



GUIDE TO INTERNATIONAL EDUCATION



Crowder College

NEOSHO • CASSVILLE • NEVADA • WEBB CITY

Guide to International Education

We think the world of our learners...

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Welcome to Crowder College

Dear Student,

On behalf of the Crowder College faculty and staff we wish to extend you our warmest welcome to the United States and to Neosho, Missouri.

The goal of this handbook is to assist you as you begin working toward your academic goals and to do our best to make your transition to Crowder College comfortable and safe. It is our hope that after reading this handbook you will have a general idea of what to expect as you begin your studies at our college. The International Student Advisor and entire Student Services team are available to help you with any information, advise or assistance you may need. We are located in Farber Building on the first floor in Student Services. The office is open Monday through Friday from 8:00 am to 4:30pm.

We invite you to come join the many international students who are saying, "The best decision I ever made was to begin my study in the United States at Crowder College." We look forward to assisting you through your educational pursuits.

Sincerely,



Kyajuana Gilbert
International Student Advisor

International Student Services

Crowder College's International Advisement office is located in the Farber Building on the Neosho Campus and at the main office at our Cassville, Nevada, and Webb City Campuses.

Office Hours:

The Neosho Campus hours are Monday – Friday, 8:00 am until 4:30 pm

The office is closed on weekends and College holidays.

Admissions number: 417-455-5709

Meet the staff:

Jim Riggs- Director of Admissions

Karen Fink- Assistant Office Director

Jamie Ward- Dean's Assistant

Kyajuana Gilbert- International Counselor/ Advisor

Darin McDuggle- Recruiter/ Advisor

Sarah Horine- A+ Counselor/Advisor

Kelli Craigin- Recruiter/Advisor

International Student Admissions and Advising Hours

Neosho Campus

Monday- Friday

9:00 – 4:00 pm

*****Please note that the International Advisor is responsible for international and general student advisement, therefore you must schedule an appointment and visit the office receptionist to make arrangements for advisement. All students are required to visit receptionist for entry to the International Advisor. Please call (417) 455-5709; (417) 455-5550 or email international@crowder.edu to set an appointment with Mrs. Kyajuana Gilbert**

We are available to assist you with the following services:

International Admissions

F-1 Visa matters & immigration rules

International College policies

Transfer Support

Social Security Cards and Drivers Licenses

Cultural Adjustment Concerns

Health Insurance

Extension of I-20

Personal and Financial Issues

International Club Activities

Contact the International Student Coordinator to schedule an appointment with the appropriate office.

International students (those having F-1 visa status), like all other students at Crowder College, are expected to utilize the services provided and assume appropriate responsibility for maintaining lawful status.

Why a Community College?

Crowder is a community college, which means we offer two-year associates degree programs. These programs transfer to most American colleges and universities allowing entrance in junior status for a bachelors degree. We also offer associates of applied science degrees (with special transfer requirements), associates of science degrees, and certificate programs which are not typically transfer degrees. Beginning your education at a community college offers the benefits of having personalized attention from qualified instructors, on-campus housing, family-like campus atmosphere, state-of-the-art technology, time and support assimilating to the American college lifestyle, and affordable tuition rates.

A common saying at Crowder College is that we are "the Crowder family." This rings true throughout campus. Faculty, employees, staff, and other students know one another personally and take interest in helping others achieve success. The community of Neosho, Missouri, in which the Crowder campus is located, is a very friendly, safe, and quiet community. It is easy for students to feel at home and make friends as soon as they arrive.



Academics

The American Academic System

Most American students complete 13 years of formal education before attending college. They progress through elementary school for 6 years, middle school for 3 years and senior high school for 4 years. Crowder College is a community college which offers Associate Degree programs which generally require 2 to 3 years of study and Certificate programs which require 1-3 semesters of study each year. Bachelor's degree study generally requires graduates to complete two to three years of additional study after completing an Associate's degree. Master's level programs involve an additional two years of study, and most doctoral programs require three or more years beyond the master's level.

The goal of the American academic systems is to provide a broad spectrum of education for as many people as possible. Most post-secondary institutions require applicants to complete exams for admissions evaluation, however do not use examinations to determine the student's academic focus at an early age.

Entrance Examinations

Crowder College requires testing scores for all students attempting college level courses. Students attending Crowder College with English as their first language usually submit American College Testing Program (ACT) test scores or take our COMPASS test. These are standardized tests used to determine student's knowledge of English, Reading and Math. Students attending Crowder College who's first language is not English, but have English proficiency, are required to take our ESL/COMPASS test. We do not require English language proficiency, however we require our students who are not proficient in English to test their knowledge of the English language through the MUNOZ test. This test is provided by our English Language Institute. This test measures the student's mastery of the English language.

After paying their application fee, students are able to take the ESL/COMPASS and MUNOZ test once. A fee of \$5 per additional testing section is required to re-test. Students are allowed to re-test once within an academic year.

