

International Student Handbook



University of Maine at Fort Kent
Residential Life and Diversity Programming Office

Orientation to the State of Maine

Seasons In Maine

Autumn (Fall) weather begins in late August and continues through October. By November days have become much colder. During autumn temperatures can range between 30°F and 70°F (-1°C and 23°C).

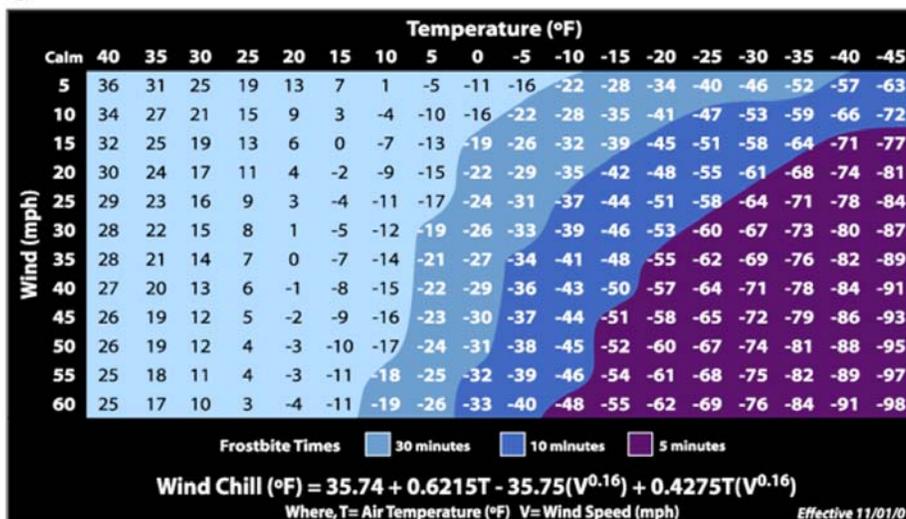
Winter weather can be expected from November to the beginning of April. Snow and freezing rain are common and temperatures range from 40°F to -30°F (5°C to -35°C). Average snowfall in Northern Maine is 110 inches (279.4 cm yearly). January is the month normally having the heaviest snowfall.

Spring arrives in April and lasts until mid-June. The temperatures normally range from 45°F to 70°F (7°C to 22°C).

Summer comes around mid-June and lasts till late August. The temperature ranging from 70°F to 80°F (22°C to 27°C) are most common.

During the winter, warm insulating clothing is necessary. It may not be necessary to have or purchase them until October, depending on your tolerance for the cold but planning ahead is suggested. Cost of each item varies widely from store to store so it pays to shop around before purchasing. Everything you might need can be bought locally. Items you must have when it snows are: warm, sturdy boots; a jacket with a hood; a wool or other warm hat; and mittens or gloves.

During the coldest months it is especially important to take care to cover your hands and face when the wind is blowing strongly. A brisk wind can freeze your skin quickly, even though the air temperature is moderate. The rapid cooling effect is referred to as “wind chill.” Simple precautions such as mittens will prevent these problems from developing.



In the fall and spring, sweaters and/or lightweight jackets are usually enough to keep you warm. A raincoat or water resistant windbreaker could be useful during the rainy days of spring. In the summer this part of the country may become fairly warm with a few hot days.

Students tend to dress casually with slacks and jeans being worn by both men and women on all but the most formal occasions. Dress for your own comfort according to occasion and temperature.

To help you become oriented to Maine you will find in the back of this handbook a campus map of this University, a map of Fort Kent and a general map of Maine.

United States Currency

A. Coins

United States currency is based on the metric system.

1	penny = 1 cent
5	pennies = 1 nickel (5 cents)
10	pennies = 1 dime = 2 nickels (10 cent)
25	pennies = 1 quarter = (25 cent)
50	pennies = 1 50-cent piece (half dollar) or 2 quarters
100	pennies = 1 dollar or 2 50 cent piece or 10 dimes

The symbol for dollars is \$.

For example; \$4.00 = four dollars.

The symbol for cent = ¢

For example; 50¢ = fifty cents, this may also be written as \$.50

The coins listed above are of different sizes and types of metal. The size does not necessarily determine the value of the coin.

B. Paper Money

\$1, \$2, \$5, \$10, \$20, \$50, etc, bills are paper money with numbers in the corners identifying their value. They are all the same size and color, remember that the value is written on the corners.

C. Canadian Currency

Please note, Canada also uses the name “dollar” for its paper money. However the Canadian dollar is not currently equal to the American dollar.

Its exact value is determined by the current exchange rate between countries. The Canadian coins, although similarly named, are also not equal to the value of American coins and cannot be used in American vending machines.

If you will be visiting Canada you may want to check with the local banks to find which bank may give you the best exchange rate on your money. For extended stays it is suggested you exchange your money before you leave.

Banks and Banking Services

A. Opening an Account

To open any bank account, simply go to the bank of your choice and tell the receptionist that you like to open an account. The receptionist will direct you to a person who can explain the kind of accounts that are available and can open one for you. Banks have “customer service” personnel whose job is to answer customers’ questions and assist with problems that have to do with banking services.

B. Checking Accounts

Sometimes checking accounts are called current accounts in many countries. Banks offer a variety of checking account types each with different fees or costs. The type of account you choose should depend on the number of checks you will write each month and/or the amount of money will retain in your checking account. Some banks require minimum balances that affect the fee charged.

1. Regular Checking Account

With a regular checking account there are no service charges if you keep a minimum amount of money in your account. If your balance goes below the specified amount, you will be assessed a service charge of the month regardless of the number of checks you write. You should open a regular account if you keep your balance above the required minimum balance, thereby avoiding all service charges.

Another type of checking account that does not assess a service charge based on the minimum balance or the number of checks written, instead

the bank charges only a yearly fee paid once a year. The fee may vary from bank to bank.

2. Interest Bearing Accounts

Often these have different names depending on the bank but these are checking accounts in which the bank will pay you interest on the balance of the account on a monthly basis. The percentage of interest paid will vary by bank and account. The required minimum balance amounts may vary.

It is important to keep a running balance of your account each time you write a check. A fee is charged to your account each time you “overdraw” your account. That is, each time you write a check that is greater than the amount you have deposited in your account.

Most people pay their bills with personal checks. Sending them through the mail is the most convenient way to pay your bills. Your canceled checks, returned to you monthly by your bank after they have been cashed by the person to whom you wrote them, are legal receipts for payments you have made.

3. Types of Checks

When you open a checking account you will be asked to decide whether you want personalized individual checks or duplicate checks. Individual checks have your name, address, and telephone number printed on them. In addition they are numbered consecutively. You must pay a fee for your supply of personalized checks.

Duplicate checks are also personal checks except they have a carbon copy behind every check. When you write a check you have a copy of the written check remaining in your checkbook. Unlike individual checks that are returned to you after they have been paid by the bank, duplicate checks remain at the bank. Your copy is your receipt or record of the written check.

4. Automatic Teller Machine Cards (ATM, Debit Cards, Check Cards)

Card banking, allows you to bank 24 hours a day, at many Banking Centers throughout the state. Automatic Teller Machines (ATM's) allow you to get instant cash, account balances, and make deposits, account transfers, loan and credit card payments. You may automatically become eligible for Card Banking at no additional charge when you open a Personal Checking or Savings Account with some banks. Each bank may have slightly different options. Check around before you choose which service is

right for you. Note that some banks may charge a small fee for each automatic transaction or a fee each time you use their automatic teller machine.

C. Writing A Check

Here are the steps to follow when writing a check (refer to the examples):

- (1) Write the date on which you are issuing the check.
- (2) Write the name of the person or business to whom you are making the payment.
- (3) Write the amount of the payment in Arabic numerals.
- (4) Write the number of dollars included in the payment and write the number of cents in the form of a fraction (e.g., 50/100 means 50 cents out of the 100 cents in a dollar).
- (5) Sign your name as it is printed on the check.
- (6) Note the purpose of the payment.

The following illustrations are examples of a completed personalized check, and a sample checkbook register. Please note, checks may be purchased in many different colors or with different designs. Each design may have a different cost. They all are acceptable, the choice is a personal one.

Immediately after you write a check you should record the information from it on your check register. This includes the check number, the date the check is written, the name of the payee (the person or business to whom the payment is being made), amount of the check, and the fee for the check, if there is one. Then calculate the balance remaining in your account. In the accompanying example, a check for \$10.00 was written on an account with a balance of \$100.00. The new balance is \$90.00.

