A message from the Assistant Provost

This handbook contains information about the rules and regulations that apply to those who have been invited to The University of Toledo to study under the F-1 or J-1 non-immigrant classification. The purpose of providing this information is to ensure that you understand the expectations and responsibilities associated with your visa status.

Welcome to The University of Toledo

The University of Toledo welcomes international students, scholars, and visitors to our campus. We strive to create a welcoming and inclusive environment that supports academic and personal growth.

It is our mission to provide you with the resources and support you need to succeed in your academic pursuits.

We encourage you to explore our campus, engage in extracurricular activities, and take advantage of the opportunities available to you.

Please feel free to contact our Office of International Student Services if further information is needed.

Sammy Spann, Ph.D.
Assistant Provost for International Studies and Programs

This is your launch pad to explore your world. It is our mission, focus, and passion to challenge you to always open and we hope that we can open your mind to your exciting future.

The Center for International Studies and Programs helps faculty achieve their teaching and researching goals abroad by providing the means to customize experiences with real world experience and encounters that will change your life. We offer programs and initiatives designed to assist faculty, domestic and international students, and the community in their journey toward becoming well-rounded individuals.

We're determined to be your one stop shop. Our door is always open and we hope that we can open your mind to your exciting future.
### American Language Institute (ALI)

The American Language Institute is an intensive two- or four-year degree (associate, baccalaureate) program for students who have earned a bachelor's degree and is pursuing a master's or doctoral degree. The curriculum consists of 20 hours of language lab per week.

It is required that students who have earned a bachelor's degree take a minimum of 124 credit hours to receive a bachelor's degree; however, some colleges require more. A typical master's program requires about 48 credit hours and a doctorate requires about 135 credits hours beyond a bachelor's degree.

### Advanced English Program

The Advanced English Program requires two terms of study. It provides advanced instruction in reading, writing, speaking, and listening. Students must have a minimum score of 50 on the TOEFL or the IELTS exam to enroll in the program. Advanced English is divided into two levels: Advanced 1 and Advanced 2.

### Program Information

The American Language Institute offers a variety of programs, including Advanced English, Advanced Spanish, and Advanced French. These programs are designed to help students improve their language skills and prepare for further study.

### Language Lab Schedule

Example of a schedule for an ALI student:

<table>
<thead>
<tr>
<th>Language Lab</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Lab</td>
<td>8:30 AM</td>
<td>10:20 AM</td>
<td>11:40 AM</td>
<td>12:40 PM</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Speaking</td>
<td>8:30 AM</td>
<td>10:20 AM</td>
<td>11:40 AM</td>
<td>12:40 PM</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Writing</td>
<td>10:20 AM</td>
<td>11:40 AM</td>
<td>12:40 PM</td>
<td>1:20 PM</td>
<td>1:20 PM</td>
</tr>
<tr>
<td>Grammar</td>
<td>11:40 AM</td>
<td>12:40 PM</td>
<td>1:20 PM</td>
<td>1:20 PM</td>
<td>1:20 PM</td>
</tr>
<tr>
<td>Reading and Discussion</td>
<td>8:30 AM</td>
<td>10:20 AM</td>
<td>11:40 AM</td>
<td>12:40 PM</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Listening and Seminar</td>
<td>10:20 AM</td>
<td>11:40 AM</td>
<td>12:40 PM</td>
<td>1:20 PM</td>
<td>1:20 PM</td>
</tr>
</tbody>
</table>

### Late Registration Fee

The late registration fee is assessed as follows:

- $1,000 for undergraduate and 9 credit hours for graduate
- $100

The late registration fee is separate from the late payment fee, which is assessed a late payment fee of $50 per month on outstanding balances.

### Adding a Class or Registering Late

A student may add a course or register late within the first five calendar days of a new semester. The late registration fee is assessed on or after the first day of the term. A late registration Form is required to register for classes after the last day of registration.
The Writing Center assists current UT undergraduate, graduate students, faculty and staff on a variety of writing projects in any subject. Writers use the center for feedback on drafts or completed papers, and appreciation of cultural and ethnic differences and similarities. The outcome of these efforts includes a professional academic support services that enhance success and retention. Services include free walk-in tutoring, group tutorial sessions for targeted courses, also is offered.