Students are placed in English Language Institute courses until they master the English language. They will be provided a second MUNOZ test and academically placed accordingly. Please refer to the Crowder College catalog for more information regarding ELI required courses.

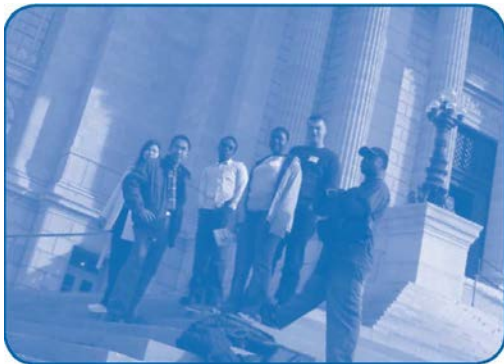
*****Students not having English as their first language and without English language proficiency should plan to study the language for up to 21 credit hours.**

English Language Institute

Crowder College established its English Language Institute in 1997. Since that time the program has served students from Brazil, Estonia, Guatemala, Japan, Korea, Mexico, Micronesia, Russia, Taiwan, Thailand, Ukraine, Venezuela and Viet Nam. The Crowder program is intensive, providing dedicated students with the opportunity to progress in the study of English as quickly as possible.

Crowder College English Language Institute Students have the opportunity to participate in many exciting events. Extra-curricular activities allow travel opportunities, and interaction with people from all over the world. Language study at the Institute provides personalized attention in its small class setting. Students are able to get to know one another personally, which facilitates and enhances their language learning experience. Interested students should follow the standard international admissions procedures.

Why Choose the Crowder College English Language Institute?



- Small Classes-no more than 20 students each class
- Affordable- cost
- Fun Educational activities
- More educational opportunities-upon completion of the ELI program.
- Location-campus is located in the safe, beautiful Ozark region

About the Classes:

The Crowder College English Language Institute is an intensive study requiring out-of-class time and effort.

Classes include Reading/Writing I&II,

Listening/Speaking I&II and Grammar I&II. Studies have

shown that language acquisition is increased when it is contextual, challenging, and appropriately intensive.

International Students in Jefferson City, Missouri's state capital.

The goal of Crowder College is to get English Language Institute students to the point where they can begin taking some regular academic classes within two semesters. The third semester will combine ELI-bridge classes and tutoring to ensure academic success. Computer language training programs are available for extra assistance. Contact international@crowder.edu

Don't Miss the Opportunity... Crowder College English Language Institute
Working together to build a better world...

Credits

The quality of academic work a student does at the College level is measured in “credits”. The number of credits a course is worth usually depends on the number of hours per week that the class meets. For example, a “three credit hour course” will meet three hours throughout the week for one semester. It may meet for three days of the week for fifty minutes each day, as most classes normally do, or for two days of the week for an hour and a half. The number of credits needed to complete a degree is determined by the student’s degree program requirements. Courses needed to complete a degree are also determined by the degree program requirements. Please see our college catalog for specific degree requirements.

Transfer of College/University Credit

International students wishing to transfer college or university credit from their home countries need to make sure their transcripts are translated/ evaluated. Crowder College recognizes the translation of World Education Services, Inc., an accredited and certified agency. For more information on their services, visit their website at www.wes.org. It is the student’s responsibility to have transcripts translated/evaluated.

Registration

You will receive assistance with registration upon completion of your MUNOZ or ESL/COMPASS test. Registration will take place also at New Student Orientation. You will meet with an academic advisor who will interpret your test results and help you to select appropriate classes. Your advisor will also supply you with login information for your “My Crowder” account for registration, payments, and various services particular to your personal student information.

Academic Honesty

Plagiarism is defined as taking or copying another person’s writings or work and submitting it as your own work. Crowder College does not allow any form of plagiarism or cheating. If you are found copying another person’s work or allowing someone to copy your work you will likely receive no credit for the assignment, a failing grade for the course, and possible expulsion from school.

The Grading System

Colleges measure each student’s quality of work by using letter grades. These grades are A, B, C, D, and F. Grade letters A, B, C, and D are considered passing and the grade of “F” is a failing grade. Please see the Crowder College catalog for more information regarding the grading system.



Keys to Academic Success

Adjustment to a New Environment

All international students should expect an adjustment period to a new country and new educational system. This adjustment period may result in poor grades for the first semester, however as students adjust to the school system their English and grades improve.

Careful Course Selection

First semester international students should be very careful to plan a schedule that allows time for adjustment. Students should not take more courses than needed during their transition to college and to the United States. All international students are required to be enrolled full time which is twelve credit hours, however these hours should include difficult courses as well as less demanding courses. International students are usually tempted to enroll in more courses to reach degree completion faster, however this usually results in poor academic performance.

