details in the Student Information section.

STUDENT INFORMATION

Student Last Name:*

Your Last Name/Surname/Family Name

Student First Name:*

Your First or Given Name

Student ID:*

870: Your VSU ID #

Personal Email:

Institution Email:*

@VALDOSTA.EDU

Campus Location:*

VALDOSTA STATE UNIVERSITY ▼

Gender:*

Please Select ▼

Student Birth Date:*

Your Birthdate

ex: mm/dd/yyyy

(Use Institution address if a United States mailing address is unavailable)

Student Mailing Address:*

Your US Mailing Address / Make sure it is correct

Student Mailing City:*

Mailing State:*

Please Select ▼

Student Mailing Zip Code:*

Enrollment Date/Coverage Period
(Fall, Spring/Summer):*

The semester (s) you are requesting a waiver

7. Using the information from often your insurance card, enter your insurance plan's information under the Insurance Information section. Fields with an asterisk (*) next to them are required fields.

INSURANCE INFORMATION

Insurance Company Name:*

Other - Please Specify :

Insurance Company Address (Street):*

Insurance Company City:*

Insurance Company State & Country :*

Insurance Company Zip Code/Postal Code:*

Insurance Company Phone Number :*

Insurance Company Website:*

Policy Holder First Name:*

Can be you, or spouse/parents if you are a dependent

Policy Holder Last Name:*

Policy Holder Date of Birth:*

Policy Number:*

Group Number (If applicable) :

Group Name (If applicable) :

Relationship to Policy Holder:*

(Examples – This would be the date you purchased your plan or the date of the beginning of the semester.)
Effective Date:*

(Examples – This would be the date your policy ends or the date of the end of the semester.)
Termination Date:*

International Student Handbook

8. Type your full name in the field where your signature is being requested, and click submit.

Verification statement:

I verify the above plan to be in effect for the Fall Semester and that my plan meets the University System of Georgia (USG) health insurance plan requirements. I also fully agree to hold harmless the Valdosta State University, The University System of Georgia and all agents and agencies of the aforesaid organizations, for any medical expenses I may incur due to limitations of my private health insurance coverage. The Valdosta State University has the right to request additional information and/or deny any request for waiver at their discretion. I may also be required to provide my insurance policy and insurance identification card to my institution's Student Health Insurance Representative. (All documentation must be in English.)

I understand that I may be subject to disciplinary action, including potential dismissal from Valdosta State University. If this verification statement is found to be false, I further understand that if this information is found to be false the premium for the USG health insurance plan will be charged to my student account.

Signature:

Signature Date:

7/20/2016

ex: mm/dd/yyyy

What's Next?

Once you have submitted your waiver application it will be reviewed. The review process could take up to 7 business days. During the review process you could be asked to submit to your Student Health Insurance Representative proof of your insurance. This could be but is not limited to insurance identification card a certificate of insurance, a letter from your insurance company, and your entire insurance policy that outlines your coverage. (All documentation must be in English.) You will be notified at the email address you provided in your waiver application of your approved or denied waiver.

If denied you can appeal this decision by contacting your institution's Student Health Insurance Representative. They will also require you to submit documentation regarding your personal insurance policy. Again, this documentation could be but is not limited to your insurance card, a certificate of insurance, a letter from your insurance company, and your entire insurance policy that outlines your coverage. (All documentation must be in English.)

SUBMIT

III. DOWNLOAD OR REQUEST A COPY OF YOUR INSURANCE CARD

1. Go to <http://www.uhcsr.com/valdosta>
2. If you are a new student, you will have to "Create an Account" first. If not, go ahead and click on "Login to My Account"

Go Green - My Account

Use My Account to receive electronic correspondence, access your ID Card, claims status, EOBs, locate provider links and other account information 24/7.

[Create an Account](#)

[Login to My Account](#)

3. Your e-mail address maybe your VSU e-mail address, or if you were a former VSU ELI student, the e-mail that you used with them. Your School Assigned ID will be your VSU ID # (870#####). Once your account has been found, then you will be asked to set a password.

Create Your Account (Step 1 of 2)

So that we can verify your identity and find your information, please provide us with the following information. This information will be used to create your online account.

You must provide your Email Address, School Assigned ID, or SRID (the 7-digit number on your permanent ID card) so that we may verify your identity.

How to create your online account

First Name *	<input type="text"/>	*Required Fields
Last Name *	<input type="text"/>	
Date Of Birth *	<input type="text"/> (eg. mm/dd/yyyy)	

Please also provide any of the values listed below to help verify your identity.

<input type="radio"/> Email Address	<input type="radio"/> School Assigned ID	<input type="radio"/> SRID
Email Address *	<input type="text"/> (eg. email@middleton.com)	

4. Once you have already created your account, you can click on “Login to My Account” on the left hand side. Use the username and password that you have created to login to the portal.

College Students	Student Health Insurance & Plans	Self Service & Support
Login to My Account	My Account Login	
Create an Account	New to My Account's Message Center, your self-service center for electronic communications, with instructions to login to My Account and review any recently added documents, as opposed	
Find My School's Plan	Click here to create My Account now if you do not have a Username and Password. Note that your address or your 7-digit StudentResources ID number (found on your permanent ID card) to on	
Helpful Resources & Forms	This view is optimized when used by desktop browsing. If you prefer to use a smartphone, or if please click here to review available options.	
Health Insurance & ID	Username* <input type="text"/>	
How To Videos	Password* <input type="password"/>	
What are Deductibles, Copayments, and Coinsurance?	<input type="button" value="LOGIN"/>	
What is an EOB?	<input type="checkbox"/> Remember my ID on this computer	
How to Create My Account	Forgot your ID or password?	
How to Download & Use the Mobile App		
International Students Welcome		
FAQs		

5. On the left side of the home screen, you will see that you will have the choice to either “Request Permanent ID Card” or “View or Print ID Card”.

My Account	Student Health Insurance & Plans	Self Service & Support	Request Information
Need Assistance?	My Account		
My Account User Guide	Have questions? Click here to get help.		
Monthly Claims	POLICY INFORMATION		
Locate a Network Provider	View My Claims		
ID Card Information	Current Coverage Information		
Request Permanent ID Card	View Claims Address		
View or Print ID Card	Coverage History Information		

- a. Request Permanent ID Card – If you choose to request a permanent ID card, please make sure that you have the correct mailing address listed. Check the box next to the term (either “Fall” or “Spring/Summer”), and click the “Continue” button. You can expect your ID card in the mail in a few business days.

International Student Handbook

Request Permanent ID Card

Select the Name(s) to request a permanent ID Card. You should receive your ID Card within 7 to 10 business days. If you need further assistance, please call 1-866-483-8267 (7:00 AM - 7:00 PM C.S.T, Monday through Friday).

If your dependents are not listed below, please call Customer Service at 1-866-483-8267.

Please verify your Mailing Address before continuing. If the account does not have a Mailing Address on file, you will not be able to submit the ID Card request.

Select the Name(s) to request a permanent ID Card. You should receive your ID Card within 7 to 10 business days. If your dependents are not listed below, or you need further assistance, please call Customer Service at 1-866-483-8267 (7:00 AM - 7:00 PM C.S.T, Monday through Friday).

Please verify your Mailing Address before continuing. If the account does not have a U.S. Mailing address on file, or the address listed is incorrect, please update your address in the SACM Database, through the Ministry of Higher Education student portal. Please allow 48 hours for the updated information to appear on this screen.

Your mailing address in the US

[Edit Address](#)

Privacy - Your Name

Policy Number	Product Name	Academic Year Coverage Period
<input checked="" type="checkbox"/> 2015-1193-4	Student - International - Spring/Summer	8/01/2016 - 07/01/2018

[CONTINUE](#) [CANCEL](#)

- View or Print ID Card – If you click on the link to “View/Print” your ID card, you will be given access to a PDF file that you can either save to your computer or phone, or print out. This will still have all the information that you will need to give to the doctor’s office or hospital.

View or Print ID Card

Select the View/Print link next to the coverage record you wish to view and print the ID card for.

If your dependents are not listed below, please call Customer Service at 1-866-483-8267 (7:00 AM - 7:00 PM C.S.T, Monday through Friday).