The center’s goal is to provide writers with transferable skills that will help them not only on one paper, but do the work for the writers. The library system offers several different services for faculty, staff and students, including circulation and direction for problem solving. In addition, OEMSS welcomes diversity. The center strives to cultivate a culturally diverse student body in its career development, career planning, and employment goals.

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Student Services and Resources
The Of...
and graduate students from diverse backgrounds. The Office of Excellence and Multicultural Student Success is located in the Student Union, room 2500; visit utoledo.edu/studentaffairs/oemss/ for more information.

Residence Life
The Office of Residence Life’s mission is to provide quality living environments and services that directly contribute to the success of students through educational, social and personal development. The office provides a variety of living options and joins with students to create and maintain safe and supportive communities that promote the development of life and leadership skills. Within these communities, members are active in holding each other accountable and responsible for their actions. The department provides activities and programs that recognize, address, and appreciate the needs, interests, and diversity of experience in the residence population.

Residence Life is located in Ottawa House West, directly across from Rocket Hall; visit utoledo.edu/studentaffairs/reslife/index/index.html for more information.

Commuter Student Services
Commuter Student Services seeks to help commuter students become active in campus life, leading to a truly enriching and rewarding college experience. Staff works to inspire, support and equip students with every possible resource for success, organizing programs, publishing a newsletter and numerous brochures, and advocating for issues of concern to our students. Commuter Student Services also offers information about UT and Toledo Transit Services, off-campus meal plans, and roommates and housing. The Commuter Student Services office is located in the Student Union, room 3504; visit utoledo.edu/studentaffairs/osi/commuter/ for more information.

Main Campus Medical Center
The Main Campus Medical Center and pharmacy are available for students with and without University Health Insurance. Students registered for at least one semester hour are eligible to utilize services at the Main Campus Medical Center. The center’s services include primary care, urgent care, gynecological, psychiatric, pharmaceutical, lab, immunization and allergic injections, and HIV/AIDS testing. The Main Campus Medical Center is located on the southwest side of Main Campus, across the street from the Academic and Horton International houses; visit utoledo.edu/healthservices/student/index.html for more information.

Counseling Center
The Counseling Center is the primary university-based mental health service for students. Staff provides counseling (individual and group), mental health and wellness programming, and crisis intervention services to help students cope with the demands of college and to facilitate the development of life adjustment strategies. The Counseling Center is located in Rocket Hall, room 1810; visit utoledo.edu/studentaffairs/counseling for more information.

Rocket Solution Central
Rocket Solution Central is an integrated student service center that can assist you with questions regarding financial aid, registration, student accounts and student records. Through this site and the myUT Portal, you can manage many student services. Visit this site often for important information and updates. Rocket Solution Central is located in Rocket Hall, room 1200; visit utoledo.edu/rsc for more information.

Office of the Treasurer
The Office of the Treasurer is responsible for the billing, collecting and depositing of all money owed to and/or collected by The University of Toledo. The Office of the Treasurer offers centralized billing and collection for outstanding accounts receivable balances, Federal Perkins loans and University loan programs. All student inquiries regarding billing are handled in a central location and should be directed to Rocket Solution Central in Rocket Hall, room 1200.

Office of the Registrar
The Registrar is responsible for all student academic records, past and present. This office performs student registration processes, sends transcripts, and receives paperwork regarding grade changes, drops/withdrawals, medical withdrawals and graduation applications. All student inquiries regarding registration are handled in a central location and should be directed to Rocket Solution Central in Rocket Hall, room 1200.
1. When the Main Campus Medical Center is closed, students should use the services of the Main Campus Medical Center. The deductible will apply and benefits will be paid at 80 percent. If the Main Campus Medical Center is closed and the condition is a medical emergency, the student must return to the Main Campus Medical Center for necessary follow-up care. Students who use non-PPO facilities must pay the deductible and 20 percent of the usual and customary charges. If referred by the Main Campus Medical Center, benefits will be paid at 100 percent with no deductible or co-pay.

