



## International Undergraduate 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.**

### **Intercultural Student Affairs 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 Intercultural Student Affairs 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, room, board (which covers the academic semester, some breaks not included) 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.

#### **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 in the United States. We recommend the individual student plan from [LewerMark Student Insurance](#). 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 injuries 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](mailto: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 a deductible?**

Example: The medical bill totals \$450.00 and your deductible is \$50. A student must pay the part of the bill called a deductible of \$50. 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 the Health Center at 419-448-2041 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/departments-offices/academic-affairs-office/policies>. Plagiarism could result in the student being dismissed from the university.

### B. Courses

Heidelberg University has an enrollment of 1200 students. Approximately one-third of a student's undergraduate program will be devoted to general education courses. These courses are required for graduation and include sciences, mathematics, social sciences, and the humanities. Many of these will be taken during the first two years. At the same time, students will begin courses in their major or explore various academic interests to determine their major. Although some students have already chosen a major field of study upon entrance, some students do not decide until the end of their freshman or sophomore year. (Freshman=first year, sophomore = second year, Junior = third year, Senior = fourth year)

Concentration in a student's major field of study will mostly be in the last two to three years of the program. Heidelberg also offers a double major and two areas of study at the same time. Students may also take one or two minors along with a

major. A minor means taking a smaller number of courses in a concentrated area of study.

### C. Degrees and Majors

Heidelberg offers the degrees of Bachelor of Arts, Bachelor of Music, and Bachelor of Science. Master degree programs in Athletic Training, Business Administration, and Counseling are also available.

<b>Major Fields of Study</b>	<b>Minor Fields of Study</b>
Accounting Biochemistry Biology Business Administration Chemistry Communication Computer Science Criminology Economics Education English Environmental Science & Sustainability Exercise Science Exploratory Studies Health Science History Integrated Media Music Music Education Music Performance Nursing Political Science Psychology Self – Designed Studies Sport Management Theatre	Art Athletic Coaching Biology Business Administration Chemistry Communication Computer Science Economics English Environmental Science & Sustainability German History Integrated Media International Studies Latin American Studies Legal Studies Literature Media Technology Music Philosophy Political Science Psychology Sociology Spanish Sport Management Theatre Video Game Production Wellness Women’s and Gender Studies Writing



## **Heidelberg Offers Bold Programs:**

- Cadaver Laboratory
- DNA Sequencing Facility
- Adams School of Business: integrates liberal arts and business disciplines and trains future entrepreneurs, global marketers and ethical business leaders
- Student-operated WHEI-FM and WHEI-TV, and recently donated local station WTTF combined efforts to open a state-of-the-art facility with a multi-media center that utilizes the station as a hands-on learning lab
- The National Center for Water Quality Research, performing high-quality chemical analysis of fresh water samples and biological assessment of aquatic communities
- One of the nation's only stand-alone athletic training departments, with six certified Athletic Trainers and facilities that offer rehabilitation rooms, whirlpools, and upper body ergo meter, a hydro collator, a game ready compression unit and more

### **D. 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 average 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.

### **E. International & New Student Orientation**

As an international student, you will participate in 2 orientation programs.

**International Orientation** is designed specifically for international students. During this online orientation, we will provide you with campus resources and information to help you adjust to campus, including the Canvas portal which is used to navigate all classes. Once on campus, we will take a tour of the classrooms and

residence halls, finalize registration 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, and open a bank account.

**New Student Orientation** is for all new students and is designed to help them transition to the Heidelberg University culture more quickly. The program includes social and academic components, creating a better adjustment for students new to campus life. New students have an opportunity to meet presenters, who are faculty members, administrators, fellow students and even Tiffin community officials; each hoping to help new students feel comfortable and welcome at Heidelberg University.

## F. 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 Intercultural Student Affairs.

### 2. American Common Terms, Popular Expressions, and Slang

All nighter: study all night

Awesome: very good, interesting, or appealing

Bar-b-q (barbecue): an outdoor cooking party

You bet: term used when agreeing to do something for someone

Big deal: important event; may be used sarcastically to refer to something that is not important

Blast: a lot of fun

Bounce a check: overdraw a checking account

Brilliant: excellent; term of praise for a person, idea, event or item

Buck: one dollar

Buddy: a friend

Bummed out: depressed

Burned out: exhausted, dull or lifeless as a result of excessive drug use; bored or tired from overwork or emotional drain

Change: money you get from a purchase; coins

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

Chicken: person who is afraid of something

Chill out or chill or cool it: a command to stop what you are doing, calm down or relax

Clueless: unaware; out of touch with reality

Cool: a term used to describe something great

Cop: police officer

Cram: to study frantically the night before a test

Cut it out! Stop it! Or quit it!