Privacy - Your Name

Policy Number	Product Name	Academic Year Coverage Period	View/Print
2015-1193-4	Student - International - Spring/Summer	8/01/2016 - 07/01/2018	View/Print

[Print Date](#) [Request Date](#) [Request Type](#) [Mailing Address](#)

2/1/2015 02/13/2015 Generated by Web Request

5/25/2016 08/21/2016 Generated by Web Request

[Modified Date](#) [Request Date](#) [Request Type](#) [Mailing Address](#)

8/01/2016 08/18/2016 Message Center - Email Notification

8/01/2016 08/18/2016 Message Center - Email Notification

We understand that information about you and your health is personal and we are committed to protecting that information. Please click on the link below to view our privacy policies.

[Privacy Policy](#)

IV. PURCHASE ADDITIONAL INSURANCE (DENTAL/VISION)

1. Login to your United Health Care Student Account.
2. Click on the link “Enroll now” in the “Purchase Additional Insurance” box on the right side of the screen.

3. Confirm the information on the next screen.

Buy Insurance

10% complete

Provide Basic Information

We need some basic information to ensure that the benefits and rates displayed in the next step are accurate. You are not committing to purchase at this point. The benefits provided by the plan as well as the rates are detailed in the plan brochure's Schedule of Benefits section.

Once you've entered this Basic Information and select "Continue" you'll be able to open and review plan details, including benefits and name of underwriting company.

To change your School Name, please go to Find My School's Plan, search for your school, and begin a new selection.

To change your Date of Birth, please contact Customer Service at 1-866-403-8267 (7:00 AM - 7:00 PM Friday).

SCHOOL INFORMATION

School Name: Valhalla State University

BASIC INFORMATION

Student Date of Birth: 12/09/1988

Include Spouse in Policy:

☐ Yes

☒ No

Number of children to include in policy:

0

Zip Code (U.S. Address): 31501 (eg. 12345)

4. Scroll towards the bottom of the selections until you see this:

	Select Policy	Term	Student
International Student Plan - Dental Low PPO - Dental-Low - UnitedHealthcare Insurance Company	<input type="radio"/> Annual	8/1/2016 - 7/31/2017	\$207.12
for policy 2016-1193-4			

	Select Policy	Term	Student
International Student Plan - Standalone Repat/MedEvac - Standalone Repat/MedEvac - UnitedHealthcare Insurance Company	<input type="radio"/> Annual	8/1/2016 - 7/31/2017	\$75.00
	<input type="radio"/> Fall	8/1/2016 - 12/31/2016	\$31.00
	<input type="radio"/> Spring/Summer	1/1/2017 - 7/31/2017	\$44.00
for policy 2016-1193-4			

	Select Policy	Term	Student
International Student Plan - Vision - Vision - UnitedHealthcare Insurance Company	<input type="radio"/> Annual	8/1/2016 - 7/31/2017	\$121.20
for policy 2016-1193-4			

V. CHANGE YOUR MAJOR

International Student Handbook

1. Talk to your current academic advisor about your plans to change your major. You can find out who your academic advisor is by going to your student information account in Banner or MyVSU.
2. If it is possible for you to change your major, you will have to fill out the Student Data Change Form and submit it to the Registrar's Office. You might also have to take your advising file to your new major's department.
3. Inform the Center for International Programs about your new major by filling out the online Major Updated Form:
<https://www.valdosta.edu/iss/forms> .
4. Pick up your updated form I-20 with your new major when you have received an e-mail from a Center for International Programs staff.

VI. CHANGE YOUR ADDRESS

• Option 1:

1. Login to Banner, go to the **Student Services & Financial Aid** tab, and click on "Update Mailing Address"
2. Select "Requested Mailing Update" for **Type of Address to Insert**, and click Submit.
3. Fill out the form completely and hit submit.

The screenshot shows a web form titled "Requested Mailing Update". It includes fields for "Valid From This Date:MM/DD/YYYY" (07/21/2016) and "Until This Date:MM/DD/YYYY". There are three text input fields for "Address Line 1:", "Address Line 2:", and "Address Line 3:". Below these are dropdown menus for "City:", "State or Province:" (set to "Not Applicable"), "ZIP or Postal Code:", "County:" (set to "Not Applicable"), and "Nation:" (set to "Not Applicable"). A checkbox for "Delete this Address:" is present. At the bottom are "Submit" and "Reset" buttons. A link "Select a Different Address to Update" is at the very bottom.

4. Go online to <https://www.valdosta.edu/iss> and click on "Address and/or Major Update Form".

5. Fill out the form completely and click ">>".

This Address/Major Change Form is only for international students at VSI with an F visa status, to keep their non-immigrant records accurate.

Please go into your Banner account to change the address that VSI has for you, and talk to your academic advisor and the Registrar's Office to change your major.

Have you moved or changed your major?

☒ I have moved to a new apartment/house/room/residence hall

☐ I have changed my major

☐ I have moved to a new apartment/house/room/residence hall and changed my major

Student Information

Last Name

First Name

VSI ID #

VSI E-mail Address

What is your current phone number?

>>

6. Fill in your address and click ">>".

What is your new address?

Notice: Address changes must be reported to the Center for International Program within 10 days of the change. The address reported must be the actual physical address of residence and cannot be a P.O. Box or office address. This information is being collected in compliance with 8 CFR 214.2(i)(17) on behalf of the United States Department of Homeland Security.

Street Address

Apt/Room

Residence Hall (if applicable)

City

State

Zip Code

>>

International Student Handbook

• Option 2:

1. Go to the Registrar's Office and fill out an "Address Change Form" with your new address.
2. Go online to <https://www.valdosta.edu/iss> and click on "Address and/or Major Update Form".
3. Fill out the form completely and click ">>".

This Address/Major Change Form is only for international students at VSU with an F visa status, to keep their non-immigrant records accurate.

Please go into your Banner account to change the address that VSU has for you, and talk to your academic advisor and the Registrar's Office to change your major.

Have you moved or changed your major?

☒ I have moved to a new apartment/house/room/residence hall

☐ I have changed my major

☐ I have moved to a new apartment/house/room/residence hall and changed my major

Student Information

Last Name

First Name

VSU ID #

VSU E-mail Address

What is your current phone number?

>>>

4. Fill in your address and click ">>"

What is your new address?

Notice: Address changes must be reported to the Center for International Program within 10 days of the change. The address reported must be the actual physical address of residence and cannot be a P.O. Box or office address. This information is being collected in compliance with 8 C.F.R. 214.2(f)(17) on behalf of the United States Department of Homeland Security.

Street Address	<input type="text"/>
Apt/Room	<input type="text"/>
Residence Hall (if applicable)	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>

>>

VII. GET A COPY OF YOUR TRANSCRIPTS

• Option 1

1. Go to the Registrar's Office
2. Fill out the Transcript Request Form
3. Pick-it up

• Option 2

1. Log into Banner Web.
2. Click on "Student Services and Financial Aid" tab.
3. Click on "Student Records."
4. Click on "Request Printed/Official Transcript."
5. If you need a physical copy of your transcript, make sure to select "WEB Official" and click Continue. To request an electronic copy of your transcript to be sent to a college/university in the US, you must select eScript Electronic Transcript from the drop-down menu. If you do not select it, your request will default to the Web Official service. Web Official transcripts are mailed at no charge.

International Student Handbook

- For the WEB Official (physical copy), after entering the College/Person it is to be sent to (ex. Valdosta State University), enter the complete mailing address, especially for international destinations.

• For Web Official:
Please ensure that you give us a complete address so that your transcript is properly routed.
The phone number requested (i.e. "Area code" and "Phone Number"), and "Extension" is for a number that we can reach you at should we have questions.

• For eScript Electronic Transcript:
Instructions in the College Code list will outline the address information. Verify and Continue. If you did not select a college but entered an email address instead, your transcript will be sent electronically to the email address exactly as entered.

• Indicates required field

Please Correct Any Inaccurate Information

Transcript Request Form

College/Person:

Street Line 1:

Street Line 2:

Street Line 3:

Street Line 4:

City:

State or Province:

Zip or Postal Code:

Nation:

Phone Country Code:

Area Code:

Phone Number:

Extension:

International Access Number:

VIII. GET A VERIFICATION OF ENROLLMENT LETTER

- Go to the Registrar's Office to fill the Verification of Enrollment Request or print the form online from:
<http://www.valdosta.edu/academics/registrar/forms/verification-of-enrollment.pdf>. Submit the completed form to the Registrar's Office.

