



# Office of International Education

## **International Student & Scholar Handbook 2015-16**

# **Dear Students & Scholars,**

Congratulations on your acceptance to the University of Richmond!

Our office is here to assist you in making the transition to the University and to the United States. We realize that this transition, like any from one culture to another, will require significant thought and flexibility. We would like to do whatever we can to make your stay at Richmond pleasant and profitable.

Study abroad presents various challenges, both academic and personal. You should be prepared to be flexible and to take some risks. You should also be willing to adapt to new situations and to expect differences in all things. The way courses will be taught, and consequently the way you study, will be different. Most likely, you will have more assigned reading and writing assignments on a weekly basis. Housing and living standards will also be different. You cannot assume or even expect the environment or living arrangements to be the same as they are at your home institution. For example, you will probably have to share a room with another U.S. or international student. The rules of the dormitory may be more or less strict than those at your home institution.

The University has many services available to students and we encourage you to take advantage of these. You will learn about these services in the international student orientation at the beginning of the semester. The orientation will acquaint you with various aspects of campus life as well as issues specific to international students such as immigration, health insurance, credit and registration system.

Please do not hesitate to contact us if you have any questions prior to your arrival.

We look forward to meeting you!

Yours sincerely,

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Interim Dean of International Education

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Director of Study Abroad

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# **Important Notice About Websites in the Handbook**

The International Student & Scholar Handbook is both a printed and online publication. The online version of the Handbook has clickable links to the websites of several University offices, organizations, and outside businesses which are mentioned in the Handbook.

If you are reading the print version of the Handbook and would like to have access to these websites, please view the Handbook online at:

<http://international.richmond.edu/students/prepare/index.html>

There is also a list of “Important UR Websites” on page 49 of the Handbook.





# Office of International Education

The Office of International Education (OIE) was established in 1987. The office coordinates the international activities that take place on the University of Richmond campus. The office is responsible for the following main areas:

- Curriculum internationalization
- Faculty development
- Bilateral exchange agreements
- Study abroad academic year programs
- International student and scholar support
- Programs and publications
- Support of international student organizations
- Outreach activities in the Greater Richmond community
- Representation of the University nationally and internationally as a model of a highly internationalized institution
- Advising and administration of grants and scholarships
- Strategic Plan for Internationalization

## Carole Weinstein International Center

Richmond graduate and former university trustee Carole Weinstein donated \$9 million for a new campus facility dedicated to enhancing the university's rapidly growing international programs. The building is named the Carole Weinstein International Center\* in honor of the donor's generous support of the university's international education programs, which spans over two decades. The facility serves as a central location for coordinating Richmond's comprehensive approach to the internationalization of its educational programs and campus life. The Center opened in August 2010 and is located between the Jepson School of Leadership Studies and Sarah Brunet Hall.

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\* <http://international.richmond.edu/campus/center/index.html>



# **University of Richmond Exchange Programs**

## **Argentina**

Universidad Blas Pascal  
Universidad Católica Argentina  
Universidad Torcuato di Tella

## **Australia**

Macquarie University  
University of Melbourne  
University of Queensland  
University of Sydney

## **Austria**

Vienna University of Economics  
and Business Administration

## **Botswana**

University of Botswana

## **Brazil**

Pontifícia Universidade Católica  
do Rio de Janeiro  
Brazil Science Without Borders

## **Caribbean**

University of the West Indies, Jamaica,  
Trinidad and Barbados

## **Chile**

Pontificia Universidad Católica de Chile

## **China**

University of Hong Kong  
Tsinghua University

## **Czech Republic**

Charles University  
Prague University of Economics

## **Denmark**

Copenhagen Business School

## **France**

ESSEC  
NEOMA Business School-Rouen  
Sciences-Po  
Université Catholique de Lille/IESEG  
Université Paris Dauphine

## **Germany**

Universitaet Konstanz  
Universitaet Muenster  
University of Mannheim

## **Ireland**

University College, Dublin  
National University of Ireland, Galway

## **Israel**

University of Haifa

## **Italy**

Università Commerciale Luigi Bocconi  
Università degli studi di Verona

## **Japan**

Akita International University  
Kansai Gaidai University

## **Mexico**

Instituto Tecnológico y de Estudios  
Superiores de Monterrey (ITESM)  
Instituto Tecnológico y de Estudios  
Superiores de Occidente (ITESO)

## **Netherlands**

Universiteit Leiden  
University College, Maastricht  
University  
School of Business & Economics,  
Maastricht University  
Faculty of Law,  
Maastricht University

## **New Zealand**

University of Otago

## **Poland**

Warsaw School of Economics

## **Singapore**

Singapore Management University

## **South Korea**

Yonsei University

## **Spain**

ESADE  
Universidad Carlos III de Madrid  
Universidad de Deusto - Bilbao and San  
Sebastian  
Universidad Pablo de Olavide  
Universitat Pompeu Fabra  
Universidade de Santiago de Compostela

## **Sweden**

Uppsala University

## **Switzerland**

Université de Lausanne

## **Taiwan**

National Chengchi University

## **Thailand**

Thammasat University (BBA and BE Faculties)

## **Turkey**

Bilkent University

## **United Kingdom**

University of Bath  
University of Bristol  
University of East Anglia  
University of Edinburgh  
University of Lancaster  
Queen Mary, University of London  
University of St. Andrews  
University of Ulster  
University of Warwick



# International Student & Scholar Services

International Student & Scholar Services (ISSS) is the main point of contact for international students and scholars in the Office of International Education (OIE) at the University. Non-immigrants who require a visa to attend the University will

receive documents necessary to acquire the F-1 student or the J-1 exchange visitor visa. OIE issues immigration papers for all incoming graduate students, teaching assistants, and exchange and visiting students. All documents for incoming undergraduate degree-seeking students are issued by the [Office of Admission](#).

ISSS administers an online orientation program on topics ranging from academics to health and safety. At the beginning of each semester, ISSS holds a live orientation program for non-immigrant visa holders coming from outside the U.S. to acquaint them with University services and programs, educate them about cultural differences and expectations, and explain student visa regulations regarding study, employment, and travel. Throughout the year, OIE organizes various events and activities for international students and scholars and the University at large. ISSS keeps international students and scholars informed of the latest developments in immigration, health insurance and other issues pertaining to non-immigrant visa holders. ISSS staff are also available to advise students and scholars on immigration, health insurance, cultural, practical, and personal matters.

## Ambassador Program <sup>★</sup>

Returning UR students volunteer to welcome new international students and scholars to campus and introduce them to various aspects of campus life. This is a wonderful opportunity to meet new people and learn more about U.S. culture. Ambassadors meet informally with their ambassadors once per month in a casual setting. Group activities on and off campus are organized by students who work for OIE as Ambassador Coordinators. Activities include trips to Washington,



\* <http://international.richmond.edu/campus/ambassador/index.html>

D.C., Williamsburg, and Virginia Beach, pot-luck dinners, study breaks, restaurant outings, and trips to local sporting and cultural events.

Students can complete an [online application](#) on our website. Students will also have an opportunity to enroll in this program during orientation. This program is free of charge.

## **Host Family Program** <sup>☆</sup>

The Alumni Services Office and the Office of International Education coordinate a [host family program](#) that pairs international students and scholars with UR alumni, faculty, or staff based on similar interests. Unlike traditional homestays, participants do NOT live with their hosts. Participants and families get together informally for meals, trips, shopping, movies, sports, and other social activities. Host Family Program participants are invited to Office of International Education events throughout the year. Students & scholars can complete an application from our website and will have an opportunity to enroll in this program during orientation. This program is free of charge.

## **International Club (I-Club)** <sup>☆</sup>

The International Club is a student-run organization whose mission is enabling UR students to live LOCALLY but think GLOBALLY. I-Club encourages any student, especially international students, international scholars, study abroad students, and internationally focused majors, to join in order to explore what the rest of the world has to offer. I-Club looks to create an environment where international students and scholars can easily transition to an American lifestyle and all members can contribute and learn from each others' knowledge and experiences with life around the globe. For more information, email [iclus@richmond.edu](mailto:iclus@richmond.edu) or sign up for Club membership and announcements through [OrgSync](#), an online community where you can connect to student organizations and find out what is happening on campus. Students & scholars are able to join clubs, accept meeting times, communicate with members and more!

## **International Student Peer Mentor** <sup>☆</sup>

The International Student Peer Mentor provides peer to peer mentoring for international students and scholars. The Peer Mentor is a returning UR international student who holds weekly office hours to handle international student and scholar inquiries about University departments, programs, and services, provide referrals to resources on campus and in the Richmond community, and give cultural, practical, and travel advice about the U.S. through weekly email announcements and newsletters.

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<sup>☆</sup> <http://international.richmond.edu/campus/family/index.html>

<sup>☆</sup> <http://activities.richmond.edu/organizations/orgsync.html>

<sup>☆</sup> <http://international.richmond.edu/students/stay/mentors/index.html>

<sup>☆</sup> <http://international.richmond.edu/students/stay/involved/isab.html>

## International Student Advisory Board<sup>☆</sup>

The International Student Advisory Board (ISAB) is a bridge from the international student community to the Office of International Education and University departments by offering ideas for new programs and services and suggestions for current programs and services. The ISAB's goals are to serve as a forum for international student feedback on their study abroad experience at Richmond, increase international student visibility and collaboration with campus offices through outreach and education about international student needs and provide leadership training through meetings, presentations, and other interactions with the UR community.



## Contact & Telephone Information

### Office of International Education

TEL: +1 (804) 289-8836    *\*\*If there is no one available to answer your call, please leave a message on the machine.*

FAX: +1 (804) 289-8904    *\*\*Operates 24 hours every day*

EMAIL: [international@richmond.edu](mailto:international@richmond.edu)

WWW: <http://international.richmond.edu>

The following numbers are for emergencies and urgent matters. If necessary, campus police will contact UR staff members after normal business hours.