Knock it off!: stop doing that

Dude: a man

Fire up: to get excited about something; to get motivated

Fed up or sick of: disgusted with, or tired of

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.

### G. Host Families - currently not available due to the pandemic

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 Intercultural Student Affairs 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.

### H. 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

## **I. Meals**

All students living on campus must eat in the dining hall. Meals are served "cafeteria style". A large variety of food is always available, and there is no limit as to how much a student may eat or drink. There are also 3 other locations on campus to use your meal plan, the Berg Bistro 1850, Rock Creek Café, and The HeidelBean coffee shop and bakery. Please see this link for information about [Dining options](#) or you can go directly to the Food Service website [here](#).

Those with vegetarian or other dietary restrictions should be able to find satisfactory meal selections at our Clean Plate area. Food and tastes are culture-specific and some students find that they must adjust to the foods served in the dining hall.

## **J. 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 Intercultural Student Affairs Office before buying or driving an automobile.
- c. Heidelberg University requires all students to register their automobile with Campus Security on [OASIS](#).
- 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 Intercultural Student Affairs 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 Intercultural Student Affairs 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 Intercultural Student Affairs Office with questions concerning these regulations.

## K. Residence Life

Heidelberg University has an on campus residency policy. This means that all full time students are expected to live on campus while attending the University. Only students that live with their parents within a 50 mile radius may live off campus. The residence halls strive to provide a healthy, comfortable, and diversified living environment. As most rooms in residence halls are doubles, students will most likely have a roommate from a different country than their own. This gives students a good opportunity to increase English skills and gain knowledge of American culture.

Each hall is within easy walking distance of classrooms, the library, campus dining, and the health center. In addition, each hall has study rooms with access to a computer terminal, recreational lounges, laundry and cooking facilities. Bedding items will also be supplied for students when they arrive and they include: sheet sets with pillow and pillowcase, blankets, towels, and washcloth.

Each hall is staffed with a residence coordinator (RC) who is responsible for the management of the facility. This person lives in the hall and serves as a resource to students. Each floor is staffed with an undergraduate resident assistant (RA) who serves as a resource person as well.

1. Residence Hall Policies A complete list of Residential Hall Policies can be found online at:  
<https://inside.heidelberg.edu/departments-offices/residence-life-housing>

- 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 Berg Bistro 1850.
  - 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.

### 2) Electrical Appliances

- a) Each resident is permitted to have a 3.1 cubic feet refrigerator in his/her room.
- b) All residential buildings are approved for personal-size microwave use with the exception of France. All other cooking appliances are prohibited.
- c) Multiple outlet devices plugged into wall receptacles and electrical extension cords are prohibited.
- d) Power strips with surge protectors are acceptable for use.
- e) All electrical equipment must be UL approved.
- f) Window air-conditioning units are not permitted. (For air conditioning required due to medical need, see Special Accommodations).
- g) Space heaters are not permitted in any residential facility, unless specifically issued by Krammes Service Center

on an emergency basis.

- h) Halogen Bulbs - Due to the high risk of fire associated with halogen bulbs/lamps, use of halogen lighting within the residence halls or houses is prohibited
- 3) Storage
    - a) Storage is extremely limited in the residence halls and is generally unavailable. There are storage facilities in the community which can be rented if needed.
  - 4) Weapons
    - a) Firearms or lethal weapons that could inflict bodily harm are not permitted on any University owned property or at University sponsored events.
  - 5) Internet Access in your room
    - a) Each residence hall room is equipped with cable and data access. Each room has one cable outlet, two data ports and one phone line. If you would like a computer in your room, you must provide it. In order to log on to the Internet, you will need an Ethernet adapter in your computer. 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/cnit/computer-recommendations>
    - b) You may want to bring a coaxial cable to connect your television; the University does not supply these. Floor and common lounges also have cable service.
  - 6) Laundry
    - a) For the convenience of residence students, laundry facilities are located in the basement or common areas of each building. There is no fee for using the Heidelberg University laundry facilities.
  - 7) Packing (For a complete list of suggestions, 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.