Note: We will only be able to verify your past and current enrollment status, not future enrollments.


- Request a Letter from the Center for International Programs
- Go to <http://www.valdosta.edu/iss> and click on the "Letter Request Form" button.
- Fill out the form, and wait for the International Student Advisor to contact you through your VSU email when your requested letter is ready for you to pick-up.

IX. MAKE TUITION AND FEE PAYMENTS USING FLYWIRE

Valdosta State 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 and unfavorable foreign exchange rates.

- Go to <http://valdosta.flywire.com>. Enter your payment amount and country of origin.

2. Select your preferred payment method from the options provided. Options may include bank transfer, debit/credit card in your home currency, electronic payment, or other local options.
3. Create your account or log into your existing Flywire account, then enter some basic information to initiate your payment booking.
4. Follow the instructions provided to send funds to Flywire. For bank transfers, follow the instructions provided to send your funds. Depending on your bank, payment may be made online, in person, or over the phone. For debit/credit card payments, enter your card details online to complete your payment in your home currency.
Note: Additional local payment options may be available depending on the country you are paying from.
5. Track your payment by logging into your Flywire account at any time. Receive text and email status updates each step of the way, including a confirmation when your payment has been delivered to your institution.



Valdosta State University
1500 N. Patterson Street
Valdosta, GA, 31698, US
<http://www.valdosta.edu/administration/finance-admin/financial-services/students/>

Payment

WE WILL BEAT YOUR BANK'S PRICE.

GUARANTEED

Full fee cover

*** In United States Dollars, the amount you want Valdosta State University to receive**

*** What country are you paying from?**

Why pay through Flywire?

- Eliminate hidden bank fees - ensure your institution receives the correct amount.
- Save on exchange rates - in most cases you can make a payment in your home currency. Flywire will process the currency exchange - offering you wholesale exchange rates, unmatched by traditional banks.
- Peace of mind - 24 hours multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

Flywire Account

☒ Create a new account

☐ Sign into an existing account

*** First / Given Name**

*** Last name / Surname / Family name**

Create a new account to...

- Send payments to Valdosta State University
- Track your funds as they are delivered
- Get immediate assistance if you have any questions

International Student Handbook

V. ON-CAMPUS STUDENT RESOURCES

I. CENTER FOR INTERNATIONAL PROGRAMS

Website: <http://www.valdosta.edu/cip>

Physical Address: 204 Georgia Avenue Valdosta, GA 31602

This is where either your International Student Advisor or Exchange Student Advisor's offices are held.

If you also receive an email from a staff member or graduate assistant who works in our office saying that you have some documents you need to pick up, you can pick up those documents at the front desk of this office.

Regular office hours are Monday-Thursday: 8:00 am – 5:30 pm and Friday: 8:00 am – 3:00 pm. Please note that while we do have an open door policy when a student needs us, it is always best to schedule an appointment if you do have a question or an issue that you wish to consult the international or exchange student advisor about.

Also keep in mind that you do not need to see either advisors if you simply need to pick up your documents/mail at the CIP, but you will need to present your VSU ID for verification of your identity.

II. ACADEMIC ADVISOR

The person who can help plan your classes, assist you with your academic concerns, and direct you in the best route to take depending on your educational and career plans. This person can change depending on your chosen major field of study. You can see who your academic advisor is by going to your MyVSU portal.

All students are assigned an academic advisor when they enroll in a degree program. For students who have less than 30 credit hours, or have not declared their major field of study, their advisor will be located in the Office of Centralized Advising. For undergraduate students who have more than 30 credit hours, or have declared their major field of study, there will be a faculty advisor assigned to the student. Graduate students will have to contact their program advisor to be able to avail of advising services and assistance with registration.

Also all freshmen, sophomore, and transfer students who are thinking of studying any one of the fields of study within the College of Business Administration, will be advised in the College of Business Administration's own Student Advising Center, located at VSU's North Campus.

III. ODUM LIBRARY

URL: <http://www.valdosta.edu/academics/library>

Located on the main campus, next to the student union, this is one of the campus resources that students use the most.

As an academic library, there are plenty of resources for students to use. For example, if students need help with their research, the reference desk is there for students to ask help for. Please note that they are not there to do your homework for you, only to guide you!

You will have access to books, e-books, journals, e-journals, music and art resources that you can check out as a VSU student.

IV. COUNSELING CENTER AND FAMILY WORKS

Counseling Center Website: <http://www.valdosta.edu/counseling/>

Family Works Website: <http://www.valdosta.edu/colleges/education/marriage-family-therapy/familyworks/>

The above resources/offices are open to any VSU student who needs them. They are at VSU to provide any mental and emotional support to all VSU students, and their services are free and confidential. Please remember that there is no shame in needing help, and neither is it a weakness.

V. TUTORING

ACADEMIC SUPPORT CENTER

Website: <https://www.valdosta.edu/asc/>

This office is located at the ground hall of Langdale Residence Hall (look for the red awning).

This office is an excellent student resource. They have tutors for most of the lower level subjects, as well as writing tutors to help students improve their papers. You can schedule an appointment to see a tutor from their website, or go to their office to schedule an appointment.

COLLEGE OF BUSINESS' STUDENT ADVISING CENTER

Physical Location: 3rd floor of Thaxton Hall, North Campus

For students who are taking 1000 and 2000 level business classes, check out the College of Business' Student Advising Center. They offer tutoring for certain classes each semester.

INDIVIDUAL DEPARTMENTS

You can always ask your professor if tutoring for their class is available. Some departments like the Math department have a Math 1111 lab available for the students taking Math 1111. Do not be afraid to ask your professor if there is additional help available for you to succeed in their class.

VI. Student Health Center

URL: <http://www.valdosta.edu/health>

Physical Address: 200 Georgia Ave, Valdosta, GA 31602

Located next to the Center for International Programs, the Student Health Center should be your first stop when you are not feeling well.

International Student Handbook

Part of the fees that students pay goes towards the Student Health Center, so all students that have paid fees are eligible to access the services that they provide. During the summer the Student Health Center only sees students who are enrolled in 4 semester credits or more, in on-campus courses only. Since summer is an optional semester, students who are only taking 3 credits or less can avail of the services of the nearby walk-in clinics without needing a referral from the Student Health Center.

VII. Campus Recreation Center

URL: <http://www.valdosta.edu/student/rec-wellness/campus-recreation/>

Physical Address:

The Campus Recreation Center (Rec Center) is located next to Centennial Hall on Sustella Avenue.

All VSU students can use the facilities at the Rec Center as long as they have their VSU ID with them. They have a cardio area, an indoor track, weight training area, an indoor pool, and group fitness classes. All free to VSU students!

Students can also choose to participate in Intramural Sports or join the CORE (Center for Outdoor Recreational Experiences) on their different trips around the US, at different times of the year. Please note that CORE trips are not free, but they relatively inexpensive.

VIII. VSU Police Department

URL: <http://www.valdosta.edu/police>

Physical Address: 1410 N Oak St, Valdosta, GA 31601

Phone #: Emergencies (229) 259-5555

Escort Service: (229) 333-7816

Located in the Oak Parking Deck, the VSU Police Department is here to keep the campus community safe and secure. They provide basic campus safety services, like escorting students from campus buildings to their residence halls at night. You can also contact them if you have lost any valuables like your VSU ID card, or have found somebody else's lost property.

Blazer Shuttle Express

Monday – Friday
7:30AM – 11:00PM

Red Shuttle Express

1. Palms — Main Campus
2. Billy Grant Baseball Field
3. North Campus — Pound Hall
4. Front Entrance — Main Campus

Black Shuttle Express

1. Student Rec Center/Centennial Hall
2. Mary St. Fieldhouse
3. Palms — Main Campus
4. Student Health Center
5. Front Entrance — Main Campus
6. University Center
7. Oak St. Lot — Front
8. Oak St. Lot — Education Center
9. Oak St. Lot — P. E. Complex



Shuttle Stop

Find out with our new
GPS Tracking App at
www.WheresTheBlaze.com

*Be sure to download the DoubleMap
application from the App Store to
track VSU Shuttle Buses!

Get the App!