Campus Police from a cell phone.....(804) 289-8911 for emergencies

Campus Police from any campus phone.....8911 for emergencies

Campus Police.....(804) 289-8715 non-emergencies

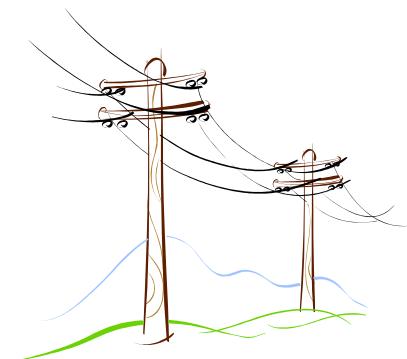
### Important Telephone Numbers

911 – Emergency Number - FREE CALL within the U.S. for life threatening emergencies

0 – Operator            411 – Information on telephone numbers within your area code

1-(area code)-555-1212 – Information on telephone numbers outside your area code

# General Telephone Information



**PUBLIC TELEPHONES** are available in most public places. A call can be placed by inserting money (usually coins), debit card, or credit card beforehand. *Emergency calls from public telephones to 911 are free of charge.*

**CHARGE-A-CALL TELEPHONES** are blue phones located in public areas and may be used without coins. These telephones are designed for use in locations serving a high volume of calling card, collect, or operator assisted calls.

**LOCAL CALLS** can be made by dialing a seven-digit telephone number, which can be found in a printed telephone directory or by calling 411 for information on local telephone numbers.

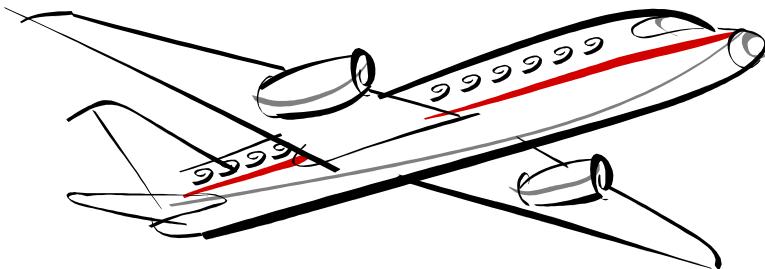
**LONG DISTANCE CALLS WITHIN THE SAME AREA CODE** can be made by dialing "1", the three-digit area code, and then the seven-digit telephone number.

**LONG DISTANCE CALLS OUTSIDE THE LOCAL AREA** can be made by dialing "1", the three-digit area code, and then the seven-digit number. Long distance rates for the United States are less expensive in the evenings, after 11 p.m., and certain times during the weekends.

**INTERNATIONAL CALLS** may be made directly to most countries. To inquire about codes and rates, call the international operator by dialing 00. Rates vary according to time of day and country. To make an overseas call 011 + country code + city code + local number. Operator assisted calls are more expensive, so it is better to dial directly if possible.

**TELEPHONE SERVICE ON CAMPUS** - Students have access to local telephone service from their residence hall common area on campus. Students are charged on a monthly basis for long-distance calls. If you would like to make long distance calls using common area phones you may request a personal long distance code or "auth code" from the Telecom Office.

**EMERGENCY PHONES** are located throughout the campus in yellow call boxes with blue lights on top. They are a direct line to the University Police and function automatically when you pick up the receiver.



## **Getting to the University**

We strongly encourage flying into Richmond International Airport (RIC) instead of airports in the Washington, D.C. and Baltimore areas such as Dulles International (IAD) or Baltimore Washington International (BWI). Richmond is 110 miles from Washington, D.C. (2 hours by train/car) and 3 hours by train/car from Baltimore, Maryland. There are additional travel times and costs associated with transportation from the D.C. area to Richmond that often make flying into RIC more convenient.

International flights with the final destination as Richmond connect with international airports in D.C., Philadelphia, Atlanta, New York, and other points on the East Coast. Please consider these flight options as you make your travel plans.

## **By Air**

By taxi from Richmond International Airport (RIC): If you fly into Richmond, go to the curb outside the baggage claim area to get a taxi to the University for approximately \$45.00. RIC is approximately 20 miles from the University of Richmond campus.

By bus or train from Washington, D.C. airports: If you are flying into the D.C. area, Super Shuttle offers ground transportation from Baltimore/Washington International Airport (BWI), Dulles International Airport (IAD) and Washington National Airport (DCA) to Union Station in Washington D.C., where you can take the Greyhound Bus or Amtrak Train to Richmond. For current bus/train fares and schedules, consult [www.greyhound.com](http://www.greyhound.com) or [www.amtrak.com](http://www.amtrak.com).

By taxi from Dulles International Airport (IAD): [Washington Flyer Taxicabs](#) provide ground transportation from Dulles to Richmond. The cost is approximately \$300, which covers the taxi ride from Dulles to Richmond, the fees for bringing more than two bags of luggage, and the gratuity for the taxi driver (about \$50). Washington Flyer taxi drivers accept American Express, Diners Club, MasterCard, Discover Card, and Visa credit cards. You do not need an advance reservation. For more information, visit the Dulles International Airport's Ground Transportation webpage<sup>\*</sup>. You should specify to the driver that you would like to go to the University of Richmond, not Richmond International Airport. See the "Arrival Information for New International Students" section (p. 30) for information on what to do when your taxi arrives to campus.

## **Bus Information**

Bus service is offered to Richmond by Greyhound. Fare and schedule information is available from the Greyhound website ([www.greyhound.com](http://www.greyhound.com)) or their local business offices. You may locate this information by calling 411 or the operator (dial 0) on a public telephone and by using the telephone book. In major cities, transportation information is available at the Travel Assistance Desk in the airport. Greyhound bus service from Washington, D.C. to Richmond is approximately \$25.00 one way.

## **Train Service Information**

Amtrak is the passenger rail company in the United States. Baltimore Washington International Airport (BWI) has a rail station with free shuttles from the airport terminal.\* Train service to Richmond is available from major cities. There is a free phone number that may be used to get fare and schedule information. You will need to dial 1-800-872-7245 (or 1-800-USA-RAIL) at a public phone booth. Fares and schedules are also on the Amtrak website ([www.amtrak.com](http://www.amtrak.com)). Daily train service is offered from Washington, D.C. to Richmond. The one-way fare is \$25.00 - \$35.00.

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\* <http://www.metwashairports.com/dulles/793.htm>

\* <http://www.bwiairport.com/en/travel/ground-transportation/trans/amtrak>



# **University Costs 2015-16**

## All international students on nonimmigrant visas

will be charged the following each semester:

Health Insurance - **\$638.02** \*Mandatory (estimate)

### Degree-seeking students (per semester)

Undergraduate tuition	<b>\$24,045</b>
MBA tuition (based on 9 credit hours)	<b>\$12,420</b>
School of Law tuition	<b>\$19,975</b>

Exchange students will be charged for housing and meals according to their institution's agreement with the University of Richmond. Students will make payment to the University of Richmond for all charges (room, board, health insurance, telephone, etc.).

Meal Plan Prices (per semester) **\*\*PLEASE NOTE: All students living on campus must purchase a meal plan unless you live in the University Forest Apartments**

**Spider Plus Unlimited \$3,300**

Unlimited meal exchanges with \$975 dining dollars per semester

**Spider Unlimited \$3,015**

Unlimited meal exchanges with \$725 dining dollars per semester

**Spider 40 \$1,290**

40 block meals with \$895 dining dollars per semester

**Spider Blue** for Arts & Sciences undergraduate commuter students **\$850**

\$830 dining dollars per semester

**Spider Red** for Law/SCS/MBA commuter students **\$430**

\$420 dining dollars per semester

### Room Charges (per semester)

Single (add \$100 for private bath): **\$2,885**

Double (add \$105 for semi-private bath): **\$2,545**

Triple, Quad (add \$95 for semi-private bath): **\$2,450**

Freeman, Gray, Lakeview Halls

Single: **\$3,135**

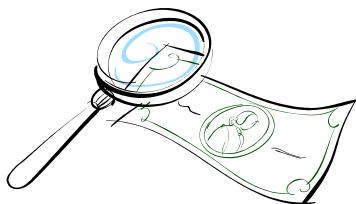
Double: **\$2,800**

University Forest Apartments (all have private baths): **\$3,000**

Gateway Village: **\$3,495**

**For exchange students whose housing is included in the exchange agreement:** The standard housing cost that is covered under the exchange agreement is equivalent to the single room rate with private bath. If the cost is more than this amount, the extra charge will be covered by the exchange agreement unless the student requests moving to a room that is more expensive than the standard cost. In this case, the student will have to pay the difference. The Controller's Office website (<http://controller.richmond.edu/tuition/fees/index.html>) has a list of rates.

**For students whose housing is NOT included in the exchange agreement:** The standard housing cost is equivalent to the single room rate with private bath. We require that all students guarantee this cost on the Certification of Finances form, although the actual charges may be less than this amount. The Controller's Office website has a list of room and board rates.



## Payments

Fees are billed in advance and payable by semester: The fall semester payment is due by **the first Monday in August** and the spring semester is due by **the first Monday in December**. If it is not possible to pay by the above due dates, please contact the Office of Student Accounts to make payment arrangements. To avoid incurring a late-payment fee and delay in registration, housing and other areas, individuals are urged to pay fees when due. Payments cannot be made on a monthly basis unless specific arrangements have been made with the Student Accounts Office.

No credit is given for a term's work nor is a degree conferred until all charges have been satisfactory settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, and/ or the withholding of transcripts. Exchange students with outstanding debt to the University will not be permitted to continue their studies until all financial obligations are settled with the University. The University of Richmond will not accept foreign currency or checks written in foreign currency. Payments to the University can be made by wire transfer, credit cards, U.S. traveler's checks, cash or checks in U.S. currency drawn from a U.S. bank. American Express, MasterCard, and Discover (**NOT** Visa) are acceptable credit cards.

The University only accepts wire transfers through peerTransfer. Visit their <https://www.peertransfer.com/school/richmond> to get started.



