



International Graduate Student Handbook

Welcome to Heidelberg University! We look forward to helping you during your new adventure. Please read the information in the handbook as it will help you to prepare for the experience.

International Affairs & Studies Office, Campus Center 324

Office Hours: Monday-Friday 8:00 AM - 5:00 PM

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Julie Arnold, Primary Designated School Official (PDSO) and Responsible Officer (RO), maintains administrative processes related to immigration and international student status including SEVIS (Student and Exchange Visitor Information System).

Along with this International Student Handbook, you are receiving your I-20 or DS-2019. Please make sure that all information on the document, especially your name and birthdate, is correct so that it will be accepted at the embassy.

The Office of International Affairs & Studies must have a copy of all original documents - passport, visa, admission stamp (I-94), and original proof of financial support papers. Copies of the above mentioned documents will be collected at international orientation before classes begin.

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I. Pre-departure Information

A. United States Immigration

The United States Immigration and Customs Enforcement (ICE) is the governmental bureau which regulates and controls foreign nationals studying in the U.S.A. International students are responsible for understanding the regulations governing their stay in the United States. For more information, see below and check out the Student Exchange website at: <http://www.ice.gov/sevis/students>

The following documents need to be kept up-to-date:

- 1) **Passport:** International students' passports must be valid while they are studying in the United States. *Six months* before a student's passport expires, the student should begin the renewal process with their home country's consulate or embassy in the United States. Students should contact the consulate first for the specific regulations for renewing a passport from the student's home country.
- 2) **F-1 I-20:** It is very important that the information on the I-20 is accurate. When entering the United States, international students should have their original I-20. An admissions number is located on the I-20 that identifies the international student in SEVIS (the immigration computer system). It must be kept with the student's passport. On the 2nd page of the I-20 is a place for a Designated School Official (DSO) to sign. A signature is required in order to re-enter the United States. It is valid for one year. Never leave the United States unless a DSO at Heidelberg University signs the original I-20.

or

J-1 DS-2019: This is the certificate of eligibility for an international student or visiting professor participating in an exchange program. It is very important that the information on the DS-2019 is accurate. When entering the United States, international students should have their original DS-2019 stamped by the immigration official. The original DS-2019 must be kept with a student's passport. In the bottom, right hand corner of the DS-2019 there is a section titled "Travel Validation by Responsible Officer." A signature by a Responsible Officer (RO) is required in order to re-enter the United States. It is valid for one year. Never leave the United States unless an RO at Heidelberg University signs the original DS-2019.

- 3) **I-94:** Upon admission, the US Customs & Border Protection (CBP) will provide an admission stamp (I-94) in the passport. The stamp will note the date of admission, class of admission (visa type), and a date or "D/S" which indicates how long a student is authorized to stay in the U.S. "D/S" stands for Duration of Status. Students arriving on F-1/J-1 visas are generally admitted for Duration of Status. This means that a student or exchange visitor is admitted into the U.S. for as long as the person is still doing the activity for which the visa was issued, rather than being admitted until a specific departure date.
- 4) **Visa:** International Students cannot enter the United States with an expired visa. If they return to their home country, they must obtain a new visa. Be sure that the I-20 or DS-2019 has been signed by the DSO (for I-20) and RO (for DS-2019) before leaving the country.

B. Tips for a successful U. S. Consular Interview

Many applicants for student visas are denied for reasons which can be avoided. Here are some tips prospective students should consider when preparing for an interview with a United States consular officer. The American Consulate in your home country will need to renew your visa.

Keep in mind that all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on those impressions they form during the first minute or two of the

interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

1. **Prepare to answer questions in English.** Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview.
2. **Speak for yourself and be brief when answering questions.** Do not bring family members with you to the interview. The officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf.
3. **Maintain a positive attitude.** Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he/she should suggest you bring in order to overcome the refusal and try to get the reason you were denied in writing.
4. **Do not state, under any circumstances, that you intend to work in the United States after completing your studies.** While many students do work on-campus during their studies, this work is incidental to their main purpose of completing their education.
5. If your spouse is also applying for an accompanying F-2 visa, be aware that F-2 dependents cannot, under any circumstance, be employed in the United States. Be prepared to address what your spouse intends to do with his/her time while in the United States. Volunteer work and attending school part-time are permitted activities.
6. **Prepare to answer questions about your spouse or children.** If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If the consular officer gains the impression that your family will need you to remit money from the United States in order to support it, your student visa application will almost certainly be denied.

