



# CANADIAN STUDENT HANDBOOK

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“A journey of a thousand miles must begin with a single step.”

– Lao Tzu





# TO MINOT STATE UNIVERSITY!

## **The Office of International Programs**

Our office staff members are thrilled you have chosen to study at Minot State and we're looking forward to working with you during your time in Minot. We are dedicated to helping you succeed as an international student and to get you started on the right foot. This handbook was developed to make your experience a success. The following pages will address some of your immediate questions, as well as some issues which will arise during your academic career at Minot State.

The International Student Coordinator at Minot State went over some of the aspects of this handbook with you during the mandatory International Arrival Orientation prior to the start of your first semester. It is important that you read the entire handbook and we recommend that you keep it easily accessible throughout your years at Minot State. Some of the topics covered here will be more relevant as you progress with your studies.

## **Mandatory International Student Orientation**

International students have found our orientation program to be valuable both for making new friends as well as understanding the academic requirements, immigration regulations, and support services available. The orientation program gives you the basic information to start in your new life at Minot State. The orientation program also gives you the opportunity to become acquainted with some of our staff.

# Campus Life

Your primary goal as a student at Minot State University is academic achievement. It is important, however, to have a good social life too. Making friends and finding ways to spend your free time will help balance out your experience.

## Meeting People

Minot State's residence halls are a great place to meet people and make friends. The best way to make friends is to participate in residence hall activities and functions. You can also meet people at concerts, activities, or join a student organization on campus. Most of our major fields of study have their own organizations as well.

## Getting Involved

Minot State University offers a wide variety of clubs and organizations representing many interests. You will find cultural and religious associations, sports teams and sports clubs, volunteer service organizations, student government, academic societies, music and theater groups, a student newspaper, and a student radio and television station.

## Roommate Relationships

As for roommates, relationships work best when everyone is flexible and willing to compromise. Your roommate at Minot State may or may not become a good friend, but you can still have a good relationship. If you find it hard to adjust to campus life, or have a problem with your roommate, the University will offer guidance and advice to help you.



## 60+ student clubs & organization

- Accounting Club
- Active Minds
- American Chemical Society
- Art Club
- Augite (Geology)
- Beavers on Business
- Beta Theta Sorority
- Biology Club
- Campus Players
- Cheer Team
- Chi Alpha
- College Democrats
- Computer Science Club
- Criminal Justice Club
- Cru
- DECA
- English Club
- Entrepreneurship Club
- Finance Club
- Gaming Club
- International Student Club
- InterVarsity Christian Fellowship
- Intramurals
- KMSU
- League of Social Sciences
- Lutheran Campus Ministry
- Media Ink (Broadcasting)
- Men's Club Hockey
- Men's Club Soccer
- MSU Life (Student Activities)
- Mu Sigma Tau Fraternity
- National Association for Music Educators – NAFME
- National Student Speech Language & Hearing – NSSLHA
- Native American Cultural Awareness Club
- Nursing Students Assn.
- Org. of Athletic Trainers – OATS
- Pacesetters
- PAWS – Providing Animal Welfare & Science
- Percussive Arts Club
- Phi Beta Lambda (PBL)
- Pi Omega Pi (Business Information Technology)
- Prism (LGBTQ+)
- Psychology and Addiction Studies Club
- Radiology Club
- Red & Green Student Newspaper
- Residence Hall Association
- Rotaract Club
- Science Club
- Seven Thunders
- Sigma Delta Sorority
- Sign On (ASL)
- Skateboard Club
- Spanish Club
- Special Olympics
- Speech Club
- Student Ambassadors
- Student Council for Exceptional Children – SCEC (Special Ed.)
- Student Government Assn.
- Student Social Work Org.
- Students of North Dakota United Veterans Club

▼ [AskMSU.com/clubs](https://askmsu.com/clubs)





# ▲ CLASSROOM CULTURE

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Although there are many similarities between the U.S. educational system and educational institutions in other countries, the U.S. classroom is a unique blend of teaching styles and cultural values that focuses on interactive learning, practical application, and independent thinking.

## Academic Integrity

Honesty and integrity are central to academic life at Minot State University, allowing the development of trust, which is necessary in a community of scholars. When that trust is violated by cheating in any form, the atmosphere of academic freedom is threatened.

Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as your own, e.g. plagiarism from hard copy or the Internet
2. Copying from another student during an exam
3. Altering your exam after grading for the purpose of enhancing your grade
4. Submitting the same paper in more than one class
5. Use of any material or device not approved by the instructor during an exam
6. Turning in reports intended to be based on field collection data but are not
7. Failure to respect the confidentiality of persons or studies and to maintain professional standards for ethical conduct

## Evaluation of Coursework

You will be evaluated in many ways, including exams, papers, lab reports, simulation projects, oral presentations, and classroom discussion. The instructor's evaluation methods will be indicated in the syllabus. A variety of types of exams, including multiple choice, short answer, and essay are used. You can also expect to be evaluated on your written assignments, the extent of your participation in class discussions, and sometimes on your attendance in class. Instructors will usually advise you on how to prepare for exams.

At the end of each semester, professors or instructors ask that an evaluation of the course be completed by all students. The evaluation forms are anonymous and their confidentiality is carefully protected. Your answers are taken seriously and sometimes considered in faculty tenure decisions. They also provide feedback that helps faculty improve the quality of classroom teaching and learning.

## Academic Advisors

You will be assigned an academic advisor by your academic department who will provide feedback to you about your progress toward your degree. It is always a

good idea to ask your advisor how often you are expected to meet with one another. A thesis advisor provides assistance in exploring the relevance of the course work to the research agenda and will guide you in both research and writing.

## Academic Support Center (ASC)

The Academic Support Center, located in the lower level of the Gordon B. Olson Library, is a one-stop location for tutoring and academic assistance programs.



### IN-PERSON SUPPORT

#### Peer Tutoring

- Offered Monday – Friday for select courses
- Open to all students
- No appointment necessary
- No limit to how many times you may meet with a tutor

▼ [AskMSU.com/tutoring](https://askmsu.com/tutoring)

#### Writing Center

- Drop-in tutoring during scheduled hours; appointments encouraged
- E-tutoring via email also available

▼ [MinotStateU.edu/writingcenter](https://minotstateu.edu/writingcenter)

#### Supplemental Instruction (SI)

- Offered for high-risk courses
- Master challenging classes
- Regularly scheduled, informal review gatherings
- Integrate course content and study skills

▼ [AskMSU.com/SI](https://askmsu.com/SI)



### ONLINE SUPPORT

#### SmarThinking

Free online tutoring is offered to all students for a variety of subjects.

▼ [MinotStateU.edu/online/pages/smarthinking.shtml](https://minotstateu.edu/online/pages/smarthinking.shtml)





# HEALTH ISSUES

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Staying healthy in a new environment can be challenging. Ask for medical care when you need it and take care of yourself so you can have a successful and fulfilling experience at Minot State.