# Money & Banking

It is advisable that you bring some cash in U.S. dollars with you for incidentals that may come up. However, **do not bring a large amount of cash (more than \$100)**. Traveler's checks are accepted virtually everywhere and can be replaced if lost or stolen. Cash cannot be replaced. Keep your money with you at all times, and **BE DISCREET** – do not show anyone how much money you have. Make sure that funds from your home country's bank can be transferred to the U.S. Upon arrival, you will be able to open a bank account and have funds transferred directly into it.

## Banking in Richmond

There is no bank on the University of Richmond campus. There are several banks within walking (20-25 minutes) and driving distance (5-10 minutes) of the University. BB&T does have an automated teller machine (ATM) on campus in the Tyler Haynes Commons Building. They will be on campus during the first-year orientation to set up checking accounts for students. For more information on checking accounts, students can write to:

BB&T  
6201 River Road  
Richmond, VA 23229  
Tel: 1-800-226-5228 (inside the United States)  
Tel: 1-804-673-1700 (outside of the United States)  
<http://www.bbt.com/>

**Bank of America** does not have an ATM on campus, but has a branch within driving distance of campus and ATM machines nationally.

Bank of America  
8001 Patterson Avenue  
Richmond, VA 23229  
Tel: 1-800-900-9000  
<http://www.bankofamerica.com>



Other Richmond area banks include:

Suntrust ([www.suntrust.com](http://www.suntrust.com)), Wachovia ([www.wachovia.com](http://www.wachovia.com)), Union First Market Bank ([www.bankatunion.com](http://www.bankatunion.com))

## Taxes

The International Taxation Officer works in the Controller's office (<http://controller.richmond.edu/payroll/international/>) and provides guidance to members of the University of Richmond community who wish to retain the services of a student or scholar on a non-immigrant visa, Nonresident Alien (NRA), for payment for services rendered (on-campus student employment), scholarships, or reimbursement of expenses. The Officer ensures institutional compliance with Department of Homeland Security (DHS) regulations and Internal Revenue Service (IRS) policies including proper tax withholding and reporting.

## Federal Taxes

The United States Federal Government under Internal Revenue Code Sec. 1441 requires that all universities and colleges withhold federal taxes from the income of NRAs unless a tax treaty applies. (Note: A tax treaty can only be granted once the NRA has obtained a social security number or individual tax identification number – see the Office of International Taxation for further information.) There are two possible sources of income that you might receive from the University of Richmond:

1. Scholarship or fellowship money covering more than the cost of tuition, books and required fees is considered by the IRS to be non-qualified scholarship and will be taxed at 14%. The 14% tax rate is for degree-seeking & non-degree students who are in the US on F-1, J-1, M and Q status. A tax treaty may apply and the Office of International Taxation can give you more information on treaties. A student in any other visa status will have their scholarship or fellowship taxed at 30%. The University collects the tax from you as a charge on your student bill; it will appear on your student bill as ITAX. The ITAX tax is paid over to the IRS and is reported on Form 1042-S, which is used when filing your federal and state tax returns.

2. **If you work on campus as a student employee**, your earnings are considered income. This income will be subject to tax at the standard graduated rates applicable to U.S. employees using the following parameters - single marital status, one withholding allowance – unless your income is determined to be exempt because of a tax treaty. **\*\*Official authorization is required before a student can begin employment.**

## **State Taxes**

The State of Virginia also requires the withholding of state taxes from your earnings as an employee. Unless your income is determined to be exempt because of a tax treaty, Virginia State taxes will be withheld according to the standard graduated rates using one withholding allowance. If you are determined to be exempt from Federal tax because of a tax treaty, you would also be exempt from state tax.

## **Social Security (FICA) Taxes**

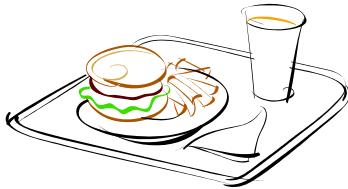
As an F-1 or J-1 Nonresident Alien (NRA), you are exempt from social security taxes. F-1 and J-1 visa holders who have been in the US for more than 5 calendar years pass the substantial presence test and will be taxed like a US citizen. These visa holders are considered residents for tax purposes and will be required to pay FICA taxes on summer employment.

\*\*\*For further information on filing a United States tax return, you may request information from the Office of International Taxation. Another good resource is the Internal Revenue Service Publication 519, **U.S. Tax Guide for Aliens**. You may request this form directly from the Internal Revenue Service by calling 1-800-TAX-FORM or view it online at <http://www.irs.gov/publications/p519/index.html>.

## **Filing an Income Tax Return**

The fiscal year in the United States for individuals starts on January 1 and goes through December 31. Individuals who are required to file an income tax return will receive tax documentation from the Payroll Office or the International Office of Taxation by the end of January or early February of the following year. The federal tax return deadline is April 15<sup>th</sup> and the Virginia tax return deadline is May 1<sup>st</sup>. So, for example, if an NRA earns income in the US in calendar year 2015, the tax return deadline for the IRS is April 15, 2016 and for Virginia is May 1, 2016. Complete details on who is required to file a tax return can be found at the Year End section of the International Taxation Office website.

<http://controller.richmond.edu/payroll/international/year-end/index.html>.



## Dining Services

Since the majority of undergraduate students live on campus in university housing, most students eat in the Heilman Dining Center, or D-hall. D-hall offers various meal options to students, including vegetarian entrees, to provide for students' basic meal needs throughout the week. A meal plan is mandatory for all students living in on-campus residence halls except for the University Forest Apartments. Exchange students will be automatically billed for the Spider unlimited meal plan. You may [change your meal plan](#) upon arrival to the University as long as the plan is available for your [residence hall](#). All meal plans include dining dollars, which can be used to purchase food at [Dining Services locations on campus](#) other than D-hall, such as the Passport Café in the Carole Weinstein International Center. Dining dollars must be used by the end of the semester and any unused dollars will be lost.

Americans value convenience and the ability to consume food "on-the-go" in their dining choices. Outside of D-hall, you will find that many meals are pre-packaged and refrigerated. American portions tend to be large, and it is not unusual for Americans to eat alone or while doing other things such as working at a desk. Americans also eat dinner rather early compared to many other countries. This is reflected in the operating hours of the Heilman Dining Center:



### Monday – Friday

Breakfast	7:00-10:45am
Limited Breakfast Selection	10:30-11:00am
Lunch	11:00am-3:00pm
Limited Selection available	3:00pm-4:00pm
Dinner	4:00-8:00pm

### Saturday and Sunday

Breakfast	8:00-10:00am
Brunch*	10:30am-4:00pm
Dinner	4:00-8:00pm

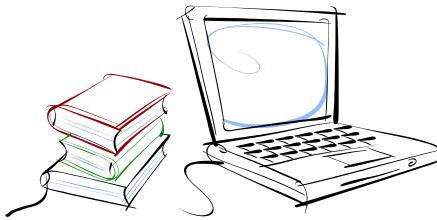


(\*Brunch is a combined meal of breakfast and lunch) There are other places you can eat on campus as well. Go to the [UR Dining Services](#) website\* for more information.

Local grocery stores are approximately 15 minutes walking distance from the campus. There is a free [Shuttle](#)\* from campus which goes to shopping areas with grocery stores as well as malls and other shopping centers.

\* <http://dining.richmond.edu/>

\* <http://transportation.richmond.edu/>



# **Registration for Classes**

## **Degree-seeking Students**

### **UNDERGRADUATES**

Undergraduate degree seeking students will register electronically. For more information, visit the Planning for Registration website at <http://newspiders.richmond.edu/academic/planning-schedule/index.html>.

The University of Richmond uses the unit system to determine the transcript value of a course or other credit-bearing academic experience for undergraduates. A unit is the equivalent of 3.5 semester hours. The minimum full time load of study is 3.5 units per semester. The maximum full-time load of study without special permission is 5.5 units per semester. Most classes will earn one unit. Some classes will earn 0.5 units or 0.25 units (often labs, independent studies, practica, music lessons and internships). Classes earning 0.25 units will be graded pass/fail. Most students will enroll in 4 or 5 units per semester. The typical student should need to spend 10-14 hours per week working on a one unit course (including both time in and out of class). Half unit courses should require 5-7 hours per week (or at least 70-98 hours per semester) and 0.25 unit courses should require 2.5-3.5 hours per week (or at least 35-49 hours per semester).

### **GRADUATE/LAW STUDENTS**

You will register for courses prior to arrival. The University of Richmond uses the credit hour system to determine the transcript value of a course or other credit-bearing academic experience for graduate students. The minimum number of credit hours to maintain full-time enrollment for immigration purposes is 9 credit hours. For more information, please contact the appropriate administrative office for your program.

# **Registration for Classes**

## **Exchange Students**

Before selecting your courses at Richmond, it is important to email your assigned Richmond academic advisor to discuss your course selection and ask about course content. In some cases, it may be helpful for the Richmond academic advisor to consult with your faculty advisor at your home institution prior to registration to make sure that required courses are available at Richmond. If you are required to write a thesis while at Richmond, please notify the Richmond academic advisor of your topic to make sure that this will be feasible at Richmond.

If a course you wish to take requires a course override or course pre-requisite, please contact the course instructor directly to request this. If you do not hear from your academic advisor or individual course instructors in a timely manner, please contact Diana Trinh, International Student Advisor, at [dtrinh@richmond.edu](mailto:dtrinh@richmond.edu).

In your selection of courses, keep in mind that you may select courses outside of your field of study. The University of Richmond is a liberal arts institution, which means that students are required to take classes in various disciplines in order to graduate. We do not have any restrictions as to the classes you may take as long as you have the required prerequisites for advanced level courses. You need to check with the academic advisor at your home institution as to what courses you need to take while at Richmond. **PLEASE NOTE:** Exchange students who are considered part of the Robins School of Business **are not permitted** to take any School of Continuing Studies courses, even economics or business courses.

Because of the differences in educational systems, **it is advisable that students take no more than 4 units during the first semester.** We suggest that you take 5 units only in your second semester of study at Richmond. Further information regarding the unit and registration system will be explained during International Student Orientation.