--Gerald A. Wunsch is a member of NAFSA's Consular Issues Working Group and a former U. S. Consular Officer in Mexico, Suriname, and the Netherlands. The views expressed are the author's and do not necessarily reflect the position of NAFSA.

Possible questions asked at the interview: Recent students have been asked some of the questions below and suggest that you can answer them.

Why did you choose this school?

Where is it located?

Why did you choose this major?

How many schools did you apply to?

C. Expenses

The total amount of tuition and insurance for each semester should be received in the Business Office three days prior to your departure to Heidelberg University. Tuition may be paid online through OASIS using a credit card. Tuition payments must be paid in full before a student may register for classes.

If at all possible, students should bring additional funds with them in case of emergency. In addition to Heidelberg tuition, room, board (meals) and insurance; students will need approximately \$1,000 for books and approximately \$1,000 for personal expenses per year. For the international student's own safety, we suggest not carrying cash over \$100.00. Cash can be lost or stolen.

D. Bank Account

International students can open a bank account after their arrival by depositing funds. PNC allows students to open an account without a social security number. After an account is established, funds can be deposited from the student's parents by way of wire transfer or a bank draft using the student's account number (A/C#). For your convenience, you can wire transfer your tuition to the university using Heidelberg's account at Fifth Third Bank (listed below). Be sure to include your name on the transfer as well as the account number.

Fifth Third Bank

513 W. Market Street

Tiffin, Ohio 44883 USA

Telephone: 1-419-447-8018

Wire Bank Routing Number: 042000314

To/Receiver: Heidelberg University A/C #: 802-01442 Swift Code: FTBCUS3C

International students should anticipate that international banking takes about three days for funds to clear through the banking systems, and they should have immediate funds available to them through credit/debit cards. A money machine/ATM is located on the lower level of the Campus Center building on the Heidelberg University campus. Students can use their debit card to withdraw money from their bank account.

E. Arrival

In order to guarantee transportation to campus, international students must arrive at the Detroit Metro airport (DTW) in Detroit, Michigan, on the date indicated on their acceptance letter. A University representative will be at the airport to bring students to Heidelberg University as long as you have provided us with your arrival information.

Students arriving at other airports or before or after the date and time indicated on their acceptance letter will be responsible for the cost of transportation to the University.

Detroit International Airport: Administration Phone: 734-942-3550 <http://www.metroairport.com/>

F. Health and Medical Insurance

The Health Care system in the U.S. can be quite different from your home country. Please view this free video for a brief overview: <http://www.internationalstudentinsurance.com/explained/us-healthcare-system-video.php>

All students, residential and commuter, expecting to receive care at the Health Center must have a completed medical history on file at the Health Center. All full-time graduate students are eligible for care and treatment at the Health Center regardless of their health insurance coverage. The Stoner Health & Counseling Center will can provide assistance with processing of insurance claim forms.

Heidelberg requires each student to have health insurance coverage. It is required that you purchase insurance through Heidelberg University. The charge will appear on your University billing statement for tuition, room, board and fees. Good health care is available on campus for a minor illness. A Certified Nurse Practitioner is employed at Stoner Health & Counseling Center. Major illnesses or injury may be referred to the local hospital.

Hours of Operation

(Fall & Spring Semesters when classes are in session)

Monday – Friday

7:15 AM -3:15 PM

Saturday - Sunday & summer session / Closed

Campus Center Room 141

Phone: 419-448-2041

Fax: 419-448-2372

Walk-in clinic hours to see the nurse practitioner are Monday-Friday, 9:00-11:00 a.m. Other consultation times are available by appointment by calling 419-448-2041.

Counseling Services

Individuals may schedule an initial appointment by visiting Stoner Health and Counseling Center or calling 419-448-2145. You can also email counseling@heidelberg.edu in order to set up an appointment time.

Frequently asked Questions

Why do I need insurance?

Medical costs in the United States are expensive. All non-immigrant students must demonstrate their ability to pay any and all debts they incur while in this country. A medical plan is one essential way. This is why Heidelberg University has a policy that requires international student enrollment in the medical insurance plan.

What does this insurance pay for?

Hospitals, doctors, x-rays, lab, fees, etc. Examples of covered expenses are: broken leg, flu, appendicitis, heart attack, sprained wrist, maternity, etc.