Begin with Hard Work

The American academic system has repercussions for waiting until the last minute to improve your grade. Students should begin each semester by working and studying hard to ensure academic success. Working hard from the beginning will result in better grades and knowledge of course materials

Quickly Request Help

Speaking with your instructor may be a little intimidating, however they are here for you and to help and guide you through class. Instructors expect students to ask questions in class or immediately following class. If you have questions or need academic advice, you should schedule an appointment to visit privately with the professor during their office hours. These are the designated hours that your professor will be available to meet with students outside of class time. Instructors usually announce their office hours at the first class meeting. Do not be afraid to ask for help. If you find that your course is very overwhelming, you should immediately speak with your instructor. If after speaking with your instructor you find that you are too far behind or need to take a prerequisite course, please see your advisor. You may be directed to drop the course or be advised of other ways to remedy the situation.

Study Skills

Organize Your Time

Most students find that they have limited time and a large amount of work due at the same time. Creating a study schedule around the class schedule, will allow the student to maximize the efficiency of their academic performance by actually planning time to study specific subjects. Students should devote specific time for sleeping, eating, relaxation and social interactions, attending classes and studying. A good way to plan your time wisely is to review your schedule and syllabus for each course and plan to devote time to projects and assignments according to due dates throughout the semester. By planning out time to study for more challenging assignments, the student can prevent the overwhelming experience of last minute panic.

Take Time to Read

It is not humanly possible to memorize each course's reading materials each semester or even to study each of them in length. Students are expected to become familiar with main points, topics and vocabulary from each reading and be able to understand and effectively communicate this information through assignments, discussions, and tests.

Getting a general idea- Skim the subject, title, contents and headings of sections and chapters. Review the summary section and the topics discussed. This will give the reader an outline of the author's message.

Read: Take a moment to review the information again in more detail. Take time to notice the topics and main points discussed. Identify the 5 W's; Who, What, When, Where, Why of the subject. Ask yourself "How" regarding the subject matter. It is often easier to understand these details after reviewing the topics and summary.

Review: Take a break from reading and return with a fresh outlook. Review your notes and skim the reading again. This time focus on retaining the information and main points. If the student is struggling to understand due to language barriers, they should consult with the International Advisor concerning this issue.

Use Class Time Wisely

Class attendance and participation are essential to successful academic completion of courses. Utilizing class time to ask questions, provide answers, and engage in participatory conversation helps students better understand course materials. Be sure to take notes and write down main points from lectures, discussions and readings.

Test Preparation

Students should expect to take examinations throughout their studies. Most courses will have a mid-term exam and a final exam along with tests and quizzes throughout the course.

Adapting to Your New Environment

Culture Shock

It is normal for students to experience “culture shock” during the first year of college away from home. “Culture Shock” is the feeling of discomfort from being in new surroundings very different from a person’s usual environment. Many people struggle with adapting to changing their location, surroundings, culture, food and language. This can create a level of frustration for students. Students will be learning new things about college, the surrounding community and many different ways that others view the world.

Stages of Culture Shock

Excitement- The new country is exciting and interesting, people are friendly and helpful and the future looks promising

Frustration- Problems arise, language barriers, simple things from home now seem difficult. It seems hard to understand other students and it is hard to make friends. People now seem unfriendly and homesickness begins. The student begins to complain about the new country.

Adaptation- The student begins to use the language more fluently and communication becomes easier. Understanding of cultural differences becomes clearer. Frustrations become manageable.

Stability- Eventually the student will begin to feel more at home in the new country. Cultural differences are no longer frustrations.

We recommend these steps to overcome culture shock:

- **Remind yourself of why you decided to come.** What did you expect? Why? Was my expectation realistic?
- **Keep an open mind.** Take time to observe people’s behaviors to understand the culture. Try not to view habits and ideas as “good” or “bad”. Instead, try to view them as different and get more information to help you better understand the interpretation.
- **Recognize your feelings of frustration.** These feelings are normal and common for international students, especially after the excitement wears off. Talk with peers and friends for support if you have difficulty managing on your own.
- **Get involved.** Become active in clubs and attend events where you will meet people and interact. The more you understand the new culture and new language the better your understanding will become.
- **Keep and open mind.** As you are exploring a new culture, you will make some mistakes. It will help if you have a sense of humor and learn from your mistakes rather than becoming overly frustrated. Be easy on yourself.

*** Remember that everyone who lives in a new culture experiences culture shock in some form. You are not the only one.**

Maintaining F-1/M-1 Visa Status

International students with F-1 / M-1 status are admitted to the United States for the purpose of studying in the U.S. There are Immigration and Naturalization policies that specifically pertain to F-1 / M-1 students, their status and benefits. The following areas of information are **very important** and you need to make certain you understand what is required in each area. All info may be found at www.uscis.gov.

- Admission and registration procedures
- Change in level of study or curriculum
- Employment on campus and off campus
- Full-time enrollment
- Leave of absence or withdrawal from the college
- Maintenance of status
- Program extension
- Transfer of schools
- Travel
- Health care
- Other concerns such as car insurance, rental agreements, etc.