When an updated list of courses is available from the Registrar's office, you will be provided with course registration instructions. Once you have made your course selections, you will log into your exchange student online account at <http://studyabroad.richmond.edu> and follow the instructions to register for your

choice of classes. Please keep in mind that the earlier you complete this process, the more likely you are to be registered for your first choices of classes. You must select one alternative class for each first choice class. Also, note that any courses listed at the 500 level are graduate courses. The University of Richmond cannot guarantee seats in all courses, and not all courses are offered every semester, so you need to be flexible with your schedule. If necessary, you will have the opportunity to change your schedule during orientation and the first two weeks of classes.

Approximately two weeks after you submit the *Incoming Course Request Form questionnaire*, you will be able to check your registration by following the login procedures described in the registration email. You will not be permitted to make changes, additions, or deletions from your schedule until orientation week.



## **UR Transcripts sent to Home Institutions**

Since it is mandatory for all exchange students to have an official University of Richmond transcript mailed to their home institution, completion of the Transcript Authorization Form (available from your online Exchange Student Application<sup>\*)</sup>) is required. Students may request either paper or electronic transcripts (e-transcripts). If you request an [e-transcript](#), make sure your home institution will accept it. The Registrar's office sends transcripts the 1st week in January after the fall semester and the 2nd week in May after the spring semester. The first 80 copies of either paper or e-transcripts are free.

## **UR Grading Scale**

### **GPA Point Scale:**

A+ = 4.0	C+ = 2.3	F = 0.0
A = 4.0	C = 2.0	I = 0.0
A- = 3.7	C- = 1.7	M = 0.0
B+ = 3.3	D+ = 1.3	V = 0.0
B = 3.0	D = 1.0	
B- = 2.7	D- = 0.7	

The grade point average (GPA) is calculated by dividing the total number of grade points earned by the total number of classes taken.

**Example:** Student earns three A- and one B+:  
 $(3.7 \times 3) + 3.3 = 14.4 \text{ points} \div 4 \text{ classes} = 3.60 \text{ GPA}$

<sup>\*</sup> <http://studyabroad.richmond.edu>

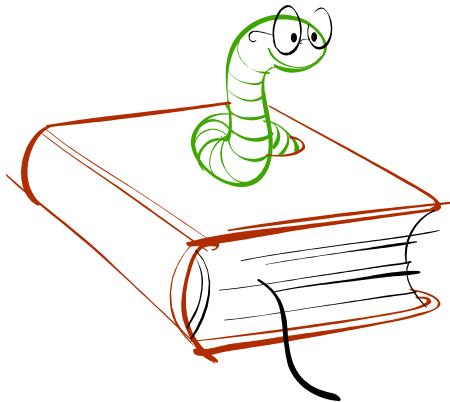
<sup>\*</sup> <http://registrar.richmond.edu/services/policies/transcript.html>

# Academic Advisors & Advising

Degree-seeking students (mostly F-1) will be assigned an advisor by the Academic Advising Resource Center (<http://advising.richmond.edu>). You should receive the name of your advisor prior to your arrival or upon your arrival to the University.

All exchange students (see exchange list on pages 6-7) will be assigned to a faculty advisor in his/her major field of study. Below is a list of advisors. It is a good idea to be in contact with your advisor prior to your arrival. If you send a message to your advisor during summer or winter breaks, please keep in mind that it is unlikely that you will receive an immediate response since many faculty do not work full-time during this period. You will meet with your faculty advisor during orientation.

<u>Department</u>	<u>Name of Faculty</u>	<u>E-mail address</u>
AMERICAN STUDIES	Dr. Nicole Sackley	<a href="mailto:nsackley@richmond.edu">nsackley@richmond.edu</a>
ART	Mr. Jeremy Drummond	<a href="mailto:jdrummo2@richmond.edu">jdrummo2@richmond.edu</a>
BIOLOGY	Dr. Linda Boland	<a href="mailto:lboland@richmond.edu">lboland@richmond.edu</a>
BUSINESS	Dr. Tom Cosse	<a href="mailto:tcosse@richmond.edu">tcosse@richmond.edu</a>
CHEMISTRY	Dr. Michelle Hamm	<a href="mailto:mhamm@richmond.edu">mhamm@richmond.edu</a>
CLASSICAL STUDIES	Dr. Walter Stevenson	<a href="mailto:wstevens@richmond.edu">wstevens@richmond.edu</a>
Computer Science	Dr. Barry Lawson	<a href="mailto:blawson@richmond.edu">blawson@richmond.edu</a>
EDUCATION	Dr. Patricia Stohr-Hunt	<a href="mailto:pstohrh@richmond.edu">pstohrh@richmond.edu</a>
ENGLISH	Dr. Louis Schwartz	<a href="mailto:lschwart@richmond.edu">lschwart@richmond.edu</a>
HISTORY	Dr. Hugh West	<a href="mailto:hwest@richmond.edu">hwest@richmond.edu</a>
INTERNATIONAL STUDIES	Dr. Sheila Carapico	<a href="mailto:scarapic@richmond.edu">scarapic@richmond.edu</a>
JOURNALISM	Mr. Robert Hodierne	<a href="mailto:rhodiern@richmond.edu">rhodiern@richmond.edu</a>
LAW	Mrs. Michelle Rahman	<a href="mailto:mrahman@richmond.edu">mrahman@richmond.edu</a>
MATH	Dr. William Ross	<a href="mailto:wross@richmond.edu">wross@richmond.edu</a>
MODERN LITERATURES & CULTURES	Dr. Yvonne Howell	<a href="mailto:yhowell@richmond.edu">yhowell@richmond.edu</a>
MUSIC	Dr. Jeffrey Riehl	<a href="mailto:jriehl@richmond.edu">jriehl@richmond.edu</a>
PHILOSOPHY	Dr. Geoffrey Goddu	<a href="mailto:ggoddu@richmond.edu">ggoddu@richmond.edu</a>
PHYSICS	Dr. Con Beausang	<a href="mailto:cbeausan@richmond.edu">cbeausan@richmond.edu</a>
POLITICAL SCIENCE	Dr. Dan Palazzolo	<a href="mailto:dpalazzo@richmond.edu">dpalazzo@richmond.edu</a>
PSYCHOLOGY	Dr. Beth Crawford	<a href="mailto:lcrawfor@richmond.edu">lcrawfor@richmond.edu</a>
RELIGIOUS STUDIES	Dr. Douglas Winiarski	<a href="mailto:dwiniars@richmond.edu">dwiniars@richmond.edu</a>
RHETORIC & COMMUNICATIONS STUDIES	Dr. Paul Achter	<a href="mailto:patahter@richmond.edu">patahter@richmond.edu</a>
SOCIOLOGY	Dr. Jennifer Nourse	<a href="mailto:jnourse@richmond.edu">jnourse@richmond.edu</a>



# Academic Guidelines

All exchange students must be making satisfactory academic progress to remain at Richmond for the semester or year. Students are required to attend a mid-semester academic review session with OIE staff. They will be expected to do the same coursework as their Richmond counterparts and will also be subject to the same expectations and guidelines of all students at the University of Richmond, including the Class Attendance and University Holidays policy, Standards of Student Conduct, Penalties, and Disciplinary Procedures, and the Alcohol Policy.

These policies along with an Exchange Student Contract are included on your online application. The Contract must be electronically signed within one week of receipt in order for an exchange student's acceptance to be complete.

Exchange students are considered to be in junior, or third-year, standing. Juniors typically take from one to three courses each semester in their major, two courses being the norm. **You should plan on taking no more than four courses per term in your major.** You should look for courses in subject areas other than your major to complete your schedule each term. Departmental websites list the advanced 300 and 400-level courses that are being offered. Richmond students typically take 4-5 courses each term. You should consult with your advisor at your home institution about the courses you will need to complete your degree.

# Preparation for Study at UR



Richmond prides itself on its small class sizes and accessibility of professors. The average undergraduate class size is 17 students, which allows for discussion-based learning. Class participation may be a part of your grade. Students are expected to attend class regularly and complete all assignments, which the instructor may require you to do individually or as part of a group. Some professors require students to submit work electronically and conduct

discussion groups on an electronic bulletin board called [Blackboard](#)\*, which are counted towards the final grade. It is not unusual for professors to publish the syllabus, or document with an outline and summary of topics to be covered in a course, on the internet. There is no uniform standard of teaching or grading for professors in the U.S., which encourages highly individualized instructional styles and expectations determined by personality and preferences. If you have questions about an assignment, please contact the professor for that course directly.

American textbooks are expensive compared to other countries. Students can purchase textbooks at [UR Spider Shop](#), but you may be able to buy less expensive books at [chegg.com](#), [half.com](#), [bookrenter.com](#), [campusbookrentals.com](#), [thebackpack.com](#) or other online sites.

## **Honor Code – Important!**

To maintain academic integrity, all Richmond students are bound by the Honor Code, a pledge that students have neither given nor received any unauthorized aid on academic assignments. The Honor Code also ensures that students conduct themselves in an honorable manner outside the classroom by reporting any honor violations they witness. Violations of the Code can result in class failure, suspension, or expulsion. Please familiarize yourself with this important aspect of UR as part of your study abroad preparations. Information about the Honor System is on the web at

<http://studentdevelopment.richmond.edu/student-handbook/honor/the-honor-code.html>.

## **ESL Services**

The Center for English as a Second Language provides tutoring, courses, field trips and community activities to all non-native English speakers. For more information, visit the ESL webpage at <http://as.richmond.edu/programs/esl/tutoring.html> or contact Dr. Nuray Grove, Director of ESL Services, at [ngrove@richmond.edu](mailto:ngrove@richmond.edu).

\* <https://blackboard.richmond.edu/webapps/login/>



## Housing Information

## **Undergraduates**

The large majority of international students live on campus. Due to added expenses and lack of transportation to campus, we strongly discourage degree-seeking students from living off-campus unless instructed otherwise by the Housing Office. **If you choose to live off-campus for the 1st semester, you will be given the lowest housing priority if you wish to live on-campus during the 2nd semester.** Exchange students **MUST** live on-campus while attending the University of Richmond.

Information regarding housing assignments and roommates is available on BannerWeb by early August for the fall semester and the end of December for the spring. You will need your university ID number to access your BannerWeb account, which will be emailed to you for course registration.