What doesn't this insurance pay for?

Some examples of non-covered expenses are: Pre-existing conditions (injury or illness that students had before the policy became effective), vision care, dental care, athletic physicals, etc.

What is the \$50 deductible?

Example: The medical bill totals \$450.00. A student must pay the first \$50.00. The plan will then pay the remaining covered expenses of the \$400.00; some exceptions may occur. The deductible must be paid per illness or injury. There is no deductible if you go to the Stoner Health & Counseling Center. If students can wait, go to the Stoner Health & Counseling Center. Students have already paid a fee along with their tuition that gives them access to the insurance and Stoner Health & Counseling Center.

Should I go to the hospital at night if I don't feel well?

Students should always seek medical attention if they feel they need to. However, if they can wait until the next day, they should see the Certified Nurse Practitioner at the Stoner Health & Counseling Center. The hospital Emergency Room is designed for emergencies.

What is a Claim Form?

The claim form explains to the insurance company why a student sought medical care. It must be filled out completely and sent in with a student's medical bills to the insurance company. Claim forms are available at the Stoner Health & Counseling Center.

What coverage do I have when I travel?

The insurance will cover student's medical costs in every country except the international student's home country.

Does my insurance cover dental expenses?

This insurance does not include dental expenses. We recommend that you have any non-emergency dental issues taken care of before your arrival.

CLAIM PROCEDURES - In the event of injury or sickness, the insured student should:

- a. Report to the Stoner Health & Counseling Center at once so proper treatment can be prescribed. The

- insurance has no deductible for covered expenses at the Stoner Health & Counseling Center.
- b. When away from school, take the insurance I.D card, consult a doctor and follow his/her instructions. The insurance has a \$50 deductible if you do not first go to the Stoner Health & Counseling Center.
 - c. Emergency Rooms (ER) at hospitals are for emergencies, such as serious injuries or sudden life-threatening illnesses. If students go to an ER, be aware that different hospitals vary in their charges. ER charges are very expensive and the insurance has an additional \$50.00 deductible for sicknesses if not followed by a hospital admission.
 - d. Doctors may ask that the deductible or the entire bill be paid in full. Obtain itemized hospital and medical bills showing the amount that has been paid to the doctor.
 - e. If students seek treatment at the hospital, they will be asked to furnish insurance information. Students should present the insurance I.D. Card at that time.
 - f. Bring a completed claim form along with all the bills to the Stoner Health & Counseling Center. Please contact Becky Gosche at 419-448-2041 or email: rgosche@heidelberg.edu for questions.
 - g. Instructions for submitting a claim are listed on the claim form. Claim forms can be obtained from the Stoner Health & Counseling Center.

II. Heidelberg University

A. Attendance & Academic Dishonesty/Plagiarism

Attendance

Attendance in class is extremely important in an American college or university. Most American professors expect students to attend regularly and to show that they are making steady progress. Interaction in an American classroom is very important.

American college and university classes require a great deal of study and preparation time. Taking notes about the professors' lectures is essential. Study time should include reading the textbook, reviewing class notes, preparing assignments, etc. Do not put off the preparation of a term paper or a long reading assignment. This advice also applies to American students, but especially to students who are not as proficient in the English language.

Academic Dishonesty/Plagiarism:

It is understood that all work is the student's own. Please refer to the university policy and procedures for academic dishonesty at this link: <https://inside.heidelberg.edu/academics/students>. Plagiarism could result in the student being dismissed from the university.

B. Heidelberg English Language Institute (HELI)

Julie Arnold, Director of HELI

1. HELI Placement Policy

Heidelberg requires that international students admitted to the academic program have sufficient knowledge of the English language to benefit from their studies. For this reason, all students whose first language is not English must furnish an official ETS score form of an International TOEFL or IELTS recent to within one year of the date of application to Heidelberg.

The placement guidelines outlined below explain how the students are placed into one of 3 types of programs. (1) Students whose test scores and other skill evaluations indicate a need for further training in English are placed in an all-HELI intensive English program. (2) Students who show a high level of English proficiency in some skill areas, but who still need to develop in others, are placed in a transition program. In this program, they are permitted to take one or more non-HELI academic classes, depending on their level of

fluency in English while continuing to improve their English skills in HELI classes. (3) Those students whose TOEFL scores and language-skill evaluations show an acceptable level of language fluency in all skill areas - reading, writing, listening, and speaking - are eligible for a full-time academic program. HELI approved testing will be administered periodically to determine whether a student has made sufficient progress to move to a different program.