Figure 10. Sample of a personal Check

When you add money to your account (“make a deposit”) you should of course record that also. The accompanying example shows a record of a \$10.00 deposit.

Figure 11. Sample of Check Register

D. Savings Accounts

A savings account unlike a standard checking account, earns interest. If you have several hundred dollars above your routine living expenses, a savings account is a safe way to invest it. You can withdraw any amount from a regular savings account whenever it is necessary. If you have a savings and a checking account in the same bank, you can transfer funds form your savings to your checking account.

E. Travelers Checks

Travelers checks provide a safe way to carry money when traveling in the U.S. and abroad. They can be replaced if they are lost, and they are more easily accepted by businesses away from your own area of residence. Banks sell travelers checks for a small fee.

F. Local Banks

Banking hours are generally from 9:00 a.m. to 3:00 p.m. Monday through Thursday and from 9:00 a.m. to 6:00 p.m. on Friday, but check with specific banks to be sure of the times. A few banks are also open Saturday mornings. Some also have drive up windows for bank services available on Saturdays. Check with individual banks for the services they offer. You may find the phone numbers and locations of local banks in the phone book or the student handbook.

G. Money Management Hints

- (1) **Carrying cash.** You should not carry large amounts of cash with you or keep it in your residence. Instead, deposit it in a bank.
- (2) **Keep track of accounts.** Keeping track of expenditures in various categories (food, books, etc.) can pinpoint areas of heavy spending which might surprise you. done on a monthly basis, this can give you an incentive to economize in certain areas.
- (3) **Budget carefully.** You know how much your income and basic expenditures are, so pay all bills immediately at the start of each month and you will know exactly how much remains.
- (4) **Tax returns.** Many students earn so little that any income taxes withheld might well be refunded. Examine all options for exemptions or rebates, and do not hesitate to seek advice from the Internal Revenue Service. Keep records of expenditures throughout the year so that filling out returns will be easier. *Please note that as a F-1 student you must file an income tax return with the Internal Revenue Service regardless of whether you have earned income or not.*
- (5) **Transportation.** Recognize that a few extra dollars for a near-campus apartment can save hundreds of dollars each year on a car. The automobile is part of the “American Experience,” and it takes some courage to realize that owning an automobile is

expensive and often unnecessary. Most services are within walking distance of campus.

- (6) **Loans and credit cards.** For many of us this is the first exposure to credit on any scale. For those of us who arrive in the United States with few household possessions, it's a life-saver, but beware of over-extending yourself. Remember you may be paying from 12 to 18 percent per year in interest on some accounts.
- (7) **Buy used.** Garage and yard sales advertised in newspapers are frequent events and you can buy used appliances and household goods at reasonable prices. You may sell them the same way when you leave. Check the bulletin boards in Cyr Hall as well as other public places for good used items such as TV's, appliances, furniture, books, etc.
- (8) **Eating out.** If you do not live in a dormitory where meals are included, it is tempting to eat out regularly rather than preparing your own food. This may become expensive, often doubling your food bill.
- (9) **Take advantage of sales.** Newspaper advertisements will tell you when a store is having a sale on an item, meaning it is being sold at a lower price than usual.

University Housing

H. Residence Halls

Each room includes standard furniture, desk, bookcase, bureau, bed, central heating and curtains. Most people find it worthwhile to bring an alarm clock & personal sundries (soap, shampoo, etc.). All rooms are equipped with a telephone jack and a cable and computer hookup.

Additionally, each residence hall offers a television room, a main floor lounge, vending machines, and free washer/dryers. Central bathrooms are located on each floor.

The residence halls are staffed with an Assistant Director of Residential Life who lives in each building and Resident Assistants who live in each wing. They are there to assist you in a variety of ways, as well as making sure that the rules and regulations are enforced.

Residential Life

The University of Maine at Fort Kent has three co-educational residence halls, Powell Hall, Crocker Hall, and the Lodge, with a combined capacity of approximately 300 students. The Director of Student Services administers supervision of the halls. The Director is assisted by the Associate Director of Student Programming and Residential Life, the Assistant Director of Residential Life and Diversity Programming, the Assistant Director of Residential Life and Wellness, three Resident Assistant Supervisors and a staff of eleven Resident Assistants. The Director and his/her staff work under the supervision of the Vice President for Administration in a cooperative effort to assist individual resident students and to maintain the quality of residence hall life.

UMFK has a long tradition as a residential university and has sought to provide comfortable and convenient campus housing for student. The University believes that education encompasses social and personal development, as well as intellectual growth, and strives to provide a supportive environment through its residence life programs.

Students enrolled in a course load of 12 or more credit hours may request the hall of their choice on a space available basis. Each hall is different and offers a unique living environment. Incoming students are assigned to rooms by the Residence Life Staff. Residents are responsible for damage to their rooms, furniture or any part of the residence halls. The University is not responsible for lost property, and strongly discourages students from leaving valuable articles or money in their rooms. Rooms should be kept locked at all times.

It is important to remember that RESIDENTIAL HALLS ARE CLOSED during semester breaks and between the fall and spring semesters. Students must vacate the halls during these closings. It is important to make travel arrangements well in advance.

Off-Campus Housing

The University of Maine at Fort Kent provides the following list in order to provide assistance to students who are seeking off-campus housing. The University is not responsible for any arrangements made between renters and students, nor is it responsible for the actions of any of the renters listed.

Name	Phone
Albert, Louis (Realtor)	834-6725
B&M Apartments (Linda Masse)	834-3610
Bouchard, Dick	834-3410
Bouchard, Paul	834-5619
Boucher, Brenda	834-3601
Boucher, Sandra	728-6020
Fortin, Dot	834-5119
Gagnon, Dinah	834-5893
Gagnon, Gil	834-2023

Gagnon, Mike	834-5594
Lausier, Chris	834-2005
Marquis, Paula	834-6762 (Apartment in her home)
Morin, Richard	834-5361
Morin, Sue	728-7987
Morris, Dallas	273-2582 (2 Bedroom House)
Nadeaus's Furniture (Pat Labbe)	834-5700
Ouellette, Paul	834-3855
Plourde, Jeff	834-5796
Saucier, Sue	834-6332
Soucy, Ray	834-6347
Stadig, Allen	834-5894
Staples, Pricilla	834-6228
Theriault, Brenda or Clarence	834-3204
Theriault, Brian	834-4510
Thibeau, Rita	834-5026 or 444-5407
Voisine, Tommy	834-5062
Albert, Rachelle & Roger	506-992-3793
Bosse, Mario	506-992-3385
Cloutier, Debbie	506-992-1103 or 992-5113 (home)
Corriveau, Robert	506-992-5415 or 992-2847 (home)
Corriveau, Sandra	506-992-9400 or 992-2777 (home)
Cyr, Alexander & Chantal	506-992-3424 (3 2-br apartments)
Daigle, Luc	506-258-6582 or 258-3389 (home)
Dionne, Delores	506-992-3375
Dionne, Janice	506-992-3300
Dube, Martine	506-992-3960 (3 rms, private entrance, fully furnished—non-smoker preferred)
Duval, Jenny	506-992-3261 (2 brs available in home)
Edmonds, Suzanne	506-992-3534
Gagne, Blackie	506-992-2478
Hammond, Jean Louis & Bernice	506-992-2692
Hutchman, Lawrence	506-735-3653 (rooms in Edmundston)
Labbe, Lise	506-992-2599 (2 bedroom apt in Clair)
Levasseur, Betty	506-992-3378
Levesque, Joan	506-258-3588
Levesque, Lise (Big MMotel)	506-992-3440 (1 Bachelor \$475/Month; Room w/fridge \$400/month)
Long, Marc	506-992-6043 (work) 506-992-2427 (home)
Michaud, Carol	506-992-2277 or 506-992-3088
Michaud, Denise	506-992-3919
Michaud, Nicole (Municipal)	506-992-6030
Michaud, Sylvia	834-3254

Ouellette, Doris
St Onge, Patricia

506-992-2155
506-992-3027 (3 bedroom house)

Boarding Situations: People Who Will Board Students in Their Homes

Name	Phone	Information
Bouchard, Paulette	834-3708	Preferred: Non-smoker – Serious Student
Charette, Claudette	834-3827	1 room
Daigle, Cary & Linda	834-3634	2 rooms
Desjardins, Rinette	834-5532	
Desjardins, Michelle	834-5056	1 room for male or female student
Pelletier, Ruth	834-6307	Non- Smoker – Must like cats(4)
Plourde, Kelly	834-5027	
Therialt, Lee	834-5448	

IV.