All rooms are set up for basic cable television and a hookup for a personal computer. The University Forest Apartments will also be set up with a hookup for local telephone service. Students must provide their own telephones. Long distance calls are charged separately. Students assigned to a room in a residence hall may request the local telephone service hookup by visiting the following website, <http://is.richmond.edu/telecom/res/index.html>, but must also provide their own telephone set and understand that long distance calls are charges separately. Public phones are installed in every residence hall with at least one on every floor.

University Forest Apartments are townhouse units located on the Westhampton side of the campus. Students must have senior or junior class status in order to reside in the apartments. The typical age of apartment residents is 20-21 years old. Because the apartments are self-catering and the students residing in them are older and may have their own cars, this housing option allows for the most independent living situation on campus. Each apartment is a self-contained unit which is shared by four undergraduate students. Each unit has a living room, dining area, kitchen, two bedrooms with standard twin size beds, and private baths. The apartments are furnished with essential furniture but are not equipped with kitchen utensils, bed linens or other personal use items. Since students living in the apartments can cook their own meals, they are not required to participate in the meal plan. Apartments are single-sex by unit with male and female units on each block. There are laundry buildings situated throughout the apartment complex.

Residence Halls (meal plan required) - The residence halls provide housing for students in single, double and triple rooms. Residence halls are divided into first-year and upperclass buildings by gender except for a few co-ed buildings. If you

are placed in a first-year residence hall, you will be living with students who are mostly 18 years old. If you live in an upperclass residence hall, you will be living with students who are mostly 19-21 years old. Each student will be provided with a standard twin size bed, dresser, closet (or wardrobe), desk and chair. Some rooms share a suite bathroom and others share a larger hall bathroom. Each residence hall has a laundry room and lounge area. Some residence halls also have study rooms.

For your convenience, The University of Richmond has partnered with American Made Dorm® to offer dorm bedding and linens to our incoming international students. You can select and purchase a complete "Dorm Bundle", including a comforter, sheets, towels, pillows, mattress pad, bed topper, and wall calendar. Your Dorm Bundle will be shipped to the University of Richmond and waiting for you on arrival. American Made Dorm® can address your campus living needs with a variety of high quality, stylish bedding sets and accessories. To purchase, go to <http://www.amdorm.com> and select "DORM". You can buy either a dorm bundle or you can purchase bedding separately.

**Living-Learning Programs** provide opportunities for students to live on campus in residences designated for exploring certain themes. Students must apply to these programs in the spring before the academic year in which they wish to participate in the program.

If you have questions about your housing assignment, please contact:

Office of Undergraduate Student Housing  
Carolyn Bigler, Assistant Director  
Phone: 1 (804) 289-8471

Email: [cbigler@richmond.edu](mailto:cbigler@richmond.edu)  
<https://housing.richmond.edu/>



## **Graduate and Law students**

Housing is available on a **limited** basis for full-time degree-seeking and year-long exchange students in the Law School **ONLY**. Housing in the Law Dorm is **NOT** available to part-time degree-seeking or semester-long exchange law students. Eligible law students should contact Mrs. Michelle Rahman ([mrahman@richmond.edu](mailto:mrahman@richmond.edu)) in the Law Admissions Office for further information on cost and availability. For information about apartment rentals and sublets, visit the Living in Richmond webpage at <http://International.richmond.edu/scholars/living.html>.



# **Arrival Information for New International Students**

## **Fall 2015**

All new international students (except for law and graduate students) should plan to arrive on campus on Sunday, August 16th between 9am – 5pm to check in for [International Orientation](#) in the Housing Office in Whitehurst (*building 51 on campus map*). *Law and graduate students should refer to the acceptance materials from their program for their arrival date and orientation schedule.* If you completed all of your housing forms by the deadline, you should be able to check your room assignment on BannerWeb before arrival.

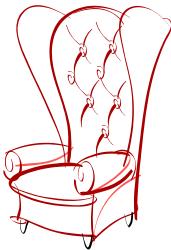
Due to limited availability of international flights with Richmond as the final destination, we realize that you may have difficulty booking an international flight that arrives on or near the arrival date. However, we **REQUIRE** that all new **international students check in on Sunday, August 16th** since it is extremely difficult for us to accommodate early or late arrivals. You will not have access to your on-campus housing before the 16th.

- **If you arrive before Sunday, August 16th**, you will have to spend the night in a local hotel and report to the University on Sunday. For a listing of accommodations near campus, visit [www.richmond.edu/visit/index.html](http://www.richmond.edu/visit/index.html).
- **On Sunday the 16th**, you should go to the Housing Office in Whitehurst between 9am - 5pm for housing check-in. **If you arrive after 5 pm on the 16th**, go to the University Police, which is open 24 hours. You will be able to collect your materials **starting at 6 p.m.**
- If your flight is delayed and you arrive in Richmond on **Monday the 17<sup>th</sup>** or **Tuesday the 18<sup>th</sup>**, go to Whitehurst for your materials if you get to campus by 5 p.m. If you get to campus after 5 p.m., you can collect your materials from campus police starting at 6 p.m.
- If you arrive to campus on **Wednesday, August 19 through Friday the 21<sup>st</sup>**, between 9:00 AM and 5:00 PM, please check in at the Housing Office in Whitehurst. If you arrive between 8 p.m. and midnight, please check in at the Whitehurst Duty Office in Whitehurst. If you arrive between midnight and 9 a.m., please check in at the campus police station.

You will not be able to get your housing key between 5 and 8 p.m. If you need immediate access to your room during that time, please go to the campus police.

- **TIP:** If you are arriving by **taxi**, have the driver wait for you as you check in as your room may be some distance from the check-in location and it may be difficult to transport your belongings on your own.





# Residence Life

Part of integrating into American culture is experiencing the University's social life through living in the residence halls. To accommodate a variety of lifestyles and ensure the safety of everyone living in the residence halls, there are policies on guests, noise/quiet hours, cooking, smoking, alcohol, safety and other living aspects that all students are expected to follow which may differ from the living situation in your home country. These regulations are set by the University and exist in addition to U.S. federal and state laws.

Because of the communal nature of the residence halls, you will most likely share a room and experience students using the halls to socialize instead of just sleep. Since it is customary for Americans to use different spaces for different purposes, it would be advantageous to find and use other rooms on campus to meet your needs for studying and socializing in addition to the residence hall.

Students living in University housing are assigned a Resident Advisor (RA), a fellow student of at least sophomore standing who lives in the residence halls. In addition to helping students with problems with their living situations, RAs are responsible for enforcing University regulations regarding alcohol, tobacco and drug use, social gatherings, noise and other disturbances. Although they are students, they are employed by the Deans' offices and have authority over other students. Residents who do not cooperate with them could face criminal or disciplinary charges and be required to meet with the residential Dean.

Common violations of residential life policies include the following:

- Failure to register gatherings of more than 8 people in the residence halls or 15 people in the University Forest Apartments as a private event

- Hanging clothes and other personal belongings on fire sprinklers in the room
- Noise from socializing and playing loud music in your room
- Failure to use the [Fire Shield brand](#) for all surge protectors and extension cords

If you are having problems with your living situation, including conflict with a roommate, you should first try to resolve the issue by talking directly to your roommate. Sometimes students are not aware that certain kinds of behavior or personal habits may cause problems for other students. You should be willing to compromise and work out a mutually beneficial arrangement. If the problem still persists, you should talk to your RA and explain the problem to him or her. If the RA is unable to resolve the roommate conflict, they will refer problems to the Area Coordinator, who manages the entire dormitory and oversees the RAs.

You can also consult with the International Student Advisor if you need to talk to someone who understands cultural differences and is especially sensitive to the needs of international students. The International Student Advisor can contact the Office of Undergraduate Housing on the student's behalf if they feel they need additional help in dealing with their housing situation.

Examples of past problems with roommates include excessive noise and alcohol consumption. Each residence hall has its own policy on quiet hours, which is stated in their housing materials. RAs are supposed to handle drinking problems with students. If other students are not observing these rules, you can call the campus police to enforce them if talking to the student directly is not effective and the RA is unable or unwilling to intervene.

### Cultural Advisors

Cultural Advisors (CAs) are student leaders on campus who live in the residence halls and work with residents and residence life staff to make the halls safe, welcoming, and supportive communities for all students. Cultural advisors promote learning and understanding across differences, share information about campus resources on diversity and inclusion, and facilitate connections between and among residents.

Every weekend during the school year the Cultural Advisors sponsor a variety of fun, late night events for students. Activities range from coffee houses featuring student performers, game nights, arts and crafts, video game contests, baking nights to scavenger hunts, dodgeball tournaments and bingo nights. Events are always free, open to all students, include some fun food offering, and sometimes prizes. For more information, visit the [CA Alternatives](#) website.



## **Hotels Near the University**

<http://www.richmond.edu/visit/index.html>

click on "Accommodations"

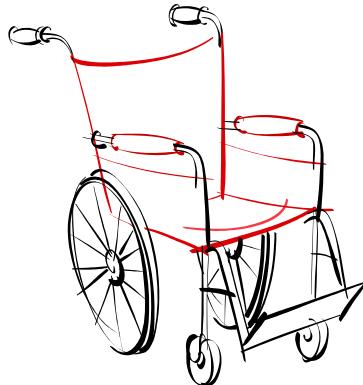
Days Inn - West Broad Street <a href="http://www.daysinn.com/DaysInn/control/home">http://www.daysinn.com/DaysInn/control/home</a> 2100 Dickens Road (888) 440-2021	Residence Inn Richmond West <a href="http://www.marriott.com/residence-inn/travel.mi">http://www.marriott.com/residence-inn/travel.mi</a> 2121 Dickens Road (888) 236-2427
Courtyard by Marriott West <a href="http://www.marriott.com/courtyard/travel.mi#/home">http://www.marriott.com/courtyard/travel.mi#/home</a> 6400 West Broad Street (800) 321-2211	Embassy Suites Hotel <a href="http://embassysuites.hilton.com">http://embassysuites.hilton.com</a> 2925 Emerywood Parkway (800) EMBASSY
Ramada Plaza Richmond West <a href="http://www.ramada.com/">http://www.ramada.com/</a> 6624 West Broad St. (800) 272-6232	The Westin Hotel <a href="http://www.westinrichmond.com/">http://www.westinrichmond.com/</a> 6631 West Broad St. (888) 627-7786

## **OFF-CAMPUS TRANSPORTATION**

The University of Richmond has an extensive transportation system to increase access between the campus and the city of Richmond while supporting the University's commitment to sustainability.