1. Banner Hall—AFRIC
2. Banner Hall—COSBA, SGI
3. Banner Hall—COSBA
4. Banner Hall—COSBS
5. Center for International Programs
6. Student Health Center
7. Main Annex North
8. Powell Hall
9. Hugh C. Bailey Science Center
10. West Hall
11. Norris Hall
12. Acheson Hall
13. Georgia Residence Hall
14. Hecker Residence Hall
15. Langley Residence Hall
16. Farber Hall
17. Pines Dining Center
18. Commerce Hall/Physiology
19. Admissions Office
20. Brown Residence Hall
21. Oskan Library
22. Student Union
23. Bookstore
24. Pine Hall
25. Education Center—COSBS
26. PE Complex/Recreation
27. Oak St. Parking Deck
28. Fine Arts Shop—COS
29. Whitman & Sawyer Theater
30. Communication Arts / Curriculum, Leadership & Technology Shop
31. Mass Media
32. S. Walker Martin Hall
33. Office of Social Equity
34. University Center
35. Rotatory—Catholics
36. One Card Services
37. Continuing Education Shop—ROSC
38. Marriage & Family Therapy
39. FamilyWorks
40. Student Recreation Center
41. Conference Hall
42. Student Rec Sports Complex

Athletic Field House Lot

Revised August 2012 — Office of Parking & Transportation — Shuttle Map 2012 — Page 1 of 1

IX. ON-CAMPUS TRANSPORTATION

To help students to get around campus, there are shuttles (or buses) available to take you to different parts of campus, including the north campus. Two shuttles are available during the day: Red Line and Black Line, and a night shuttle from 11:00 pm – 3:00 AM.

Blazer Night Shuttle

Monday – Sunday

11:00PM – 3:00AM

The night shuttle runs from 11:00PM to 3:00AM seven days a week when classes are in session during Fall & Spring semesters only. The shuttle runs twice per hour on the half hour; for example, 11:00PM and 11:30PM, 12:00AM and 12:30AM. The last shuttle run pick-up is at 2:30AM. These are set times of operation.



Night Shuttle

1. Student Rec Ctr / Centennial Hall
2. Oak St. Lot / Sustella Ave.
3. Palms — Main Campus
4. Front Entrance — Main Campus



Map of Valdosta State University campus showing the Night Shuttle route. Map 2013.03 — Page 1 of 1

On Thursdays, there is a VSU shuttle that goes to the Valdosta Mall at 2:00 pm, 4:00 pm, and 6:00 pm.

Blazer Safe Ride

VS YOU



Monday – Sunday 11:00PM – 3:00AM

Parking & Transportation and University Police provide Blazer Safe Ride service for students and employees as a safe means of transportation after normal campus shuttle service hours. The service will be dispatched when the Blazer Safe Ride number is called at **229.253.4442**. The service will be a golf cart from the designated pick up and drop off locations from outlying parking lots. Walking escorts will be provided by University Police on main campus from the Library to the residence halls. Blazer Safe Ride operates from 11:00pm - 3:00am Monday through Sunday. The last dispatch call taken will be at 2:55am.



If you will need the accessible golf cart to transport your wheelchair you will need to let dispatch know at the time of your request call.



**PARKING &
TRANSPORTATION**



PHONE 229.253.4442

Blazer Safe Ride - 11/15/2018 - 11/16/2018 - 11/17/2018 - 11/18/2018 - 11/19/2018 - 11/20/2018 - 11/21/2018 - 11/22/2018 - 11/23/2018 - 11/24/2018 - 11/25/2018 - 11/26/2018 - 11/27/2018 - 11/28/2018 - 11/29/2018 - 11/30/2018 - 12/1/2018 - 12/2/2018 - 12/3/2018 - 12/4/2018 - 12/5/2018 - 12/6/2018 - 12/7/2018 - 12/8/2018 - 12/9/2018 - 12/10/2018 - 12/11/2018 - 12/12/2018 - 12/13/2018 - 12/14/2018 - 12/15/2018 - 12/16/2018 - 12/17/2018 - 12/18/2018 - 12/19/2018 - 12/20/2018 - 12/21/2018 - 12/22/2018 - 12/23/2018 - 12/24/2018 - 12/25/2018 - 12/26/2018 - 12/27/2018 - 12/28/2018 - 12/29/2018 - 12/30/2018 - 12/31/2018

These shuttles are a provided for your benefit, so please do not hesitate to use them! You can even track the location of the shuttles by going to <http://www.wherestheblaze.com/> or downloading the App Store (iOS) or Google Play (Android).

International Student Handbook

X. Registrar's Office

<http://www.valdosta.edu/registrar/>

Located at the University Center, you can get to this office by going through Entrance # 5, and it is next to the Centralized Advising Office. This office is responsible for anything to do with a student's academic record from class registration to final grades.

You can request for copies of your transcripts, a verification of enrollment letter, and here is where you need to apply for graduation.

XI. BURSARY

This is office at the University Center South and can be reached by going through either Entrance # 6 or #7. They manage the university's billing and payment services for student accounts. They can also assist you with any financial questions that you might have with your student account. Please remember that you can also access your online student account through your Banner account.

How to Pay Fees - <http://www.valdosta.edu/iss/payment-methods.php>

**** NOTE for students who are sponsored by a third-party organization (ex. Saudi Arabian Cultural Mission): DO NOT FORGET TO SUBMIT a hard copy of a Letter of Financial Guarantee to the Bursary EACH semester.**

6. Go to your Online Student Account to check your balance.

You will need to know what your Banner ID/VSU ID# (870#####) and your banner password is, to be able to access the Online Student Account.

7. Make a payment through any of the following methods:

- Online Student Account /Mobile Online Student Account Center
- WebCheck - This will require you to know the details of your checking or savings account, specifically your Bank Routing # and your Account #.
- Credit Card/ Debit Card (or ATM Card) - This method also has a 2.85% third party service fee assessed on top of your balance.
- **Bursary** (in person) You can go to their office at the University Center South between 8:00 am- 5:00 pm on Mondays-Thursdays, and 8:00 am - 2:30 pm on Fridays, to make a payment. They will only accept cash or check payments.
- **Acceptable checks:** Personal Checks, Travelers Checks, Cashier's Checks, Money Orders. NO STARTER CHECKS are accepted.
- **flyWire** (<http://www.flywire.com/valdosta>) - International Bank Transfers

Valdosta State University has partnered Flywire to make your international payments safe and easy. Flywire allows you to pay from almost any country and any bank. They also offer excellent foreign exchange rates, allowing you to pay in your home currency (in most

cases) and save money, compared to traditional banks. You will be able to track the progress of your payment throughout the transfer process with a student dashboard and email or SMS notifications.

Step by step instructions are available on page - 39 -.

XII. IT HELPDESK

The IT Helpdesk can be found in the 2nd floor of the Odum Library if you are having any issues with the IT resources on campus (Banner password reset, connecting to the Wi-Fi, etc.).

Campus Printing Solutions

(<https://www.valdosta.edu/administration/it/helpdesk/campus-technology/card-swipe-printers.php>) There are also computer labs and study rooms that are free for students to use, as well as access to printers if you need to print out research papers or homework. As a fee-paying student, you are given \$17.50 a semester to use for printing materials on campus. Search for Campus Print Solution Guides on the VSU Website.

For assistance with media projects, the **New Media Center**

(<https://www.valdosta.edu/academics/library/depts/media-center/>) located on the first floor of the library where students can borrow equipment like laptops, PA systems, camcorders, and other media equipment. Workshops are available at the beginning of the semester. Come to learn photo editing, video editing, and audio editing. Ask for assistance from the Media Center staff when you visit their open lab.

VI. LIFE OFF-CAMPUS

I. RENTING AN APARTMENT/HOUSE

The city of Valdosta is very unique. It is a city that surrounds another city: the city of Remerton. If you go down Baytree Road, you will see a sign that says "Welcome to Remerton." The city only spans a total of 0.2 sq miles.

Most houses for rent or apartment complexes will require a prospective tenant (renter) to agree to get a background check, which you can only get done with a US Social Security Number. Please read page - 50 -, regarding how to get a Social Security number. If you are not eligible to get a social security number, you will need to look for apartment complexes that offer other options in lieu of needing a social security number.

Please be cautious and read everything that is put in front of you before you sign! If you do not understand something, make sure that you ask or have a friend with you that can make sure you are not signing something that you might regret later on!