2. Enrolled, eligible students also may enroll to a Provider Option (PPO) facility. If referred by the Main Campus Medical Center, benefits will be paid at 80 percent of usual and customary charges, and the condition is a medical emergency.

3. Maternity (applies only to insured students) will be covered at 100 percent with no deductible, annual deductible, or co-pay.

4. Dependent eligibility expires concurrently with the insured student. Eligible dependents are the spouse (residing with the insured student), and unmarried children younger than 19 years old who are not self-supporting and reside with the insured student. Dependent eligibility applies to an insured student's dependent children younger than 19 years old who are not self-supporting and reside with the insured student.

5. Self-supporting and resident dependents. Eligible dependents are the spouse (residing with the insured student), and unmarried children younger than 19 years old who are not self-supporting and reside with the insured student. Dependent eligibility applies to an insured student’s dependent children younger than 19 years old who are not self-supporting and reside with the insured student.

6. Non-student spouses or partners, and non-student dependents are not eligible.

7. When the Main Campus Medical Center is closed, the deductible will apply and benefits will be paid at 80 percent. If referred by the Main Campus Medical Center, benefits will be paid at 100 percent with no deductible or co-pay.

8. If no referral, but student uses a PPO facility, then the deductible will apply and benefits will be paid at 80 percent of usual and customary charges.
THINGS TO DO AND SEE IN TOLEDO

**The Toledo Museum of Art**
- Paintings by world-renowned artists are on display at the museum. Special exhibits and programs also are held here throughout the year. Phone: 419.530.2202

**Toledo Botanical Garden**
- This 60-acre public garden includes perennial, herb and shade gardens. In June, the garden features a children’s zoo, a museum of antique and vintage toys, Toledo Fire fighters Museum and a fire safety and fighting equipment display. The museum also includes a collection of antique fire toys, Toledo Fire Division memorabilia, and a fire safety and fighting equipment display. The facility also encompasses more than 6,600 acres, consists of nine parks open daily and natural areas, walking trails, and picnic facilities. Public nature walks and workshops also are available. Phone: 419.530.8780

**Ritter Planetarium**
- Visitors can watch this minor planetarium perform a live presentation on The Meteor. The Metropark District, located at 401 Jefferson Ave. Phone: 419.213.2200

**Toledo Walleye**
- The Toledo Walleye hockey team plays at the Huntington Center from October to May. Phone: 419.530.2650

**Fort Meigs**
- Built in 1813, Fort Meigs is the largest US military fort in the nation. It is located on The University of Toledo Main Campus. Phone: 419.213.2200

**Wolcott House Museum Complex**
- From October through May, the Wolcott House Museum Complex presents touring Broadway productions at various theatres throughout the city. Phone: 419.255.7464

**Toledo Rep**
- As Toledo's oldest community theatre, this semi-professional theatre troupe presents its main-stage season from September through June and dance performances. Phone: 419.255.8000

**Toledo Opera**
- The Toledo Opera Association presents grand opera and chorus. Phone: 419.255.8000

**The Toledo Symphony Orchestra**
- The orchestra performs musical styles ranging from pops to classics. Guest artists also are featured. Phone: 419.536.5566

**The Toledo Ballet**
- The Toledo Ballet Association presents a full series of grand opera and ballet performances. Phone: 419.530.8700

**Toledo Opera**
- Toledo’s premiere regional operatic company presents the world’s premier operatic works. Phone: 419.530.4229

**Toledo Rep**
- The Toledo Rep theatre presents a variety of plays and video productions throughout the academic year at the UT Center for the Performing Arts. Phone: 419.530.2202

**Toledo Ballet**
- The Toledo Ballet Association presents "The Nutcracker" and a major spring production annually. The company also performs dances at local festivals and events. Phone: 419.536.5566

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SHOPPING IN TOLEDO

Toledo has many different shopping areas, with some near the University. On weekdays, the usual hours for retail stores are 10 a.m. to 9 p.m. Although some small stores are closed on Sundays, larger stores and the major shopping center/mall are open from noon to 5 p.m.