The Transportation Center is the primary hub for the University of Richmond's transportation program. Located on the north end of Tyler Haynes Commons under the overhang, the Transportation Center is your destination for pick-up and drop-off service for the University's shuttle buses. Designated parking for Zipcars (car-sharing) is also available along Westhampton Lake near the center.

Visit the Transportation Center for the latest shuttle information and to check out planned improvements throughout the semester. Learn about the University's new transportation options including the Spider Mall Crawl, UR Downtown, Campus Loop, Daily Connector, GRTC Bus Service, The Hop, Pony Express, and Zipcars at <http://transportation.richmond.edu>.



## **Health Insurance Regulations & Coverage Information**

While in the U.S., F-1, J-1 and J-2 visa holders may be subject to the requirements of the [Affordable Care Act](#), a law for comprehensive health insurance reform that President Obama signed on March 23, 2010. The OIE international student & scholar group health insurance complies with the Affordable Care Act.

At the University of Richmond, all international students on nonimmigrant visas and all exchange students (regardless of their immigration status) are charged for health insurance in two six-month increments starting July 1 and January 1. This bill will appear on the semester bill from the University. You must pay for the health insurance by the first day of classes each semester. The estimated cost of this plan is \$662.50 per semester for the 2015-2016 academic year.

Americans living abroad, dual citizens, and permanent residents will not automatically be enrolled in the international student health insurance plan, unless you are an exchange student. If you require health insurance coverage, go to the Student Health Center's website\* for information about the domestic student health insurance plan or contact Krittika Onsanit at [konsanit@richmond.edu](mailto:konsanit@richmond.edu) to inquire about enrolling in the international student health insurance plan.

### ***What if I have a medical emergency prior to my arrival to the University?***

If you arrive after July 1 or January 1, you are automatically covered by this insurance when you arrive in the United States. If you have a medical emergency in the U.S., you should call 911. This is a toll-free number.

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\* <http://wellness.richmond.edu/offices/healthcenter/insurance.html>

### ***Where shall I go for medical help?***

You can go to any doctor or hospital in the United States. You will have to make a copayment of \$20 or \$50.

### ***What time period am I covered?***

If you are arriving in the fall semester, the insurance begins on July 1. If you are arriving for the spring semester, the insurance begins on January 1. If you are a fully matriculated (returning) student, you must be enrolled for the entire calendar year.

### ***What does the insurance cover?***

The insurance covers medical expenses due to an illness or accident. This insurance does not provide dental or vision benefits unless there is an accident or injury to the eye or tooth. There are other exclusions as outlined in the policy. The policy covers students anywhere in the world, except in your home country if it has a socialized medicine program. Pre-existing conditions are not excluded from coverage as mandated by the Affordable Care Act. Policies change from year to year so please visit the international student health insurance website at

<http://international.richmond.edu/students/prepare/health/index.html> for the most up-to-date information on coverage.

### ***What if I wish to bring my spouse or children with me?***

Dependents of F-1 and J-1 visa holders are also required to carry health insurance. Documents for dependents will not be issued until proof of health insurance is demonstrated. Coverage is available with the University's health insurance plan.

### **The insurance must have these minimum benefits:**

- ✓ medical benefits of at least \$100,000 per accident or illness
- ✓ repatriation of remains benefit of at least \$25,000
- ✓ medical evacuation expenses to home country benefit of at least \$50,000
- ✓ deductible not to exceed \$500 per accident or illness
- ✓ Underwritten by an insurance corporation having an A.M. Best rating of "A-" or above; a McGraw Hill Financial/Standard & Poor's Claims Paying Ability rating of "A-" or above; a Weiss Research, Inc. rating of "B+" or above; a Fitch Ratings, Inc. rating of "A-" or above; a Moody's Investor Services rating of "A3" or above; or such other rating as the Department of State may from time to time specify; or backed by the full faith and credit of the government of the exchange visitor's home country; or part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services



## Immunizations

In accordance with Virginia State law, you must provide information about your health history and immunization status. Complete the Health History Record, which is available from the Student Health Center's website<sup>\*</sup>. This form **must** be returned to the Student Health Center by the specified date. Students not in compliance with TB screening and immunization requirements will have a hold placed on their registration. Continued non-compliance may result in being removed from campus housing and barred from classes, and deportation.

The Health History record includes the following requirements for matriculation:

- MMR vaccination (combined Measles, Mumps, Rubella)-2 doses required
- Tetanus/Diphtheria/Acellular Pertussis vaccination-must be given within the past 10 years
- Polio vaccination series
- Hepatitis B vaccination (3 doses or signed waiver) – mandatory for all students
- Meningococcal meningitis vaccine (given on or after age 16) or signed waiver – mandatory for undergraduates
- Varicella-2 vaccinations, positive blood titer for varicella, or doctor's note verifying history of varicella disease
- Tuberculosis (TB) Risk Assessment. The TB Risk Assessment determines if the student is at increased risk for TB as a result of a medical condition or residence in a country with a higher prevalence of TB. If the TB Risk Assessment indicates that a TB blood test (IGRA test) is required, this test may be done at the Student Health Center during International Orientation because it may be difficult to find a doctor or clinic to do this kind of test. Refer to the information following submission of the TB Risk Assessment form on-line.
- **Chest x-rays and TB skin tests are not an accepted form of screening.**

The IGRA TB test is \$60.00. If a student has a positive IGRA TB test at the Student Health Center, a follow up chest x-ray will be done at the Richmond City Health Department for \$40.00.

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<sup>\*</sup> <http://healthcenter.richmond.edu/>

It is advisable you bring an immunization record documenting vaccinations translated into English. Without this information, required immunizations will be administered by the Student Health Center at your expense. Routine immunizations are not covered by U.S. health insurance plans. These vaccines may be very expensive, therefore, it is strongly recommended you complete the immunizations before coming to the United States.

Past experience has shown that some physicians outside of the United States do not understand or are unwilling to administer the above vaccinations. If this is the case, find another clinic or physician that will provide the required immunizations. These vaccines are required by U.S. law and cannot be waived for any student.

## **Disability Services**

The University of Richmond strives to ensure that the campus is safe and accessible for everyone. The following links outline the policies and resources available for members of the community with disabilities. To learn more about the University's policies and resources available for members of the community with disabilities, please visit <http://studentdevelopment.richmond.edu/disability-services/>.

There is also a Disability Services Frequently Asked Questions (FAQ) webpage at: <http://disability.richmond.edu/>. The Accessibility Campus Map is at: <http://www.richmond.edu/visit/maps/>.

The University takes a very personal approach to disability services. We have a team of staff including members of our Housing, Health Center, Counseling Services, Facilities Department, Registrar, and the appropriate Dean's Office. We try to adequately prepare for each individual in need of an accommodation.

## **Counseling & Psychological Services (CAPS)**

Part of your study abroad experience will be living away from your home, family and friends, which may result in homesickness and culture shock. The University has several campus resources to assist students in their personal transition to a new culture. In addition to the Office of International Education, the University's residence life staff, [Richmond and Westhampton College Dean's offices](#), [Chaplaincy](#), [Multicultural Affairs](#), [Office of Common Ground](#), [Student Health Center](#), and [CAPS](#) are available to work with international students on adjustment issues. CAPS is free and confidential, and has counselors who are trained in cross-cultural advising.

# **Safety on Campus**

In the case of a campus emergency or severe weather conditions (such as snowstorms, hurricanes and tornados) affecting the Greater Richmond region, the **University's Emergency Response Team (ERT)** will post important news announcements on this site. Please bookmark and visit the following website for the latest information: <http://alert.richmond.edu>.

## **UR Alert System**

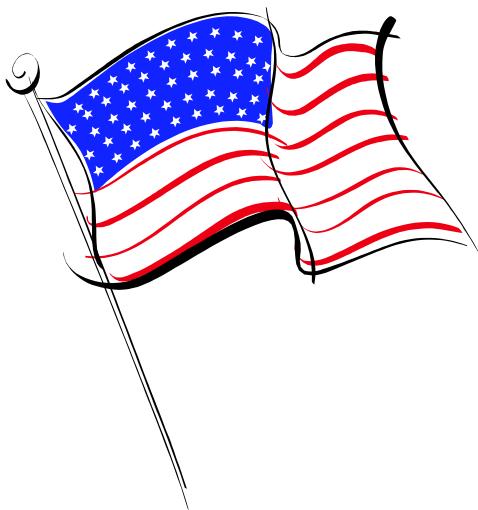
In the event of a campus-wide emergency, the University of Richmond has a comprehensive communication system in place – UR Alert – to send emergency messages via voice, text, and e-mail to faculty, staff, and students. This system will only be used for emergency communications. All new international students should sign up for the UR Alert system: <http://preparedness.richmond.edu/notification/uralert.html>.

This system and UR's emergency procedures will be reviewed during a mandatory orientation information session on safety in the United States.

## **University of Richmond Police Department**

The University of Richmond Police Department provides 24-hour response to calls for service, provides routine and directed patrol activities, performs vehicular crash investigation, and performs the preliminary investigation of certain criminal offenses. Uniformed security officers also assist with building security and other calls for service as needed. For more information about the University of Richmond Police Department services, visit their website at: <http://police.richmond.edu/>.

If you are in need of police assistance on campus, pick up one of the 27 yellow ERTS phones on campus. They are located at many locations across campus and can easily be identified by the blue light affixed on top of them. This will connect you direct to the University of Richmond Police Department Communications Center.