# Where to Go for Medical Care



## MINOR ILLNESS or INJURY

- Fever
- Minor cuts
- Cold, cough, sore throat, or the flu
- Skin rashes
- Diarrhea

### WHERE TO GO

MSU Student Health Center  
Minot State University  
Lura Manor, South Entrance  
Phone: 701-858-3371

### HOURS

Fall and Spring semesters:  
Monday – Friday, 8 A.M. – 4:30 P.M.  
Summer hours may vary

Sanford Health Walk-in Clinic  
801 21st Ave SE  
Minot, ND 58701  
Phone: 701-838-3150

Monday – Friday, 8 A.M. – 9 P.M.  
Weekends and Holidays  
10 A.M. – 4 P.M.



## MAJOR EMERGENCY

- Severe shortness of breath
- Head injury
- Severe bleeding

### WHERE TO GO

Trinity Health  
Emergency Room  
1 Burdick Expressway W  
Minot, ND 58702  
Phone: 701-857-5260

### HOURS

24 hours a day, 365 days a year.  
Only use for severe injuries –  
visits to the ER are very  
expensive!



## LIFE THREATENING

- Severe car accident
- Loss of consciousness
- Potential for death

### WHERE TO GO

Dial 911 to request an  
ambulance with  
paramedics for on-site help.

### HOURS

24 hours a day, 365 days a year.  
You can also dial 911 to contact  
police or the fire department in  
an emergency, or if you feel you  
or someone else is in danger.

## Minot State Student Health Center

If you get sick, the **Student Health Center on campus should be your first stop**, unless you have a major emergency, such as uncontrolled bleeding or a broken bone. The clinic is staffed with a licensed practical nurse, a registered nurse, and a nurse practitioner, who provide medical treatment, evaluation, and health education. Enrolled students are not charged for office visits, however you will be charged for special services including laboratory fees, vaccine fees, and some supplies. All charges incurred at the Student Health Center are automatically billed to your general account at the Minot State Business Office. Student Health will refer seriously ill patients and patients needing surgery to another clinic or hospital.

**LOCATION:** In the lower level of Lura Manor

**HOURS:** Monday – Friday, 8 A.M. – 4:30 P.M.

701-858-3371 ▼ [MinotStateU.edu/health](http://MinotStateU.edu/health)





## Off-campus Care

If medical care is sought off-campus there is a choice of doctors or health care providers. If you prefer to see a man or a woman, or an older practitioner or a younger one, let the clinic know. It is important to choose one clinic and use it throughout your stay in Minot. In this way, all those who see you will know you and your medical history, and will be able to provide the most appropriate care.

Walk-in clinics are not intended to be a substitute for an emergency room. If you are experiencing a true emergency, go to the Trinity Health emergency room immediately. You can also call 911 if you need the assistance of paramedics and an ambulance. Be aware that if you go to the emergency room at a hospital in the U.S. when your condition is not considered a true emergency, you will wait a long time to be seen by the doctor and the cost will be extremely high.

**All costs incurred at another clinic or hospital are your direct responsibility.**

## Doctor's Visits

In the U.S. health care system, patients spend more time with nurses than with doctors. They will ask many questions that may seem unnecessary or intrusive, but try to answer them as completely as possible. This approach may seem impersonal but health care providers are only trying to be efficient and thorough.

During your consultation, be prepared to ask questions about your diagnosis, treatment, and costs. Patients in the U.S. are expected to participate in making decisions about medications and treatment choices. If there is difficulty understanding anything about your medical status or treatment, ask for clarification, ask workers to talk slower, to repeat, or to write down information. If a translator is necessary, ask for one when making your appointment or bring a friend.

## Medical and Health Insurance

The U.S. does not have a national health care plan, and the government is not a major provider of medical care. Arranging and paying for medical care is your responsibility and can be very expensive.

Canadian students are exempt from the North Dakota State Board of Higher Education (SBHE) policy section 505, which states that all international students at Minot State University must be covered by the health insurance policy that has been designated by the Chancellor of the North Dakota State University System (NDUS).

However, Canadian students may opt to enroll in the NDUS designated insurance policy, if you are interested in obtaining coverage from a U.S. based insurance provider. Speak with the International Student Coordinator for additional plan information and to learn about the enrollment process.

### Why do you need Health Insurance?

In the U.S., the cost of health care is usually shared by the person who receives medical services and by an insurance plan. Medical costs are very expensive in the U.S. In fact, it is not uncommon for hospital bills alone to range from \$1,000 to \$100,000. If you are injured or ill and do not carry health insurance, you will be responsible for paying the entire bill yourself. In addition, medical facilities may refuse treatment of non-emergency cases without a guarantee of payment. For these reasons, and your own peace of mind, it is mandatory to have health insurance. It allows you to get medical services when you need them and it protects you from unexpected expenses that can cause great worry and even interrupt your academic study.



**Speak to your Canadian insurance providers to make sure everything is in order to continue coverage while you are a student in the U.S.**

Download the required forms for each provider and send them to the Minot State Registrar's Office for verification of enrollment, if necessary.

- **Canadian Provincial Health Insurance** – each province has its own form. Contact your Provincial Health Office for more information.
- **Private Health Insurance from Canadian based provider** – if you have insurance coverage through a private provider, contact that company for information on what is needed from Minot State to continue your coverage.

## Diet and Exercise

Maintaining a balanced diet is essential to staying healthy. However, finding the right food in a new country can be difficult and the most popular food may not appeal to everyone. It may help to find some more traditional foods from home, especially right after arrival. The international club on campus may be able to suggest places to shop and the campus cafeteria may be able to accommodate some special dietary requirements. Be sure to check with the food services director about requirements if the foods you need are not readily available. It is perfectly acceptable to be assertive when looking for a diet that meets your needs and preferences.

Exercise can also contribute to good health. The MSU Wellness Center provides exercise equipment, weight rooms, intramural gym space, group exercise, rock climbing, and wellness events. You can access the Wellness Center's facilities free with your student ID.

The Wellness Center is committed to empowering individuals to reach their full potential and enrich their quality of life by embracing the 8 Dimensions of Wellness: emotional, physical, occupational, intellectual, social, spiritual, environmental, and multicultural.

▼ [MinotStateU.edu/wellness](http://MinotStateU.edu/wellness)

## Mental Health

The mental health care system in the U.S. is designed for all people, not just people with severe mental illnesses. Normal, healthy people who are experiencing extreme stress and/or major life changes often seek help or guidance from mental health care providers, such as counselors, psychologists, and psychiatrists. In fact, it is not uncommon in the U.S. for individuals to seek professional help when they are feeling overwhelmed, stressed, anxious, or sad.

If you're struggling with any type of mental health issue, such as depression, loneliness, stress, or anxiety, and it begins to interfere with your ability to do well in school or work, or to be happy in your everyday life, you should consider seeking professional help. International students far from home without the support system of family and close friends, often feel emotional stress more than their American classmates. Therefore, as an international student, you might find it helpful to consult a mental-health professional when dealing with the issues of adjustment, depression, or strain.

The Student Health Center offers counseling services to students. Sessions are free of charge and are completely confidential. The counselor will help you learn relaxation techniques, meditation, or stress management skills.

▼ [MinotStateU.edu/counseling](http://MinotStateU.edu/counseling)







# F-1 VISA REGULATIONS

It's important for students and exchange visitors to understand the concept of immigration status and the consequences of violating that status. If you have questions, make an appointment, via email, to see the International Student Coordinator.