Policies and regulations often change and it is **your responsibility** to obtain accurate information. F-1/M-1 students should consult with a staff member in the International Student Services Office regarding any questions about the items listed above or any other concerns. *REMEMBER, advice from friends is often not true. Listen to your advisor or there will be trouble for you.*

F-2 Dependents

F-2 is the visa status accorded to the spouse and unmarried minor children of an F-1 student. The dependent family members are granted F-2 status, provided they establish to the satisfaction of the consular officer where they apply and the immigration officer at the port of entry that they have sufficient funds to cover their expenses while in the U.S. An F-2 dependent may enter the U.S. with the F-1 student or separately. Those in F-2 status are admitted to the U.S. for Duration of Status (D/S). This means that the F-2 dependent may remain in the U.S. as long as the F-1 student maintains lawful status. **F-2 dependents are not eligible to work under any circumstances. \$1000 per dependent will be added to overall cost of living estimate for international students bringing dependents to the United States.**

Please make two copies of the following documents in the event that your originals are lost! Keep copies separate from originals:

Passport (ID pages only)
Visa
I-94
Form I-20

Social Security Card
Sponsorship letters
Financial Documents
Health Insurance cards

Driver's License
Transcripts

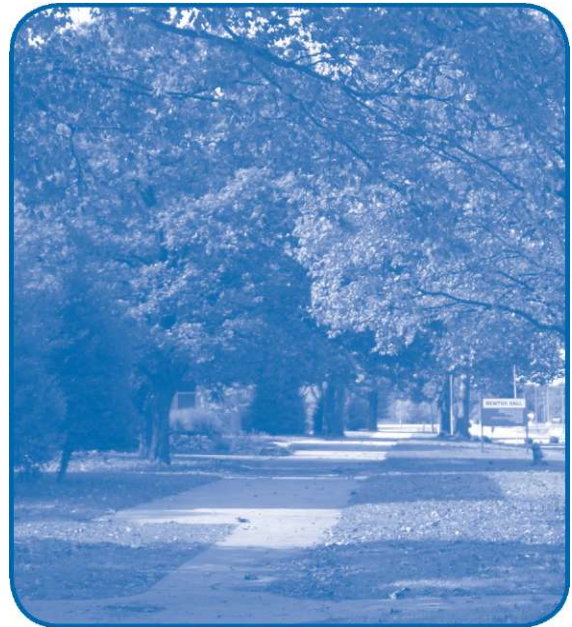
Maintaining Your Visa Status

Your eligibility for employment, school transfers, program changes and other benefits is dependent upon maintaining lawful non-immigrant status. When you sign your Form 1-20, you agree to the terms and conditions established by the U.S. Citizenship and Immigration Services, a bureau of the Department of Homeland Security.

To maintain your status you must:

- Have a valid, unexpired passport
- Have a valid Form 1-20 and apply for timely extensions
- Follow transfer procedures
- Attend the school that you were authorized to attend
- Maintain continuous full-time (12 credit hours) enrollment during the Fall and Spring semesters
- Limit employment to 20 hours per week while school is in session
- Refrain from unlawful employment
- Make normal progress towards completing your course of study

Failure to maintain lawful immigration status will result in loss of benefits and possible enrollment termination.



Be Responsible! Stay Informed! Stay Legal!

Purchase health insurance for yourself and any dependents

Program Extension

You are expected to complete your program of study in the time allotted on your Form 1-20. If, due to unusual circumstances, you are unable to complete your studies you may apply for a program extension.

Apply for a program extension 60-days before the completion date of the Form 1-20. You will be considered out of status, if you fail to file a program extension (if eligible) prior to the expiration date on the Form 1-20. If you do not follow the program extension procedure, you will have to file for reinstatement to F-1 status with USCIS.

Maintain lawful F-1 status. To be granted a program extension, you must have continuously maintained lawful F-1 status. Acceptable reasons for program extension are compelling academic or medical reasons. **Academic delays caused by probation or suspensions are not considered acceptable reasons.** If you are academically delayed because of probation or suspension, you must contact your international student advisor about reinstatement. You must apply for reinstatement with USCIS. Reinstatement may or may not be granted by USCIS. Information about reinstatement may be obtained in the office of International Student Affairs.

Transfer Students

Students transferring to Crowder College from another college or university within the U.S holding an F-1 or M-1 visa are required to complete the transfer process to obtain a new Crowder College I-20. Student must report this transfer to International Admissions before registration.

- Transfer students are required to complete Transfer Release form from the International Admissions office. They will complete a portion and provide it to the college they are transferring from.
- Return the completed document to Crowder International Admissions
- Crowder will supply you and the old school an Acceptance Letter
- Upon release of your I-20 at the other institution, Crowder College will update your I-20.

*** This process usually takes 1-2 weeks to complete. Be sure you are able to complete this process before registration.**

Can I Work?

