

Saint Mary's University of Minnesota



International Center Student Handbook 2021 - 2022



International Center
700 Terrace Heights #34
Winona, MN 55987
507-457-1450
intlcenter@smumn.edu

Dear International Students, Welcome!

This is your time! On behalf of the International Center, we would like to welcome you to Saint Mary's University! We are very excited that you have chosen SMU to be your "home" for the next few years! We are here to assist you in your personal, academic, and cultural transition to the university environment. Our office provides:

- 1) Orientation sessions and continuing education programs which specifically assist you in your transition to living in the United States and to being a student at Saint Mary's;
- 2) Explanation of immigration procedures and governmental policies which affect you as an international student and assistance in completing paperwork for program extensions, changes in status, reinstatement to student status, and moving to another educational level;
- 3) Assistance with the work authorization process for international students who seek employment (CPT and OPT);
- 4) Assistance with personal or academic issues and referrals to appropriate offices or resources when needed;
- 5) Provide extracurricular activities to assist in the integration of international students into SMU and Winona communities.

Additionally, we strongly encourage you to become a member of the club called Merging Intercultural Experiences (MIX) this year. Being a member of this club will give you the opportunity to meet students from all around the world, to interact with upper class international students who have already made the transition to SMU (they can be a great resource for you!), and to share your culture with others! The club plans social and educational programs throughout the year.

Finally, we expect you will take the time to read through this International Student Handbook. It will answer many of your initial questions about the academic and personal issues you may encounter as an international student here. We feel confident that you will find it a useful resource throughout your stay in the U.S. In addition, we recommend that you also read our SMU Handbook at <https://international.smumn.edu/new-students/>. Again, please let us know how our office can assist you during your stay at Saint Mary's, and we look forward to getting to know you!

Sincerely,

Rebecca Vogel
Director of International Center

Vicki McDonald
Coordinator of Study Abroad &
International Student Services

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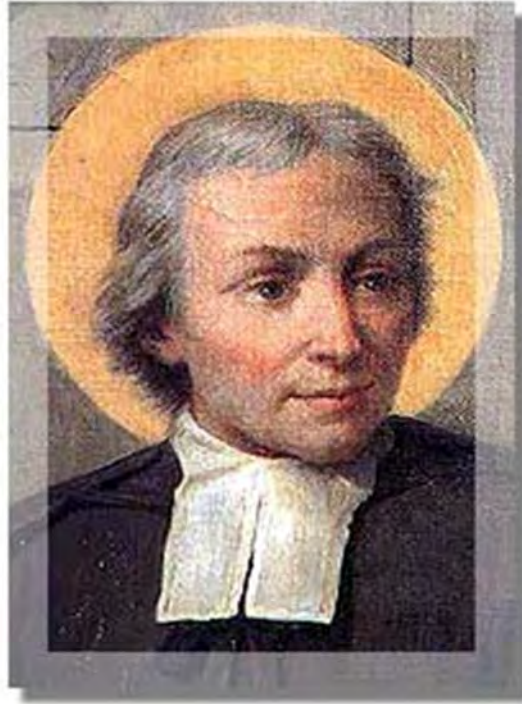
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THE MISSION OF THE UNIVERSITY

The Mission of the University

Enriched by the Catholic, LaSallian heritage, Saint Mary's University of Minnesota awakens, nurtures, and empowers learners to ethical lives of service and learning.



PROGRAMS

INTERNATIONAL STUDENT SERVICES

- Student Services: Pre-arrival information, on-campus orientation, and continued support on campus
- Activities: Coordination of many on-campus and off-campus cultural, educational, and social activities
- Immigration Advising: Assistance with immigration and visa documentation
- Summer ESL programs: Short-term intensive English language programs



STUDY ABROAD

Services

- Study Abroad advising from program selection, pre-departure orientation, and re-entry programming

Programs

- Saint Mary's programs - London program and short-term faculty-led programs
- Affiliated programs - A broad range of study abroad programs across the world





International Center Contact Information

International Center
Phone: 507-457-1450
Email: intlcenter@smumn.edu

Saint Mary's University of MN
700 Terrace Heights #34
Winona, MN 55987

Rebecca Vogel (Becky)
Director International Center
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Vicki McDonald
Coordinator of Study Abroad &
International Student Services
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PLAN YOUR ARRIVAL WEEK



FALL SCHEDULE 2021

Monday and Tuesday, August 23 & 24

New students arrive on Winona campus

Airport pickup time at MSP airport is 5:00 p.m. each day. A Saint Mary's representative will be in the baggage claim area by carousel 5 with a sign indicating Saint Mary's University of Minnesota.

Wednesday, August 25

International New Student Orientation

Thursday, August 26 - Sunday, August 29

Undergraduate New Student Orientation

Saturday, August 28

Returning students move-in on campus

Monday, August 30

Classes begin

SPRING SCHEDULE 2022

Wednesday & Thursday, January 12 & 13

New students arrive on Winona campus

Airport pickup time at MSP airport is 5:00 p.m. each day. A Saint Mary's representative will be in the baggage claim area by carousel 5 with a sign indicating Saint Mary's University of Minnesota.

Friday, January 14

International New Student Orientation

Tuesday, January 18

Classes begin

PREPARE FOR YOUR STAY



WEATHER IN WINONA

Fall Semester (August-December)

August: Very warm
September: Warm
October: Cool
November: Cold
December: Very cold (some snow)

Spring Semester (January-May)

January: Very cold (with snow)
February: Very cold (with snow)
March: Cold (some snow)
April: Cool
May: Warm



What happens in the summer?

After the completion of spring semester final exams in May, residence halls close for the summer months (May-August). Your room will need to be cleaned and emptied, and you will return your keys to the Residence Life Office. You will choose a new room for your second year. There are no summer classes, so international students must either go home or travel during this time. You will NOT be allowed to stay in your room.

What about all of my things?

By summer, you will have many more things than you had when you first came. For a small fee, international students are allowed to leave 3 small boxes in a storage room on campus. You will be given more details at the end of spring semester.

What is an RA?

RA stands for Resident Assistant. RA's are upperclassmen students who live and work in the dorms. They are available to help students. There is an RA on every floor. They plan activities, check you in and out of your room, solve problems, and answer questions. If you need help with anything, you can speak to your RA.



PACKING LIST

BRING from

- home
- Clothing & shoes
- Bedding (size: extra long twin)
- Personal hygiene products
- Prescribed medication
- International cell phone/plan
- Laptop computer (optional)
- Important documents

BUY in Winona

- Pillow
- Personal hygiene products
- Towels
- Laundry detergent
- Hangers
- Laundry bag
- Plastic storage bins
- School supplies
- Backpack
- Kitchen supplies

BRING or BUY

- Blanket/comforter
- Pillow case
- Personal hygiene products
- Cell phone
- Winter clothing - coat, hat, mittens, scarf, boots

WELCOME INTERNATIONAL STUDENTS



WHAT YOU SHOULD KNOW BEFORE YOU ARRIVE



ARRIVAL

If you need to be picked up, A Saint Mary's representative will be in the baggage claim area by carousel 5 with a sign indicating Saint Mary's University of Minnesota if you **send your flight information ahead of time** (email the International center at intlcenter@smumn.edu). We will confirm your pickup during the week before you leave home. We will also give you the name and cell phone number of your driver. If there are changes in your flight, you will need to contact this person. When you arrive to campus, you will be given your room key. There will be a person available to show you to your room, show you how to get food, and help you settle in.