# **Visa Information**

## **J-1 Visa Holders**

This visa is normally used for visiting students, professors, short-term scholars and researchers. If your program is funded by the U.S. government or your home country's government or if you have a particular skill that is on the Exchange Visitor Skills list at <http://travel.state.gov/content/visas/english/study-exchange/exchange/exchange-visitor-skills-list.html>, you may also be subject to a two-year home residency requirement.

Item #3 on your DS-2019 lists the beginning and ending dates of your program. Upon completion of your program, you are expected to return to your home country. You have a 30-day grace period after the ending date on the DS-2019 in which to depart the country. During this 30-day grace period you will be in tourist status and are not permitted to engage in studying, working or any other privileges afforded to a J-1 visa holder. You must depart the United States within that 30-day period or change your status or you will be in the U.S illegally.

On item #4 of the DS-2019, you will note the program objective. You are only permitted to engage in activities related to this purpose. You may not change this objective during your program. If you anticipate difficulties in pursuing this objective, it is your responsibility to contact the International Student Advisor immediately.

As long as you are in the United States on the J-1 visitor program, you must abide by the health insurance regulations as stated on pages 36-37 of this booklet.

You can contact Exchange Visitor Program Services at:

<http://j1visa.state.gov/>  
[jvisas@state.gov](mailto:jvisas@state.gov)

Mailing Address:

U.S. Department of State  
Office of Designation, Academic and Government Programs Division  
ECA/EC/D/AG, SA-44, Suite 664  
301 4th Street, SW, Washington, DC 20547  
PHONE 202.203.7131 FAX 202.203.7779

## **F-1 Visa Holders**

This visa is normally used for degree-seeking students for both undergraduate, graduate, summer, and certificate programs. If you are an undergraduate, you will receive an I-20 from the Undergraduate Office of Admission. If you are a graduate, continuing studies, summer school or law student, you will receive the I-20 from the International Student Advisor in the Office of International Education.

## **Applying for an F-1 or J-1 Student Visa**

The I-20/DS-2019 form is necessary to apply for the F-1/J-1 student & scholar visas respectively. Please take the following steps to ensure that you apply for and receive your visa in a timely manner:

- **Sign** at the bottom of the I-20 or DS-2019 form immediately upon receipt.
- Using the SEVIS ID number on your I-20 or DS-2019, you will have to pay a **SEVIS fee (\$200 for F-1 visa, \$180 for J-1 visa)** if you are enrolling in a US institution or participating in a Department of State Exchange Visitor Program for the first time. For fee and online payment information, visit the web at <https://www.fmjfee.com/i901fee/index.jsp>

**NOTE:** If you are an international student currently residing outside the U.S. and receiving a UR scholarship, the Office of Admission will pre-pay this fee for you **ONLY** if the amount of scholarship and/or need-based aid covers all billable expenses. Once we receive your deposit, the Office of Admission will pay the SEVIS fee and send you a receipt, which you will need to make an appointment for a visa interview at the US consulate or embassy that has jurisdiction over your residence.

- Once you have a receipt of the SEVIS fee payment, you will need to make an appointment for a visa interview at the US consulate or embassy that has jurisdiction over your residence. You can check the visa wait times on the Web at: [http://travel.state.gov/visa/temp/wait/wait\\_4638.html](http://travel.state.gov/visa/temp/wait/wait_4638.html).
- Take the I-20 or DS-2019, receipt of the SEVIS fee payment, and your passport to the US consulate or embassy. You will also be required to show that you do not intend to abandon your home country and have proof of financial support, i.e., a certified bank statement, acceptance

letter from the University, and proof of family ties in your home country. There will be a visa application fee. Additionally, the consular officer may want to know why you want to study in the US rather than in your home country.

If your visa application is approved, a visa stamp will be placed in your passport. The consular officer will then return your I-20 or DS-2019 and passport. Upon entry to the United States, you will need to present to the immigration officer your passport, I-20/DS-2019 and proof of financial support. The officer will return the I-20/DS-2019 and stamp your passport with the date, class, and duration of admission. The I-20/DS-2019 should be kept in your passport at all times.

**PLEASE READ** the U.S. Customs & Border Protection (CBP) webpage (<http://www.cbp.gov/travel/international-visitors>) about what to expect when you arrive at a U.S. port of entry. For more information about the visa application process, visit the Department of State's website at <http://i1visa.state.gov/participants/>. If you have any questions regarding your visa status, you should consult the International Student & Scholar Advisor.



## Travel Documents

When you board the plane, be sure to carry with you at all times your passport and other official documents: letter of acceptance from UR, certification of finances statement, DS-2019 or I-20, cash or traveler's checks, immunization records, airplane tickets and itinerary. **Do not** pack these items with your luggage. Keep them separate and with you at all times.

Be sure to keep copies of all of these documents and information in your luggage and give a copy to your family. You may also want to keep your address book and essential personal items with you, in case your luggage is lost for a few days.

You will be required to present your passport, I-20 or DS-2019 and CBP passport admission stamp during orientation registration. If any family members will accompany you to international orientation, please indicate this on the [international orientation arrival form](#).

# Travel Tips

## Safety

- NEVER leave your luggage unattended in the airport, and do not allow strangers to carry your bags.
- Always observe signs and regulations in public places.
- Always carry some local cash, in case of an emergency. Keep the equivalent of \$100 cash or traveler's checks on your person while traveling. Be discreet about taking out your money and use credit or debit cards when possible.
- Travel by bus, train, local transportation, or car. **DO NOT HITCHHIKE.** Do not accept rides from strangers.
- Be careful of who you give personal information to (i.e., your address, name)
- Be aware of your surroundings. If you are lost, ask a police, security officer, airline personnel or workers in the airport for assistance.
- Take only official taxis from the airport to your final destination.
- If you are threatened, call 911 from any telephone.

## U.S. Customs

Check with the local U.S. consular's office after applying for your visa.



## Drugs & Alcohol

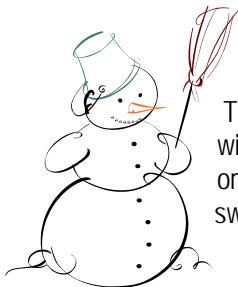
Attempts to bring illegal drugs (i.e., marijuana, cocaine, heroin, opium, etc.) into the U.S. are dealt with seriously and the penalties are harsh. Remember, customs officials have the right to search you for illegal drugs.

If you have a drug that has been prescribed by your doctor, be sure to carry it with you, in a clearly marked container, with the name of the medication printed on the label. You may even want to bring extra medicines or prescriptions with you. It is advisable to bring an extra pair of eyeglasses or contact lenses. They are very expensive in the United States and most insurance coverage does not cover eyewear.

In the United States, the legal drinking age is 21 years. When purchasing alcohol, you will be required to prove your age with a U.S. government-issued identity card. The purchase and consumption of alcohol by minors under the age of 21 years is illegal. Driving under the influence of alcohol is dealt with severely and is a criminal offense. The amount of alcohol to determine the illegal blood level of alcohol varies by state.

## Clothing & Climate

Richmond's average yearly temperature is 57.7 degrees Fahrenheit or 14.2 degrees Celsius.

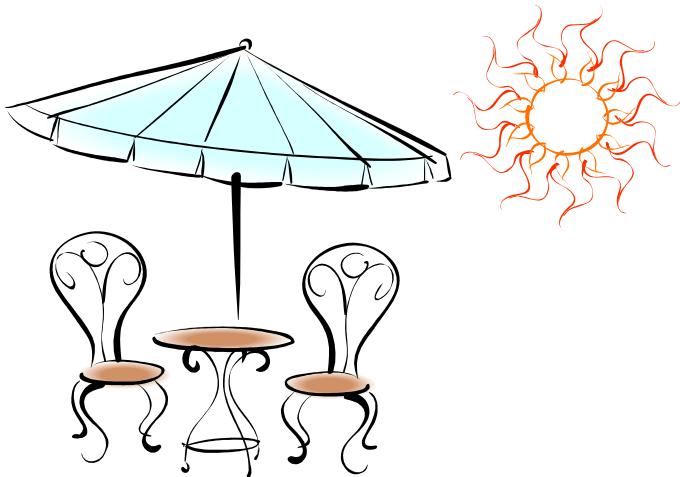


The **coldest** winter months are December through February with an average winter temperature of 38.2 degrees Fahrenheit or 3.4 degrees Celsius. You will need a winter coat and sweaters during these months.

The **warmest** months are June through August. The average temperature during this time is 76.2 degrees Fahrenheit or 24.6 degrees Celsius.

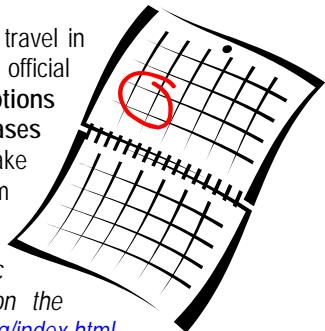


During international orientation in August, temperatures can be at least 90 degrees Fahrenheit or 32.2 degrees Celsius with 89% humidity, so be prepared for hot weather by bringing comfortable clothing such as short-sleeve cotton T-shirts, shorts, and open-toe shoes.



# Academic Calendar

**PLEASE NOTE:** All students are expected to plan their travel in accordance with the University's academic calendar and official break schedule so as not to miss classes or exams. **Exceptions will not be made for international students except in cases of personal hardship or emergencies.** If you need to make advance travel plans but are unsure of your exam schedule, please check with your instructors.



*Law and graduate students should refer to the academic calendars for their programs, which can be found on the Registrar's website at <http://registrar.richmond.edu/planning/index.html>*

## Fall Term 2015

International Student arrival - Sunday, August 16

International Student Orientation (REQUIRED of all new international students on visas):

August 16 to August 19 for degree-seeking students; August 16 – August 21 for exchange students, visiting students and teaching assistants.