On-Campus Work- Student Employment

F-1 Students are able to work at Crowder College without authorization from USCIS; however students must obtain authorization from International Admissions. Students are allowed to work 20 hours per week while school is in session and up to 40 hours per week during the summer sessions. Student employment must not interfere with the student's academic responsibilities. Information on available employment opportunities is available in Career Services located in Newton Hall room 226

****On-campus student employment opportunities are very limited.**

Off-Campus Employment

F-1 students are required to apply to USCIS for off-campus employment based upon "severe economic hardship". Students must complete one academic year (two full semesters). Off-campus employment is limited to 20 hours per week while school is in session and up to 40 hours per week during the summer sessions if the student is not enrolled in courses.

Curricular Practical Training (CPT)

Curricular practical training is available only if a student's degree requirements include an internship or practicum that is needed before graduation. An internship course would have to be available for the student to enroll and employment must be in the student's field of study. CPT is granted per semester and must not exceed twelve months. Exceeding this time frame will result in the student losing time allotted for Occupational Practical Training upon completion of the student's degree.

Occupational Practical Training (OPT)

Occupational practical training is employment in the student's field of study after completion of the degree program. OPT allows full time employment for a maximum of twelve months with no allowable extensions.

Requesting OPT or CPT

- Present a written request to International Admissions 90-120 days before you intend to begin working
- Complete the International Employment request card with signatures from the appropriate departments.
- Upon approval of practical training, meet with the Career Services office located in Newton Hall room 226
- Present employment offer letter to the International Admissions office before starting work.
- Register in college practicum course required for program completion.

Financial Hardship

International students with an F-1 visa are eligible to apply for off-campus employment in the event that they are facing “severe economic hardship”. Students must complete one year of study before they would be able to apply.

Requesting Economic Hardship

- Present a written request to International Admissions as soon as possible
- Ensure you are in good standing and enrolled full time
- Present documentation through letters and bank statements that reflect the unforeseen severe economic hardship
- On-campus employment opportunities are unavailable or insufficient
- Student must have completed one academic year
- Pay a non-refundable fee of \$340 to file the form I-765 Application for Employment Authorization
- Employment must not interfere with full-time enrollment
- Student must not begin working until the authorization has been issued by the DHS.

****Please note that this process by the DHS takes from 2-4 months to be approved.**

How to Get a Social Security Card

Social Security Numbers are issued only to those students who are planning to work and have received a job on-campus. Students receiving a job offer will need an offer letter stating that you are eligible to work.

Requesting a Social Security Card:

- Social Security Card Application.
- Passport, Visa, I-94, I-20
- Letter from the DSO at Crowder College stating your eligibility to work
- Letter from your secured employer stating your work position and hours

An application for the Social Security Number is located online at www.socialsecurity.gov/online/ss-5.html

Take the two letters, the completed application, I-20, I-94, passport and visa to the Joplin, MO office of Social security at 4102 Arizona Ave, Joplin, MO 64804. To reach the office by phone dial 1-800-772-1213. The office is open Monday –Friday from 9am to 4pm. Plan to arrive early in the morning and be prepared for a long wait time.

****Please note a social security card does not give you permission to work**** in the United States.

Taxes

All International Students obtaining and F-1 or M-1 visa are **required** to file an income tax return each year prior to April 15th to report all income. Students are required to complete this process if they are employed or not.

Requirements for U.S. Federal Income Tax

- All students are required to file form 8843
- Students with income to report will file form 1040NR or 1040NR-EZ, and the state of Missouri form MO 1040-A to report only income or scholarship money that is sourced in the United States or that is effectively connected with a United States trade or business. *Refer to IRS Publication 519 for definition of "effectively connected income," and to Pub 515 section "Source of Income" for a discussion of "United States Sourced Income."
- Documented income may be in the form of any of the following: covering dorm and meal fees, on campus employment, OPT/CPT, or interest earned income.
- Students must have a social security number or a Taxpayer Identification Number or ITIN issued by the IRS. If you do not have a social security number or are not eligible to receive one, you must apply for an ITIN. To apply, complete a form W-7 and mail it along with your I-20, passport, visa, and I-94 to the IRS, ITIN department. You will receive a 9 digit number only good for paying taxes. This number cannot be used as a social security number for employment purposes.
- All federal forms can be found at www.irs.gov ; State of Missouri forms can be found at <http://dor.mo.gov>
- Nonresident Aliens who receive interest income from deposits with a U.S. bank, savings and loan institution, credit union, or insurance company, or who receive Portfolio Interest (described in Publication 519) are exempt from taxation on such interest income as long as such interest income is not effectively connected with a United States trade or business



Student Trip to Jefferson City, Missouri

Travel, Vacation/Holiday Periods

You will need the following documents to reenter the U.S. after a temporary trip outside the U.S.: a valid passport, a valid F-1 visa and a valid I-20 endorsed by the Designated School Official. A new F-1 visa is not required; if a current valid visa has the name of a previous school on it. If your visa has expired or there are no valid entries into the U.S. remaining, it is necessary for you to apply for a new student visa, preferably in your home country. In such cases (particularly for China, India, Korea and most African countries), it is advisable for the school to issue a new, updated I-20 and give both pages to the student for obtaining a new visa. The adviser's signature is generally valid for one year and can be signed, if the student is in lawful status and eligible to be readmitted in the same status. It is also recommended that students carry with them proof of financial resources and their Employment Authorization Document when they are traveling outside the U.S.