2. Placement Guidelines for the Full-Time HELI Program

Students whose performance on the TOEFL, on the TOEFL-style essay, or on any other forms of evaluation such as speaking, including prior or current coursework, indicates a need for further improvement of English proficiency are placed in the intensive English program. The courses in this program are designed both to improve their language skills and to teach them the study skills that they will need for their academic classes at Heidelberg. There are four levels of proficiency ranging from low-intermediate and intermediate, corresponding to the first and second semester 0-level classes, to high-intermediate and advanced, corresponding to the first and second-semester 100-level classes. A maximum of twelve credits earned for the 100-level HELI courses are applicable toward a degree at Heidelberg.

3. Placement Guidelines for the Transition Program

The transition program at Heidelberg allows students to take academic courses before they achieve the minimum TOEFL score required for a full-time academic program while continuing to follow courses in the intensive English language program to improve their proficiency. This program may be comprised of 1, 2, or 3 HELI classes in combination with the number of academic classes needed to assure the minimum of 12 hours a semester required by immigration law.

Students may qualify for transition status in the following ways:

- a) A minimum score score of 75 on the iBT, 545 on the PBT, or 6.0 on IELTS, and
- b) Demonstration of academically acceptable English writing, speaking, listening, and reading proficiency as evaluated by a jury of appropriate faculty and/or administrative members on the basis of additional testing, such as a written essay and/or an oral interview.

4. Placement Guidelines for the Full-Time Academic Program

Students who fulfill the following requirements may qualify for full-time academic status:

- a) A minimum TOEFL score of 79 on the iBT, 550 on the PBT, 213 on the CBT, or 6.5 on IELTS, and
- b) Demonstration of academically acceptable English writing, speaking, listening and reading proficiency as evaluated by a jury of appropriate faculty and/or administrative members on the basis of additional testing, such as the TOEFL-style written essay and speaking test, and/or an oral interview.

Recognizing the need to account for possible special circumstances, those students judged to be special cases on the basis of criteria, such as completion of the HELI program, may be recommended to the placement committee for consideration for full-time academic status. The members of this committee may include the Academic Dean, the Director of the English Language Institute, HELI staff and other appropriate faculty and/or administrative members outside HELI.

5. HELI Program Policy

Students who have been placed in specific HELI classes as a result of an evaluation of their level of English proficiency are expected to make satisfactory progress in those classes before moving on to the next level, or on to academic programs. Therefore, if they receive a final grade of D or F in a required HELI class, they will not be considered to have made satisfactory progress and will be required to repeat the class. A PR grade means progress has been made but the student needs further work by repeating the class. The PR does not figure in your GPA.

HELI classes which have been required by a placement committee have priority over all other non-HELI classes and the student must register for them, whereas classes which have been recommended are optional. Transfer students are considered as individual cases. Requirements depend on the English-language courses and academic programs they have followed prior to acceptance at Heidelberg.

C. International Student Orientation

As an international student, you will participate in an orientation program.

International Orientation is designed specifically for international students. During this orientation, we will help you to become acclimated to your new home. On campus we will take a tour of the classrooms and residence halls, register for classes, visit the health center, and learn about how to maintain your visa status. In the community, we will take a tour of Tiffin, go to a local department store to buy any forgotten necessities, open a bank account, and start cell phone service.

D. Suggestions for Improving English

1. Conversation Partner Program

A Conversation Partner Program was designed to help students come together in a non-threatening environment for loosely structured conversation and dialogue with Americans. It is a good way for Non-native English speakers to practice speaking and improve their English language skills by participating in small group conversation with American partners. If you wish to participate by being placed with a Conversation Partner, notify the Director of International Affairs & Studies.