## Let's get down to the facts ...

### Definition of Status

Every visa is issued for a particular purpose and for a specific class of visitor. Each visa classification has a set of requirements that the visa holder must follow and maintain. Those who follow the requirements maintain their status and ensure their ability to remain in the United States. Those who do not follow the requirements violate their status and are considered "out of status."

Failure to maintain status can result in arrest, and violators may be required to leave the U.S. Violation of status also can affect the prospect of readmission to the U.S. for a period of time. Most people who violate the terms of their status are barred from lawfully returning to the United States for many years.

### F-1 Students

F-1 immigration status is reserved for students pursuing a full course of study at an academic or language institution. This visa is used solely for the purpose of study.

### J-1 Exchange Visitors

The J-1 visa is used for exchange visitors. In the university setting, this visa is used for visiting faculty, research scholars, short term scholars, specialists, and students.



**Be aware that failure to comply with federal regulations can lead to termination of your student status!**



### Immigration Documents

#### ▼ Passport

Your passport, issued by your country of citizenship, should be valid at least six months into the future. To renew your passport, contact your home government.

#### ▼ Certificate of Eligibility (I-20 or DS-2019)

This certificate is an immigration document that correlates with the particular immigration status you hold. An I-20 is used for F-1 students and F-2 dependents. A DS-2019 is used for J-1 exchange visitors and J-2 dependents.

#### ▼ Visa

The visa is the most commonly misunderstood travel document. It is a stamp that the United States consulate or embassy gives foreign nationals in their passports and which they must have to enter the United States in the particular classification they request.

The validity of a visa stamp pertains only to the period during which it may be used for admission to the U.S. **It does not indicate how long you may stay in the U.S.**

Visitors may remain in the United States with an expired visa as long as their certificate of eligibility is valid and the proper immigration status is indicated on their I-94 document. On the visa stamp, there is also an indication of the number of entries permitted, usually One, Two, or M (for multiple). If a student uses up his or her entries and wishes to enter the United States again during the same validity period, he or she must obtain a new visa.

Canadian F-1 students do not need visas to enter the U.S. — they need only their I-20, passport, and I-94.

#### ▼ Form I-94

Only students who entered the U.S. by land have received a paper based form I-94. Students entering by air and sea have a digital form I-94. This is a very important document as it indicates the visa classification you are given upon entry to the United States and the length of time you may stay. A notation of D/S (Duration of Status) will be noted on most student or exchange visitor I-94 forms.



# SEVIS Responsibilities

**SEVIS** (Student and Exchange Visitor Information System) is an Internet-based system in which the Department of Homeland Security (DHS) maintains information on non-immigrant visitors holding F, M, and J visas. **SEVIS enforces a policy of zero tolerance to people who violate the terms of their status.** There is no room for error and many issues need prior approval. A list of your responsibilities under SEVIS follows on the next few pages. We urge you to take these new responsibilities seriously as your status in the United States is at risk if you fail to comply with any of the items listed.

## Maintaining Your Legal Status

- If you have any question regarding federal laws and regulations, please contact the Office of International Programs. We are happy to help you understand what you need to know so that you do not jeopardize your current visit or any other future plans that you may have for returning to the U.S.

## Maintaining Current Documents

- You must maintain a valid passport at all times.
- You must obtain a new Form I-20 if you change your academic program from one degree level to another, one school to another, or another major/field of study. You must also obtain a new form I-20 if your source of funding changes.
- You must attend the college/university listed on your I-20.
- You must visit the Office of International Programs (OIP) at the end of each semester (May and December) to have your Certificate of Eligibility (I-20 or DS-2019) signed by the International Student Coordinator.

## Full-time Enrollment

- You must be enrolled in and attend classes.
- You must be enrolled full-time during normal enrollment periods. Full-time is 12 credits per semester for undergraduates and nine credits per semester for master's. If you are a graduate student with a research assistantship (athletic assistantships not included), full-time is reduced to six credits.
- Only one online class (three credits) can count toward your full-time enrollment.
- You are not allowed to take classes at the Minot Air Force Base location.

- You must be enrolled for your courses by the beginning of each semester. The Office of International Programs is required to report students who are enrolled less than full-time to DHS through SEVIS within thirty days of the end of the registration period. Any student who is less than full-time at that point will be reported and therefore, out of status.
- If you will not be enrolled full-time, you must receive prior approval from your International Student Coordinator. You and your academic advisor must complete a "Reduced Course Load Form," and submit it to the Office of International Programs prior to registering for less than a full course load, or prior to dropping below a full course load. Reduced course loads are only granted in very specific circumstances.

## Change of Address

- You are required to report any change of address or residence and/or any change of name for you and your dependents to the Office of International Programs within 10 days of the change. This information will then electronically notify DHS of the change, via SEVIS, as required by the regulations.
- Your current address must be your place of residence; it cannot be reported as a post office box or departmental address.

## Change of Major

- You have 10 days to report a change of a major. A new I-20 will be printed out for you after the Office of International Programs receives an email from you with the change of major.

## Academic Progress

- You must continually be making normal progress towards completion of your academic program.

## Program Extensions

- You must apply for an extension of your program of study prior to the expiration date on your I-20 form, if you cannot complete your program by that date.
- Requests for extensions should be submitted 30-60 days prior to the expiration date of the Form I-20.
- Students will be granted an extension under certain circumstances. One of the conditions of the F-1 status is that international students must be making normal progress towards the completion of their degree program. Delays caused by academic probation or suspension are not acceptable reasons for program extension. The delay in completion must have been caused by compelling academic or medical reasons.
- Email the International Student Coordinator to receive information on how to extend your program.
- Students who fail to apply for timely extension will be considered out of status, and will have to apply to the USCIS for reinstatement. There is a fee of \$290 to process the reinstatement application.

## Transferring Schools

- You must complete an official SEVIS transfer whenever you change educational institutions. F-1 students must notify their current institution of their intent to transfer, obtain a Form I-20 from the new institution, and report to the Designated School Official at the new school within 15 days of the program start date listed on the Form I-20.

## Withdrawing from School

- If you withdraw or are asked to leave the university, you must report this to the Office of International Programs immediately. If you report to the Office of International Programs, you will have 15 days to leave the United States. If you do not report to the Office of International Programs, your status ends immediately.

## End of Program

- The normal grace period to remain in the United States following degree completion is 60 days.
- It is very important that you turn in the Form I-94 (Arrival/Departure Record) to an airline representative or Customs Border Protection (CBP) official when leaving the U.S. Returning the Form I-94 proves that you did not violate U.S. law by staying in the country too long, and that you obeyed U.S. laws. This is essential if you want to return to the U.S. at a future date.

## Accompanying Dependents

- You must notify the Office of International Programs of any accompanying dependents in the F-2 status and provide biographical information regarding those dependents.

## Obtaining a New Visa Stamp

- If your visa is no longer valid and you leave the U.S., you must take your passport and a Certificate of Eligibility (I-20 or DS-2019) to the nearest United States consulate or embassy in the country you are visiting to apply for a new visa stamp. Evidence of financial support for your studies in the U.S. must also be presented. Be advised that you may encounter problems or delays if you attempt to get a new visa outside your home country. Before you leave for a trip outside the U.S., consult with your International Student Coordinator to determine whether or not you need a new visa stamp.
- The State Department is now publishing on its website the average wait times for non immigrant visa interviews and for the processing of non immigrant visa applications: <https://travel.state.gov/content/travel/en/us-visas.html>.