Buying and Shopping

A. Shopping Information

Shopping in the United States is somewhat different from that in many other countries. The stores here are often large and offer many varied and different products. The prices are fixed and bartering is not practiced. There are generally four types of stores: supermarkets, department stores, clothing or specialty stores, and drug stores (Pharmacies).

For a complete listing of stores in the Area look in the yellow pages of the telephone book.

V.

Temperature, Weight and Measures

A. Temperature

In the United States the Fahrenheit scale rather than the Celsius scale is used to express temperature. Most thermometers have Fahrenheit readings whether used for air and water temperatures, body temperatures, or for cooking.

To convert Fahrenheit to Celsius:

Subtract 32 from the number of degrees Fahrenheit,
Multiply this figure by 5, and divide by 9.

For example: 43°F

$$^{\circ}\text{C} = \frac{5(43-32)}{9} = \frac{5 \times 11}{9} = \frac{55}{9} = 6.11^{\circ}\text{C}$$

To convert Celsius to Fahrenheit:

Multiply the number of degrees Celsius by 9,
Divide that figure by 5, and add 32.

For example: **30°C**

$$^{\circ}\text{F} = \frac{9 \times 30}{5} + 32 = \frac{270}{5} + 32 = 54 + 32 = 86^{\circ}\text{F}$$

B. Weight

In the U.S. the terms ounce and pound are used to express weight, including body weight.

To convert grams to ounces:

Multiply the number of grams by 0.3527.

To convert kilos to pounds:

Multiply the number of kilos by 2.2046

For easy conversion, keep in mind that:

$$\begin{array}{rcl} 30 \text{ grams} & = & 1 \text{ ounce} \\ 450 \text{ grams} & = & 16 \text{ ounces} = 1 \text{ pound} \\ 1000 \text{ grams} & = & 1 \text{ kilo} = 2.2 \text{ pounds} \end{array}$$

C. Measurements

Recipes for American food usually state measurements by volume instead of by weight. This is true of both liquid and dry ingredients.

To convert grams to fluid ounces:

Multiply the number of grams by 0.035

To convert fluid ounces to grams:

Multiply the number of fluid ounces by 28.35.

The most frequently used terms of measurement of length and width are inch, foot, and yard. These dimensions are also squared to determine area.

To convert centimeters to inches:

Multiply the number of centimeters by 0.3937.

To convert inches to centimeters:

Multiply the number of inches by 2.54.

Long Distance is measured by the mile. 1609.3 meters or 1.609 kilometers is equal to 1 mile.

To convert Kilometers to Miles:

Multiply Kilometers by .6212.

To convert Miles to Kilometers:

Multiply Miles by 1.609.

VI.

Medical Care and Expenses

A. Need For Insurance

The U.S. has no national health insurance system. Since medical expenses are high, it is extremely important that you provide health insurance for yourself and for your family members who are with you in this country.

Student insurance is available at the beginning of each semester from the Student Services Office on campus and should be purchased at the beginning of the year if you do not have a sponsor who has provided insurance for you. The cost is minimal (and considerably less than for other “private policies”). The policy is in effect until the beginning of the next September.

B. Student Medical Services

The University Health Center is located in Nadeau Hall. All students are eligible to use the services and facilities of the Health Center when it is open. The Health Center offers a comprehensive program of medical care, including the following services: consultations with the nurse practitioner for diagnosis and treatment, immunizations,

birth control counseling and examinations, athletic physicals, and prescriptions for minor illnesses.

Emergency help is available at NMMC emergency room when the Health Center is closed. The hospital is located on West Main St. in Fort Kent.

VII

Transportation

A Local Transportation

1. Shuttle Service

The following policy is necessary due to the lack of public transportation in the communities immediately surrounding the University of Maine at Fort Kent. Students, commuter and resident, needing transportation to and from bus station and/or airports, before and after breaks and/or for emergency trips back home during the semester, are subject to the following guidelines.

1. Any new, incoming student who is arriving to the campus for the first time and who needs to be transported from local bus station or airports must notify the university in order for arrangements to be made for pick-up. This service will be free to new, incoming students only.
2. Any current Student who needs shuttle service to and/or from airports or bus stations for trips home must proceed as follows:
 - a. Notify the Office of Residential Life and Student Activities **at least 48 hours** prior to departure. Service cannot and will not be provided at the last minute.
 - b. As it is cost effective to coordinate shuttles for several students, a list will be kept of students needing shuttles. Car pooling will result in lower costs to the students.
 - c. The Office of Residential Life and Student Activities will locate a driver and then notify the student of departure times and locations.
 - d. The student(s) needing shuttle services will be charged for vehicle use, mileage, and the drive's time according to the following rate chart for shuttle services, although, in the event of inclement weather, additional time may be billed to the student. Payment must be made in advance. Failure to make payment will result in a hold being placed on the student's account. Please note that the following locations on the chart are the only available shuttles as no arrangements will be made to destinations other than those listed.

Destination	Mileage Fee	Vehicle Fee	Driver's Fee	Total Cost
Caribou Bus Station	45 miles @ .32/mile	\$5.00	2 hours @ \$6.25/hr.	\$31.90
Edmundston Bust Sta.	26 miles @ .32/mile	\$5.00	1.5 hours @ 6.25/hr.	\$22.70
Presque Isle Airport	71 miles @ .32/mile	\$5.00	3 hours @ \$6.25/hr.	\$46.47

Any questions pertaining to shuttles, as well as any requests for shuttles, can be directed to the Office of Residential Life and Student Activities at extension 850.

2. Airport & Airlines

Northern Maine Regional Airport on Airport Drive in Presque Isle has service from US Air and Delta Business Express. Flights are available to Boston with connecting flights to most part of the country and to the world.

For rates, schedules, and reservations call the airline directly, talk with the counter personnel at the airport, use the Internet or visit a travel agency.

3. Travel Agencies

Agencies are listed under Travel Bureaus in the Yellow Pages of the telephone directory. They can assist you in making plane reservation for long flights. There may be an extra charge for this service.

B. Personal Vehicles

1. Cars

Owning a car can be very expensive. There should be much thought planning if you are interested in owning a car. There are various car dealers in the surrounding area. Check in the Yellow Pages under “Automobile” for the names and places of these dealers.

There are designated parking areas for faculty, staff, students and visitors. Please do not park in Handicapped spaces unless you are entitled to.

2. Bicycles

Bicycles can be bought at many departments stores and bike specialty shops. Bikes do not have to be registered. Bikes must be kept in your room when not in use.(Storing in hall ways is not permitted).

When you use your bike around campus and the community, you will want to lock your bike when you park it. This insures that your bike will not be stolen.

VIII.

Services

A. Laundry

1. Residence hall facilities

Washing machines are available in each residence hall. Dryers are also available. You must provide your own detergents, bleaches and softeners. These machines are for residents of the hall only.

2. Laundromats

For students living off-campus there is a Laundromat in the area. See “Laundries-self service” in the Yellow pages of the telephone book.

Most Laundromats have vending machines that dispense one-load packets of detergent, bleach, or fabric softeners. However, it is less expensive to buy larger packages at the grocery store.

3. Dry Cleaning

If you need to dry clean any of your clothes, you can either take them to a dry cleaners, or save money by using the self-service dry cleaning machines that most Laundromats have.

B. Postal Information

There is a U.S. Postal Office located on the first floor of Cyr Hall in the Bookstore. Stamps, and post cards may be purchased, and small packages may be sent from there. If you have questions about anything to do with mailing within this country or abroad, check with this station. The Fort Kent Post Office is located on Main St. in downtown Fort Kent.

First class letters weighing up to an ounce can be mailed with a single postage stamp. The U.S. Postal service would prefer that addresses be written or typed like this:

Mr. John J. Jones
181 Maine Street
Fort Kent, ME 04743

Every address should include a zip code that is a 5-digit number code with another 4-digit extended zip-plus code unique for each postal district in the U.S. For example, the code for Fort Kent is 04743, if you know the 4-digit zip plus code please use it as it speeds delivery. A directory of numbers can be found at the Post Office and some zip codes for Maine cities can be found on the last page of the Yellow Pages in the telephone book.