2. American Common Terms, Popular Expressions, and Slang

| | |
|--|--|
| All nighter: study all night | Check out: to sign out materials from the library; to look at someone or something with interest; to try to find something out; to look over a situation |
| Awesome: very good, interesting, or appealing | Chicken: person who is afraid of something |
| Bar-b-q (barbecue): an outdoor cooking party | Chill out or chill or cool it: a command to stop what you are doing, calm down or relax |
| You bet: term used when agreeing to do something for someone | Clueless: unaware; out of touch with reality |
| Big deal: important event; may be used sarcastically to refer to something that is not important | Cool: a term used to describe something great |
| Blast: a lot of fun | Cop: police officer |
| Bounce a check: overdraw a checking account | Cram: to study frantically the night before a test |
| Brilliant: excellent; term of praise for a person, idea, event or item | Cut it out! Stop it! Or quit it! |
| Buck: one dollar | Knock it off!: stop doing that |
| Buddy: a friend | Dude: a man |
| Bummed out: depressed | Fire up: to get excited about something; to get motivated |
| Burned out: exhausted, dull or lifeless as a result of excessive drug use; bored or tired from overwork or emotional drain | Fed up or sick of: disgusted with, or tired of |
| Change: money you get from a purchase; coins | Freak out: to lose control of oneself; to respond strongly negative to a situation |
| | Get lost: go away |

Get off someone's case: to stop annoying a person
Get with it: get organized
Goofing off: act silly, doing something that has no particular purpose
Give up: to quit
Gross: something crude or disgusting
Hang in there: keep trying; do not be discouraged
Hassle: a problem or inconvenience
Hit the books: study hard
Hit the road: leave a place
How are ya? A way of saying hello
ID: identification card
Lame: weak or not exciting
Lighten up: relax, don't be so serious
Out of one's mind: doing something ridiculous or foolish
Out of the question: unthinkable, impossible

Piece of cake: something which is easy to do
Pop, soda pop or soft drink: carbonated beverage (Pepsi or Coca Cola)
Pull someone's leg: to tease
Rip off: steal, anything too expensive and not worth the price
Show: television program, movie film
So what? I don't care
Sucks (vulgar): bad, negative or unpleasant
TP: toilet paper
Trashed: messy
Unreal: unbelievable
Uptight: worried, tense
Way to go: that's very good
Whatever: no matter what happens or sign of indifference
Wimp(y): weak, weakling

3. English Language Suggestions

You may need more practice with conversing in English than your daily classes can provide. Most Americans, especially students, are helpful and can be a great source of assistance to the student who is learning English as a second language.

If you are interested in improving your English, or learning it more quickly, you should follow these suggestions:

- i. Make friends with as many Americans as you can. Most Americans do not consider themselves as a welcoming committee. You should take the initiative to meet them.
- ii. Speak English at all times, especially in your classes and even to persons from your own country.
- iii. Make friends with students from other countries.
- iv. Do not constantly be with students from your own country.
- v. Read English newspapers, magazines, and books.
- vi. Listen to the radio.
- vii. Watch television, not just movies in your language on your laptop.
- viii. Carry a notebook. Make a list of all new words you hear. Find out what they mean and review them often.
- ix. Think in terms of English language structures, not those of your own language.
- x. Get enough sleep and eat right so that you are alert in class.
- xi. Attend class regularly.
- xii. It's not shameful to ask questions. If you don't understand something, PLEASE ASK!

By following these suggestions, you will have a much better chance of being successful in your academic life.

E. Host Families

Heidelberg's international flavor reaches into the Tiffin Community as well, through the Host Family Program. The Host Family Program matches local families with international students in a cultural exchange. The program is designed to help international students experience American life beyond the University setting. Most of the meetings center on routine family activities.

The program will do its best to place each interested student with a family. However, international students do not live with host families and should not expect them to provide housing or meals during vacation periods. The Office of International Affairs & Studies at Heidelberg University offers several activities for the students and their families throughout the year. If interested, students should complete a Host Family Program Student Survey upon arrival.

F. Mail

International students receive mail at their assigned campus mailbox. Students should use the following address to receive mail (your mailbox number will be provided to you after your arrival to Heidelberg, but you can give this to family before you arrive) :

Name
Berg Box # _____
Heidelberg University
44 Greenfield Street
Tiffin, Ohio 44883 USA

G. Personal Matters

1. Automobile

If international students plan to drive or own an automobile while in the United States, there are several things to do.

- a. Students must apply for an Ohio driver's license and pass a special driver's examination to legally drive in the United States. Students cannot miss a class to take their driving test.
- b. Students must have automobile insurance on any automobile they drive. All states, including Ohio, require liability insurance before driving an automobile on any street. Collision insurance is beneficial if someone should have an accident, because it will help pay for the repairs. Contact the International Affairs & Studies Office before buying or driving an automobile.
- c. Heidelberg University requires all students to register their automobile with Campus Security on OASIS, https://poseidon.heidelberg.edu:4442/dad_PROD/twbkwbis.P_GenMenu?name=homepage
- d. Students should never drive after having consumed alcoholic beverages. There are very serious penalties for anyone who drinks and drives intoxicated.