If you have other arrival plans, you may take the shuttle from the MSP airport to SMU (visit <https://groometransportation.com/la-crosse>) for reservations. If you arrive on campus between 8:30 am and 4:30 pm, you may go directly to the Office of Residence Life (Vlazny Hall, Room 105) to pick up your room keys. If you arrive after 4:30 pm, go to Campus Safety and ask for your room keys.



IMPORTANT DOCUMENTS

Please bring these to International Student Services Orientation:

- Passport
- I-20
- I-94 (retrieve online)
- SEVIS Fee Receipt
- Saint Mary's Student ID
- Immunization Records
- Health Insurance Card
- Class Schedule



MEET OTHER STUDENTS

Fall Semester - New students will arrive Thursday, August 26. All other students arrive Saturday, August 28. This means that you might not meet your roommate until that Saturday afternoon or evening.

Spring Semester - New students arrive Wednesday & Thursday, January 12 & 13. All other students arrive Saturday, January 15th. This means that you might not meet your roommate until that Saturday afternoon or evening.



Saint Mary's Academic Calendar 2021 - 2022

FALL SEMESTER - 2021

Fall Semester Begins
Monday, August 30

Labor Day (No Classes)
Monday, September 6

Fall Semester Break (No classes)
Monday, October 18 - Tuesday, October 19

Thanksgiving Break
Wednesday, November 24 - Monday, November 29

Fall Semester Classes End
Wednesday, December 15

Final Projects and Exams
Friday, December 17, to Tuesday, December 21

SPRING SEMESTER - 2022

Spring Semester Begins
Tuesday, January 18

Spring Break (No Classes)
Saturday, February 26 - Sunday, March 6

Easter Break
Thursday, April 14 - Monday, April 18

Spring Semester Classes End
Wednesday, April 27

Final Projects and Exams
Friday, April 29 to Tuesday, May 3

Winona Commencement
Saturday, May 7





CHECKLIST FOR SUCCESS

DO

- Meet your classmates
- Eat in the cafeteria
- Do your homework
- Go to class
- Attend campus events
- Exercise
- Speak English
- Ask questions
- Keep immigration documents safe
- Travel
- Check your email and mailbox
- Enjoy nature at SMU
- Join the International Club

DON'T

- Drink alcohol if you are under 21 (this is illegal in Minnesota)
- Drink alcohol in the dorms
- Miss class
- Sleep all day
- Smoke inside buildings
- Throw cigarettes on the ground
- Lose your keys
- Lose your student ID



SCHOOL BREAKS (holidays)

Christmas Break is the longest. It begins after the fall semester final exams are finished. Classes will restart in the middle of January. International students go back to their home country, travel, or stay on campus. You must register with Residence Life, an email will be sent to students with instructions. The cafeteria will NOT be open during breaks. Students who stay will need to buy food and cook in the dorm kitchens, go out, or order in.



CELL PHONES

Please research cell phones before you come to the U.S. Your options are:

- Buy a pay-as-you-go phone
- Buy a plan from your home country & use SIM cards.
- Popular phone companies in the U.S. are Verizon, Sprint, T-Mobile and AT&T.



TECHNOLOGY

You should have received an email to your personal email account that you submitted with your original application. This email is very generic looking and contains your username and temporary password for your first time logging into SMUMN systems. If you cannot find this email, please check your spam folder and/or call the Helpdesk for assistance.

The Student Portal at SMUMN is where students can add/drop classes, view billing, grades, transcripts, and much more! To access the Student Portal, go to student.smumn.edu. All first time users need to login to SMU Portal first and change their password. You will not be able to access other SMUMN Systems, including Gmail, until you change password in the portal.

You MUST check your SMU email each day. This is how SMU staff will contact you regarding your classes, activities, announcements, and other important information. The Help Desk will be available all semester to help you with your computer and internet. They are located in Hendrickson Hall. Wireless internet is available in dorm rooms and in campus buildings.



TRANSPORTATION

Winona is a small city in Minnesota with about 30,000 people. Saint Mary's University is located in the bluffs next to the city. There is limited public transportation. Students who do not have a car use the bus system, bicycles, or call for a taxi.



BUS

Buses come to Saint Mary's one time per hour during weekdays only. Bus tokens can be purchased at the Business Office in the basement of Saint Mary's Hall. You can view information for the bus on the Winona City Government website: <https://www.cityofwinona.com/175/Winona-Transit-Service>

site: <https://www.cityofwinona.com/175/Winona-Transit-Service>

TAXI

Yellow Cab of Winona: 507-452-7216
Economy Cab: 507-454-7433
Lyft: lyft.com

CAR

Students who wish to buy a car must have a driver's license and buy insurance. Saint Mary's parking permits cost \$60 per year. If you wish to get your Minnesota Driver's License, you may read the Minnesota Driver's Manual.



AIRPORT TRANSPORTATION

Winona does not have an airport, but there is a shuttle system that can pick you up or drop you off at SMU (and area hotels). Groomer Transportation is the easiest way to travel to the airports in Minneapolis, Rochester, and La Crosse. Visit their website to see the schedule and costs. It is easiest to call for a reservation - but make sure to call a couple of days in advance. And be early for your pickup!

<https://groometransportation.com/minneapolis-st-paul-airport/la-crosse/>



TRAIN

Amtrak (Empire Builder route) stops in Winona and connects to Minneapolis and Chicago. Due to heavy railway traffic, trains may be delayed 4-6 hours. Winona station waiting room hours; open 9:00 am to 9:00 pm. 65 East Mark Street, Winona, MN 55987
507-452-8612
amtrak.com



SHOPPING

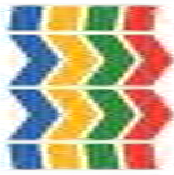
Winona has a shopping mall, but there are also large stores and supermarkets where you can purchase household items, clothing, and food. Here are some suggestions:

Walking distance:
Hy-Vee or Aldi (food)

Bus/taxi:
Target or Walmart (household items, clothing, electronics, food)

Restaurants near SMU:
Ground Round (American), Mangos (Mexican), Golden China (Chinese), McDonald's, Kentucky Fried Chicken, Culvers, Subway, Taco Bell, Taco John's





WINONA TRANSIT SERVICE

Monday - Friday, 6:00am - 6:15pm
 Saturday, 9:00am - 5:00pm
 Holidays - NO SERVICE

New Year's Day, Memorial Day, July 4th,
 Labor Day, Thanksgiving, Christmas

FARES

EXACT FARES ONLY!
DRIVERS DO NOT MAKE CHANGE

Cash Fare _____ \$1.25
 Deviation _____ \$0.50
 Tokens _____
 Adults _____ \$1.25
 Sr Citizen, College, Student _____ \$1.00
 Monthly Bus Pass _____

Adults _____ \$42.50

Sr Citizen, College, Student _____ \$35.00

Children 3 years and younger ride free with paying adult. Maximum 3 free children per adult.