Official vacation/holiday periods are defined as those times when classes are officially out of session. You are expected to schedule any travel during official vacation/holiday periods. Your vacation should not cause you to miss any class session. Official vacation/holiday periods for the academic year are available on the Crowder College website, www.crowder.edu or from any of the college offices.



International Education Week

Students planning to go home or travel out of the country during vacation or holiday periods must not plan their departure prior to the completion of all final exams for that semester. Final exams schedules are available each semester on the Crowder College website and in all of the campus offices. **CC policy states that final exams may not be taken early.**

Transportation in Neosho

Crowder College is located just south of Neosho, Missouri, a community of approximately 12,000 people. There is no public transportation system and it is important that students have their own transportation while attending Crowder College. Some students choose to rent a car, but often age and insurance requirements make this impossible. The college does not provide any means of transportation, so most students find it necessary to purchase a used, older model, mechanically sound car. Students who purchase a car are required to have liability insurance on the car or they will not be able to get a driver's license. Also, students frequently use a bicycle or motorbike. The closest grocery store is located approximately 5 miles from our campus.

Driving in the United States

A valid driver's license and car insurance are both required to drive in the United States. Failure to have a driver's license and adequate car insurance are both violations of the law. International driver's licenses are valid in the US for one year, however local laws and driving rules may be very different from your home country. It is suggested to take a driver's education course to before driving. A written and a driving test are required to obtain a Missouri driver's license.

****Students must request a copy of their I-20 and a letter to the DMV 3 days prior to their visit to the DMV.**

Submit the following forms to the driver's license office:

- I-94
- Passport
- Visa
- I-20
- Letter from the DSO at Crowder College stating your eligibility to obtain a license
- Social Security Card

How to Get a Driver's License:

- Go to the License Bureau; obtain a Driver's Guide and study for written and driving tests
- Request DMV letter from the International Admissions office
- On the day of the test, present documents as proof of identity' Passport and I-94.
- Present Social Security Card, if applicable.
- Take and pass both the written and driving tests.
- You may be required to provide proof of address.

Neosho Motor Vehicle and License Bureau
112 West Spring Street
Neosho, MO 64850
Phone: 417-451-4750

Drinking and Driving

Driving a car and drinking alcohol is against the law in the United States. If you are caught by the police after drinking and driving, you will be arrested and have to go to jail and court, and be required to pay a heavy penalty. Drinking alcohol and driving is also very dangerous. If you are in an accident and someone is hurt or killed, you will be arrested and may face prison for up to twenty years. For your safety and others, please do not drink and drive!

Cultural Differences in Dating

It is very common for International students to date while in college. Many students find it very confusing and difficult to date due to cultural differences. There are a few things that international students need to know in regards to dating in the United States.

People in the US often date more than one person at the same time until they decide they want to be with one person in particular.

Men asking out ladies

When a man asks out a woman, this does not mean that she desires to have sex with you. She is expecting to go to a movie, a restaurant, or a place to have fun and get to know you better. The man should relax, talk and get to know her better and have fun. In regards to sex, always ask for consent. **ALWAYS ASK “Do you want to have sex? Are you sure?”**. Be sure the person says, “Yes”. **Remember “NO” means “NO”**.

Sexual Assault and Harassment

All international students should be careful not to put themselves into a situation where they can be accused of sexual assault. A common example of this is when men go out with friends and meet a young lady. Often times when alcohol is involved, both people's judgment may be impaired. If the man tries to have sex with the young lady and she does not say “yes” or says “no” even playfully, this is still sexual assault. If the young lady presses sexual assault charges, the man will be in serious legal trouble and possibly expelled from school. Be sure to avoid these situations at all times!

Health Insurance

Medical care in the United States is extremely expensive. In an effort to assist students, we provide an insurance company for international students. This company is very reasonable and you may pay your fees through the college. **Insurance coverage is mandatory.** Upon your arrival, you will receive the necessary insurance forms which include a medical evacuation and repatriation benefit. Please visit the International Admissions office for more information on United Health insurance.



Club kickball tournament

Banking

Students should visit a local Bank and establish a banking account while they are attending college in the United States. Having a local bank account makes it much easier for students to shop, purchase groceries, etc. Often securing money from another country can be difficult, if not impossible. If this should happen, students are put in a financially difficult position and may find themselves unable to meet their financial obligations such as rent, gasoline for a car, or purchasing food and personal supplies.

After registration, students will receive a Crowder One debit card, which will act as a pre-paid banking card. This card will have the Master Card logo and students will be able to transfer money to this account. Student may also have parents and sponsors transfer money to this account. This card can be used at any business accepting the Master Card logo. This card will also act as the student's official identification card.