**REMEMBER:** University rules sometimes differ from federal regulations. For example, while your academic department may say that it is fine to be enrolled less than full-time, in terms of your F-1 student status, this is not allowed except under certain circumstances.





## Travel

### Travel Inside the U.S.

- If you are traveling within the U.S. you do not need to have your documents signed for travel, but you are required to carry your passport, I-94, and your I-20 or DS-2019 with you at all times.

### Travel Outside the U.S.

- F-1 students and all dependents who plan to travel outside of the U.S. and return to Minot State must bring their I-20 to the Office of International Programs, so an International Student Coordinator can sign for re-entry into the U.S. This should be done one to two weeks prior to traveling and takes at least 48 hours to process.
- If you are a J-1 student and your DS-2019 was not issued by Minot State, you need to contact your program sponsor for this signature.
- F-1 and J-1 students and visiting scholars who leave the U.S. must have the following documents with them to ensure their re-entry:
  - Valid passport
  - Valid U.S. visa (except Canadians)
  - Valid I-20 signed for travel, for F-1 status **OR** valid DS-2019 signed for travel, for J-1
  - Valid I-94
  - Verification of enrollment (available from the Minot State Registrar's Office)

- F-2 or J-2 spouses and minor children who are not accompanied by the student or visiting scholar must have:
  - Valid passport
  - Valid U.S. visa stamp (except Canadians)
  - Valid separate I-20 or DS-2019
  - Valid I-94
- If you are traveling to Canada, Mexico, or an adjacent island other than Cuba for less than 30 days, you may be eligible to re-enter the U.S. without obtaining a visa. Please see your International Student Coordinator for more information regarding this Automatic Revalidation benefit.
- If you visit countries outside the U.S. other than Canada, Mexico, or the Caribbean area, you must have a valid F or J visa stamp in your passport to re-enter the U.S.

The information included in this manual is not exhaustive and is subject to change without notice. If you have any question relating to your current legal status in the U.S., please visit with your International Student Coordinator.



# EMPLOYMENT IN AMERICA

Working without authorization, or exceeding authorization is a serious violation of status. It is the student's responsibility to comply with all federal and employment regulations. Failure to comply could result in serious consequences.



# On-Campus Employment

International students are eligible to work on campus while attending classes. On-campus employment is that which is performed on the school premises and provides direct services to students. International students may not work for employers on-campus who do not provide services to students, such as a contractor building a new building. The work does not need to be related to your field of study. You must maintain legal status while engaging in on-campus employment.

J-1 students sponsored by Minot State University should complete the *On-Campus Employment Authorization* form to obtain written approval from office of International Programs.

## Eligibility for On-Campus Employment

- You must be registered full-time during the academic year.
- You are not eligible for Minot State work study positions.
- On-campus employment can take the form of a job in an academic or administrative department (undergraduate or graduate students) and graduate assistantships.
- You may not work more than 18 hours per week while school is in session during the fall and spring semesters.



**International students may not work more than 18 hours on any given week, while school is in session.**

## 18 Hours Rule

- A work week is defined as Sunday through Saturday.
- The limit of 18 hours per week applies to all types of on-campus employment. If a student works 15 hours a week in one department, that student can only work an additional three hours during that week in another department.
- 18 hours per week is not an average. Students may not work 10 hours one week and then 26 hours the following week.
- Students are not allowed to work 19 or more hours during any week, but only report it in 18 hour increments.
- Students may work up to 38 hours per week, on-campus, during the winter and spring breaks.
- During the summer semester, when classes are in session, students in F-1 status who are enrolled in five credits or less are allowed to work up to 38 hours per week on campus. Students who are enrolled in six or more credits during the summer semester may only work up to 18 hours per week on campus while classes are in session.



# Off-Campus Employment

International students are **NOT** permitted to work off-campus without prior authorization from the Office of International Programs. Off-campus employment opportunities are extremely limited by the immigration regulations, and permitted only under certain circumstances:

- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
- Severe Economic Hardship Employment
- Employment with International Organizations
- Special Student Relief

## Curricular Practical Training

Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student's academic program. CPT employment must be deemed an integral part of the student's curriculum by the student's academic department and must be authorized by the Office of International Programs. A student must receive authorization for CPT before beginning an internship or co-op position. To be eligible for CPT, you must have also been in F-1 status for one full academic year. In addition, F-1 students on CPT during the school year must be registered full time. However, there are two exceptions to this: 1) when a program requires that all students who are done with course work proceed to an internship semester or year and 2) when a student is in his or her last semester before graduation and is getting the balance of credits for the degree. Students who are finished with program requirements and who are merely delaying graduation to make use of CPT will not be granted CPT.

### More Information about CPT

- You must have an offer of employment to apply for CPT.
- If you change employers while on CPT, you need to file a new CPT application.
- CPT is employer specific; you can only work for the company that you have authorization to work for on your I-20.
- You are authorized for specific dates of employment on your I-20. You may not begin before the start date or continue to work after the end date. If you expect that you will need to work past your end date, you



must reapply for CPT and be approved by the Office of International Programs. If you work past the end date, you will be working illegally and could lose future immigration benefits. The Office of International Programs will only authorize CPT for a semester at a time unless you are required an internship program that extends beyond the semester.

- If you use 12 months or more of full-time curricular training, you will completely lose the Optional Practice Training (OPT) benefit. Plan to use no more than 364 days of full time curricular training.

## Optional Practice Training

Optional Practice Training (OPT) allows students to engage in off-campus employment for 12 months. OPT is defined as "temporary employment for practical training directly related to student's major area of study." The idea is that you can gain practical experience in your field of study to round out your academic experience before returning to your home country. Therefore, the work must be in your field of study and it must be at the level of your education. Most students do this after they graduate. OPT can be authorized for a maximum aggregate period of 12 months for each level of study.



## Granting OPT is NOT Automatic

A student must apply for OPT from the U.S. Citizenship and Immigration Services (USCIS), which in turn issues an EAD card (Employment Authorization Document) to the student. USCIS can take 90-120 days to process an application for OPT, so students should file their applications with USCIS well in advance of their intended start date. There is a filing fee for an OPT application. If you wish to apply for OPT, you should do so early; February is best for spring and summer graduates, and October is best for December graduates.

▼ [MinotStateU.eduminotstateu.edu/international/pages/international-current/optional-practical-training.shtml](http://MinotStateU.eduminotstateu.edu/international/pages/international-current/optional-practical-training.shtml)

During the period you are working on OPT, you are required to keep Minot State notified of your address so it can be updated in SEVIS, and you are required to keep your I-20 valid by having it signed at least every six months. If you need your I-20 signed and you are not in the Minot area, please mail it to us with a self-addressed return envelope.

## Severe Economic Hardship Employment

As you already know, in order for an I-20 to be issued for an incoming international student, the student must show that they have the necessary funding to study and support themselves in the United States. If a student's source of funding should suddenly change, through circumstances over which the student has no control, then the student may be eligible to apply for off-campus employment authorization based on "Severe Economic Hardship."