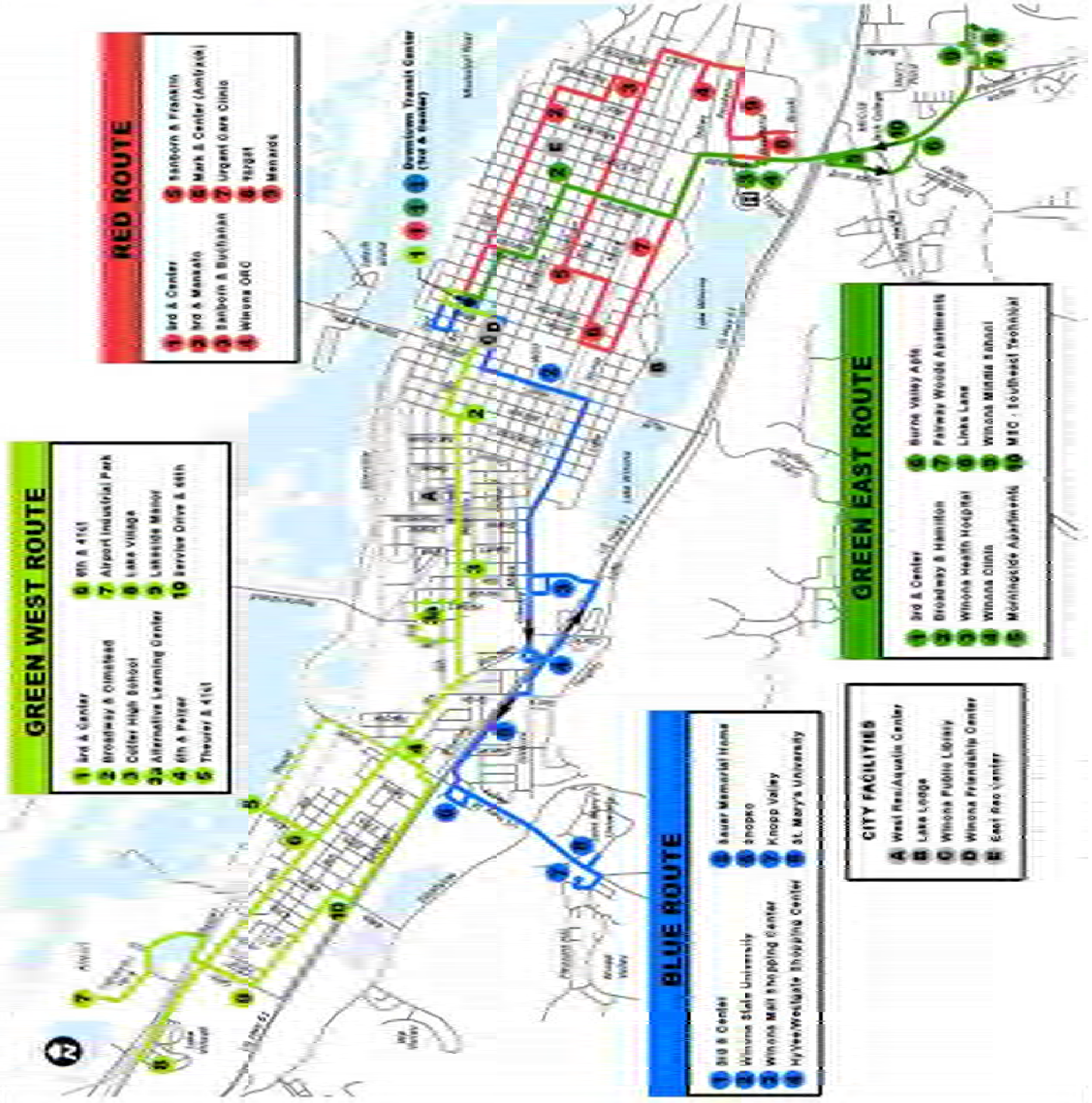
To schedule Deviation or Dial A Ride service, call Dispatch:

507-454-6666

For more information,
 visit winonatransit.com

Schedule subject to change. Traffic and weather conditions may delay buses.

Effective Date: 1/1/2020



GREEN WEST ROUTE

- 1 3rd & Center
- 2 Broadway & Omestead
- 3 Collier High School
- 4 Alternative Learning Center
- 5 4th & Peizer
- 6 Theurer & 41st
- 7 6th & 41st
- 8 Airport Industrial Park
- 9 Labs Village
- 10 Labside Manor
- 11 Service Drive & 46th

RED ROUTE

- 1 3rd & Center
- 2 3rd & Mansak
- 3 Sanborn & Buchanan
- 4 Winona ORC
- 5 Sanborn & Franklin
- 6 Mark & Center (Amtrak)
- 7 Urgent Care Clinic
- 8 Target
- 9 Menards

BLUE ROUTE

- 1 3rd & Center
- 2 Winona State University
- 3 Winona Mall Shopping Center
- 4 HyVee/Walgreens Shopping Center
- 5 Bauer Memorial Home
- 6 Knopp
- 7 Knopp Valley
- 8 St. Mary's University

GREEN EAST ROUTE

- 1 3rd & Center
- 2 Broadway & Hamilton
- 3 Winona Health Hospital
- 4 Winona Clinic
- 5 Merriamside Apartments
- 6 Burns Valley Apartments
- 7 Fairway Woods Apartments
- 8 Links Lane
- 9 Winona Miamia School
- 10 MTC - Southeast Technical

CITY FACILITIES

- A West Res/Aquatic Center
- B Lake Lodge
- C Winona Public Library
- D Winona Friendship Center
- E East Res Center

**YOU'RE
HERE!
SO WHAT'S NEXT?**



SAINT MARY'S QUICK ANSWERS



SMU EMAIL

Check your SMU email account each day for announcements, activities, and important information from the International Center and the University. You can also forward your personal email to/from your SMU Gmail account.



FACEBOOK

"Like" the [International Center on Facebook](#) to see our photos of activities and announcements.

Our page is: Saint Mary's University of Minnesota International Center



MAIL

Mailroom—Toner Center, Basement

- Buy postage stamps
- Check your personal mailbox daily
- If you have a package you will get a note in your mailbox. Bring the note to the mailroom window to receive your package.
- Hours: Monday - Saturday, 10:00am - 2:00 pm
- Have mail addressed to:
Your Name
Saint Mary's University of Minnesota
700 Terrace Heights # (Your mail box number)
Winona, MN 55987
USA



INTERNATIONAL CENTER WEBSITE

Please visit our website at <http://international.smumn.edu/>

This website provides important information about immigration, student life, US culture, and Winona.



SMU STUDENT HANDBOOK

Please visit the Student Life webpage to find the online student handbook, <https://www.smumn.edu/Resources/pdf/Undergrad/UndergradHandbook.pdf>

CAMPUS RESOURCES



CARDINAL CENTRAL (Business Office)

Saint Mary's Hall Basement
507-457-6655

- Pay your bills
- Buy bus tokens
- Bring your student ID
- Hours: Monday - Friday from 8:00 am - 4:30 pm



CAMPUS BOOKSTORE

Toner Center Basement
507-457-1569

- Buy (new and used) or rent textbooks for classes
- Buy Saint Mary's clothing, snacks, and more
- Hours: Monday - Friday from 9:00 am - 3:00 pm
Saturday - 9:00 am - 4:00 pm



FITZGERALD LIBRARY

Plaza
507-457-1561

- Check out materials with your Student ID
- Study by yourself or with a group
- Use the computer lab to do homework and print papers
- Hours: Monday - Thursday 7:30 am - midnight
Friday 7:30 am - 6:00 pm
Saturday 10:00 am - 6:00 pm
Sunday 12:00 pm - midnight

Hours may vary, visit https://www2.smumn.edu/deptpages/winlibrary/about_hours.html



RECREATION AND ATHLETIC CENTER (RAC)

RAC, Connected to Toner Student Center
507-457-1579

- Bring your student ID
- Free use of the cardio machines, weight room, aerobics room, track, courts, etc.
- Hours: Monday -Thursday 6:00 am - midnight
Friday 6:00 am - 11:00 pm
Saturday 8:00 am - 11:00 pm
Sunday 8:00 am - midnight

MEAL PLANS

Saint Mary's University residents will choose from one of four meal plans, each providing options to meet the individual needs of the students. Freshman residents will be required to purchase the Essentials 19 Plan as part of their room and board package, with the option to upgrade to any of the other plans at an additional charge. Students who live off campus are eligible to purchase any of the new commuter meal plan options or a resident plan.