A shopping mall is a group of stores inside a larger building. Covered indoor hallways connect these stores. They resemble streets on which there are booths, kiosks and pushcarts with goods for sale. Malls usually have several department stores, drug stores, clothing stores, bookstores, restaurants and specialty shops.

A department store is usually quite large, and it may have more than one floor. You can purchase many kinds of goods for yourself and your home in a department store. Some of the most common items are clothing, furniture, kitchen supplies, small tools and large electrical appliances.

A discount store sells the same products as a department store, but at reduced prices and offers fewer services to the customer. There are several discount stores in Toledo.

A grocery store or supermarket sells food products and cleaning items for the home and bathroom. Most stores have a fresh produce section; however, the majority of the items in U.S. supermarkets are boxed, canned or frozen. Some large supermarkets are open 24 hours a day.

A convenience store is usually located in a residential section of town. They stay open late and often 24 hours a day and carry a limited number of goods. Popular Shopping Areas in Toledo

Promenade Shops
Monroe Street and Sylvania Avenue (Toledo)

The Shops at Fallen Timbers
3100 Main St., Suite 1599 (Maumee)

St. Clair Village
44 S. St. Clair St. (downtown Toledo)

Town Center at Levis Commons
3201 Levis Commons Blvd. (Perrysburg)

Franklin Park Mall
5001 Monroe St. (Toledo)

Westgate Village Shopping Center
3301 W. Central Ave. (Toledo)

*Refer to your International Food Guide in your orientation packet for international food suggestions.

WEATHER

Weather in Toledo is generally mild in the spring and fall, hot in the summer and cold in the winter.

Summer:
Mornings and evenings are usually 70°F - 80°F, and afternoons are 90°F - 100°F. Expect a lot of rain during this period.

Winter:
December through March can be very cold, with temperatures dropping as low as 0°F. Expect a lot of snow during this period.

Spring:
In late March, April and May, mornings and evenings are usually 50°F - 60°F, and afternoons are 70°F - 80°F. Expect a lot of rain during this period.

Fall:
October is variable and can either be very warm or very cold, while November begins to get cold. Expect to start wearing winter clothes in November, with temperatures dropping into 40°F.

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October is variable and can either be very warm or very cold, while November begins to get cold. Expect to start wearing winter clothes in November, with temperatures dropping into 40°F.
Important Housing Information

HOUSING IN TOLEDO

Location

The location of the apartments is determined for the convenience of the students, the neighborhood, and the availability of a transportation network. For all other factors considered in the decision to reside off-campus, there are several important considerations. These considerations are:

1. Distance from the University
2. Availability of transportation
3. Amenities

Cost of Renting

The amount of apartment rent and deposits are:

1. The amount of rent
2. The amount of security deposit

Common Lease Requirements

1. Amount of Security Deposit — A security deposit is
   required by the landlord to cover the cost of apartment repairs
   or the first and last months’ rent payment. The security
   deposit is refunded to the tenant at the end of the lease. The
   amount of the security deposit is negotiable. If you are
   required to sign for a student, employees of the University are
   not allowed to co-sign for a student. A cosigner is a local
   relative or friend who has a job in the U.S. This person
   will be required to sign for a student.

2. Amount of the Rent — When you sign the lease, you
   promise to pay the entire amount, not just part of
   the rent due. If the lease is not clear, see Commuter Student
   Services.

3. Beginning and ending dates of the contract
4. Procedures for subletting
5. Money for utilities
6. Special arrangements

Conditions of the Lease

The lease is a legal contract between you and your
landlord. It may be written or spoken. The written
statement is the most important. Common lease
requirements include:

1. A copy of the lease is signed by you and the
   landlord. Evidence of student money may be required.

2. The landlord is required to return the security deposit to
   the tenant, by law, to pay the rest of the rent due.
3. The cost of furnishing the apartment in the manner
   you indicate before you sign the lease.