The student must document their case carefully, and prove to the USCIS that the change in funding source came unexpectedly. Similar to OPT, an Economic Hardship application has a filing fee and can take the USCIS between 90-120 days to adjudicate. If approved, this off-campus work authorization expires within one year, where upon the student (if eligible) may reapply. If approved, the employment is limited to 20 hours/week while school is in session but may be full-time during breaks.

To be eligible to apply, the student must:

1. Have completed at least one full academic year and be in good academic and legal standing.
2. Demonstrate that there is an unforeseen severe economic necessity beyond the student's control that arose after obtaining F-1 status.

3. Demonstrate that other employment opportunities are unavailable or otherwise insufficient.
4. Establish that employment will not interfere with full-time study.

Specifically, cases where this is NOT available include:

- You did not have enough money to begin with and your plan has been to make it through one year and then apply for off-campus employment.
- One or both of your parents retire.
- Other family members wish to attend school in the U.S. so your family wishes to decrease the support to you.
- Annual tuition increases have increased cost.
- Adequate on-campus employment is unavailable.

If the financial situation is too severe, part-time employment may not solve the problem. You and the International Student Coordinator will need to look at all options available within the F-1 regulations. It is important for your International Student Coordinator to understand the full scope of your financial necessity and the conditions that created the hardship.

## Employment with International Organizations

This F-1 employment benefit allows F-1 students to work for recognized international organizations within the meaning of the International Organizations Immunities Act. Qualifying organizations include the United Nations, World Bank, and World Health Organization. A complete list of qualifying organizations is published at 19 CFR 148.87. None of the qualifying organizations have offices in Minot.

## Special Student Relief

This benefit is available only to students from Haiti, Libya, and Syria. For more information, contact your International Student Coordinator.



# ▲ SOCIAL SECURITY

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A Social Security Number (SSN) is a unique, nine-digit identification number issued by the U.S. Social Security Administration (SSA) to U.S. citizens, permanent residents, and qualified foreign nationals. F-1 students who work on or off campus must apply for a Social Security Number.



## When can you apply?

International students and scholars should wait 10 days after entering the U.S. before applying for a Social Security Number (SSN). You must also be able to provide evidence that you have been authorized by Minot State to work and has secured employment before your SSN will be issued.

## How to apply for a Social Security Number

In order to apply for an SSN, you must have the following documents:

1. Valid passport
2. Original 1-94 form
3. Original I-20 OR DS-2019 form
4. Letters from your potential employer
5. Letter from the International Student Coordinator

## Where can you apply?

Apply for an SSN in person at the Social Security Administration Office, located on the first floor of the Minot Metro Center at 1414 20th Avenue SW, Minot, North Dakota, 58701.

## How long does it take to obtain your Social Security Number?

Once your application has been approved, the Social Security Administration will send a Social Security Card to the address you provided when you submitted your application. Usual processing time is two weeks. If additional security procedures are necessary, processing times may range from four to eight weeks.

## Can you start working without a Social Security Number?

In some cases at Minot State, you may be able to begin your employment without an SSN as long as your other hiring forms have been completed and you provide them with a receipt of application. When you receive your Social Security card, you must provide a copy to the Minot State Human Resources Office.

## Social Security and identity theft

Your Social Security card should be kept in a safe place and should only be given out when absolutely necessary to guard against identity theft.





# ▲ BANKING DO'S + DON'TS

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Keep your money where you want it!



## Checking Accounts

Most Americans use checking accounts for paying bills and to avoid carrying large sums of cash. A checking account can be used to pay most of your monthly bills. When you open a checking account you will be given numbered checks that are printed with your name, address, phone number, and account number. You may write checks out of your account to pay bills or make purchases. Most banks also offer debit cards, which can be used like credit cards but deduct money directly from your checking account.

## Savings Accounts

A savings account is designed to hold money in a bank for long periods of time so that it can earn interest. If you have a large amount of money that you do not need to draw upon regularly, you may want to establish a savings account. It is a good idea because the bank will pay you interest on your deposit, based upon the size of the deposit and the time it is left in the savings account. You may make withdrawals from your saving account and you may also transfer funds to your checking account.

## Safety Concerns for Your Finances

You must be careful and safeguard your funds, checks, debit and credit cards, and PINs at all times. While the crime rate in Minot is low compared to most places in the U.S., it is still possible for students to have their money, credit cards, and checks stolen.

A good set of rules to follow for your finances is:

- Do not carry large amounts of money with you or keep them in your room or apartment.
- Money that is lost or stolen is seldom recovered.
- Establish an account at one of the banks in Minot so that your money can be kept safely and conveniently.
- Put your funds in a safe bank account.
- Be sure you have enough money in your account to cover all debit transactions or checks you write.
- Do not put purchases on credit cards unless you are sure you can pay the balance in full within one or two months. Keep your credit cards for emergencies only.
- Never give your credit card number, debit card number, or ATM PIN to anyone.
- Check out a moneymaking venture thoroughly before investing in it. If it sounds too good to be true, it is.
- Keep a list of phone numbers for canceling checks and reporting stolen credit cards.



## BEWARE: Email and Phone Scams

Please be aware that there are people who use the telephone, mail, and email system in attempt to extort money from you. **NEVER** send money, your bank account number, credit card number, or Social Security Number to anyone or any company that you are not very familiar with. Your bank should never request your personal information (including passwords) by email!

These scams usually promise some sort of U.S. government benefit or grant money for school. Other messages come from people who write about their difficult circumstances and ask for your financial help. Remain vigilant and protect yourself from these scams. Beware of:

- Any phone call or email where someone is trying to get you to send money.
- Anyone who calls or emails you more than one time with such offers and tries to establish a “relationship” with you so that you will feel more comfortable in handing over your money, bank info, credit card, or Social Security numbers.
- Anyone who calls or emails you and threatens you in a attempt to get you to send them money or any of your bank, credit, or Social Security numbers.
- Any other kind of scam via phone, email, or mail.

If you get any of these calls or emails, firmly tell them you are not interested and hang up.

You should also be careful when purchasing products over the Internet from companies with which you are unfamiliar.





# LOCAL INFORMATION

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Our campus is located in the vibrant community of Minot — the Magic City!



# Weather

The climate in North Dakota is very pleasant, but can range from extremely hot in the summer months to very cold in the winter months. Minot usually has three to four snowstorms during the period of October through April. In addition, there are very infrequent tornado warnings during the summer.

## Summer

When the weather looks threatening, it is wise to check a weather app, the radio, or the television for weather conditions. Summer rainstorms can be heavy at times with hail storms (frozen raindrops), but the most serious summer storms in North Dakota are tornadoes. A tornado is a strong wind in the shape of a funnel that can destroy things in its path as it hits the ground. There are two terms used to describe the possibility of a tornado. A tornado “watch” means there is a chance of one and a tornado “warning” means that tornado shaped clouds have actually been observed.

Warnings will alert people to take shelter; you will hear a siren if a tornado is spotted. If you live on campus, instructions will be given to leave your room and take shelter in an inner hall, basement, or designated shelter area. When you go into a shelter or basement it is wise to take a flashlight, battery run radio, and a blanket with you.