*****The college does not make loans to any students.**

Housing

College dormitories are available on first come first serve basis. There are no single rooms in the **college dormitory** and no accommodation for married students. Student housing includes a 19-meal per week plan. The cost will vary depending on the dormitory.

Private housing costs will vary depending upon the size, location and amenities of the house or apartment. Cost could range from \$250 per month up to \$650 per month. Students living off campus in private housing usually find someone to share the house / apartment, so the cost can be divided. Married individuals should plan to secure private housing. You will need to have your own transportation, if you live off campus. Public transportation is not available.



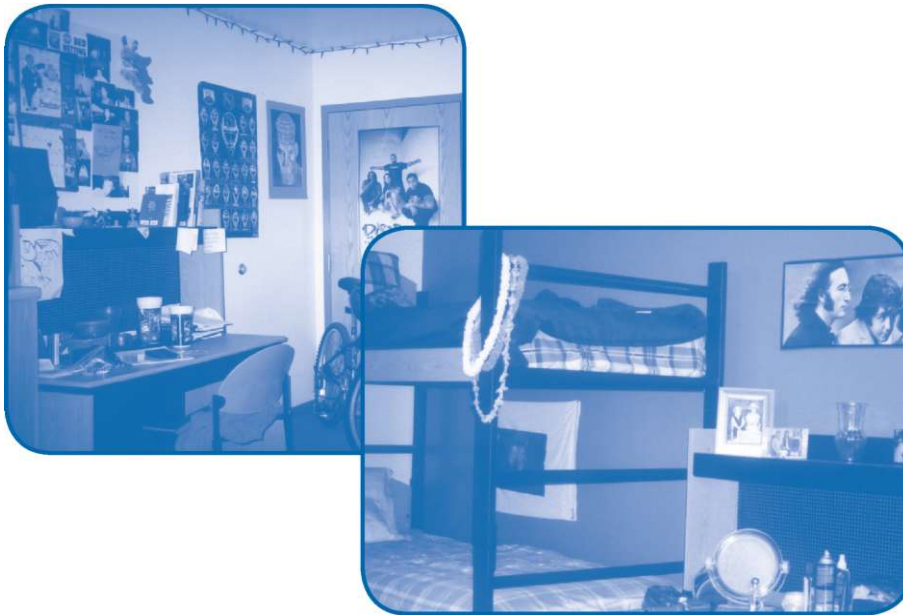
What to Bring to the Dormitories

Dormitories include two or three beds, two dressers, two small dressers, two desks and one night stand. Each suite has six bedrooms and a commons area. The commons area includes a bathroom, dining room (with a microwave and small refrigerator) and living room area. You will need the following items in the dormitories:

- Bedding (sheets, blankets and a pillow)
- Towels and wash cloths
- Personal toiletry items (soap, toothbrush, shampoo, etc.)
- Shower shoes
- Computer, if you wish (there are connections and free WiFi)
- Pictures/Decorations

For more information on dormitory life, contact the Campus Life Coordinator at (417) 455-5644.

Note: There is a Wal-Mart and a Dollar Tree (a very inexpensive store) located about 5 miles from campus. You may purchase the above items for a very reasonable price once you arrive in Neosho. Please be sure to bring money (US dollars) to visit these local stores for any items needed.



Dormitory Room

Host Families

Host Families are an excellent way for a student to become immersed in the American culture and language. Host families also proved a direct support system to help international students adapt to cultural differences. However, we have very few host families in the area and students should not depend on this living option. The fee is to be determined by the host family and the student, paid directly to the host family. A thorough application must be completed for those requesting to live with a host family.

Host Family Obligations:

- Provide a private bedroom furnished with, at minimum, a bed, dresser and a study area
- Provide laundry facilities and laundry detergent
- Provide all meals; it is not necessary to cook all of the student's meals, however, you should include the student in all of your meals at home and provide food for the student to cook his or her own meals when necessary
- Transport the student to and from the airport on arrival and departure

Student Obligations:

- Pay host family agreed upon amount on time
- If you decided to leave the host family, notify them at least one month in advance of your departure
- It is the family's decision how you will be allowed to make long distance phone calls

- You may be asked to do a small amount of housework. Don't be afraid



Student in library on-campus.