Resident Meal Plan Options - <https://dineoncampus.com/saintmarys/for-residents>

Commuter Meal Plan Options - <https://dineoncampus.com/saintmarys/for-commuters>

Students need to remember that there is no food service available during university breaks or holidays.

STUDENT ID CARDS

The student ID card is for identification and as a student you are required to have your ID with you at all times and be able to present it when asked. You will need your ID to:

- scan to eat food in the Cafeteria and Cardinal Club at specified times.
- check out books and other items at the Fitzgerald Library.
- open your residence hall/building door
- check out equipment (vacuum cleaners) in the residence halls.
- show your ID card when requested by an official of Saint Mary's such as a Campus Safety Officer and/or Resident Assistant performing their duties.
- request financial transactions at the Business Office.
- request a ticket at Page Theater.



ID cards can be obtained from the Information Desk in the Toner Student Center. Here is a link to apply for a New Student ID: https://docs.google.com/forms/d/e/1FAIpQLScgqOdwm36q7EOHXik9f1tf6lw-iV1sQD9rj1_Rg7dg7Eb1hg/viewform
New students will obtain your card during student orientation.

If a replacement ID card is required any time during the academic year, a \$20.00 fee must be paid at the information desk before another ID card will be issued.

Students may purchase declining balance dollars that can be placed on your ID card through the food service in the food service office. This office is located in the back of the cafeteria in the Toner Student Center. These dollars can be used at the Cardinal Club and at Cotter Café. A minimum of \$25.00 in DCB dollars is required.

PLACES TO EAT IN WINONA, MN

Restaurants

Bub's Brewing Co.
65 E 4th St.
(507) 457-3121

El Patron Mexican Grill
1415 W Service Dr.
(507) 961-0241

Golden China Chinese Restaurant
411 Cottonwood Dr.
(507) 454-4261

Ground Round Grill & Bar
405 Hwy 14
(507) 452-3390

Mango's Mexican American Grill
408 Hwy 14
(507) 454-4484

Ocean Sushi Japanese and Thai Restaurant
1213 Gilmore Ave
(507) 961-1266

Perkins Restaurant & Bakery
956 Mankato Ave
(507) 452-1618

Signatures Restaurant
22852 County Road 17
(507) 454-3767

The Great Hunan Chinese Restaurant
111 W 3rd St.
(507) 452-1556

Wellingtons Pub & Grill
1429 W Service Dr.
(507) 452-2103

Fast Food

Arby's
1055 US-61
(507) 262-3803

Culver's
1441 Service Dr.
(507) 457-9030

Kentucky Fried Chicken (KFC)
1558 W Service Dr.
(507) 452-7719

McDonald's
1620 Service Dr.
(507) 452-9488

Pizza Hut
1630 Service Dr.
(507) 454-5193

Subway
1488 Gilmore Ave
(507) 454-8338

Taco Bell
1455 Gilmore Ave
(507) 452-1530

Taco Johns
1213 Gilmore Ave
(507) 452-6057

Cafés

The Acoustic Café
77 Lafayette St
(507) 453-0394

Beno's Cheese & Deli
78 E 4th St.
(507) 452-2761

Blooming Grounds Coffee House
50 E 3rd St
(507) 474-6551

Blue Heron Coffeehouse
162 W 2nd St.
(507) 452-7020

Mugby Junction
451 Huff St
(507) 454-4140

&
718 Mankato Ave
(507) 474-6425



NEED HELP ON CAMPUS?



CAMPUS SAFETY

Toner Center, 1st Floor
507-457-1703

- Will help you get into your room if you lock yourself out (you will be charged a fee)
- Can accompany you if you don't want to walk across campus by yourself at night
- Issues parking permits if you have a car on campus
- Hours: Always open during the day and night
- This office is open 24 hours a day, seven days a week.



THE HELP DESK

Hendrickson Basement
507-457-7800

- Provides computer assistance
- Can print color copies for your school projects
- Hours: Monday - Thursday 7:15 am - 11:00 pm
 Friday 7:15 am - 8:00 pm
 Saturday 9:00 am - 5:00 pm
 Sunday 2:00 pm - 11:00 pm



RESIDENCE ASSISTANT (RA'S)

- You can talk to your RA about any problem
- Your RA will plan fun activities for your hall to do together throughout the school year
- Your RA can help you get into your room if you lock yourself out; there is a fee



WELLNESS CENTER

Vlazny 131
507-457-1492

- Make an appointment to see a nurse if you are sick
- Make an appointment to speak with a counselor
- Hours: Monday - Friday from 8:00 am - 4:30 pm



STUDENT SUCCESS CENTER

Griffin Hall, Basement of Mary's
507-457-6994

- Meet with an academic advisor to discuss your classes
- Get help with writing papers at the Writing Studio (appointments are needed)
- Request a tutor online for help on homework and studying for tests
- Learn more about internships, grad schools, and jobs
- Hours: Monday - Friday 8 a.m. - 4:30 p.m.

MONEY AND BANKING

United States Currency

U.S. Currency is based on the decimal system, with 100 cents to each dollar. Metal coins include pennies (\$.01), nickels (\$.05) dimes (\$.10), quarters (\$.25), half-dollars (\$.50), and dollars (\$1.00). Paper currency comes in \$1.00, \$2.00, \$5.00, \$10.00, \$20.00, \$50.00, and \$100.00 denominations. The \$2.00 bill and \$.50 coin are very rare, but you may see them from time to time. All U.S paper currency and most coins have an image of a former president. There are two versions of the \$1.00 coin, and both have images of women: Susan B. Anthony, or Sacagawea. Both women are heroes to the American people.

Most Americans do not keep large amounts of cash with them or in their homes. Americans prefer to keep their money in the bank where it is much safer.

Banking

Banks offer many services, including online banking, checking and savings accounts. It is advisable to open an account at a commercial bank. This will give you access to your money easily and safely for paying any bills by check. Also, all banks can accept wire transfers from your family overseas and automatically post the money to your account. There is usually a charge for this service.

At the beginning of the semester you will have the opportunity to set up an account with the Wells Fargo Bank, which is located close to campus.