1. Parcels

Put one label on the outside of the package-on the side where the postage will go. Put a second label inside in case of damage to the outside of the package, or separation from the contents so that the Post Office may address and mail. Put a zip code on all parcels for a speedier delivery.

In order to meet Postal regulations, do not wrap a package in paper. Mail in a box or carton taped with filament tape. Do not use scotch-tape, masking tape, or string.

If you are mailing a package of value and would like to insure it in case of loss or damage, the Post Office will insure it up to the current limit in effect at the time.

A person leaving the University and/or leaving Fort Kent should leave instructions with the UMFK Post Office on how to handle incoming mail addressed to them-whether to forward the correspondence, or to return it, or to throw it away.

For larger parcels you may want to use United Parcel Service (UPS) or Federal Express (FedEx). You may send a package UPS or by FedEx from the Campus Center Post Office. Overnight delivery is also available at the Campus Center Post Office.

2. Post Office State Mailing Abbreviations:

State/Possession Abbreviation

ALABAMA	AL	MAINE	ME
ALASKA	AK	MARYLAND	MD
ARIZONA	AZ	MASSACHUSETTS	MA
ARKANSAS	AR	MICHIGAN	MI
CALIFORNIA	CA	MINNESOTA	MN
COLORADO	CO	MISSISSIPPI	MS
CONNECTICUT	CT	MISSOURI	MO
DELAWARE	DE	MONTANA	MT
FLORIDA	FL	NEBRASKA	NE
GEORGIA	GA	NEVADA	NV
HAWAII	HI	NEW HAMPSHIRE	NH
IDAHO	ID	NEW JERSEY	NJ
ILLINOIS	IL	NEW MEXICO	NM
INDIANA	IN	NEW YORK	NY
IOWA	IA	NORTH CAROLINA	NC
KANSAS	KS	NORTH DAKOTA	ND
KENTUCKY	KY	OHIO	OH
LOUISIANA	LA	OKLAHOMA	OK

OREGON	OR	UTAH	UT
PENNSYLVANIA	PA	VERMONT	VT
RHODE ISLAND	RI	VIRGINIA	VA
SOUTH CAROLINA	SC	WASHINGTON	WA
SOUTH DAKOTA	SD	WEST VIRGINIA	WV
TENNESSEE	TN	WISCONSIN	WI
TEXAS	TX	WYOMING	WY

XI.

Recreation And Entertainment

A. Entertainment

To find what is available on campus you will want to read The Valley Vision, a campus newsletter that is distributed around the university each Friday. Keep an eye on the campus Home Page and on hall bulletin board, for additional information. For local entertainment and activities the best source of information is local newspaper, radio and television.

B. Restaurants

There are a variety of restaurants in town from fast food to formal dining atmosphere. Many are located right on Main Street. The best way to familiarize yourself with them is to use the local newspapers for information or the phone book.

C. Dancing

Dancing is often available on campus during special activities, at local hotels and in other clubs located in the area. Additional entertainment opportunities can be found in a local newspaper or phone book.

D. Movies

In Presque Isle there is the eight screen Hoyt Cinemas located next to the Aroostook Center Mall. Plourde's Century Theatre is located on Hall Street in Fort Kent and plays 2 movies each night of the week. Sunday night is UMFK student night at the theatre and for \$1 students can watch a movie and get a free popcorn.

X.

Holidays In The U.S.

A. General Information About Holidays

The US has adopted legislation that moves the celebration of several holidays to the Monday nearest the date of the event the holiday commemorates. The purpose of this legislation is to create as many three-day weekends (i.e., Saturday-Sunday-Monday) as possible during the year.

Some holidays are “legal” holidays when government and most businesses nationally are closed; some are “state” holidays only, being celebrated in Maine and not affecting government offices, many businesses or other states. While the University maintains office hours on most weekday holidays, it does close for New Years, Christmas, Thanksgiving, Labor Day, Veteran’s Day, Columbus Day and Independence Day. Check the campus calendar each semester for to be sure of when classes are in session.

B. Holidays And Special Days

Of the holidays on the following list, not all are celebrated by everyone, nor are they celebrated in different parts of the country in the same fashion. Perhaps only children or members of a particular religion will be celebrating, for example.

January 1, New Year’s Day

Celebration of New Year’s Day usually occurs the night before, known as New Year’s eve, when it is common for groups of people to have a party to celebrate the coming of the new year. It is customary to have a special celebration at midnight when the new year official arrives. A legal holiday.

Third Monday in January, Martin Luther King’s Birthday

Celebration of the birthday of Martin Luther King Jr., an American Civil Rights Leader. A legal holiday.

February 14, St. Valentine’s Day

A day for lovers and friends to exchange cards and/or gifts. Children usually exchange valentine cards with their classmates.

Third Monday in February, President’s Day

Sometime between the 12th, Lincoln’s birthday, and the 22nd Washington’s birthday. This Monday Holiday commemorates all President’s birthdays.

Ash Wednesday

Date varies. Marks the beginning of the 40-day period of Lent, a period of penitence and fasting in some Christian denominations. On Ash Wednesday some Christians attend a

church service during which small ash marks are placed on their foreheads to symbolize man's eventual return to dust.

March 17, St. Patrick's Day

A day dedicated to the patron saint of Ireland.
Many people wear something green on this day.

Palm Sunday

The Sunday before Easter.

Good Friday

The Friday before Easter.

Easter Sunday

Date varies. Christians celebrate the resurrection of Jesus Christ. For children baskets of candy and dyed, hard boiled eggs are hidden by a mythical Easter Rabbit or Easter Bunny. The children seek out the hidden eggs.

Patriots Day

Date varies, a Monday in April. A Day to celebrate the patriots of New England that took part in the Battle of Lexington and Concord during the Revolutionary War that lead to U.S. independence from Great Britain. It is celebrated only in Maine and Massachusetts.

Jewish Passover

In April, date varies. A Jewish festival commemorating the exodus from Egypt.

Mother's Day

The second Sunday in May. Gifts, cards, and/or special attention are given to the mothers and grandmothers.

Fourth Monday in May, Memorial Day

Or nearest Monday in May. A legal holiday when homage is paid to U. S. soldiers who have died in wars.

Father's Day

The Third Sunday in June. Gifts; cards, and/or special attention are given to fathers and grandfathers.

June 14, Flag Day

Flags are flown to mark the adoption of the American flag.

July 4, Independence Day

Usually called the Fourth of July. Parades, fireworks, and flags celebrate the signing of the U.S., Declaration of Independence from Great Britain. A legal holiday.

Labor Day

The first Monday of September. A legal holiday noting the importance of labor and labor organizations.

Rosh Hashana

Jewish New Year, date varies.

Yom Kipper

Jewish Day of Atonement, date varies.

October 12, Columbus Day

Or nearest Monday. Commemorates the landing of explorer Christopher Columbus on the shores of North America.

October 24, United Nations Day

Speeches and events to draw attention to the United Nations.

Veteran's Day

The 11th of November. A legal holiday honoring veterans of armed services.

October 31, Halloween

A children's holiday associated with carving faces on pumpkins called jack-o'lanterns and making witches, cats, and ghosts, for decorations. Children often go to parties in costumes or go "trick or treating". This means going to a door in a costume, saying "trick or treat" and being given a piece of candy or fruit.

Young children are accompanied by an adult.

Election Day

The Tuesday after the first Monday in November. Banks are closed. People may leave work briefly to vote in municipal, country state, and/or national elections.

Thanksgiving Day

The last Thursday in November. A harvest celebration, stemming from harvest-time festivities in the original American Colonies. A legal holiday. Traditionally families gather and a large meal is prepared of turkey, pumpkin pie, and other dishes.

Hanukkah

Late November or (usually) December. An eight-day Jewish holiday marking the rededication of the Temple.

December 25, Christmas

A major U. S. holiday. It began as a Christian celebration of the birth of Jesus Christ, but is now a widely celebrated day of feasting and gift-giving. Preparations, including gift-buying and decoration of homes and public places, begin as early as Thanksgiving. Santa Claus who is a mythical figure is said to visit the homes of children on the night of December 24 and leave gifts for them while they sleep.

XI.