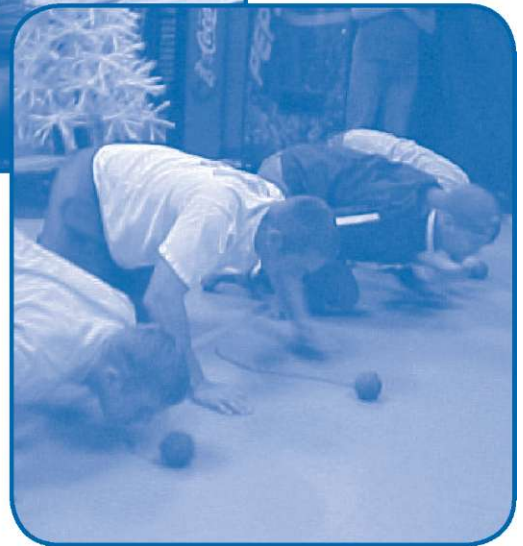
Entertainment

Students find various ways to entertain themselves while attending college. The college sponsors events on campus such as plays, concerts, dances, athletic events, etc. Neosho is a rural community and offers limited entertainment. There is a movie theatre, bowling alley, golf course, canoeing and hiking opportunities, limited shopping and restaurants. This area is known for its history with Native Americans and during the summer months it is possible to attend Pow-Wows a fantastic cultural opportunity. There is a new YMCA on the Crowder College campus that offers leisure and fitness activities. Students living in the dormitories receive complimentary membership. The larger community of Joplin, MO, (56,000) located just north of Neosho, offers a wider variety of entertainment. For weekend excursions Springfield, Kansas City and St. Louis are large cities providing endless entertainment possibilities.

Right: Campus life provides many activities for our students to interact with one another. Rock climbing was a favorite among students just to name a few.



Right: On-campus games celebrating International Education Week.



Miscellaneous

It is important that you become familiar with the Crowder College catalog, Student Handbook and all the materials provided in the International Student Guidebook. It is designed to help you enjoy a successful stay at Crowder College and in the Neosho area. Students are responsible for maintaining contact with the Coordinator of International Education and their academic advisor. The office staff and your advisor will assist you in understanding the policies of the college and USCIS.

Definitions:

DHS - Department of Homeland Security

USCIS - United States Citizenship and Immigration Services

SEVIS - Student and Exchange Visitor Information System

ICE - Immigration and Customs Enforcement

SEVP - Student and Exchange Visitor Program

Form 1-20 - Certificate of Eligibility for Nonimmigrant status

Form 1-901 - SEVIS fee form

F-1 Student - Academic Student

M-1 Student - Vocational Student or other nonacademic student **J-1 Student** -

Exchange Visitor **IRS** - Internal Revenue Service **DSO** - Designated School Official



**Students in state capital.
(above)**

**International Club hiking/
BBQ. (right)**



Explanation of International Student Admissions Requirements

Document	Requirement	Additional Information
Financial Certification	F1 applicants must provide financial proof that a minimum of \$11,000 is available for the first academic year of education. Documentation from bank accounts and notarized letters of sponsorship are required.	See the Financial Statement and Declaration of Finances
High School/ Secondary School Transcripts	Official documentation must be submitted to prove graduation from high school or completion of secondary school. This documentation should be translated into English and must come directly from the evaluation agency	Must include graduation or examination date of completion
Health Insurance	Proof of health insurance is required of all international students. This fee will be charged at the beginning of the semester	Insurance is required during all enrolled semesters
Emergency Travel Deposit	All Crowder College International Students are required to have funding or a one way home ticket on file at the college to ensure they are able to return home in the event of an emergency.	Travel deposit is in the amount of \$1500. This deposit or ticket is due upon arrival and is a requirement for all new students.

Estimated Annual Expenses 2011-2012

Tuition and Fees (Fall & Spring Semesters 12 credit hours)	\$3360.00
Dorms/meals per (off campus housing estimate)	\$4000.00
Health Insurance	\$750.00
Emergency Travel Deposit (once per year or remains on file)	\$1500.00
Other: Books, transportation, Personal needs	\$2000.00
CC Total Estimated Expenses	<u>\$ 11,610.00</u>

The amounts above represent the estimated **minimal** cost of living in Neosho. Your personal spending may differ significantly. Please note the expenses listed above are for 2 semesters only. *Tuition and fees are subject to change.

International Student Requirements Checklist

Freshmen

First time attending college with No transferable semester credit hours

- Application
- Application Fee \$50
- Secondary School Transcript (High School Diploma)
- Financial Statement & Declaration
- Bank Statements and Sponsor Letter
- Dorm Application (if not living in the dorm, advise of arrangements)
- Dorm Deposit \$250 (\$150 refundable)
- Health Insurance Form
- Copy of Passport

Transfer Students

- Application
- Application Fee \$50
- Secondary School Transcript (High School Diploma)
- Financial Statement & Declaration
- Bank Statements and Sponsor Letter
- Dorm Application (if not living in the dorm, advise of arrangements)
- Dorm Deposit \$250 (\$150 refundable)
- Health Insurance Form
- Copy of Passport
- Transfer Request Document
- Official College Transcripts

Crowder College requires all International Students to purchase health insurance at the time of registration. If you are already protected by an insurance policy you must provide documentation that this policy is sufficient in the US.

Applications will not be processed or considered complete until all required information is submitted. We will accept scans and email of official documents for the application process, however original official documents will be required upon arrival. If admissible, you will be sent a letter of acceptance, US Embassy letter, and a Certificate of Eligibility (Form I-20) to allow you to apply for your student visa.

Please contact Kyajuana Gilbert, International Student Coordinator, via email at kyajuanagilbert@crowder.edu with any questions you may have.



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