4. The cost of utilities, such as heat, electric, gas, and
   water throughout the lease period. Be sure to read the
   lease before you sign it. If you would like to make
   changes in rent agreements, the landlord is required to
   return the security deposit to the tenant, by law, to pay
   the rest of the rent due.
5. The landlord is required to return the security deposit to
   the tenant, by law, to pay the rest of the rent due.
6. The landlord is required to return the security deposit to
   the tenant, by law, to pay the rest of the rent due.

Maintenance Requirements

1. The landlord is responsible for the maintenance
   of the apartment. It is up to you to:
   a. Keep the apartment in good condition.
   b. Follow the lease guidelines
   c. Follow the regulations

2. The landlord is required to return the security deposit to
   the tenant, by law, to pay the rest of the rent due.
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   the tenant, by law, to pay the rest of the rent due.
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   the tenant, by law, to pay the rest of the rent due.
A program at The University of Toledo called GO-UT is a household items giveaway that provides international students with furniture and household items. For details, visit go.ut.edu/household_items.html. The representative from Student and Scholar Services recommends that you bring a Social Security Number (SSN) because you are an international student. If you do not have a Social Security Number, call the customer service line at 1.800.331.7396. Have your lease agreement available for reference.

## Transportation

- **TARTA**
  - The Toledo Area Regional Transit Authority (TARTA) bus system. TARTA routes run every hour. For Main Campus, the shuttle runs on a loop every 12-15 minutes, with stops at most major academic locations on the Main and Health Science campuses. Shuttle services are available Monday through Friday. No shuttle services are available during the weekends. There also are off-campus routes. TARTA routes run from Monday to Saturday. TARTA hours; buses are infrequent on weekends and holidays.

- **Public Transportation**
  - The TARTA bus costs $1.25 per ride. Additional fees may apply for transfers and additional routes. Calling cards are available at most major grocery stores and convenience stores.

## Utilities

The University provides a shuttle bus to and from off-campus living. Transportation

- **Electric**
  - Most apartment complexes do not include all utilities in the rent. Utilities are heat (electric or gas), water, and electricity. Most apartments in Toledo include water. You will normally pay for the other services on your own.

- **Gas**
  - The TARTA bus costs $1.25 per ride. Additional fees may apply for transfers and additional routes. Calling cards are available at most major grocery stores and convenience stores.

- **Dish Network 419.242.4733**
  - Cable Express 419.536.9944
  - DirecTV 800.835.4960
  - Columbia Gas
  - Toledo Edison
  - Ohio Gas
  - Sprint
  - Verizon
  - AT&T
  - Local Satellite Providers:
    - Rocket Wireless

## Other Services

- **Internet**
  - Below are some of the internet providers in the area:
    - AT&T U-verse
    - Comcast Internet
    - Cox
    - DSL or a wireless connection. Students living where internet is not an amenity can usually get access to the internet through the University’s network. Students may have access to the internet through the University’s network. Students may have access to the internet through the University’s network. Students may have access to the internet through the University’s network.

- **Permit the landlord to enter the dwelling unit if the tenant agrees to the request.**

- **Comply with state or municipal drug laws.**

- **Comply with local housing, health and safety codes.**

- **Refuse to have personal property damage to the premises.**

- **Keep the premises that the tenant occupies safe and sanitary.**

- **Use electrical and plumbing fixtures properly.**

- **Use with care and proper attention the following obligations when renting or leasing an apartment.**
MONEY AND BANKING

Opening an Account

To open a U.S. bank account, you need several items, including:

• Social Security number
• Photo ID
• Copy of government-issued photo ID
• Payroll information

Most banks offer a variety of checking and saving accounts. Some banks also offer money market accounts and certificates of deposit.