## Winter

Minot temperatures can get as low as -30 degrees F, and severe winter weather can continue into the month of April. Weather can change very suddenly, so you should check weather forecasts on an app, the radio, or the television before leaving home during the winter season. When temperatures are below freezing (32 degrees F), make sure to protect all exposed skin, including the face. Several layers of clothing are recommended for adequate protection when walking in freezing temperatures. This includes a winter coat, warm hat, thick gloves, and winter boots. Hats and gloves are warmest when made of wool and many now have an inner lining made of cotton or polypropylene to make it more comfortable next to your skin.

Although it can be difficult at times to walk and/or travel during the winter, Minot and North Dakota have very good snow removal services. If you will be driving a car, you must be aware of snow removal from the streets and not park where the city plows may be clearing the streets.

Blizzards are storms that have heavy snow, very cold temperatures, and high winds. They may come very suddenly or may be forecast on the news. It is very dangerous to be on the highways during this kind of storm. The radio and television stations announce travel warnings at times of danger. If you get caught in a storm, listen to instructions on the radio and do not leave your car. The wind-chill factor can dip down to -50 degrees F during these times and it is very dangerous for people to be exposed to the elements.

### Average high/low temperatures in Minot (in degrees Fahrenheit)

August	81/56
September	70/46
October	55/34
November	37/20
December	24/7
January	21/3
February	26/9
March	37/19
April	55/32
May	67/43
June	75/53
July	82/58



## Shopping

Where and how you shop will make a great deal of difference in how much you spend and the quality of products that you buy. In addition to the stores in the downtown area (along Main Street), you will find individual stores and clusters of stores scattered throughout Minot. Dakota Square Mall, located in the southwest part of town, offers a variety of stores for clothing, home goods, beauty, and more.

Shoplifting (removing merchandise from stores without paying) is a serious crime in North Dakota and merchants are alert to any possible offenses. Be sure to keep your chosen items clearly visible as you shop and proceed to the cashier; any concealed items can look like attempted shoplifting.

### Minot State Bookstore

The Minot State Barnes and Noble Bookstore is located on the first floor of the Student Center. It is set up to satisfy the particular needs of students and may have many things you need. Textbooks, art supplies, notebooks, pencils, Minot State t-shirts, greeting cards, stationary, and many more items are available.

### Second Hand Stores

These stores usually sell used items like clothing, kitchen appliances, and furniture. Be sure to inspect the items you are interested in very carefully as they are used and may be damaged or in need of repair. Prices are usually a great deal lower for these used items than for new ones.

- Goodwill Retail Store – 1405 South Broadway
- Salvation Army – 1933 South Broadway
- Dakota Boys and Girls Ranch 2nd Chance Store – 1206 South Broadway
- Restore Thrift Store – 112 2nd Avenue SW

### Garage Sales

Rummage or garage sales often offer excellent bargains on used merchandise. Rummage sales are held by community people at the seller's home.

## Getting Around

### Minot City Bus Service

Bus fare for college students is \$1.25, payable in cash on board the bus at a scheduled stop. You can also buy a package of 10 tokens for \$8 per month. Bus routes are limited and service runs from 9 A.M. – 4:30 P.M. View the schedule online at [minotnd.org/294/City-Transit](http://minotnd.org/294/City-Transit) or call 701-857-4148 for information.

### Taxi Services

- Minot City Cab: 701-852-8000
- Taxi 9000: 701-852-9000

Approximate cab fares:

- MSU to Dakota Square Shopping Mall: \$7 – \$10
- MSU to Downtown Minot: \$4.50 – \$6
- MSU to Minot International Airport: \$5 – \$6.50

### Owning and Operating an Automobile

Cars are the most common form of transportation in Minot, but they are also a big responsibility. Avoid trouble by observing several rules for owning and driving a car:

- Car insurance is required in North Dakota.
- Never drink alcohol and drive; even if you do not have an accident, you may go to jail.
- Lock your car at all times and keep valuables out of sight.
- Keep cars in good operating condition.
- Keep safety equipment (e.g. a flashlight and reflectors, warm blankets, and emergency food) and a first aid kit in the trunk.
- Obey all speed limits.
- Report all accidents; failure to do so is a crime.

### Driver's License

You are allowed to drive vehicles in the state of North Dakota as long as you have a current license in your home country or an international driver's license. If you wish to purchase or rent a vehicle, you will find that it is easier with a license from North Dakota or another state in the U.S.

To obtain a North Dakota driver's license, you must visit the Minot branch of the North Dakota State Department of Transportation at Arrowhead Shopping Center, 1600 2nd Avenue SW, or call them at 701-857-7624. You must



pass a written test, an eyesight test, and a driving test (also called a road test.) No appointment is required to take the written test, however, you must make an appointment for the road test. To apply for the driver's license you must present your passport, I-20 or DS-2019, your current driver's license (if you have one), and the required fee. The written test and the road test are \$5 each. You must surrender your current license to obtain a North Dakota driver's license.

It is highly advisable to study for your written test and practice for the road test. You will need to obtain an instruction permit in order to practice for your road test if you do not possess an international driver's license or a driver's license from your home country. The instruction permit is \$15. Study booklets are available at the Department of Transportation Office listed above. For more information, visit [dot.nd.gov](http://dot.nd.gov).

## Rules of the Road

- Pedestrians always have the right-of-way!
- It is illegal to drive over the speed limit in the U.S. If you do so, you may be pulled over by a police officer, given a ticket, and fined. Fines for speeding can be very expensive.
- Make sure not to park in a designated "no parking" zone. This can result in your car being towed. It often costs over \$100 to retrieve your car if it is towed.
- Do not talk on your mobile phone, text, eat or drink, or attempt to put on makeup while driving your car. This can impair your driving and may lead to an accident.
- Come to a complete stop at a stop sign. Otherwise, you may get a ticket.
- 4-way stops are unique to the U.S. When you come to a 4-way stop, look to see if anyone is stopping on your right. If someone on your right stops at the same time you do, they cross the intersection first. If no one else is at the intersection, stop, look both ways carefully, and cross the intersection.
- If there is no sign saying that you cannot turn right at a stop light, then it is legal to turn right even when a light is red. You must first stop. Then look to see if it is safe for you to turn right. If there is a person walking across the street, they have the right of way. Wait for them to cross, and then if it is still safe to turn, you may do so.
- If a school bus stops, make sure to stop two bus lengths away from it no matter which side of the road you are driving on. You will see a flashing red light on the school bus, which means to stop. Also, do not pass a school bus. Police will give out tickets for these actions.

## Automobile Registration

If you buy a car, you must register it at the vehicle branch of the North Dakota Department of Transportation. Requirements for registering a car vary, depending on whether the car is new or used and the age of the car. To find out what you have to do to register a particular car, call 701-857-8221. Once you have registered your car, you will receive a registration card that you must keep in your vehicle at all times.

## Automobile Insurance

The state of North Dakota requires all owners of a vehicle to have automobile insurance. It is essential to have at least liability insurance. The minimum fine for operating an uninsured motor vehicle is \$150. To locate the most appropriate insurance for your car, look in the yellow pages of the telephone directory under "insurance." You should talk about your insurance needs and get price quotes from at least two agents. Insurance rates vary from company to company, and they depend on the value of the car, the amount it is driven, the age of the drivers, and the past driving records of the drivers. You must carry proof of insurance (insurance card) in your car at all times in case of an accident.