Wells Fargo will send you a statement every month or post it online. Your bank statement will contain copies of checks you have written, plus a list of all transactions you made that month. It is important to check your statement every month. You must let your bank know about any mistakes you find, so the bank can correct them. Banks in the United States have a responsibility to protect your account, and mistakes are very rare. However, they will quickly correct any mistakes once you report them

Opening an Account

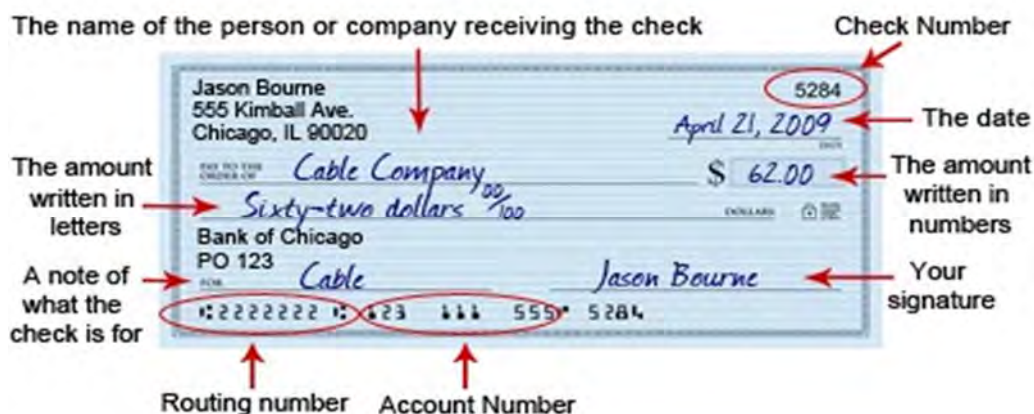
You will need to show at least two forms of identification with your photograph. You need to bring your passport, I-20, I-94. and \$25.00 with you to open your account. Consult with the bank personnel about the different kinds of accounts available to you.

Writing Checks & Bank card

With a checking account, you can withdraw money with checks or a bank card. You can also deposit cash and checks into your account. During banking hours you can withdraw cash, deposit checks, verify recent transactions, and perform other banking tasks with a bank teller (agent). Outside of banking hours, you can do almost everything you need at an ATM or online.

When you write a check you must:

- Write the date.
- Write the name of the person or company receiving the check (Write this information on the line reading "Pay to the order of...").
- Write the check amount in words. (For example, if the check is for \$100.00, write "One Hundred." If it is for \$100.50, write "One Hundred and 50/100." Write this information on the line ending in the word "dollars.")
- Write the check amount in numbers where the dollar sign appears.
- Sign the check.



When you are writing checks at stores, you will be asked for some form of ID.

Debit Cards

This is a plastic bankcard used to make an electronic withdrawal from funds on deposit in our account at the local bank. This means you do not have to go to the bank to get cash, instead you get cash from an ATM. This card also removes the hassle of writing checks and the need to show an ID. Debit cards are a safe form of payment. If your account has insufficient funds to cover a purchase, your card payment will be declined.

ATM

Most banks offer the computerized services of a 24-hour Automated Teller Machine, also known as an ATM. You will be given a small plastic card to use this service. This card, along with your Personal Identification Number (PIN) will allow you to conduct transactions with the bank (deposits, withdrawals, check your balance, transfer money between accounts, etc.) **DO NOT GIVE YOUR PIN NUMBER TO ANYONE! EVEN THE BANK!**

If you use your ATM card at your bank, there is no charge for the service. If you use your ATM card at another bank's ATM, you will be charged a fee, usually between \$1.50 and \$2.50.

SMU does not have a Wells Fargo ATM on campus, but a Merchants Bank ATM is located at the Toner Student Center by the Information desk. If you do not have a Merchants Bank ATM card, there is a \$2.00 to withdrawal money from this ATM.

HELPFUL TIPS FOR ADJUSTMENT TO CAMPUS

Language and Dialects

Spoken English may sound very fast to you. If you have trouble understanding a person, ask them to slow down or repeat what they said. Do not hesitate to ask questions. There are a number of spoken dialects in the United States.

Americans who are not used to communicating with international students may behave strangely. Particularly, they may speak louder, move their arms and hands quickly, and in fact seem “angry.” This is not the case. Remember, Americans are very inquisitive, and are often eager to learn about your country and culture. Speaking loudly and moving the body is a natural human reaction to misunderstanding.

Americans, particularly students, use a great deal of “slang,” which is a trendy, culturally oriented, or informal way of speech. Often, slang cannot be understood without an explanation. For example, Americans often abbreviate words: Biology is referred to as “Bio,” and the cafeteria is referred to as “CAF.” If you don’t understand a word or phrase, ask what it means and how it is used. Most Americans will be amused by your attempt to understand, and will happily help you. Learning some slang will help you understand American culture better, and bond with our friends, roommates, and classmates.

Your Name

Your name is a very important part of you. Be patient while others learn how to say your name correctly. Some international students will choose an “Americanized” version of their name to make it easier for others to remember, but this is a matter of personal choice. You should not feel that you have to do this yourself, though you can if you would like to. Americans can learn to say your name properly, if not perfectly. They may even be proud to learn how to pronounce it correctly.

Being asked Questions

SMU students are curious people. They will ask a lot of questions. Some of their questions may appear ridiculous, uninformed, and elementary, but try to be patient in answering them. You may be the first foreign national of a particular country whom they have met, and they will probably have very little understanding of life in your culture. Most SMU students are sincerely interested in learning more about you and your culture and, in return, will welcome any questions you might ask them about the U.S. or their home country.

Cultural Adjustment

Moving to a new culture is a learning experience. Each day at SMU you will be learning many things outside and inside the classroom. You will learn how people of another culture view the world and their lives. There is value in experiencing and understanding a way of life different from your own. You will even learn things about your own culture that you never thought about before. This is a rare opportunity to not only broaden your views but to mature and establish your values. You will also be able to educate others about your culture. The best way to find out about something you do not understand is to ask questions. Do not hesitate to ask question -- even if the questions seem trivial or you think your English is not good. People are generally helpful, but they can't guess what you need to know. Ask Questions!

Culture Shock

What is it? "Culture Shock" is the name given to the feelings of confusion that occur when a person leaves a familiar place to enter an unfamiliar one. You may not be able to convey your thoughts in English. Your family and friends are far away. People experience Culture Shock in varying degrees, including both academically and socially.

You may find that you...

- become nervous and unusually tired
- want to sleep often
- write many letters home
- feel frustrated and hostile toward your host country
- become excessively angry over minor irritations
- associate only with people from your own country



Coping With Culture Shock

Here are some suggestions that may be helpful:

- Evaluate your expectations. Your reactions are products of the way things are here and the way you expected them to be. If you find yourself being confused or disappointed about something, ask yourself: "What did I expect? Was my expectation reasonable?"
- Keep an open mind. Try to understand that Americans are acting according to their cultural values. Avoid evaluating their behaviors by the standards of your country.
- Learn from the experience. You are here to explore a new way of life. You do not have to change your own values, but you should respect those of other people.
- Meet with the international student advisor when you have questions or need To speak with someone who will try to help you as you adjust to your new environment.

With your international student advisor, you can discuss any problems that you are having with making your adjustment. Students can also be a resource for each other in coping with life in a new culture.

The Adjustment Process

Summary of the Cross-Cultural Adjustment Cycle:

The following page describes the stages and symptoms of the adjustment process. Although individuals differ, it is important to know the stages and recognize symptoms.

Honeymoon Period

As a newcomer you are interested and excited by the new surroundings. Although you may be nervous, your excitement outweighs anxiety or concern.

Step One: Initial Adjustment

Soon, you find that everyday activities such as housing, meals, and transportation are no longer big problems for you.