Education And Student Life

A. Keys to Academic success

The American academic system differs from all others in the world. To succeed in it, you will need to learn how is it organized and how it works. You will need to learn, as the American say, “how to play the game”. Listed below are some suggestions that you should keep in mind as you begin your studies. You will learn more of the informal rules for academic success as you undertake courses and have the opportunity to talk with students in your field of be able to develop a helpful understanding of the way in which your academic department functions.

B. Evaluate Your Expectations

Keep in mind that period of adjustment to a new educational system is necessary before you will be able to perform to the best of your ability. In general, international students earn lower grades during their first semester in this country. Then, as they become accustomed to the system and as their English improve, their grades improve.

International students generally cannot expect to do outstanding academic work during the first semester here.

C. Select Your Courses Wisely

Especially during your first semester, do not take more than you have to. Make sure you have a combination of more demanding and less demanding courses, rather than only difficult ones that require unusually heavy amount of work. When arranging your course schedule, consult with not only your academic advisor, but also with experienced students who are familiar with available courses and teachers. You may be tempted to take more courses than necessary to try to earn your degree faster. The usual result of taking too many courses is discouragement, a poor academic performance and later failure in competition for financial assistance. You should be familiar with the pass-fail grade option and the procedures for dropping and adding courses.

D. Work Hard From The Beginning

It is not possible in the American system of higher education to wait until the latter part of the semester to begin studying. If you do not begin studying on the first day of classes, you are likely to get behind and to experience academic difficulty.

E. Know How to Study

The study habits that were for the educational system in your country may not be appropriate here. You may have to learn to approach your studies in a different way while you are studying at the U.S. institution.

F. Talk With Your Professors

Professors expect students to ask question in class or immediately following the class. They expect students to go see them in their offices when the students are having problems in the class. If you are not doing well in class and you do not see the professor to discuss the problem the professor is likely to assume that you are not really interested in the class. In other words, most professors will have a negative or at least indifferent evaluation of a student who never raises a question or challenges in the class, or who does not visit the professor outside class to discuss academic difficulties he or she is experiencing.

Any time you feel unsure of what is expected of you in a class, or of some aspect of the material being presented, ask the professor and some of your fellow students about it. Again, if you do not ask, it will be assumed that you do understand everything or that you are not interested.

G. Open Your Mind To The Values Of The System

From your experience in other educational systems, you have developed certain assumptions about the purposes and methods of education, and about the way your field of interest should be studied. For example, you may assume that it is important to be able to memorize large quantities of information, or that the way to study your field is to study a limited aspect of it in great depth. Here, by contrast, you may find that memorization of material is less important than synthesizing material from a variety of sources, and that a field of study can be approached by studying briefly the works of many scholars.

It is important for you to realize that differences of this kind exist between the U.S. and other education systems, and that you will have to adjust your thinking if you are going to succeed academically. Whether you personally accept the values of the education system here you will have to act in accordance with them while you are here.

H. Understanding The Academic System

Organization Of The Academic System

This discussion is limited to higher (post-secondary) education. If you have any questions about primary and secondary education in the U.S., you can address them to any American student.

The Semester System

The academic year at the University includes two semesters of about 15 (fifteen) weeks length. In addition, there are 2 (two) summer sessions each consisting of a four week session and a six week session.

Credits

The quantity of academic work a student does at the University is measured in credits. The number of credits a course is worth usually depends on the number of hours per week that it meets. A three-credit course, for example, will meet three hours weekly for one semester.

A student must earn a specified number of credits to graduate. This number varies for undergraduates and graduates, and it varies among departments of the University. Information about graduation requirements can be found in the University's Catalog. (You can obtain a copy at the Admission Office in the Saint David House, phone number (207) 834-7600).

The Grading System

A grade may be defined as a professor's judgment of the quality of the work done by the student in a course. The final grade for the course is furnished to the student on a Grade Report mailed by Registrar's Office. The following is the university grading system:

Credit Course Letter Grades

A-High Honors

B-Honors

C-Average

D-Below Average

F-Failure

H-Audit

I-Incomplete

W-Withdraw

Credit/No credit course

CR-Passed

NCR-did not passed

There are two other options that give flexibility to students who want to maintain reasonable high averages. One is the option to retake a failed course, or a course with a grade of D. this procedure is available in undergraduate programs. Under this option, students may retake a course in which they have gotten a low grade and have the grade for the second registration replace the one earned the first time.

Another possibility students should be aware of is that of dropping classes.

Students who find that they are taking too many classes or that one or more of their classes are exceedingly difficult can drop those classes and perhaps add others to replace them if they act before the add-drop deadlines that are published in the Course Guide.

There is also a specific deadline date for withdrawing from course with grade of W instead of an F. dropping or withdrawing from a course after the deadline will result in the student receiving a failing grade for the course. It is a good idea to discuss any such options with your advisor first and to consult the course guide for deadlines before making any decisions. International students need to remember that the U.S. immigration regulations require them to be registered full-time that means being registered for at least 12 semester hours as an undergraduate student or a 6 as a graduate student.

Grade Points

Grade points are the numerical values assigned to each letter grade for comparative purposes. See table below:

A = 4.0

A- =3.7

B+ =3.3

B =3.0

B- =2.7

C+ =2.3

C =2.0

C- =1.7

- D+ =1.3
- D =1.0
- D- =0.7
- F =0.0

Grade point average (GPA) is the average grade point per semester hour for each student. Grade point averages are computed for each semester and are used as a basis for completing requirements for graduation or permission to remain in school each following semester.

2. Adding and Dropping Classes

Beginning on the first day of classes each semester, there is a five-day period in which an addition of course, a change in a division of a course, a change in credit status, or a drop of a course can be made. The procedure below should be followed.

- a. Secure add-drop form from your advisor.
- b. Follow instruction on the form to fill it out.
- c. Obtain signatures from your advisor and the teacher your adding or dropping the course from.
- d. Return the form to the Registrar's Office in Cyr Hall.

4. Graduation Requirements

Graduation requirements specify the number of credits you must earn, the minimum GPA you must achieve and the distribution of credits you must have from among different departments or fields of study. In addition, it is necessary to apply for graduation when you near the time that you will be completing your graduation requirements. Since graduate requirements vary among various divisions of the University, you should consult the University Catalog for information. Questions can also be addressed to your academic advisor.

I. Academic Advisor

Your academic advisor is a faculty member who helps you to plan your program of studies in a way that will best enable you to fulfill your graduation requirements and at the same time tailor your studies to your interests. Your advisor will handle all registrations and course changes.

I. Methods of Instruction

1. Lectures

The most common method of instruction is the classroom lecture. The lectures are supplemented by classroom discussion, by reading

assignments in textbooks or library books, and perhaps by periodic written assignments.

2. Laboratories

Many courses require work in a laboratory where the theory learned in a classroom is applied to practical problems.

3. Papers

In some courses you will be required to write a paper. A paper is based on study or research you have done in the Library or Laboratory. Your teacher will usually assign a paper in the early part of the course. You are expected to work on it during the semester and submit it near the end. The grade you receive on the paper may constitute a significant portion of your grade for the entire course. It is important to complete papers before their due date so there is time to ask another person to review your paper and suggest revisions.

4. Examinations

You will have many examinations. Nearly every class has a final examination at the end of the semester. Many have mid-term examination near the middle of the semester. There may be additional test or quizzes given with greater frequency, perhaps even weekly. All these tests are designed to assure that students are doing the work that is assigned to them, and to measure how much they are learning.

J. Study Skills

1. Organizing your time

You will have a large amount of work to do and a limited amount of time in which to do it. Keep a written record of what assignments you have to do and any tests or papers that are scheduled in advance.

Plan your day; keep track of what you must do each day. Assign specific times of the day to study. Try to stay with your schedule each day, do not “trade them” with things you would enjoy more. This leads to procrastination and the result is not finishing your work.

You will learn more by studying every day than by putting off your studies until the last minute and then cramming (studying all night) for a test.

2. Reading Effectively

When you see the length of reading lists your instructors give you, you will realize that it is not possible to memorize all the reading materials for the semester or even to study them in a reasonable depth. That is not what you are expected to

do. In general, you are expected to familiarized yourself with the main points from each reading and often be able to relate what one writer has said to what another writer has said. To draw the main points from many readings, here are some things you can do:

a. Skim

Skimming means looking over a reading quickly, paying attention to the table of contents (if it is an entire book), the titles of the chapters, the headings of the various sections of the chapter, the topic sentences that begin most paragraphs, and the summary paragraphs or sections.

b. Read

Go over the material again, this time more carefully, looking for the main points, the conclusions, the contentions. Write down notes about the main points, following the outline of the reading itself.

c. Question

Rather than passively accepting what the writer has written, ask yourself questions about it.

d. Review

Skim it again. Look at your notes again. Try to retain the main points of the reading.