Account Fees

Some banks charge fees for certain account services, such as paper statements, ATM transactions, and online banking. Be sure to ask about the fees associated with your account.

Debit Cards

Debit cards allow you to withdraw money from your account. You can use debit cards at ATMs or to make purchases at stores.

Credit Cards

Credit cards allow you to make purchases and withdraw money without using cash. They also allow you to build your credit history.

Automatic Teller Machines

Automatic Teller Machines (ATMs) are machines that dispense cash from your account. You can use ATMs to check your balance, make cash withdrawals, and transfer money to your account.

Savings Accounts

Savings accounts allow you to save money for future expenses. They typically offer a higher interest rate than checking accounts.

Checking Accounts

Checking accounts allow you to withdraw money and make purchases. They also allow you to write personal checks.

Payment Options

There are several ways to pay your bills in the U.S. Non-resident aliens may not be able to use some payment methods.

Cash

Cash is the most common way to pay for purchases. Keep a small amount of cash on hand for emergencies.

Check

Checks are a common way to pay for purchases. Make sure you have a checkbook and know how to write checks.

Credit or Debit Card

Credit and debit cards are a common way to pay for purchases. Be sure to keep track of your spending and pay your bills on time.

Payroll Deductions

Payroll deductions are a common way to pay for bills. Be sure to check your pay stub and understand your deductions.

Salary

Salary is the most common way to earn money in the U.S. Be sure to understand your salary and know how to manage your money.
On July 4, 1776, in Philadelphia, Pa., the U.S. Continental Congress declared that the 13 British colonies of North America were free from British rule. Today, this is a day of family picnics, parades and watching numerous sporting events on television. All banks, schools, retail stores and state and federal government offices are closed. Some food stores and restaurants are open, though call in advance to be certain.

In the new year, the largest celebration takes place in New York City's Times Square. Most activities take place in December, with the American work ethic renewed on the first Monday in January, this became a national holiday in 1863. It is traditional to serve turkey, cranberries, sweet potatoes and pumpkin pie, as this holiday commemorates U.S. men and women who have died during military service to their country. Memorial Day — Observed the third Monday in May, this day honors Union soldiers who died during the U.S. Civil War and attending festivals with family and friends. This is a holiday that is usually spent watching parades and attending festivals with family and friends.
Everyone who moves to a new country experiences a period of adjustment and adaptation to the new culture. This is sometimes referred to as "cultural shock" because of the difficulty of leaving your home culture and living in a new culture. It includes the shock of a new environment, meeting new people, and learning the ways of a different country. It also includes being separated from the important people in your life, such as family, friends, colleagues and teachers.

Culture shock is entirely normal, usually unavoidable, and it does not mean anything bad about you or your new home. Actually, it can be a very significant learning experience, because it makes you more aware of your own culture as well as the new culture you have entered.

Some typical symptoms of culture shock are:

- Extreme homesickness
- Loneliness
- Avoiding contact with other people, especially Americans
- Negative feelings and hostility toward American culture and people
- Anger, frustration and confusion
- Tiredness or need for excessive amounts of sleep
- Boredom
- Inability to concentrate or work
- Loss of appetite
- Loss of enjoyment in daily activities
- Lack of confidence
- Feelings of inadequacy or insecurity

Although you can't stop culture shock, there are some things you can do to cope. Here are some ideas:

- Understand that your reactions are normal.
- Be open-minded and curious about your new environment.
- Talk with others about your feelings.
- Make friends with Americans or other international students.
- Stay busy with academics, hobbies and friends.
- Exercise or participate in sports.
- Try a new activity that you can't do in your home country.
- Remember the reasons you came to America.

When culture shock strikes, remember that it is normal. You will pass through periods of ups and downs in the process of adjusting to a new culture and environment. Keep in mind that this is a normal process, and you will eventually adjust to your new home and environment.
Please feel free to contact us with any questions, comments or suggestions; we are here to support you. We hope that your stay at The University of Toledo will be educational and rewarding, both personally and professionally.

— Message from your Office of International Student & Scholar Services