Culture Shock

You feel overwhelmed by new problems and behaviors: Housing, transportation, food, language, and loneliness. Symptoms include:

- Fatigue resulting from continuously trying to understand and use a second language;
- Doubt about why you came to this place;
- Lack of self-confidence;
- Minor illnesses (colds, upset stomachs, etc).

Step Two: Mental Isolation

After you make the initial arrangements and adjustments for daily living, you will begin to look for personal relationships. Although you may be able to express basic ideas and feelings in a second language, you feel you cannot express yourself as well as you can in your native language. You feel like you have little or nothing in common with most people around you.

Symptoms of Mental Isolation

- Spending most of your time with people who speak the same language;
- Spending a lot of time alone;
- Being depressed;
- Abusing alcohol
- Having persistent and intensely negative feelings toward the new environment and the people.

Step Three: Acceptance and Integration

A routine (work, school, social life) is established. You have accepted the customs, habits, food and characteristics of the friends, associates, and language of the U.S.

Return Anxiety, Reentry Shock, Reintegration

You may experience "Reverse Culture Shock" when you return to your home country. You will have to readjust to life in your home while assimilating the things you learned at SMU and in U.S. culture.



DRIVING A CAR IN THE UNITED STATES

Minnesota ID cards

Some international students obtain a Minnesota ID card so that they do not have to carry their passport around as a regular proof of identity. If you are interested in obtaining a MN ID card, then you must apply through the Department of Motor Vehicles (DMV). Applicants must have a primary document (passport, I-94, I-20 or DS-2019) and a secondary document - under "ID Requirements" - usually U.S. Social Security Card (if you have one) or official Saint Mary's University transcript with your full legal name and date of birth. You must visit the DMV yourself to obtain a MN ID card; one is located at 1213 Gilmore Ave. The phone number is 457-6352.

Minnesota Driver's License

The state of Minnesota requires every person to have a license (or a learner's permit) in order to operate a motor vehicle (automobile) on public streets and roadways. Driver's licenses are issued by the Department of Public Safety. If you are planning to drive a car in Minnesota, you need one of the following driver's licenses:

- An international driver's license (which you can only obtain in your home country)
- A driver's license from your home country, valid for only the first 60 days in Minnesota
- A MN drivers' license

All applicants must pass a complete driver's exam, which includes a written (knowledge) and road (skills) test, and a vision (eye) exam. The tests are free, but if you fail them more than 2 times, you are charged testing fees. You do pay a fee for the actual license once you pass the tests.

To obtain a Minnesota's driver's license you must bring your passport and I-94, and other required documents to the DMV. The license is valid until your 21st birthday, or if you are over 21, for four years after its issue.

Insurance

The Minnesota No-Fault Automobile Insurance Act is a law that requires all motor vehicles to be covered by no-fault and liability insurance. You will be required to show proof of your coverage when you register your car. It is illegal to drive a motor vehicle in Minnesota without insurance.

Insurance can be expensive. In general, younger, inexperienced drivers will pay more than older, experienced drivers, and men will pay more than women.



Drinking and Driving

Drinking alcohol and driving a car is extremely dangerous and illegal in the United States. If the police stop you, and you have been drinking, you will be arrested, will have to go to court, and will have to pay a heavy penalty.

Additionally, if you have been drinking and you have an accident in which someone is killed, the law considers it a form of murder. It is possible that you could go to prison for up to twenty years if you kill a person while driving drunk. **DON'T DO IT!**



If you are out with a group of people, make sure that one person doesn't drink any alcohol. People in the U.S. often refer to this person as the "designated driver." He/she is responsible for making sure everyone gets home safely.

Remember: friends don't let friends drive drunk

Avoiding Car Accidents

The only way to completely avoid the possibility of a car accident is to not drive. But even as a pedestrian (someone walking along the road), you still have to be careful about the many drivers who don't pay attention while they drive.

Assuming that you chose to drive, please drive defensively. A defensive driver understands that while he or she may be a safe driver, other drivers are not always paying attention to the road or to potential hazards. Many accidents occur or are caused by people who are focused on something other than their driving. To help avoid an accident, assume that other drivers are not always paying proper attention.

Some suggestions for safe driving:

1) Distractions to avoid:

- a) do not eat while you drive;
- b) do not talk or text on a telephone or cell phone while you drive (stop at a safe location off of the road before making or returning a call);
- c) do not try to read a book or a newspaper or magazine article while you drive;
- d) do not shave or put on makeup while you drive;
- e) do not listen to music so loud that you cannot hear well-enough to respond appropriately to emergency situations;
- f) do not be pre-occupied with adjusting the radio settings while you drive. If the music you listen to makes you overly excited while driving, force yourself to listen to something that does not distract you or otherwise has a calming effect. When you're driving across the country and you're in a place with no cars within miles of you, and you're concerned about staying awake, that's the time to put on some exciting music that will help keep you alert.



- 2) When driving at dawn or dusk (30 minutes before the sun comes up and 30 minutes before the sun goes down), turn your headlights on. This will help other drivers to see you, and it will help you to see any deer that are lurking in the bushes (your car's lights will reflect in their eyes);
- 3) When leaving a well-lighted gas station at night, be sure to turn your headlights on before driving again;
- 4) Whenever you have your windshield wipers on (as when it is raining), have your headlights on as well;
- 5) When you see a person signaling to turn right or left, do not assume that the person is going to make the turn. He or she may not know that they have left their signal on and may be intending to go straight;
- 6) Be cautious when entering an intersection. Some drivers run red lights and otherwise drive dangerously. Be sure not to drive like them;
- 7) Do not be in a hurry to get somewhere, and do not race another car for position in an area of traffic. Let the traffic go by and take your time;
- 8) Do not "tailgate" other drivers. Leave at least one car length between you and the driver in front of you for every 10 miles per hour that you're driving (i.e., if you are driving 60 miles per hour, allow for at least six car lengths between you and the driver in front of you.) If other drivers cut in between you and the driver in front of you, let them, and then back off so as to create an appropriate distance between you and the car that's ahead;
- 9) When driving in the rain, and especially in the rain at night, drive more slowly than you normally would;
- 10) Don't drive directly next to another car or truck for long periods of time, and do not drive in another driver's "blind spot." Either pass the car or truck that is next to you, or let them pass you. The reason: if the driver next to you suddenly decides to change lanes and does not know you are there, their car may hit yours;
- 11) Make room for cars that are entering the highway. Check your mirrors and merge left well before coming to a highway on-ramp that has cars entering the highway.



Government Regulations

The following summary of U.S. immigration is provided to give you basic information about your non-immigrant visa status. Be sure to carefully read the sections below that apply to you. Please remember that it is your responsibility to know and follow the regulations under which you may study, work, or stay in the U.S. If you have any questions, contact the Center for International Students. Friends, faculty advisors, and others may be well intentioned in their advising on visa information, but they are not always dependable sources of information on matters so crucial to your stay in the U.S. The staff at the International Center will be happy to answer your questions.



Your Passport

Your passport is an international travel document issued to you by your government. The U.S. government expects you to keep your passport valid at all times. Check the expiration date on your passport. If you have less than six months remaining on the passport, you should request an extension. If needed by your embassy, your international student advisor will provide, at your request, a letter to affirm your student status. If your U.S. visa is still valid and you are being issued a new passport, you should request the return of your expired passport. By keeping the passports together, the valid visa can be used for reentry to the United States. Otherwise you will need to apply for a new visa the next time you leave the country.