Get as much as possible from classes. Since attendance at and participation in classes is such an important part of the academic system here, it is prudent to try to gain as much from your classes as you can.

3. Coping with Quizzes and Examinations

Here are some suggestions that can help you cope with the many quizzes and examinations you will have at the University:

a. Keep up-to-date on your studies. If you fall behind on your reading or assignments, you will have difficulty preparing adequately for tests.

b. Schedule time to review. Before the test, go over your notes from lectures and readings. Try to anticipate what the instructor will ask you on the test by recalling the points that were emphasized during lectures.

c. Rest before the test. Most people do better on test if they have had adequate sleep the night before.

d. read test instructions carefully. Notice how much time you have, what choices you have among questions, and which questions count more than others. Notice

whether you are allowed to use scratch paper, slide rules, calculators, or dictionaries. Follow instructions carefully.

e. schedule your time. Decide how much time you can afford to spend on each question. Avoid spending all your time on only one or a few questions.

f. academic honesty. In general, Americans prize independence and individual effort. In academic world they value independent thought. The most serious offense in the academic world is that of representing another person's work as one's own. Copying another person's work without acknowledging that the other person is responsible for it is called plagiarism. Plagiarizing the work of another scholar can result in expulsion from the university.

XII.

Glossary Of College Terms

GENERAL TERMS

ACADEMIC ADVISOR- a faculty member who assists the student in planning a program of study to meet the student's educational goal.

The advisor, available to the student throughout a semester, approves all actions that affect the student's academic plan; e.g., registration, add/drop, change-of-major forms.

LATE FEE – a fee added to all registrations of continuing students submitted after the pre-registration dates.

PRE-REGISTRATION- a period of time, announced by Registrar's Office, to register for the following semester; for example during the fall semester a week in November and during the spring semester a week in April are set aside to register for the following semester. Pre-registration assures the student of his/her choice of courses for the following semester and reduces the chances of courses being closed.

REGISTRATION – submission to the Registrar of your course schedule approved by your academic advisor. You may now register by phone following the meeting with your advisor.

TRANSCRIPT- a reproduction of the complete official record of courses taken, credits earned, grades received, and special status (e.g., honors recognition, probation, and dismissal). Students may request *unofficial* transcripts for their own records; *official* transcripts, imprinted with the college and signature/title of the certifying officer, are requested by the student for transfer applications, graduate school applications, and employment applications.

STUDENT STATUS

MATRICULATED STUDENT – a student who, after application to the Admissions Office, has been accepted into a program of study leading to an academic degree (also called a non-degree student).

NON-MATRICULATED STUDENT – a student who enters a degree program with a record of previous college study.

COURSES AND CURRICULAR TERMS

AUDIT COURSES – credit courses attended by students on a non-credits basis. Students taking courses on an audit basis do not receive grades but do pay full tuition.

CORE REQUIREMENTS- a schedule of courses required of everyone pursuing a degree. These courses range from a total of 43 to 45, depending on the division issuing the degree.

CREDIT COURSES – courses taken for college credit. Credits are generally determined by the number of class hours per week that a course meets. A class hour is in real time a 50-minute period; for example a course meeting three times per week for 50 minutes per class usually is a three credit course, and a course meeting once per week for 2 ½ is also a three credit course.

ELECTIVE – a course that is not required but available to the student to choose from among designated set of courses; for example, an upper division elective in literature would be any literature course designated 300 and above.

FULL-TIME – a plan of study per semester consisting of at least 12 credit hours of course work.

LOWER DIVISION COURSES – courses numbered from 100-299 are generally introductory in nature and cover the basic concepts and facts of a discipline; for example, Sociology 100, Introduction to Sociology or History 115, World Civilization I.

MAJOR – a program of study in a specific discipline or field; for example, history, geology, psychology, physical education. Major requirements consist primarily of upper division courses within the student's chosen field of specialization. All student choose a major.

MID-TERM REPORT – midway through a semester, instructors notify the registrar of who are at risk of failing their courses. A letter grade is reported, indicating the instructor's estimate of student's work in the course, and the report is sent to the student by the Registrar.

MINOR – a secondary program of study within a field of specialization that complements the student's major program. A minor expands a student's preparation in the chosen field and broadens career options. A minor is not required for graduation.

PART-TIME – a plan of study per semester consisting of fewer than 12 credit hours of course work.

UPPER DIVISION COURSES – courses numbered from 300-499 are generally advanced in nature and taken in the last two years of college study. Upper division courses are primarily part of a student’s area of major or concentration.

CALENDAR

ACADEMIC YEAR – the regular school year which runs from September through May. The academic year is divided into semesters of equal length.

SEMESTER – one of two periods of study into which the academic year is divided. Semesters are either fall (September-December) or spring semesters (January – May).

SUMMER SESSION – Periods of study not included in the academic year. Courses offered in the summer are identical in credit and substance to their counterparts offered during the academic year, but summer courses meet on adjusted (usually briefer and more frequent) schedule.

DEGREES

ASSOCIATE’S DEGREE – a degree designed to be completed in two academic years (four academic semesters) of full-time study and consisting approximately of 60 hours of course work.

BACHELOR’S DEGREE - a degree designed to be completed in four academic years (8 academic semesters) of full-time study and consisting approximately of 120 hours of course work.

MASTER’S DEGREE – a degree received after completing an undergraduate degree program and consisting of 30-45 credits of advanced course work. Master’s degree are sometimes called advanced degrees are usually completed during two years of full-time study.

XIII.

U.S. LAWS AND REGULATIONS

United States immigration law is often confusing, and even somewhat scary to international students who are not familiar with its regulations and procedures. This part of the handbook is designed as a basic guide that you, as an international student, can use as a resource for your immigration concerns while you are studying at the University of

Maine at Fort Kent. Refer to this section whenever you have a question regarding your immigration status. If you need additional information, feel free to make an appointment with the Director of Student Services. Although we attempt to keep this handbook up-to-date at all times, there is always the possibility that there has been a change in the F or J regulations since it was written. Refer to this handbook often, and maintain close contact with the Student Services Office, to make sure you are informed of any new immigration regulations or procedural changes.

"No question about immigration law is ever stupid, or redundant. Wrong immigration information is always more damaging than no information."

Legal Requirements

Failure to maintain your non-immigrant visa status can result in serious immigration problems, which could lead to deportation from the US. Compliance with the law involves all of the following:

- Maintain the validity of your passport at all times. Contact the Consulate or Embassy of your country in the US for renewal procedures. If your passport is lost or stolen contact the Embassy or Consulate of your country, and notify the ISC.
- Enroll as a full time student during the Fall and Spring semesters. Undergraduates must enroll in at least 12 credits each semester. Summer session enrollment is not required. Only one Online Credit Course is allowed per semester.
- Do not accept unauthorized employment. All off-campus employment must be pre-authorized by the Department of Homeland Security.
- Report any change in your contact information, including physical address (the address where you actually live), email address, phone number, and home country address within 10 days by updating it in the Student Services Office.
 - Keep your I-20 valid at all times. You must apply for an extension of stay if you do not complete your program of studies at UMFK within the time specified on the form. The extension must be completed before the form expires.

Necessary Documents

Form I-94 Arrival/ Departure Card:

This small white card is issued to all non-immigrants at the time of arrival in the US, and must remain stapled in your passport at all times. Do not lose the I-94, as replacement is very complicated and expensive. The I-94 indicates the visa classification and the length of authorized stay in the US. This card is surrendered upon departure from the US and a new Form I-94 is issued upon re-entry.

The length of authorized stay for F-1 students and J-1 exchange visitors is noted on the I-94 as D/S and stands for "Duration of Status". It allows F-1 students to stay in the US for

the length of time indicated on the initial I-20 form, plus 60 days. It allows J-1 exchange visitors to stay for the length of time indicated on the DS-2019 form, plus 30 days.