2. Taxes

All full-time students must file a USA IRS Form 8843 each year regardless of whether students earned any money in the USA and if money was earned students must file the USA IRS 1040NR Income Tax Form. The Office of International Affairs & Studies works with professors in the Accounting Department to offer help with processing these forms.

3. Employment

a. On-Campus Employment

Jobs can be sought by full-time international students with an F-1 visa after American students in the Work/Study program have obtained jobs. Students are eligible to work part-time (up to 20 hours) when classes are in session and full-time during vacation periods.

International students wishing to work must get approval from the International Affairs & Studies Office. Students must provide a valid passport and I-94 admission stamp.

International students will be given a letter from the Designated Immigration Official stating that they will be working on the Heidelberg University campus. This letter, along with the student's passport, I-94, and application form must be taken to the Social Security office to obtain a social security number.

b. Off-Campus Employment

Students who are here on an F-1 visa may not engage in off-campus employment. Special circumstances may allow a student to work off-campus, but employment must be recommended in SEVIS by the DSO. Also, it must be adjudicated and approved by the U.S. Citizenship and Immigration Services (USCIS). Please contact the International Affairs & Studies Office with questions concerning these regulations.

H. Campus Life

The Heidelberg University campus is compact with classrooms, the library, campus dining, and the health center all within walking distance.

1. Campus Policies

- a) Alcohol: Ohio state law forbids people under the age of 21 to drink any form of alcohol, including beer. Heidelberg University permits 21-year-old people to drink alcoholic beverages in the privacy of their residence hall rooms. Alcoholic beverages are not permitted anywhere else on campus, with the exception of Fireside Café Pub.
 - i) Giving alcohol to minors (people under the age of 21) is a misdemeanor crime. This means that if you give alcohol to a minor, you can be punished by both Heidelberg University and the police. Alcoholic beverages are not permitted in public areas.
- b) Drugs: Use, possession or sale of drugs is prohibited on campus and by Ohio state law. Use, possession or sale of drugs could result in deportation.
- c) Smoking: Heidelberg University is a "smoke free" campus. Smoking is not permitted on campus.
- d) Weapons: Firearms or lethal weapons that could inflict bodily harm are not permitted on any University owned property or at University sponsored events.

2) Internet Access

- a) For more information on computer requirements visit our web page about how to prepare your computer prior to your arrival:

<https://inside.heidelberg.edu/departments-offices/computer-network-information-technology/student-resources>

I Packing

For a complete list of suggestions, see see <https://www.heidelberg.edu/admission-aid/admitted-students/packing-list>. However, this is a list for U.S. students and many items you will not be able to pack.

A major consideration in the clothing you bring is the climate. Tiffin's weather is generally moderate. Winter brings colder temperatures and sometimes snow. Spring can bring frequent rain. Summer weather is usually warm and pleasant, seldom extremely hot, but often humid.

Bring a variety of clothing. Although everyday campus style is more informal (jeans, slacks, t-shirts, blouses, sweat pants, sweaters, tennis or "running" shoes), you will want to bring along at least one outfit for special occasions such as concerts, dinners, or theater performances. For festive occasions, we encourage international students to bring traditional clothing from their country.

We recommend that you bring:

- a sufficient supply of any prescription medicine you need
- an extra pair of glasses, cleaning solution for contact lenses
- sturdy walking shoes
- Personal computer - virtually all laptops are configured to handle U.S. electrical current without the need of a separate transformer, but you may wish to check with your manufacturer just to be safe. You may need a plug adapter to fit U.S.-style sockets
- Flip-flops (for the shower)
- Winter coat, hat, gloves
- Umbrella

Not recommended to bring: other electrical appliances

J. Security

The Heidelberg Security and Safety Department provides professional service in order to protect the property and all members of the Heidelberg University family, including students, faculty, staff, guest and visitors, who seek a safe learning environment.

Students should always keep valuable items, including passport, money, credit cards, money cards, checkbook, and traveler's checks locked in a secure area in the student's locked house or room. Security staff is available 24 hours, 7 days a week. Heidelberg's Office of Security and Safety is open 24 hours of the day, 365 days a year, providing campus patrols, security escorts and anonymous crime reporting. "Code blue" emergency phones are available throughout campus that connects to the local police department. Do NOT carry large sums of money on your person.