Your Visa

This is a stamp or seal placed in your passport by a U.S. Consular officer abroad. The visa notes the purpose of your visit, the last date you can enter the United States, and how many entries you will be allowed. The visa is a permit to enter the United States. The visa does not indicate how long you will be permitted to stay and a visa does not have to be valid in order to remain in the United States. A visa can be obtained ONLY at U.S. Consulates outside the United States.



There are many different categories of visas. The type of visa is determined by the purpose of the visitor's entry into the U.S. Most of Saint Mary's international students are on F-1 student or J-1 exchange visitor visas.

Your I-94 (Arrival/Departure Card)

Form I-94, the Arrival-Departure Record Card, is a form used by U.S. Customs and Border Protection intended to keep track of the arrival and departure to/from the United States of people who are not United States citizens or lawful permanent residents. It is retrieved electronically at <https://i94.cbp.dhs.gov/I94/#/home>.

Student or Exchange Visitor Status

An F-1 visa (and F-1 student status) may be granted to an individual "who is a foreign student qualified to pursue a full course of study" at an academic or language institution authorized to admit foreign students. When applying for an F-1 visa, the individual must prove to a U.S. consular official that he or she wishes to enter the U.S. temporarily and solely for the purpose of study. The applicant must have a permanent residence in a foreign country and have no intention of abandoning his or her home country. F-2 visa holders are dependents of F-1 students.

A J-1 visa (and J-1 exchange visitor status) may be granted to exchange students and other categories of exchange visitors. The guidelines for applying for a J-1 visa are similar to that of the F-1 visa, though a two year home residency requirement may be imposed on J-1 exchange visitors and their J-2 dependents, according to the exchange visitor's home country and their area of skill. J-2 dependents may apply for a work permit once they are in the U.S.

Maintaining Your Student Status

After entering the U.S. in F-1 or J-1 status, the student must satisfy certain requirements to remain in status. You must:

- 1) keep your passport and I-20 (or DS-2019) valid all at times; (See your immigration counselor if you need to extend the completion of studies date on your document.);
- 2) attend the school to which you were authorized by United States Citizenship and Immigration Services (USCIS);
- 3) register for and complete a full-time course of study in the fall and spring semesters;
- 4) limit employment, on campus, to a total of 20 hours per week while school is in session.

A Full Course of Study

A full-time course of study is defined at Saint Mary's as 12 credit hours per semester for undergraduates and 6 credit hours for graduate students. Credit is recorded in semester hours. One 50-minute class period per week throughout the semester is the equivalent of one semester hour. Therefore, a three-credit course will meet for 50 minutes three times a week, or 75 minutes two times a week or 150 minutes once a week.

Note: Failing to maintain your status can result in serious penalties! Be sure to see your international student advisor before dropping a class that would leave you with less than a full course of study.

When Dropping a Class:

If you register for a class but do not attend, or if you stop attending class without officially dropping, you are likely to receive an "F" in the class and lower your GPA. Legally, whether you attend or not, you are financially responsible for classes not dropped. From the perspective of the University, a seat is reserved for each student within each class. There may be other students on a waiting list who are denied the opportunity to register, even though a registered student has no plans of attending or paying.

In other cases, a student may register and attend classes, but make no payment arrangements. This results in the student's account becoming delinquent and his/her records being placed on hold so that he/she isn't eligible to register for more classes, receive transcripts, or graduate.

FERPA - www2.ed.gov/ferpa

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. The student should submit to the registrar, head of the academic department, or other appropriate official written requests that identify the record(s) he/she wishes to inspect. The university official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that he/she believes is inaccurate or misleading. The student should write the university official responsible for the record, clearly identifying the part of the record he/she wants changed, and specify why it is inaccurate or misleading. Any request for grade changes must follow the procedure as outlined in the SMU catalog.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent; a person serving on the board of trustees; or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the university. Upon request, the university will disclose education records, without consent, to officials of another school in which a student seeks to enroll.

4. The right to refuse to permit the designation of any or all of the following categories of personally identifiable information as directory information, which is not subject to the above restrictions on disclosure:

- a. Name, home address, home telephone listing, and campus email address
- b. State of residence
- c. Age, date and place of birth
- d. Sex and marital status
- e. Name of advisor
- f. Name and address of parent(s)
- g. Major field of study
- h. Classification as a first-year, sophomore, junior, senior or graduate student
- i. Class schedule and class roster
- j. Participation in officially recognized activities and sports
- k. Weight and height of members of athletic teams
- l. Dates of attendance and graduation, and degrees received
- m. The most recent educational institution attended
- n. Honors and awards received, including selection to a dean's list or honorary organization, and the grade point average of students selected
- o. Photographic, video, or electronic images of students taken and maintained by the university.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C., 20202-4605.

The categories of information in Paragraph 4 are designated directory information. Students may prevent the release of any or all of the categories of directory information specified in Paragraph 4 above by notifying the vice president for student development, in writing, of the categories of information the student does not want disclosed. Notification must occur within ten calendar days of the first scheduled day of class for the fall or spring term. The university will honor all written requests for nondisclosure of one academic year, therefore, students must make request for nondisclosure annually.

Because Saint Mary's University of Minnesota accepts federal Department of Education monies, parents or guardians may not have access to their student's educational records unless the student is 17 years of age or younger, or the student has signed a consent to disclosure or the student is a dependent for tax purposes. In order for a parent or guardian to receive information about their student's progress, Saint Mary's University must have on file a Consent to Disclosure signed by the student. International students may need to release their records to certain governmental agencies on various forms in order to cooperate with the Department of Homeland Security.

Taxes - IRS.gov

The Internal Revenue Service (IRS) expects your compliance with U.S. tax regulations that apply to international students and scholars. If you have a paying job or received a scholarship, you must file federal and state tax return with IRS. The forms must be filed between January 1st and April 15th of each year. Depending upon the amount of your job or scholarship income and any tax treaties that the United States has with your country, you may or may not owe taxes.

For more information, contact the International Center or visit the IRS website at <http://www.irs.ustreas.gov>. This website will give you access to all IRS forms and publications. For instance, if you want to find out about U.S. tax treaties with your country, go to the website, select Forms and Pubs, then select Publications Online, and then select Publication 901 - US Tax Treaties.



Social Security Numbers

What is "Social Security"?

Social Security is a retirement and medical benefits program administered by the United States government. It is financed by mandatory contributions from employers and employees.

International students on an F-1 or J-1 visa do not need to have a Social Security Number (SSN) unless you are working. Some people may ask you for your Social Security Number. When someone asks you for that number, give them your Student ID. When someone at a bank asks you for an SSN, tell him or her you are an international student and you do not have one. It is not necessary to have a Social Security Number to have a bank account in the US.

The Social Security Office is located in downtown Winona at 53 E. Third Street. It is in the same building as "Heart Desires," in the back on the third floor. You are able to take the shuttle from the campus to downtown (3rd and Center).

You will need the following documents to apply for a SSN:

1. Most recent I-20
2. I-94 - To retrieve your I-94 online, please use the following link: <https://i94.cbp.dhs.gov/i94/#/home>
3. Passport
4. Saint Mary's University of Minnesota student ID card
5. The offer/hiring letter from your prospective employer (on letterhead)
6. Authorization Letter from the Designated School Official (DSO)
7. Completed application, <https://www.ssa.gov/forms/ss-5.pdf>

Application packet available in the International Center.