SEVIS I-20 Form for F-1 Students:

This "Certificate of Eligibility for Nonimmigrant (F-1) Student Status" is issued to students when they are accepted to a school. It is used to apply for an F-1 visa at the American Consulate or Embassy in your country and is then presented to the immigration officer at the port of entry when you arrive in the US. The officer will stamp the form with a red entry stamp and return it to you. Students transferring schools within the US will not have the red entry stamp on their I-20 form. Keep it with your passport at all times. If you do not complete your degree by the date on your form, you must apply for an extension of program at the Student Services Office.

SEVIS Form DS-2019 for J-1 Students:

The "Certificate of Eligibility for Exchange Visitor (J-1) Status" is the document issued to students on an exchange program, or to students with special sponsorship when they are admitted to a school. It is used to apply for the J-1 visa at the American Consulate or Embassy in the student's home country. It is then presented to the immigration officer at the port of entry when you arrive in the US. The officer will stamp the form with a red entry stamp and return it to you. Keep it with your passport at all times. If you do not complete your program by the date on your form, contact the Student Services Office to obtain a new form.

Visa Information

The visa is the stamp placed in the passport at a US Consulate. It is the permit necessary to enter the US for the terms and conditions of that visa classification. The visa indicates the specific classification, the expiration date, name of the bearer, the number of valid entries, and the location and date it was issued.

You must always have a valid visa in your passport when you enter the US. It is not required that the visa be valid while you are in the US. It is only when traveling outside the US that you must have a valid visa for re-entry.

Obtaining a New Visa

An F or J visa can only be obtained at a US Embassy or Consulate outside the US. There are no offices within the US to apply for these visa classifications. It is always easier to apply for a new visa in your home country. The Consular Officers there can more easily determine eligibility to obtain the new visa.

The visa renewal process will be the same procedure that you followed the first time you applied for the visa. Each time you apply for a visa you must prove to the consular officer you have enough funds to continue studying, you have been a full time student, and that

you plan to return to your home country after completion of your degree. Check your Consulate's website for updated application procedures before your appointment. Consular and Embassy websites are found at <http://usembassy.state.gov>.

Applying for a Visa in Mexico or Canada

Students who are not citizens of Mexico or Canada are not recommended to apply for a visa at a US Embassy or Consulate in Mexico or Canada. Although students may visit Mexico or Canada without needing a valid US visa to return, the law states that visa applicants denied the visa, must have a valid visa to re-enter the US. The automatic visa revalidation rule does not apply when an application is denied, the passport will be annotated to show there has been a visa denial, and re-entry to the US will be barred.

If visa renewal in Mexico or Canada is unavoidable, appointments can be made on line at: www.nvars.com. Students going to Mexico to apply for a visa are required to have a business visa to enter Mexico.

Travel Information

Visits To Mexico and Canada

Before leaving the US to travel to Mexico or Canada determine that you have the proper documents to travel in those countries, and the proper documents to return to the US. Necessary documents include a valid passport, I-94 form with D/S, and a SEVIS I-20 or SEVIS DS-2019 recently signed for travel.

To determine if persons from your country need a visa to visit Canada or Mexico, check with the Canadian or Mexican Consulates in Washington DC.

Traveling Home or Abroad

F-1 students planning to return home or to visit another country should make sure their I-20 form is valid, has been signed on the back by the International Student Advisor within the past six months, and that their visa is valid. If your visa is not valid, you will need to renew it at a US Embassy or Consulate abroad.

J-1 students traveling abroad should make sure the DS-2019 form is valid, that it has been signed for travel, and that your visa is valid. Students with a sponsor other than UMFK should plan in advance to mail their form to their sponsor for a travel signature. If your visa is expired, you will need to renew it at a US Embassy or Consulate abroad.

Student and Exchange Visitor Information System (SEVIS)

Schools are required to maintain records on F-1 and J-1 students and to report this information to the US government at regular intervals. SEVIS is the student and

exchange visitor computer tracking system that schools use to provide the required information to the US Department of Homeland Security and US Department of State.

SEVIS is under the jurisdiction of the US Bureau of Immigration and Customs Enforcement (BICE) in the Department of Homeland Security (DHS). The US Immigration and Naturalization Service formerly controlled the student and exchange visitor programs, however with the establishment of the Department of Homeland Security, the INS was eliminated.

The SEVIS F-1 and J-1 regulations mandated the SEVIS program to begin in 2003. The deadline for entering all student records into the SEVIS system was August 1, 2003. Any student whose record was not entered in SEVIS by that date is required to apply for reinstatement to student status.

The SEVIS regulations instituted new requirements for students and schools to follow that are much stricter than previous requirements. Students must be sure to maintain full time student status and to follow immigration regulations and procedures at all times.

How to Maintain Full Time Status

The US immigration regulations require international students to be enrolled full time each semester. UMFK students must fulfill the full time enrollment requirement during the Fall semester and the Spring semester each academic year. UMFK students are not required to enroll in Summer session to maintain status. Full time enrollment consists of a minimum of 12 credits. With the SEVIS system in place, it is more important than ever that students enroll in a full course load each and every semester as required.

Reduced Course Load

Students taking less than the required number of units are considered to be taking a reduced course load. The SEVIS regulations allow a reduced course load under certain circumstances, and require that any reduced course load be pre-approved by the school's International Student Advisor.

Employment

On Campus

F-1 students are permitted to work up to 20 hours per week on campus while school is in session, and up to 40 hours per week during vacation periods. Permission from DHS or the ISC is not needed for on-campus employment.

J-1 students may work on campus up to 20 hours per week while school is in session and up to 40 hours per week during vacation periods. Permission is required from the Program Sponsor.

Off Campus

F-1 students are allowed to work off-campus if after one academic year of study they have a proven severe unforeseen economic need. This work authorization, called [F-1 Economic Necessity](#), must be obtained from the DHS by submitting documented proof of the change in financial circumstances, as well as filing an application and paying the required fee. For more information see the Director of Student Services.

J-1 students on exchange programs can engage in part-time off campus employment unrelated to the field of study if the employment is due to unforeseen economic need, does not adversely affect full-time enrollment status; and has the written approval of the program sponsor. This option is called [J-1 Economic Necessity](#) and requires an unforeseen financial crisis. It is very seldom approved.

Practical Training

F-1 students may engage in [Practical Training](#) or work experience related to the field of study either during or after your studies at UMFK. You must have been in status one full academic year prior to being eligible for Practical Training. There are two types of practical training: curricular and optional. Curricular practical training can only be used when an internship is an integral part of the curriculum during a course of study. Optional practical training can be used during or after a course of study, and is for a total of 12 months. For more information go to the Student Services office.

Academic Training

J-1 students may be authorized for [Academic Training](#) for a total of 18 months, but no more than the total number of months the student studied. The training must be recommended by the UMFK academic advisor and must be authorized for a specific job offer. For more information go to the Student Services office.

Employment of Dependents

F-2 dependents may not be employed under any circumstances.

J-2 dependents may apply to the DHS for employment authorization. They must verify that the employment is only to pay for their expenses or the expenses of their children, not for the J-1.

Social Security

A Social Security number is an identification number required for working in the US. If you plan to engage in lawful employment, you will need to obtain a Social Security number. It is recommended that you wait 2-3 weeks after entering the US to apply for the number. Take your passport, I-94, I-20 or DS-2019, Birth Certificate, and EAD if

applicable. You should also take proof of an on campus job offer if you have one (usually in letter form).

Although students authorized to work must obtain a Social Security card, contributions for Social Security and Medi-Cal should not be withheld from wages. Be sure to inform your employer before beginning employment.

It is not necessary to have a social security number to open a bank account. The Social Security office will not issue you a social security card for banking purposes. You should obtain an Individual Taxpayer Identification Number (ITIN) from the US Internal Revenue Service (IRS). The form to obtain an ITIN number can be obtained from the bank or the IRS website at www.irs.gov.

The Department of Motor Vehicles normally requires a Social Security number to obtain a Maine Driver's License; however, international students are not eligible to obtain a number for this purpose. In lieu of a number, the Social Security Office will issue international students a letter stating they are not eligible for a number. This letter will allow you to apply to obtain a ME Driver's License. Go to the nearest Social Security Office to be issued this letter.

When you receive your social security number:

- a. **Student Payroll** - so that the payroll record can be changed to show the real Social Security Number.
- b. **Student Services Office** - so that our records can show the change to a real number.
- c. **Registrar's Office** - so that your dummy ID number can be changed the real social security number.
- d. **Residential Life Office** - Dorm students must notify the Assistant Director of Residential Life of any changes.