While some apartment complexes will provide the amenity of not having to pay your utilities individually (including it in the rent price), some will not have this amenity available.

International Student Handbook

II. UTILITIES

• Electric

Georgia Power (<http://www.georgiapower.com/>) is the company that is in charge of providing electricity to most of Valdosta/Remerton. One of their main requirements for electricity to be turned out at your new place is that one of the residents be the primary account holder. Only residents that have a social security number can be a primary account holder.

Another option is for you and/or your roommates to find an apartment complex that caters to college students and provides this amenity with your leasing contract.

Telephone: 1-888-660-5890

Colquitt EMC (<http://colquittemc.com/membership/>) is an electric membership corporation that services multiple counties in South Georgia. If you will be renting a house that is serviced by Colquitt EMC, you will have to go to one of their office locations and pay the \$5 membership fee and \$20 connection fee. You will be required to pay a security deposit of \$0, 200 or \$400 depending on your credit rating.

Valdosta District Office: 273 Norman Drive Valdosta, GA 31601

Telephone: 229-244-6893

• Water/Sewer/Trash

Depending on where you live (Remerton or Valdosta), these utilities will be managed by the City of Valdosta or the City of Remerton.

City of Valdosta: You need to go to their office at 102 N Lee St, Valdosta, GA 31603 with \$50 and a copy of your lease agreement.

City of Remerton: You need to go to their office at 102 N Lee St, Valdosta, GA 31603 with \$50 and a copy of your lease agreement.

III. OFF-CAMPUS TRANSPORTATION

• Taxi Service

There are a couple of various taxi services in Valdosta, but the most popular one is called 244-taxi, and you can just call them at (229)244-8294 to schedule a pick-up.

• Greyhound

<https://www.greyhound.com/>

An intercity bus service that can take people to different cities at different rates. There is a Greyhound Bus Station on 200 North Oak Street.

• Bicycles

Valdosta Bike Center: <http://www.valdostabikecenter.com/> or

<https://www.facebook.com/Valdosta-Bike-Center-110781832320089/>

Open Monday – Friday 10: 00 AM – 6:00 PM

Saturday 10:00 AM – 4:00 PM

1907 Baytree Pl, Remerton, GA 31602

(229)253-9050

• **Uber**

Shopping

Wal-Mart: www.walmart.com

Open 24 Hours

340 Norman Dr, Valdosta, GA 31601 (229) 249-8400

3274 Inner Perimeter Rd, Valdosta, GA 31602 (229)253-0312

Target: www.target.com

Open Sunday – Friday 8:00 AM – 10:00 PM

Saturday 8:00 AM – 11:00 PM

1815 Norman Dr Valdosta, GA 31601 (229) 242-0330

IV. International Student Benefits

• **Social Security Number**

This is a tax ID number assigned to all US citizens and permanent residents. International students are eligible to receive a social security number as long as they are authorized for employment. It is not necessary to get a social security number to apply for a driver's license.

To apply for a social security number, you will need the following:

- Must have arrived in the US 10 days or more prior to applying for a social security number
- A letter from the International Student Advisor
- A completed form ss-5: <http://www.ssa.gov/online/ss-5.pdf>
- Passport
- F-1/J-1 visa
- I-94 print-out: <http://www.cbp.gov/i94>
- Most recent I-20 or DS-2019 – it cannot be your very first form I-20/DS-2019 that says it was issued for “initial attendance”
- Proof of Employment

• **Driver's License**

To apply for a driver's license in the state of Georgia, you will need the following:

- Passport
- F-1/J-1 visa
- I-94 print-out
- Most recent I-20 or DS-2019
- Social Security Card or the form letter SSA-L676
- 2 of the following: A utility bill, lease contract, bank statement with your current address on it, or a letter from the international student advisor with your current address on it.

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- Any identification card or license that you have been given from your home country.

Please see the brochure “Getting a Driver’s License” that was given to you with your welcome packet at orientation for more information.

• Employment

1. On-Campus Employment

F-1 Students are eligible to work on-campus without authorization from the international student advisor. Students are also only allowed to work for a maximum of 20 hours a week during the semester, and up to 40 hours per week during semester breaks.

To look for jobs on-campus, please go to <https://valdosta.peopleadmin.com/> and click on “Student Asst. Openings.” Listing are periodically updated, so do not be disheartened if there are no job openings listed. Also, job openings are competitive and students are not guaranteed jobs if they apply to any particular position.

2. Off-Campus Employment

Students cannot work off-campus or outside of campus without prior authorization from the International Student Advisor or Exchange Student Advisor.

For F-1 students, the first step will be for them to contact the Office of Cooperative Education, which assists all students in finding practical work experience that is related to their field of study or major. It is important for international students that any employment they engage in is related to their field of study.

After the Office of Cooperative Education has verified that the employment the student is planning on engaging in is related to their field of study, they will send their recommendation for CPT (Curricular Practical Training) to the International Student Advisor.

The International Student Advisor will then put the authorization in SEVIS, and provide the student with an updated form I-20.

It is important for F-1 students to know that if they decide to engage in full-time Curricular Practical training (CPT), that they will lose their eligibility to apply for authorization to work after graduation (OPT) if they have a cumulative full-time CPT authorization for a year.

3. Employment after Graduation

F-1 students are eligible to apply for post-completion Optional Practical Training (OPT). OPT authorizes a student to apply what they learned at the university to a practical setting. However, the student’s employment must be related to their field of study.

Please see page - 54 - for more information on Optional Practical Training.

• Taxes

All international students are required by Federal law to file **form 8843** (<http://www.irs.gov/pub/irs-pdf/f8843.pdf>) – Statement for Exempt Individuals for every year that they are in the US.

For students, who have income in the US, and who do not have any dependents (spouse or children), you will need to download and physically mail Form 1040NR-EZ (US Income Tax Return for Certain Nonresident Aliens with No Dependents) from <http://www.irs.gov/pub/irs-pdf/f1040nr.pdf>.

If you are married or have children, you will need to file the regular Form 1040NR (US Nonresident Alien Income Tax Return)

• Money and Banking

Students are highly encouraged to open a local bank account in the US, especially if you are planning on living off-campus, as this would make it easier to some services (ex. pay rent) via a checking account.

There are a lot of local banks that will offer students a free checking account (deposit account), and they will come with a free check/debit card to use at ATMs (Automated Teller Machines) and a majority of stores.

Bank of America www.bankofamerica.com

2001 Baytree Rd Valdosta, GA 31602 or 3030 N Patterson St Valdosta, GA 31602

Open Monday – Thursday 9:00 AM – 4:00 PM

Friday 9:00 AM – 5:00 PM

Saturday 9:00 AM – 12:00 PM

ATM available at the Student Union

1. Free Checking Account for students under 23 years old
2. Free means that there is no maintenance fee for having the account
3. US \$25 minimum to open a checking account
4. Must have passport and US mailing address available
5. Free debit card (MasterCard)

Suntrust www.suntrust.com

340 Norman Dr, Valdosta, GA 31601 (Inside Wal-Mart)

Open Monday – Friday 9:30 AM – 7:00 PM

Saturday 9:30 AM – 4:00 PM

1. Free checking account for students, no age limit for 5 years
2. Free means that there is no maintenance fee for having the account
3. US \$100 minimum to open a checking account
4. Must have passport, VSU student ID, and US mailing address available
5. Free debit card (MasterCard)

VII. KEEPING YOUR IMMIGRATION STATUS

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I. F-1 STUDENTS

A. *FULL-TIME ENROLLMENT*

All undergraduate international students must be at least enrolled for 12 credit hours each Fall and Spring semester, unless authorized by the International Student Advisor to do so.

Full time enrollment at the graduate level varies depending on the program. Full-time enrollment is usually either 6 or 9 credit hours each Fall and Spring semester. Please see your program advisor if you have any questions about what being enrolled full-time means for you.

B. *REDUCED COURSE LOAD*

There are specific circumstances that an international student can be allowed to take/enroll in less than the required credit hours. *Only the following reasons apply:*

1. First Semester Only
 - a. Difficulty with the English Language
 - b. Unfamiliarity with the American Classroom
2. Medical Reasons – unfortunately, pregnancy is not considered one of them.
3. Last Semester Only
 - a. To Complete Requirements

If you think that any of the reasons mentioned above may apply to your situation, make an appointment with your International Student Advisor/Exchange Student Advisor.