Do not bring bedding unless you have a very favorite pillow! You will be supplied with a pillow, a comforter, and a set of sheets.

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

## **L. 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.

## **M. Sports**

Only full-time Heidelberg students may play on an inter-collegiate team (full-time means 12 credit hours in the academic program). Inter-collegiate sports are those teams which compete against other universities (football, soccer, basketball, tennis, track, lacrosse, cross-country running, golf, volleyball, softball, and baseball). Students must have submitted their high school and/or college transcripts through WES. If you have questions regarding WES, please contact the International Admission Coordinator.

Intramural sports are also available. Teams compete against other members of the campus community. Intramural competition features such sports as flag football, softball, basketball, etc. These sports are informal and do not require a transcript evaluation.

## **N. 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.

All students, regardless of their majors, are welcome to participate in any of these campus organizations!

There are also five fraternities for upper-class men and five societies for upper-class women. These are groups of students who gather for the purpose of group interaction. Activities arranged by these groups are usually for the group only, but sometimes are open to all. Although these groups are mostly social, they become involved in volunteer service for charities in the local community.



## O. 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:

Intercultural Affairs	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.

## P. Vacation Periods

Many international students do not return home during vacation periods. Many students use this time to travel or visit friends or family. Although students can stay at Heidelberg during the vacation periods, there is no guarantee that students can remain in their residence halls. Alternative campus housing can be arranged with our housing office. This is often necessary as Hoernemann Refectory is closed during some breaks. The cost of the food plan does not include breaks.

Some students 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 two weeks prior to shuttle departure. The cost for students to use the shuttle is \$25 one way. 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 Intercultural Student Affairs 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.

## 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](http://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.tiffinyymca.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 not a large amount of shopping areas in Tiffin. However, there are shops which can meet your needs, including a local Walmart. Shopping trips will be scheduled periodically throughout the year through the Berg Events Council and the Office of Intercultural Student Affairs.

## **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. Fun, Quick Facts about Heidelberg University!**

- 1,200 undergraduate /200 graduate students
- Student-Faculty Ratio 13:1
- 154 Professors
- 85% of Heidelberg's faculty hold a Ph.D. and all classes are taught by professors, not graduate assistants
- Average Class Size = 15-20 students
- 53% of students are male and 47% are female
- 3.2 average incoming grade point average on a 4.0 scale
- students come from 25 different states and eleven different countries
- Heidelberg University's attractive residential campus is home to 85 percent of our students. Set on 110 acres, ten buildings are listed on the National Register of Historic Places.
- 30 Majors, 29 Minors. Top 5= Education, Business, Sciences, Music and Psychology
- Study Abroad opportunities all around the globe
- Owen Academic & Career Support Center (OACSC) is available to help students fulfill their academic potential with tutors
- Student Centered University- Heidelberg is home to more than 100 clubs, academic societies and social organizations
- Athletics: NCAA Division III, Ohio Athletic Conference
- Ambassador Scholarship designed for international students, up to \$17,000 a year

### G. Fall 2021 Heidelberg Academic Calendar

<b>Fall Semester</b>	
<b>2021</b>	
Beginning of Aug.	New international student orientation in Canvas
Wed., Aug 18	First day of classes
Thur., Sep 16	HYPE Day 1
Thur., Sep 30	Patricia Adams Lecture Series
Wed., Oct 6	HYPE Day 2
Mon, Oct 11	Fall Break, No Classes
Tue., Nov 2	HYPE Day 3
Wed-Fri, Nov 24-26	Thanksgiving Break, No Classes
Fri., Dec 10	Last day of classes
Dec 13, 14, 15 & 16	Final exams/projects/activities

### Spring 2022 Heidelberg Academic Calendar

<b>Spring Semester</b>	
<b>2022</b>	
Beginning of Jan.	New international student orientation in Canvas
Wed., Jan 12	First day of classes
Mon., Jan 17	Martin Luther King Jr. Day On - Required
Wed., Jan 26	HYPE Day 1
Tue., Feb 22	HYPE Day 2
Mon-Fri., Mar 7-11	Spring Break, No Classes
Thur., Mar 24	HYPE Day 3
Mon., Apr 4	Minds @ Work Student Research Conference
Fri., Apr 15	Easter Break, No Classes
Wed., May 11	Last day of classes
May 12, 13, 16 & 17	Final exams/projects/activities
Sun., May 22	Commencement