Taxes

All F-1 and J-1 students must file federal tax forms every year they are in the US even if they do not earn any money in the US. The deadlines to file the forms are April 15, if you have earned money in the US (including scholarships and assistantships), and June 15, if you have not earned money in the US.

Students earning money while in the US may have to pay federal and state income taxes. The completion of a W-4 form at the time of hire determines the amount of tax to be withheld from each paycheck. Students often mistakenly claim "exempt" on this form

only to find they must pay a large sum of tax on April 15. Students should only claim "exempt" if they are positive it will not negatively affect their tax liability.

Federal tax information can be obtained from the IRS website at www.irs.gov. The following federal tax publications are of special interest to international students: Publication 519: US Tax Guide for Aliens; Publication 520: Scholarships and Fellowships; Publication 901: US Tax Treaties. They can be downloaded from the website www.irs.gov.

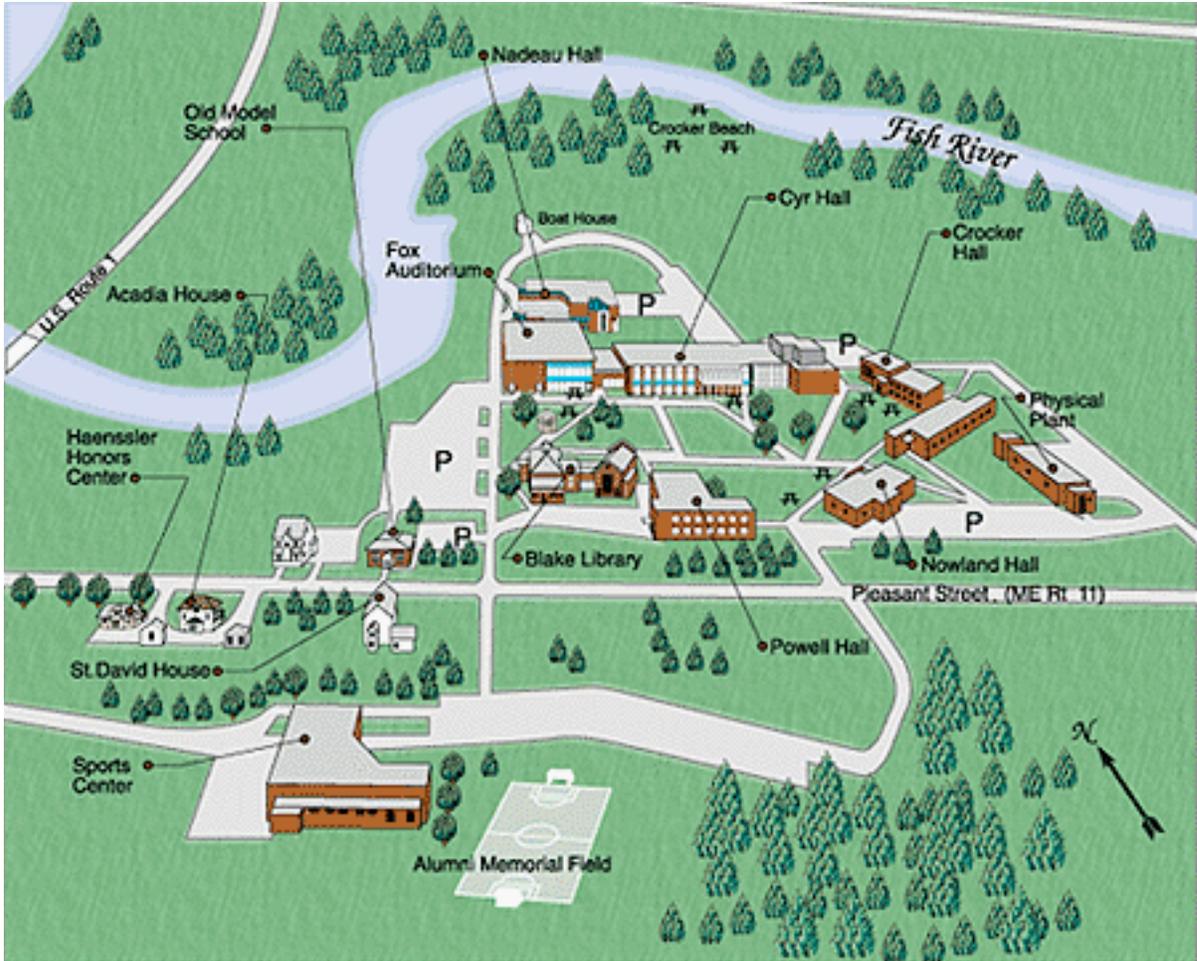
Tax Help

There are several tax assistance businesses that can prepare your taxes for you and help you apply for a refund if you are eligible. Check the yellow pages in the phone book, but make sure the one you use knows about non-immigrant tax laws. One fee-based business is **Tax Back International**. Check out the website to get a free refund quote! www.taxback.com/fellow

Consular Offices in Maine

All embassies are located in the Washington, DC area. Call (202) 555-1212 for the telephone number of the embassy you want to contact.

UMFK Campus Map



Map of Fort Kent



Map of Maine



INDEX

- Accounts
 - Checking Accounts 4
 - Opening an Account 4
 - Savings 6
- Adding And Dropping Classes 26
- Banks 6
- Canadian Currency 3
- Change in Status, Temporary Absence,
And Change of Program
 - Admission 32
 - Change of address 36
 - Dependents 33
 - Employment 34
 - Extension of Stay 32
 - Federal and State Income Tax 36
 - Practical Training 36
 - Social Security Coverage 36
 - Social Security Number 35
 - Study program requirements 33
 - Temporary Absence 33
 - Transfer to another University in
a New Educational Program 33
 - Transfer to another University in
the Same Educational Program 34
 - Visits outside the U.S. 36
- Checks
 - Travelers 36
- Conversion
 - Celsius 11
 - Centimeters 12
 - Fahrenheit 11
 - Gram 12
 - Inches 12
 - Kilometers 13
 - Kilos 12
 - Miles 13
 - Ounces 12
 - Pounds 12
- Coping with quizzes and examination
 - Academic honesty 29
 - Keep up-to-date on your studies 28
 - Read Instruction 28
 - Rest before the test 28
 - Schedule time to review 28
 - Schedule your time 29
- Documents
 - Form I-94 32
 - I-20 A & B 32
 - Passport 31
 - Visa 32
- Employment
 - Off Campus 34
 - On Campus 34
- Entertainment
 - Movies 18
 - Places to Dance 18
 - Restaurants 18
- Federal and State Income Tax 36
- Form I-94 32
- Glossary Of College Terms 29
- Grade points 25
- Holidays 19
- Holidays In The U.S. 18
- Housing 8
- I-20 ID 32
- Insurance 13
- Keys to Academic Success 22
 - Evaluate Your Expectations 22
 - Open Your Mind to the Values of
the System 23
 - Select Courses 23
 - Study 23
 - Talk with your Professors 23
 - Work Hard 23
- Laundry 16
- Medical Care And Expenses 13
- Methods of the Academic System
 - Academic advisor 26
 - Adding and Dropping Classes 26
 - Credits 24
 - Grade Points 25
 - Graduation Requirements 26
 - The grading system 24
 - The semester system 24
- Passport 31

- Personal Vehicles
 - Bicycles 15
 - Cars 15
- Postal 16
- Postal Information 16
- Reading effectively
 - Questions 28
 - Read 28
 - Review 28
- Recreation And Entertainment 18
- Seasons In Maine 2
- Services
 - Laundry 16
 - Postal 16
- Shopping Information 11
- Student Medical Services 13
- Study Skills
 - Coping with Quizzes and Examinations 28
 - Credits 24
 - Keys to Academic Success 22
 - Methods Of Instruction 26
 - The Academic System 24
 - The grading system 24
- Temperature, Weight and Measures
 - Measurements 12
- Transportation 13
 - Airport & Airlines 15
 - Personal Vehicles
 - Travel Agencies 15
- U.S. Laws And Regulations
 - Change In Status 32
 - Documents 31
 - Employment-OFF CAMPUS 34
 - Employment-ON CAMPUS 34
 - Social Security Numbers 35
 - Study Program Requirements 33
 - Transfer To Another University 34
 - Visits Outside The U.S. 36
- Understanding The Academic System
 - Organization of the Academic System 24
 - Study Skills 27
- United States Currency 3
- Visa 32
- Writing a Check 5