C. *TRAVELING*

• **Inside the U.S**

Make sure that you have copies of your I-20 and your passport and visa with you. Do not bring your documents into bars or anywhere that you could possibly lose these important documents.

• **Outside the U.S**

To travel outside the US, and be able to return to Valdosta without any trouble, remember to take your most recent I-20, non-expired visa and passport with you. On the third page of your I-20, there are lines for your international student advisor to sign your document for travel. Make sure that this signature will not be more than a year old by the time you plan on returning to the US. You can stop by the Center for International Programs Office to request a new travel signature on the third page of your I-20 during regular business hours. Make sure to bring your most recent I-20 with you.

D. *TAKING A BREAK*

The summer semester is not a required semester for international students to be enrolled in. You have the flexibility to enroll in summer classes or not to enroll.

If you wish to take a break from your studies at any other time, you will need to make an appointment with the International Student Advisor, as this can affect your non-immigrant status.

Please note that to keep your SEVIS record active, you must not be out of the US for more than 5 months at any point in time. If you will need to be out of the US for longer than that, please contact your International Student Advisor to discuss your options.

E. OPTIONS AFTER GRADUATION

After graduation, F-1 students have what's called a "60 day grace period", mentioned below are all the options that are available for F-1 students.

• **Optional Practical Training**

It is a benefit offered to all F-1 students after they have successfully completed their program of study. Eligible F-1 students are authorized to work after completion of their program, and have the chance to apply what they have learned to the real world.

F-1 students must apply for post-completion OPT 2-3 months before they are scheduled to graduate, or 60 days after they graduate.

OPT must start anywhere from the day after graduation to 60 days after the student's graduation.

To Apply:

1. Student must go through the "Employment 101 for International Students (F-1)" on Blazeview.
2. Afterwards, set-up an appointment with the international student advisor. At the appointment, the student must bring the following items:
 - Passport
 - Visa
 - 2 passport-sized photos
 - **\$380** check or money order made out to the "**US Department of Homeland Security**"
3. Print-out of the I-94 record or the student can request the international student advisor to retrieve this for them.
4. The international student advisor will assist the student with filling out the form I-765 (<http://www.uscis.gov/sites/default/files/files/form/i-765.pdf>) and will put in the request in SEVIS and print out a new I-20 with the OPT authorization request.
5. The student will have to provide their preferred start date for their OPT period.
6. The international student advisor will put together the application packet and send it out for the student, unless the student prefers otherwise.
6. Application Packet
7. Completed form I-765
8. Copy of the I-20 with the OPT request
9. Copy of the passport, visa and I-94 record
10. \$410 check or money order made out to the U.S. Department of Homeland Security
11. 2 passport sized photos

• **Starting another Academic Program**

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Students have 60 days to be accepted into a new program of study, and to decide to start another program of study whether the new program will be at Valdosta State University or somewhere else.

• Seeing Other Parts of the US

Students are encouraged to visit other parts of the US as a reward for completing their program of study.

II. J-1 STUDENTS

A. FULL-TIME ENROLLMENT

International students who are studying at VSU for a semester or an academic year as an exchange student and entered the US on a J-1 visa are not required to be enrolled full-time. Please talk to the Exchange Student Advisor if you have any questions regarding your classes.

B. TRAVELING

• Inside the U.S.

While you do not need to have a visa to travel around the US, you will need to keep your passport in a safe place, and always keep a copy of your documents in a safe place.

• Outside the U.S.

You should get a new travel signature on your DS-2019 from your Exchange Student Advisor whenever you are planning on travelling out of the US, even if it is only for a short period of time. To be able to return back into the US, please make sure that you have a recently signed DS-2019 and that you have an unexpired J-1 visa in your passport.

VIII. AMERICAN CUSTOMS AND CULTURE

I. TIME

Being on time is very important in American culture. Classes, parties, concerts, meetings, and other planned events all start at specific times. If you need to see someone, like a professor, you should make an appointment to see that person beforehand. Do not just appear in their office, as that can be considered rude in some cases. If you will be late to an appointment or know that you will not make it to an appointment, it is good manners to let the person know.

II. INFORMALITY

American culture has a great deal of informality between people, and does not have a formal class structure. Some Americans may dress casually and act more informally in social situations that what you might be used to.

III. GREETINGS, INVITATIONS, AND VISITING

The most common forms of greeting include handshakes, smiles, and phrases such as, "It's nice to meet you."

Professors should be addressed as Doctor or Professor followed by their last/family names, unless they ask otherwise. If not sure that prefix to use to address your professor, it might be a good tip to look at your syllabus for the class.

While most of the US has a very informal attitude, it is common for Southern American culture to address elders with respect. If you do not know somebody's title, it is safe to use the prefix "Ms." or "Mr.", before the person's name. If you do not know if somebody is married or not, "Ms." is a safe prefix to use to address a female/woman without worrying about offending them.

If you are invited somewhere and you accept the invitation, it is very important that you appear at the event. Do not accept an invitation simply because you are afraid to say no. If you cannot or do not want to come to the event, politely decline instead of accepting, and not showing up at the event. Gifts are also not expected if you are invited, though potluck events to ask guests to bring something (usually a dish) to the event.

IV. MEN AND WOMEN

Men and women are considered equals, and American women are generally independent. It is NOT appropriate to whistle at, touch, or make personal comments about women. These actions are considered very rude.

It is also common for women to live alone, with other women, or with men in apartments off campus. Do not assume that your friend or acquaintance has romantic intentions simply because you have been invited to visit their apartment.

V. BATHING AND HYGIENE

Most Americans bathe or shower on a daily basis, and use deodorants or antiperspirants as well.

VI. RELIGIOUS LIFE

Religion is very important part of South Georgian culture. You may be invited to visit a church and to take part in church sponsored social activities. While these church services and activities can be meaningful to you, you are not obligated to join a church.

VII. ALCOHOL

The minimum legal age for drinking and buying alcoholic beverages (ex. Beer, wine) in the US, is 21 years old. You cannot buy or be served alcohol if you are under 21 years of age. You will be asked to present some sort of official identification with your date of birth and photograph before you can purchase alcohol from a store, bar, or nightclub.

It is illegal to drive a car after drinking alcoholic beverages, regardless of age. The penalties are severe and may result in imprisonment, which can affect your non-immigrant status.

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Serving alcoholic beverages to people under the age of 21 is also illegal. Under the law of the state of Georgia, the host of a party is responsible for any traffic accidents caused by guests who are intoxicated when they leave the home of the host.

VIII. SMOKING

Starting on October 1, 2014, VSU has been a Smoke Free/Tobacco Free Campus. This means that smoking is not permitted anywhere near or on-campus. Smoking is also prohibited in hospitals, supermarkets, many restaurants and other public places.

IX. OTHER TOPICS

I. CULTURAL ADJUSTMENT

(Courtesy of the Ms. Rebecca Smith - Counseling Center)

Leaving home and traveling to study in a new country can be a stressful experience, even though it maybe something you have planned and prepared for. Many people are surprised when they experience the impact of culture shock, and it can be helpful to realize your experience is actually quite normal.

• What is culture shock?

Culture shock describes the impact of moving from a familiar culture to one that is unfamiliar. It includes the shock of a new environment, meeting lots of new people and learning the ways of a new country. It also includes the shock of being separated from the important people in your life, such as family, friends, colleagues, and teachers: people you would talk to at times of uncertainty, people who give you support and guidance.

• Factors that can contribute to culture shock

• Climate

Many students find that the weather down here in South Georgia can be a little bit different than you are used to, especially the humidity.

Language

Listening and speaking in a new language is tiring. In class, some international students have trouble understanding the lecture and reading materials. People speak quickly and you may feel embarrassed to ask them to repeat what they said. If English is not your first language, you may find that you miss your home language.

• Social Rules

Social behavior may confuse, surprise, or offend you. For example you may find people appear cold, distant, or always in a hurry. Or you may be surprised to see couples holding hands and kissing in public. You may find the relationships between men and women more formal or less formal than you are used to, as well as differences in same sex contact and relationships.