K. Student Activities

There are over 100 different organizations on campus ranging from departmental and religious organizations to a large intramural sports program.

<https://www.heidelberg.edu/studentlife/student-groups>

The Music Department offers six instrumental musical groups and five vocal groups. The Communication and Theatre Arts Department presents four major productions a year and operates WHEI, the campus radio and television stations.

The student newspaper (KILIKILIK), the yearbook (AURORA), the literary magazine (MORPHEUS) all seek the talents of Heidelberg students.

World Student Union is an organization of American and International students who plan various activities. The purpose

of WSU is to promote understanding and friendship among students from all over the world.

Many of these campus organizations are open to graduate students!

L. Telephone

Each residence hall room is equipped with a phone jack. Students are responsible for providing their own telephone. Each student is issued an access code to enable them to call long distance. This code should not be shared with others. Most students purchase cell phones when they arrive in the U.S.

*It is a good idea for students to purchase a phone card to use in the United States in case a flight is delayed or canceled.

Important Phone Numbers:

| | | | |
|---------------------------------|--------------|----------------------|--------------|
| International Affairs & Studies | 419-448-2953 | Stoner Health Center | 419-448-2041 |
| Bookstore | 419-448-2012 | Dean of Students | 419-448-2062 |
| Business Office | 419-448-2000 | Student Engagement | 419-448-2207 |
| Admission Office | 419-448-2330 | Library | 419-448-2104 |
| Registrar | 419-448-2090 | Security | 419-448-2211 |
| Residence Life | 419-448-2058 | Computer Center | 419-448-2196 |

Dialing from a Campus Phone

On Campus: four digit number

In Tiffin: 9 + area code + seven digit number

Long Distance: 9 + 1 + area code + seven digit number

International: 9 + 011 + country code + city code* + phone number

* Do not use the first 0 of the city code; call will not go through.

M. Vacation Periods

Many international students do not return home during vacation periods. Some may choose to travel or visit with friends in the United States. To arrange airport transportation, contact the Dean of Students Office, Campus Center 328; 419-448-2062 one week prior to shuttle departure. The cost for students to use the shuttle is \$25 round trip. The cost is to be paid at the time the student makes the reservation. Students who cannot schedule their air transportation to match the shuttle times will be responsible for arranging their own transportation to the airport. When you plan your trip, please plan to arrive at the airport 2 hours prior to your flight and remember to allow 2 hours for travel time to/from the Cleveland, Detroit, and Columbus airports.

International students should inform the Office of International Affairs & Studies of their holiday plans. Also, if any international students are leaving the USA, a designated school official (DSO) needs to sign the I-20 form or Responsible Officer (RO) needs to sign the DS-2019.

All new graduate and undergraduate international students arrive – Monday, August 12, by 2:00 PM

Tentative Shuttle Schedule for 2019-2020 Academic School Year (based on undergraduate calendar):

Fall Break

Friday, October 11, 3:00 pm (shuttles leave campus) - deadline to sign up is October 4

Tuesday, October 15, 6:00 pm (shuttles pick up at airports)

Thanksgiving Break

Tuesday, November 26, 3:00 pm (shuttles leave campus) - deadline to sign up is November 19

Sunday, December 1, 6:00 pm (shuttles pick up at airports)

Semester Break

Thursday, December 19, 1:00 pm (shuttles leave campus) - deadline to sign up is December 12

Sunday, January 12, 6:00 pm (shuttles pick up at airports)

Spring Break

Friday, March 6, 3:00 pm (shuttles leave campus) - deadline to sign up is February 14

Sunday, March 15, 6:00 pm (shuttles pick up at airports)

Semester Break

Tuesday, May 12, 1:00 pm (shuttles leave campus) - deadline to sign up is May 5

III. Tiffin

Heidelberg University is located in Tiffin. The city is located in the state of Ohio, in the Great Lakes Region (north central part of the United States). Tiffin is a community with a population of approximately 20,000 and it is the governmental center of Seneca County. It is a family-oriented community and is within driving distance of some of the finest cities in the Midwest (Columbus, Cleveland, Detroit, and Toledo).

For those who prefer an academic environment characterized by the physical safety and cultural values of traditional America, Heidelberg University is ideal.