## Seat Belt Law and Child Restraint System

North Dakota law requires all occupants of a car to wear safety belts at all times. In addition, children must be properly secured in a approved child restraint.

## Parking at MSU

You may park vehicles in designated lots on campus. Vehicles must display a current parking permit, available for purchase in the parking Ooffice, located in the Student Center Atrium. Campus parking rules are enforced Monday – Friday, 8 A.M. – 4:30 P.M., 12 months per year.

The penalty for a parking violation is \$15. If the penalty has not been paid within seven calendar days, it will be doubled. For further information, contact the parking office at 701-858-3318.



# STAYING SAFE

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No matter how safe the campus and community appear to be, know your environment by reading the safety information provided by the University.



## Stay Safe in a New Environment

- Become familiar with the campus neighborhood by walking around in the daylight first.
- Ask fellow students or staff members about areas to avoid at night.
- Do not walk alone at night.
- Make note of the address and telephone of your country's nearest consulate or embassy.
- Locate the police station.
- Locate the nearest fire alarm box and learn how to report a fire.
- Identify the nearest hospital emergency room.
- Keep emergency numbers near the phone. 911 is the general emergency number in the U.S.

## Campus Safety

Student safety is a top priority at Minot State University. Measures we take to protect students include:

- Full-time campus safety and security staff available from 7 A.M. – midnight, seven days per week.
- Notifind emergency notification system.
- Security cameras in buildings and parking lots.
- "Blue Light" emergency call boxes across campus.
- Campus landscaping with safety in mind.
- Minot State's Office of Safety and Security has a dedicated telephone line for emergencies.

## MSU Safe Walk

MSU Safe Walk is available from 7 A.M. – midnight, seven days a week, 365 days a year. Call 701-500-2423 to request a campus safety and security escort when:

- Leaving evening classes, study sessions, meetings, or work
- You are attending a late night social event (i.e. athletics)
- You don't feel comfortable walking alone, for ANY reason



## Crimes

Unfortunately, there is no place completely immune from crime and scams, but help is available if you become a victim. The police are here to serve and protect you. If you need their help, do not hesitate to call for it. Minot State has a campus police force and you should contact them when you need assistance.

The most common crime on U.S. campuses is theft of property left unattended or in an unlocked room, car, or apartment. More serious crimes such as drug deals, assault, and rape also occur. Some behaviors, such as sexual harassment and spousal abuse, are crimes in the U.S. Always use good sense and caution.

- Keep your residence hall room or apartment locked when you are out.
- Do not leave books, backpacks, or purses unattended.
- Use good locks for bicycles.
- Learn what parts of town to avoid at night.
- Be cautious of strangers who are overly friendly, offer gifts, or who want to take you somewhere unfamiliar.
- Remember that 911 is an emergency number that you can call at any time from any telephone in the United States for help in an emergency.
- Ask a reliable friend or your International Student Coordinator for help if a person or activity seems suspicious.



**CAMPUS SECURITY  
HOTLINE  
701-500-2423**

From a campus phone: **HELP (4357)**  
Minot Police Department: **911**

## Harassment

It is the policy of Minot State University that there shall be no discrimination against any person or group of persons because of sex, gender, sexual orientation, race ethnicity, color, religion, national origin, pregnancy, age, marital status, veteran's status, political beliefs or affiliation, or physical or mental disability (including learning disabilities, intellectual disabilities, past/present history, or a mental disorder). Harassment is a form of discrimination that creates a hostile environment in the workplace and the classroom and, therefore, Minot State University will not tolerate harassment in any form. The behavioral standard of this policy applies to faculty, staff, and students, as well as persons conducting business with or visiting the University.

Harassment is defined as verbal, nonverbal, social media, or physical conduct towards another person or identifiable group of persons that is severe, persistent, or pervasive and has the purpose or effect of:

- a. Creating an intimidating or hostile education environment, work environment, or environment of participation in a University activity;
- b. Unreasonably interfering with a person's educational environment, work environment, or environment of participation in a University activity; or
- c. Unreasonably affecting a person's educational or work opportunities or participation in a University activity.

### **If you feel harassed it is important to tell someone.**

You may request assistance from the University's Human Resource Officer (located in the Administration Building), the Access Services Coordinator (lower level, Gordon B. Olson Library), University Counseling Services (lower level, Lura Manor), or an appropriate administrator. Our International Student Coordinator can also help find the right avenue to solve the problem. In addition, the University's affirmative action plan and equal opportunity complaint procedure shall be available for any person who wishes to allege a violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- such conduct has the purpose or effect of substantially interfering with an individual's work or learning performance or creating an intimidating, demeaning, hostile, or offensive working/classroom environment;
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education requirement; or

- submission to, or rejection of such conduct by an individual is used as the basis for employment decisions or educational decisions (grades, etc.) affecting such individual.

If you feel you are the victim of harassment, or if you observe someone being harassed:

1. Tell the person that his or her actions are personally offensive. While each individual must decide how to respond, confronting the individual can be very effective.
2. Keep careful records. Document the facts in a journal or on a tape recorder. Record the dates, times, places, witnesses (including their names and addresses), and the nature of the offense.
3. Contact the University personnel or community agencies that can help you. A friend, staff, or faculty member may accompany you.
4. Campus incidents will be dealt with according to the student Code of Conduct.
5. You might want to talk about the incident with a member of the counseling center staff, a residence hall director, an academic advisor, an RA, or a faculty member.

## Title IX

Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Any student, employee, or applicant for employment or admission to the University who believes that they have been discriminated against on the basis of sex may pursue a University investigation and file a complaint with the Title IX Coordinator.

## Domestic Violence

Spousal abuse, or domestic violence, is a crime in the U.S. Domestic matters cease to be private once one party uses physical violence. If you feel that you, your spouse, or a person you are living with is victimizing you, help should be sought immediately. There is help available for both the abused and for those whose anger becomes uncontrolled and results in domestic violence.

For a complete description of Minot State's policies and procedures regarding sexual misconduct, visit: [MinotStateU.edu/title9/keepusafe.shtml](http://MinotStateU.edu/title9/keepusafe.shtml)





# LEGAL ISSUES IN THE U.S.

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Underlying the U.S. system of laws and equal protection is the principle that everyone is held accountable. Not knowing that a law exists or that a certain action is illegal is not a defense; you will still be held responsible for abiding by all regulations.

## Rule of Law

If you are accused of committing a crime and have been arrested, you have certain rights. Your International Student Coordinator as well as your home government should be notified in case of arrest or detainment as soon as possible. The police must inform the appropriate foreign consulate or embassy immediately when requested. Consular officers have the right to visit you and arrange for legal counsel. Some countries (for example, China, Nigeria, and Singapore) require that the consulate be notified if one of their nationals is confined or detained. Depending upon the crime of which you are accused, you should obtain legal assistance.

## Federal Agencies

The Central Intelligence Agency (CIA) and Federal Bureau of Investigation (FBI) are agencies that investigate specific criminal activities. The chance of encountering an agent of either of these agencies is remote.