• ‘Rules’ of Behavior

As well as the obvious things that hit you immediately when you arrive, such as sights, sounds, smells, and tastes, every culture has unspoken rules which affect the way people treat each other. These may be less obvious, but sooner or later you will probably encounter them and once again, the effect may be disorientating. For example, there will be differences in the ways people decide what is important, how tasks are allocated and how time is observed. In business and academic life, keeping to a schedule is important. You should always be on time for lectures, classes, and meetings with academic and administrative staff. If you are going to be late for a meeting, do try to give advance notice via phone call or email.

• Values

Although you may first become aware of cultural differences in your physical environment, (ex. food, dress, behavior), you may also come to notice that people from other cultures may have different views of the world from yours. Cultures are built on deeply-embedded sets of values, norms, assumptions and beliefs for granted and assume they universally held. As much as possible, try to suspend judgment until you understand how parts of a culture fit together into a coherent whole. Try to see what people say or do in the context of their own culture's norms. This will help you to understand how other people see your behavior, as well as how to understand theirs. When you understand both cultures, you will probably find some aspects of each that you like and others that you don't.

• Relationship Stress

If your spouse or partner has accompanied you to the US, remember that the stress of the transition may cause struggles in your relationship. The transition to a new culture may be very difficult for your partner. Your partner may feel very isolated; he/she has been transplanted from your culture and separated from family and friends. Simple tasks can be stressful due to the language barrier. Often times they do not have opportunities to engage in productive, meaningful activity such as pursuing a degree, and it may be more difficult for them to make new friends.

X. GLOSSARY OF TERMS

I. IMMIGRATION TERMS

ALTERNATE RESPONSIBLE OFFICER (ARO)

A person who is familiar with the current Exchange Visitor Program regulations, and can assist an exchange student with their concerns when the Responsible Officer or the Exchange Student Advisor is not available.

CUSTOMS AND BORDER PATROL (CBP)

An agency under the US Department of Homeland Security that is in charge of facilitating lawful international travel and trade. They are also in charge of making

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sure that all travelers that enter the US are entering with the right immigration status.

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular practical training is a benefit offered to F-1 students to allow them to gain practical experience while they are still in school. This can be a paid/unpaid internship through the Office of Cooperative Education.

DEPENDENTS

This can be the student's spouse and/or children. They are considered dependents as the student will be the primary visa holder (F-1 or J-1) and the dependents will be assigned either F-2 or J-2 visas.

DS-2019

Also called "Certificate of Eligibility for Exchange Visitors." This form is given to exchange students who entered the US on a J-1 visa. It is a form generated with the information from the student's SEVIS record. It contains details about the student's program of study and any authorizations that the student has been given.

DESIGNATED SCHOOL OFFICIAL (DSO)

A school official that is in charge of assisting students with the F-1 visa status with maintaining their nonimmigrant status by informing them of the rules and regulations of their visa status.

F-1 VISA

This is the student visa given to students who wish to study and earn a degree in the US.

GRACE PERIOD

The length of time when a student can legally stay in the US after the end of their program. For international students, this is generally 60 days after the end of their program.

FORM I-20

Also called the "Certificate of Eligibility for Nonimmigrant Status". It is a form generated with the information from the student's SEVIS record. It contains details about the student's program of study and any authorizations that the student has been given. This form is issued to any international student who is planning to enter the US on an F-1 visa.

I-94

Also called an Arrival/Departure Record. It is a Department of Homeland Security (DHS) document issued to nonimmigrant aliens at the time of lawful entry the United States at an air or sea port of entry.

The Form I-94 is evidence of a non-immigrant's term of admission and used to document legal status in the United States, including length of stay and departure.

INDIVIDUAL TAX IDENTIFICATION NUMBER (ITIN)

A tax processing number issued by the Internal Revenue Service. All international students must file a tax return, even if they do not expect to owe any taxes. A student can apply for an ITIN if they are not eligible for a Social Security number, and they need to use the form W-7 to apply for an ITIN.

J-1 VISA

The J-1 visa is issued to students who only plan on studying at a US institution for a semester to an academic year, and plan on returning to their home institution or university.

OPTIONAL PRACTICAL TRAINING (OPT)

A benefit offered to F-1 students after they have completed their programs. F-1 students can apply for this benefit at least 90 days prior to the completion of their program, and up to 60 days after.

REDUCED COURSE LOAD (RCL)

Under certain circumstances, F-1 students are allowed to be enrolled in what is considered to be full-time enrollment. Full-time enrollment is considered to be 12 semester credit hours for undergraduate students, and 6-9 semester credit hours for graduate students.

RESPONSIBLE OFFICER (RO)

Often an employee of the sponsoring organization of an exchange student, they are in charge of the exchange student's SEVIS record and is the same as the Exchange Student Advisor at Valdosta State University.

SEVP (STUDENT AND EXCHANGE VISITOR PROGRAM)

The electronic database that is used by the US government to keep track of all non-immigrant students and scholars.

SEVIS (STUDENT AND EXCHANGE VISA INFORMATION SYSTEM)

The electronic database that is used by the US government to keep track of all non-immigrant students and scholars.

SEVIS RECORD

The electronic record that an international student or scholar that is on an F-1 and J-1 visa must maintain for the duration of their visa status.

SEVIS ID NUMBER

A unique identifier found on the top right of either the form I-20 or DS-2019. It starts with N, and followed by 10 digits.

SOCIAL SECURITY NUMBER

A tax id number that is given to US citizens from birth and to international students when they have found authorized employment.

USCIS (US CITIZENSHIP AND IMMIGRATION SERVICES)

A government agency that oversees lawful immigration to the United States, as well as processes applications for lawful non-immigrants such as work authorization and any change of status requests.

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US DEPARTMENT OF HOMELAND SECURITY

The department of the US federal government that oversees the following agencies: USCIS, SEVP, and CBP.

II. UNIVERSITY/ACADEMIC TERMS

ACADEMIC ADVISOR

The person in the student's major's department that will be able to advise them on how to reach their academic goals at VSU.

ACADEMIC PROBATION

A student is put on academic probation if their cumulative GPA falls below a 2.0 GPA at the end of any semester.

ACADEMIC SUSPENSION

Students whose semester GPA falls below a 2.0 or the minimum required semester GPA for the amount of semester credit hours they have earned will not be permitted to register for classes. Only fall and spring semesters are the only semesters that count as sit-out semesters when a student is suspended.

1st Suspension: One semester.

2nd Suspension: 2 semesters.

3rd Suspension: Also called academic dismissal. A student is not allowed to register for classes at VSU for 3 years.

ATTENDANCE

Students are required to attend all of their classes. Excessive absences or tardiness can affect a student's grade in a class.

COLLEGES

The university is divided into units known as "Colleges." The Colleges at VSU are: Arts and Sciences, Business Administration, Education, the Arts, and Nursing. Unlike many other countries, the American term "college" does not refer to high school or secondary education. It is often used interchangeably with the term "university."

Curriculum

This refers to the program that you are following and its degree requirements. There are required courses and elective courses in most curricula. Your academic advisor will go over this with you prior to registration for the next term.

CREDIT HOURS

It is a unit of academic credit. VSU's academic year consists of 3 semesters (Fall, Spring, Summer). A course usually is assigned 3 credit hours, but an F-1 student must take a minimum of 12 credit hours in the fall and spring semesters, while the maximum credit hours that a student can enroll in, without their Dean's approval, is 18 credit hours.

DROPPING A CLASS

During the first week of classes, a student may decide that a certain class would be better to take or to not take. During this period, a student may cancel their enrollment in the class without penalty (getting a "W" on their transcript). F-1

students should keep in mind that they can drop a class during the add/drop week, but must still be enrolled in 12 credit hours (undergraduate) or 6-9 credit hours for graduate students at the end of the add/drop week.

ELECTIVE COURSE

These are optional courses that a student may take. Elective courses are often in the student's major field of study, and would help supplement their academic knowledge. The student's academic advisor may suggest specific elective courses appropriate for either the student's degree or future plans.

FINAL EXAM

It is the last exam in a semester that a student may have to take for a class. Sometimes a professor might ask students to submit a paper or a project instead of having to take the final exam.

FULL-TIME ENROLLMENT

The minimum number of credit hours that an F-1 student needs to be enrolled in to be considered a full-time student. For undergraduate students, they need 12 credit hours, and for graduate students they need 6-9 credit hours.

GPA (GRADE POINT AVERAGE)

In the US, a student's performance is evaluated by letter grades (A, B, C, D or F). Each letter grade has a corresponding value quality (A=4, B=3, C=2, D=1, F=0), also called quality points.