On-Campus Employment:

Students maintaining F-1 status are permitted to work on the SMU campus for a maximum of 20 hours per week during the academic year. Chartwells Food Service, Admissions, Barnes & Nobel Bookstore and The International Center.

Curricular Practical Training (CPT):

Participation in a cooperative education program, training for which you receive academic credit, or training which is required for your degree may be authorized as curricular practical training. Any student who works for one year or more in full-time curricular practical training is not eligible for optional practical training. Working without work authorization or working too many hours results in loss of F-1 student status.

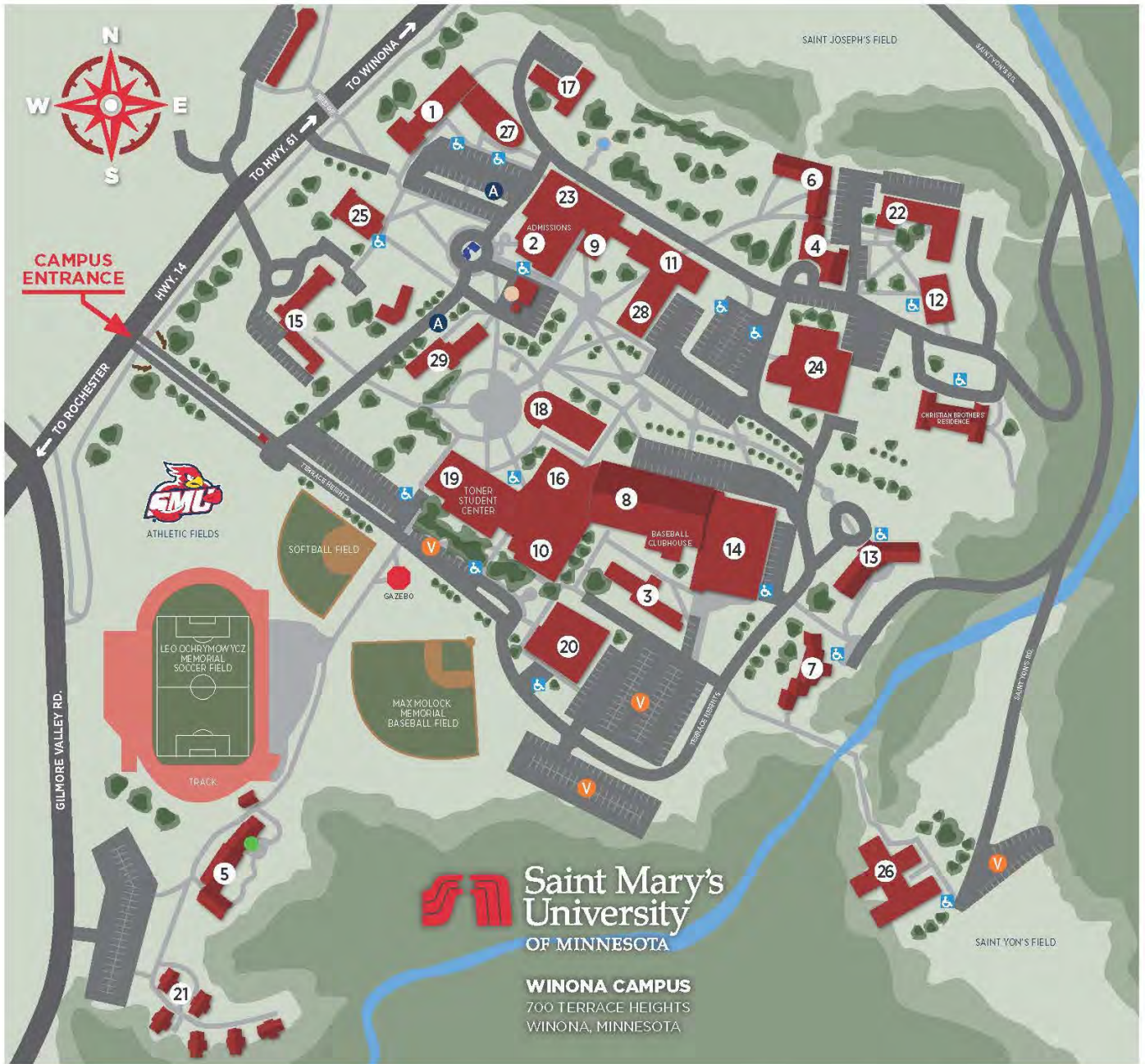
Optional Practical Training (OPT):

Students holding F-1 status may apply for a total of twelve months of OPT. With the completion of a second, higher level degree international students may apply for a second year of optional practical training. The training can only be authorized for the major field of study indicated on the current I-20.



IMPORTANT PHONE NUMBERS

Campus Safety (non emergency)	507-457-1703
Campus Emergency	511
Counseling Center	507-457-1773
Health Services	507-457-1492
Help Desk (Technology Support)	507-457-7800
International Programs	
Main Desk	507-457-1450
Becky Vogel, Director of International Center	507-457-1778
Vicki McDonald, Coordinator of Study Abroad & International Student Services	507-457-6996
Residence Life	507-457-1409
Winona Police (non-emergency)	507-457-6302
Emergency (Ambulance & Fire Department)	911



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|--|--|---|
| <ol style="list-style-type: none"> 1. Adducci Science Center
Hoffman Hall, Brother Charles Hall
<i>(currently under renovation)</i> 2. Admission Center
The Hendrickson Center 3. Benilde Hall 4. Bishops Hall 5. Brother Leopold Hall 6. Brother William Hall 7. Gilmore Creek Hall 8. Gostomski Fieldhouse
Athletics, Baseball Clubhouse 9. Griffin Hall 10. Gymnasium
Athletics, Hall of Fame Room 11. Heffron Hall 12. The Heights 13. Hillside Hall | <ol style="list-style-type: none"> 14. Ice Arena
Regan Ice Arena Lobby 15. Immaculate Heart of Mary Seminary 16. Jul Gernes Pool 17. La Salle Hall 18. Library
Fitzgerald Library, McEnery Center 19. Michael H. Toner Student Center
Campus Safety, Lillian Davis Hogan Galleries,
Lounge, President's Room, Dining Areas,
Barnes & Noble Bookstore, Game Room 20. Performance Center
Ben Miller Lobby, Joseph Page Theatre,
Figliuolo Recital Hall, Studio Theatre 21. Residencia Santiago Miller 22. Saint Joseph's Hall 23. Saint Mary's Hall 24. Saint Mary's Press | <ol style="list-style-type: none"> 25. Saint Thomas More Chapel 26. Saint Yon's Hall 27. Science and Learning Center 28. Skemp Hall 29. Vlazny Hall
Jay Johnson Wellness Center (health and
and counseling services), Campus Ministry,
Residence Life, R.I.S.E, Student Life <p>OUTDOOR RECREATION FACILITIES</p> <ul style="list-style-type: none"> ● Brother Jerome Rademacher Nordic Ski Center ● Kulas-Connaughty Power House <i>(ski rentals)</i> <p>A ADMISSION VISITOR PARKING</p> <p>V VISITOR PARKING</p> <hr/> <p>ADMISSION CENTER 507-457-1700
 CAMPUS SAFETY 507-457-1703
 WINONA CAMPUS 507-452-4430
 SMUMN.EDU</p> |
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