Heidelberg University offers a uniquely personal and welcoming atmosphere. The University and Tiffin community are also interested in learning about the student's native land, culture, and experiences and embracing those of other cultures and religions.

For more information about Tiffin, visit www.tiffinohio.org or download the app for your mobile phone called Discover Tiffin!

A. Climate

Tiffin has four distinct seasons and variations of temperature: spring, summer, fall, and winter. The average temperature range for each season is the following:

Temperature Range

| Season | Months | Fahrenheit | Celsius |
|---------------|----------------------|-------------------|----------------|
| Summer | June - September | 50 to 90 | 10 to 32 |
| Fall | September – December | 40 to 80 | 5 to 26 |
| Winter | December - March | 0 to 45 | -18 to 7 |
| Spring | March - June | 50 to 70 | 10 to 20 |

B. Culture/Recreation

Many quality recreational and cultural activities are available to everyone.

All Heidelberg students are permitted to use the local YMCA by showing their Heidelberg ID to obtain a free YMCA ID.

Facilities include an indoor swimming pool, running track, tennis courts, weight room and basketball courts. The YMCA also offers courses in swimming, karate, aerobic dance, tennis and weight training. Visit: <http://www.tiffinymca.org/> Bowling, canoeing, golfing, hiking, horse-back riding and go-cart racing are some of the activities available in the Tiffin area.

The Ritz Theater, <http://www.ritztheatre.org/> holds a variety of cultural attractions such as theatrical plays, ballet, musical stars, bands and movies.

Amusement parks, major art museums, and professional sporting events are all within a one hour drive from campus.

C. Restaurants

Occasionally you may want to eat off campus. Tiffin has various restaurants in price ranges to fit any budget.

D. Shopping

There are shopping areas in Tiffin to meet your needs. The Tiffin Mall, department stores, food stores, and specialty stores are available in the area. Shopping trips will be scheduled periodically throughout the year through the Berg Events Council and the Office of International Affairs & Studies.

E. Time Zone

Daylight Savings Time begins at 2:00 a.m. local time on the second Sunday in March. On the first Sunday in November areas on Daylight Savings Time return to Standard Time at 2:00 a.m. The names in each time zone change along with Daylight Savings Time. Eastern Standard Time (EST) becomes Eastern Daylight Time (EDT), and so forth. Some areas of the United States do not use Daylight Saving.

F. 2019-2020 [Heidelberg Academic Calendars](#)

| | |
|---------------------|--|
| Sem. I | |
| 2019 | |
| Mon., Aug. 12 | New international students arrival |
| Tue., Aug. 13 | New international undergraduate & graduate student orientation |
| Fri-Sat., Aug 23-24 | Student Common Experience |
| Mon., Aug. 26 | Classes begin |
| Thurs., Aug. 29 | Convocation |
| Mon., Sept. 2 | Closed for Labor Day |
| Thurs., Sept. 19 | HYPE Day |
| Fri., Oct. 11 | Long Weekend begins after last class |
| Wed., Oct. 16 | Classes resume |
| Wed., Oct. 23 | HYPE Day |
| Tues., Nov. 19 | HYPE Day |
| Tues., Nov. 26 | Thanksgiving recess begins after last class |
| Mon., Dec. 2 | Classes resume |
| Fri., Dec. 13 | Classes end |
| Sat., Dec. 14 | Reading Day |
| Mon., Dec. 16 | Final exams begin |
| Thurs., Dec. 19 | Semester recess begins after last exam |
| | |
| Sem. II | |
| 2020 | |
| Mon., Jan. 13 | Classes begin |
| Mon., Jan. 20 | Martin Luther King, Jr. Day (no classes) |
| Tues., Jan. 28 | HYPE Day |
| Thurs., Feb. 6 | Faculty Research Symposium |
| Tues., Feb. 25 | HYPE Day |
| Fri., Mar. 6 | Spring recess begins after last class |
| Mon., Mar. 16 | Classes resume |
| Thurs., Mar. 26 | HYPE Day |
| Fri., Apr. 10 | Good Friday - no classes |
| Mon., Apr. 13 | Classes resume |
| Mon., Apr. 20 | Student Research Conference – no classes |
| Tues., May. 5 | Classes end |
| Wed., May 6 | Reading Day |
| Thurs., May 7 | Final exams begin |
| Tues., May 12 | Final exams end |
| Sun., May 17 | Commencement |