The GPA is computed by dividing the total quality points that a student has earned (depending on their letter grade) by the number of credit hours a student has enrolled in a given semester.

The difference in a cumulative GPA and a semester GPA is that the semester GPA is only calculated using the courses that a student has taken during the semester, and a cumulative GPA includes all college-level course work that a student has taken (including transfer credits).

GRADUATE STUDENT

A graduate student is someone who is studying to receive a Master's or a Doctoral degree.

GRE (GRADUATE RECORD EXAMINATION)

It is one of the standardized exams that all students wishing to pursue a graduate degree (Master's /Doctoral) must take, depending on the graduate program. The GRE is required for most graduate programs.

GMAT (GRADUATE MANAGEMENT ADMISSION TEST)

The standardized exam that most graduate programs in the business fields require of applicants. Minimum test score requirements differ from university to university, depending on the program the student is applying for.

HYBRID CLASS

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A type of class structure where the professor conducts part of the class online and the students have to meet often at least once a week.

LSAT (LAW SCHOOL ADMISSION TEST)

The standardized exam that all students who are interested in getting admitted to law school in the US need to take. Minimum test score requirements differ from university to university.

MCAT (MEDICAL COLLEGE ADMISSION TEST)

The standardized exam that all students who are interested in getting admitted to medical school in the US need to take. Minimum test score requirements differ from university to university.

MAJOR (FIELD OF STUDY)

An academic field of study (or two) that a student chooses to specialize their studies in, at the undergraduate level. It consists of at least 30 semester credit hours of upper level course work (3000 and above). A lot of new students start in the General Studies major, until they choose a major field of study that they want to focus in. It is also common for college students in America to change their major field of study at least once, during their course of study at VSU.

MINOR (FIELD OF STUDY)

An optional field of study that a student can choose to concentrate in, but not as much as their major field of study. It usually consists of 15-18 semester credit hours with at least 9 credit hours being upper division level courses (3000- 4000), the courses required to gain a minor in a field of study is determined by the department.

MAYMESTER

Also called Summer I session. It is an intensive summer class that starts in May, and only lasts for a month.

ONLINE CLASS

All instruction, communication with classmates and the professor, as well as any assignments, quizzes and exams are done online through Blazeview. F-1 students are restricted to 1 online course or 3 credits worth of online courses for the fall and spring semesters.

PLAGIARISM/ ACADEMIC INTEGRITY

All students are required to uphold to the standards of academic integrity.

SEMESTER

A semester is generally a 16 week academic term. At VSU, there are 3 semesters: Fall, Spring, and Summer. All F-1 students are required to be enrolled in the Fall and Spring semesters, as well as exchange students who are attending VSU for an academic year. Summer semesters are optional for F-1 students.

SYLLABUS

Important information about a course provided to students by the instructor/professor on the first of class. It includes the books you will use, the

professor's name, office hours, phone number, and e-mail address. It also includes the deadlines for projects, papers, dates of exams, and sometimes their grading and attendance policy.

TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE)

This test is one of the more popular tests that academic institutions use to test a potential international student's ability to use and understand English at the university level. If a student has successfully completed a degree program at a US academic institution, sometimes this requirement is waived.

TRANSCRIPT

The record of a student's courses and grades. It is used to document a student's academic performance while attending a university. This is used by universities and some employers to determine the desirability of accepting or hiring a student.

UNDERGRADUATE

These usually are students who are studying for their first degree in the university, and are aiming to be awarded a bachelor's degree after the completion of the program's requirements. There are also a lot of students that decide to return to university to gain a secondary (or even third) undergraduate degree.

WITHDRAWING FROM A CLASS

Students are given the option to withdraw from a class after the first week of classes. After withdrawing, the student will see a "W" on their transcript instead of a letter grade. Students withdrawing from a class before the midterms/middle of the semester can do so online, and without the permission of the Dean of their college.

Students are also limited to 5 W's on their transcript for the duration of their degree program. F-1 students must also remember that any withdrawal from their classes that will result in their enrollment being less than 12 credit hours must request authorization from the International Student Advisor first.

WITHDRAWING FROM THE UNIVERSITY

Things happen, there might a reason that a student might have to withdraw from all their classes. In this case, the first contact should be the International Student Advisor or Exchange Student Advisor, as unauthorized withdrawals are a violation of the regulations for international students. Please go to the link listed on page - 64 - of this Handbook.

XI. IMPORTANT VSU LINKS

- Academic Probation and Suspension
 - **Undergraduate:** <http://www.valdosta.edu/academics/academic-affairs/vp-office/advising/academic-probation-and-suspension.php>
 - **Graduate:** <https://www.valdosta.edu/academics/graduate-school/documents/dismissal-options.pdf>
- **Hardship Withdrawal** <https://www.valdosta.edu/academics/academic-affairs/advising/hardship-withdrawals.php>

International Student Handbook

- **International Student Services** <http://www.valdosta.edu/iss>
- **Undergraduate Catalog** <http://catalog.valdosta.edu/undergraduate/>
- **Graduate Catalog** <http://catalog.valdosta.edu/graduate/>

XII. IMPORTANT NUMBERS

VSU Office/ Company Name	Location	Phone No.
Bursary	University Center South Entrance # 5	(229)333-5725
Campus Recreation	1300 Sustella Ave	(229)333-5898
Career Opportunities	Powell Hall West	(229)333-5942
Centralized Advising Center	University Center South Entrance # 5	(229)245-4378
College of Business' Student Advising Center	Thaxton Hall, 3 rd Flr, North Campus	(229)249-2624
College of Education Advising Center	Rm 1020, 301 Baytree Rd	(229)245-6425
Dining Services' Meal Plans http://valdosta.campusdish.com/	1204 N. Patterson St.	(229)259-2593
Housing Office	1 st Flr, Hopper Hall	(229)333-5920
International Programs	204 Georgia Ave	(229)333-7410
IT Helpdesk	Odum Library 2 nd Floor	(229)245-4357
Odum Library	https://www.valdosta.edu/academics/library/general/about/floor-maps.php	(229)333-5869
Registrar's	University Center South Entrance # 5	(229)333-5727
Student Health Center	200 Georgia Avenue	(229)333-5886
Academic Support Center	Langdale Hall	(229)333-7570
University Police	Oak Street Parking Deck	(229)333-7816 or (229)259-5555 for emergencies
Valdosta Police Department	500 N Toombs St	(229)242-2606 or 911
244-Taxi		(229)244-8294
Tipsy Transit (https://www.facebook.com/tipsyttransit/)		(229)234-1448

South Georgia Medical Center	2501 N Patterson St	(229)333-1000
South Georgia Medical Center Patient Financial Services		(229)333-1040
Radiology Associates of Valdosta, P.C.		(229)333-9729
South Georgia Radiology Consultants, P.C.		1-800-774-4575 ext. 412
South Georgia Pathologists, P.C.		(229)245-0447
Valdosta Anesthesia Associates, P.C.		(229)244-6852

Walk-In/Urgent Care Clinics (*Non-emergency medical care*)

Valdosta Family Medicine

ADDRESS 2412 N Oak Street,
Valdosta, GA 31602

PHONE (229)244 - 1400

HOURS

Monday – Friday 8:00 AM – 7:00 PM

Saturday 9:00 AM – 4:00 PM

Sunday 1:00 PM – 4:00 PM

APPLECARE VALDOSTA

ADDRESS 3200 N Ashley St, Valdosta,
GA 31602

PHONE (229)671 - 9100

HOURS

Monday – Friday 7:30 AM – 7:30 PM

Saturday 8:30 AM – 5:00 PM

Healthsource Medical Clinic

ADDRESS 1733 Gornito Rd, Suite 101-
C. Valdosta, GA 31601

PHONE (229)245 - 1004

HOURS

Monday – Friday 9:00 AM – 7:00 PM

Saturday 9:00 AM – 3:00 PM

PARROTT MEDICAL CLINIC

ADDRESS 804 Northwood Park Drive
Valdosta, GA 31602

PHONE (229)249 - 7888

HOURS

Monday / Tuesday / Thursday/ Friday

8:00 AM – 6:30 PM

Wednesday 8:00 AM – 2:30 PM

Saturday 9:00 AM – 3:00 PM