The ICE (Immigration and Customs Enforcement) and CBP (Customs and Border Patrol) are the federal agencies responsible for enforcing the laws and regulations governing the presence of non-immigrants in the United States. If you are contacted by any other federal agency for any reason, consult the Office of International Programs about your rights and responsibilities.

## Felonies

- A felony is a major crime, such as murder, arson, etc., for which a large punishment is usually given.
- Major theft can result in a felony.
- Gambling on the Internet is a felony. Besides being illegal, this is also dangerous, as you don't know to whom you are giving your credit card information.
- Felonies and criminal activity will be reported to the DHS (Department of Homeland Security).



## Police Issues

- While its okay to tell a police or security officer your opinion, it is not wise to argue with them. Always be respectful.
- Do not put your hands on an officer. It is a violation.
- Attempting to bribe a police officer is a serious offense and will result in arrest.
- If you are driving and a police car follows you with flashing blue and red lights, take the following actions:
  1. Pull over on the right hand side of the road immediately and stop your car. Be calm.
  2. Do not get out of the car.
  3. Immediately get out your driver's license, car registration, and car insurance.
  4. Roll down the driver's side window.
  5. Place both hands on the steering wheel where the police officer can see them. Do not reach for anything or make any sudden moves.
  6. Be polite and do not argue with the police, but feel free to ask questions.
  7. Answer the officer's questions directly.



## Did You Know?

### Academics

- University and immigration policies are different. For example, while your academic department may say that it is fine to be enrolled less than full-time, in terms of your F-1 student status, this is illegal except under certain circumstances.
- Many academic departments are unaware of immigration laws; therefore, it is best to speak with your International Student Coordinator when questions arise.

### Alcohol Laws

- Consumption of alcohol by minors (anyone under the age of 21) is illegal.
- It is illegal for minors to purchase alcohol, or for someone of legal drinking age to purchase alcohol for or provide it to minors.
- It is illegal to drink and drive. The penalties for this are severe and can include fines, restrictions, revoking of your driver's license, or criminal charges.
- It is illegal to carry open bottles of alcohol in your car.
- Open alcohol in any form is not allowed on Minot State property. This includes parking lots, stadiums, and streets. It is allowed on private premises and in restaurants.
- If a guest at your party becomes intoxicated, it is your responsibility to make sure they get home safely.
- Signs of alcohol poisoning include: clammy skin, blue lips, labored breathing, and disorientation. Call 911 immediately if a friend shows these signs.

### Fire Alarms

It is illegal to ring a fire alarm as a joke. There will be a serious consequence in doing so, and it could include expulsion from Minot State university.

### Identity Theft

Identity theft has become very common in the U.S. Be careful and thoughtful when giving out your name, phone number, address, and Social Security Number. A great deal of information can be found out about you with this information.

### Littering

Throwing trash on the ground can result in a fine. Make sure to throw trash in designated receptacles.

### Smoking Laws

- Minot State University is a tobacco-free campus. The use of cigarettes, oral tobacco products, and electronic cigarettes is prohibited on University property, indoors or outdoors, or in University vehicles, is prohibited at all times. This includes smoking in personal vehicles parked on University grounds.
- By law in the city of Minot, there is NO smoking allowed in any public places. This includes stores, restaurants, bars, and parks.
- Smokers must stand 20 feet from the entrance to a public place.

### Student Status

- Don't fall out of legal status.
- Learn the regulations for your visa.





# ▲ RESPONSIBILITIES OF THE INTERNATIONAL OFFICE

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The Office of International Programs is located on the 1st floor of the Administration Building, and is open Monday – Friday from 8 A.M. – 4:30 P.M.



## Our Responsibilities

The Office of International Programs is committed to promoting, supporting, and celebrating an international environment at Minot State University.

### Our mission is to:

1. Develop, coordinate, and encourage the creation of quality programs in order to achieve identified strategic goals for the University's further internationalization.
2. To create a welcoming atmosphere that encourages global understanding through education abroad, cultural programming, and support of international students and scholars.

Consistent with this mission, Minot State's Office of International Programs is responsible for the following activities:

- Advises international students and exchange visitors on immigration regulations, social/cultural adjustment, health insurance, health care, travel, and financial matters.
- Issues non-immigrant visa documents.
- Assists university faculty and staff in understanding and complying with non-immigrant visa regulations.
- Advises students, faculty, and staff on international exchange opportunities.
- Manages Minot State University's study abroad and reciprocal exchange programs throughout the world.
- Assists in the development of new international exchange opportunities at Minot State University.
- Serves as the university liaison for international partner institutions.
- Provides information on international faculty exchanges and development programs.
- Coordinates/plans international cultural events
- Supports International Club activities.

## Your Responsibilities

- Inform the Office of International Programs of any change of address, phone number, or major.
- Inform the OIP sufficiently in advance for need for travel forms, special documentation for receipt of finances, and other documentation that you may require. You must allow at least 48 hours for your request to be processed.
- Maintain "in-status" conditions as outlined in the handbook, including monitoring your own Program End Date.
- Maintain adequate U.S. health insurance for yourself and any dependents. North Dakota state law requires all international students to have adequate health insurance coverage to register.
- Know your government's requirements for exchange permission and for requesting or completing and submitting appropriate documents which are required to enable the transfer of funds from your country to the U.S.
- File your U.S. and your home country tax documentation each year.
- If certification of enrollment and expenses are required for granting foreign exchange permission from your government, you are responsible for requesting such certification from the Minot State Registrar's Office.

To ensure that we provide you with the best service possible, please follow these policies:

- If you would like to meet with one of our professional staff, please call 701-858-3348 or email the International Student Coordinator at [elizabeth.sund@MinotStateU.edu](mailto:elizabeth.sund@MinotStateU.edu) to make an appointment.
- Please allow at least 48 hours for the Office of International Programs to process documents.

**If you are happy, we are happy!**

# 2019-2020 Parking Map

♿ Handicap Parking  
□ Free Parking

■ Student (S) Parking  
■ Employee (E) Parking  
■ Both Student & Employee (S/E) Parking

- |                                 |                        |
|---------------------------------|------------------------|
| 1. Administration               | 14. Lura Manor         |
| 2. Amphitheater                 | 15. McCulloch Hall     |
| 3. Campus Heights               | 16. Memorial Hall      |
| 4. Cook Hall                    | 17. Model Hall         |
| 5. Crane Hall                   | 18. Observatory        |
| 6. Cyril Moore Science Center   | 19. Old Main           |
| 7. Dakota Hall                  | 20. Pioneer Hall       |
| 8. Dome                         | 21. South Warehouse    |
| 9. Facilities Management North  | 22. Student Center     |
| 10. Facilities Management South | 23. Swain Hall         |
| 11. Gordon B. Olson Library     | 24. University Heights |
| 12. Hartnett Hall               | 25. Wellness Center    |
| 13. Herbert M. Parker Stadium   |                        |

**FREE  
PARKING  
CARS ONLY**

**FREE MSU PARKING**

**BISHOP RYAN**

**DROP OFF CLINIC**

**11TH AVE NW**

**UNIVERSITY AVENUE**

7th St NW

8th St NW

NORTH BROADWAY



**FREE Parking 1 Block South ↓**

**Student & Employee Parking  
S/E**