General orientation for new students (REQUIRED OF ALL FIRST-YEAR STUDENTS)- August 19-22

Classes Begin - Monday, August 24

Fall Break - October 9 (begins after last class). Classes resume October 14

Thanksgiving Break - November 24 (begins after last class). Classes resume November 30

Last Day of classes - December 4

Exams End - December 15

Residence Halls Close - December 16 at noon

## Spring Term 2016

International Student arrival – Thursday, January 7

International Student Orientation (REQUIRED of all new international students on visas) – January 7-10

Classes Begin - Monday, January 11

Spring Break – March 4 (begins after last class). Classes resume March 14

Last Day of classes - April 22

Exams End – April 30

Residence Halls Close – May 1 at noon

## Housing During Breaks

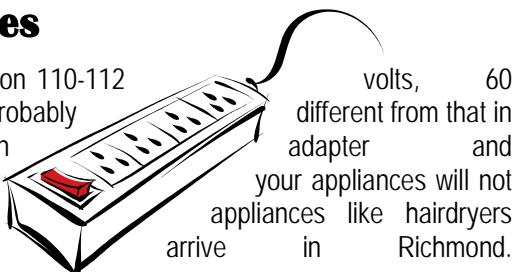
Housing is available at no extra charge during school breaks, except during the summer months. Students must submit the "Remain On Campus" online form (<https://housing.richmond.edu/arrivalbreaks/remain.html>) at least one week in advance if they would like to stay on campus during the break.

# Room Furnishings

Each student is provided a standard twin size bed and mattress, desk, chair, bureau, and closet. In addition, each room has at least one mirror and one towel rack per student. Room furnishings must comply with the [Housing Fire Safety Policy](#). Computer outlets are available in each residence hall. Computers and printers are available in various academic locations.

## Electrical Appliances

Appliances in the U.S. operate on 110-112 cycles and the plug size is probably your country. Even with an electrical current converter, operate well. Plan to buy and electric razors when you



The following website has some good information on voltage converters, plug adapters and dual voltage appliances: <http://www.rei.com/learn/expert-advice/world-electricity-guide.html>

## Welcome Closet

Blankets, sheets and towels can be purchased at a local store at a reasonable cost. In the United States, it is common practice for people to give away clothing and items which they no longer need. We call these "second-hand" or "hand-me-down" clothing or items. We have a "Welcome Closet" with donated items at

the Office of International Education where such items like linens, blankets, towels, kitchenware, etc. can be found. Items are disbursed on a first-come, first-serve basis and there may not be enough items for all students.



**REMEMBER** - You can buy many items that you will need after your arrival. We will take a shopping trip during the International Student Orientation.

<sup>\*</sup><http://safety.richmond.edu/common/PDF/Housing%20Fire%20Safety%20Policy%202012.pdf>

# Important UR Websites

University of Richmond-On Campus – <http://oncampus.richmond.edu>

Office of International Education – <http://international.richmond.edu>

Admissions Office – <http://admissions.richmond.edu/>

Bookstore – <http://www.urspidershop.com>

Business School – <http://business.richmond.edu>

Dining Services -- <http://dining.richmond.edu>

Emergency Information – <http://alert.richmond.edu>

Health Center – <http://healthcenter.richmond.edu/>

Housing Office – <https://housing.richmond.edu/>

Information Services & Telecommunications – <http://is.richmond.edu>

International Club (I-Club) – <http://studentorg.richmond.edu/internationalclub/>

Law School – <http://law.richmond.edu>

Libraries – <http://library.richmond.edu>

Modlin Center for the Arts – <http://modlin.richmond.edu>

One-Card Services – <http://onecard.richmond.edu/>

Parking Services -- <http://police.richmond.edu/parking/>

Police – <http://police.richmond.edu/>

Registrar – <http://registrar.richmond.edu>

School of Arts & Sciences – <http://as.richmond.edu>

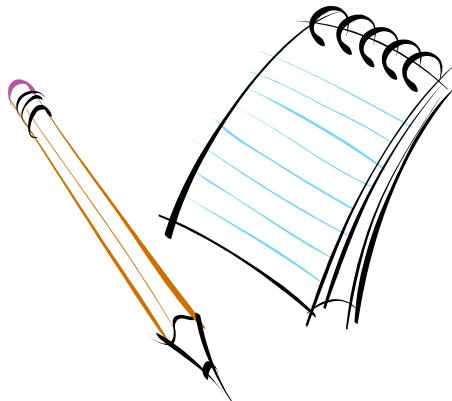
Campus and Off Campus Shuttles– <http://transportation.richmond.edu/bus-shuttle/index.html>

Student Accounts (billing) – <http://controller.richmond.edu/tuition>

Student Development – <http://studentdevelopment.richmond.edu/>

Student Employment – <http://studentjobs.richmond.edu/>

Transportation Services – <http://transportation.richmond.edu/>



# Checklists

- List of Important Information – page 51
- Pre-Departure Checklist – page 52
- What to Bring Checklist – page 53
- Travel & Immigration Checklist – page 54
- What to Do After You Arrive in Richmond Checklist – page 55
- What to Do Before You Leave Richmond Checklist – page 56

# List of Important Information

Name of Emergency Contact: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

University of Richmond Contacts: \_\_\_\_\_

Passport Number: \_\_\_\_\_

SEVIS Number from I-20/DS-2019 Form: N000 \_\_\_\_\_

Airline & Phone Number: \_\_\_\_\_

Flight Numbers/Times: \_\_\_\_\_

Airline ticket & confirmation numbers: \_\_\_\_\_

Travel Insurance Company & Phone Number: \_\_\_\_\_

Travel Insurance Policy Number: \_\_\_\_\_

Bank Name & Phone Number: \_\_\_\_\_

Credit Card Name & Phone Number: \_\_\_\_\_

List of Traveler's Checks & Numbers: \_\_\_\_\_

Doctor (Home Country) Contact Info: \_\_\_\_\_

# Pre-Departure Checklist

- Have you arranged your travel to Richmond?
- Have you purchased travel insurance for liability, trip cancellation, theft and lost luggage?
- Have you paid your SEVIS fee online **and** printed your receipt? (see page 42 for more information)
- Have you completed and submitted your Arrival Form to the OIE (due August 1)?
- Have you completed the **"List of Important Information"** on page 51 of this Handbook?
- Have you had your medical prescriptions written in English in generic terms?
- Have you obtained extra glasses or contacts, solution, etc., and prescription medications (with documentation, if necessary)?
- Have you made arrangements so that your mail is forwarded to an appropriate address while you're in the United States?
- Have you ordered traveler's checks in U.S. dollars and/or converted money into U.S. dollars?
- Have you made TWO photocopies of EACH of the following?

<input type="checkbox"/> Passport	<input type="checkbox"/> Airline tickets
<input type="checkbox"/> Visa	<input type="checkbox"/> Credit cards and bank cards
<input type="checkbox"/> I-20 (F-1) or DS-2019 Form (J-1)	<input type="checkbox"/> All prescriptions (glasses/contacts/medicine)
<input type="checkbox"/> Letter of Acceptance	<input type="checkbox"/> Travel insurance documentation
<input type="checkbox"/> SEVIS fee receipt	<input type="checkbox"/> Vaccination records

- Have you given one set of photocopies of the above items to your parent/guardian? (The other set of photocopies goes in your carry-on bag.)
- Have you packed everything listed in the **"Travel & Immigration Checklist"** (page 54) in your carry-on bag?
- Have you made a list of what you have packed in each item of your main luggage, in case you need to make an insurance claim?

# What to Bring Checklist

**Remember:** You can borrow or buy many items that you will need after your arrival. We will take shopping trips during the International Student Orientation.

## Clothing

- athletic shoes
- bathrobe
- dress shirts/blouses
- dress shoes
- light jacket
- jeans or pants
- pajamas
- shorts
- shower shoes
- sweaters (jumpers)
- suit/skirt/dress
- swimsuit
- T-shirts
- traditional dress/outfit
- undergarments & socks
- winter coat
- winter hat and gloves

**NOTE:** Casual dress is appropriate for the classroom.

## Electronics (see page 48 for more information)

- dual voltage appliances
- plug adapters
- converters/transformers

## Immigration Documents

- Please see the "Travel & Immigration Checklist" on page 54

## Miscellaneous

- back pack
- bilingual dictionary
- calculator for math courses
- camera
- money (cash, travellers checks, bank cards, credit cards)
- music from your home country
- i-Pod/MP3 player
- photographs from home
- sunglasses
- wallet/purse
- laptop/personal computer
- earphones
- watch

## Toiletries/Medicines

- eyeglasses/contact lenses
- favorite brush, perfume, etc
- medicine & prescriptions

# Travel & Immigration Checklist

You should bring these items WITH YOU in your carry-on bag on the plane when you travel to the U.S., as well as on any connecting flights within the U.S.

**DO NOT check these items with your luggage!**

- UR International Student Handbook
- Airplane/Bus/Train tickets
- Passport
- I-20 Form (F-1) / DS-2019 Form (J-1)
- Paper receipt for the SEVIS fee payment
- Evidence of financial resources
- Evidence of student or exchange visitor status, such as tuition receipts and/or formal letter of acceptance
- Airline ticket and confirmation numbers
- All prescriptions (glasses, contacts, medicine)
- Set of photocopies listed in the "Pre-Departure Checklist" on page 52
- Money/traveler's checks/bank and credit cards

**Tips for having a more comfortable flight and customs processing:**

- Get a good night's rest before the flight
- Pack your own bags
- Eat a meal that is light in fat and calories before the flight
- Wear light clothes
- Do not carry packages for strangers
- Drink lots of water prior to and during the flight
- Avoid drinking alcohol and caffeine during the flight

# What to Do After You Arrive in Richmond Checklist

- Call and/or email your family to let them know that you arrived in Richmond safely.
- Set up a local bank account. Representatives from BB&T will be on campus during orientation week to assist new students with establishing a checking account, making wire transfers, and obtaining a bank debit/credit card.
- Pay your tuition, room, meals, health insurance, etc no later than 5pm on the first day of classes. (*Student Accounts, Sarah Brunet Hall, building 18*)
- Buy textbooks for your classes. (*Bookstore, Tyler Haynes Commons, building 4*)
- Obtain your permanent student ID card. (*Tyler Haynes Commons 330, building 4*)
- Fix any problems with your room and/or your room key. (*University Housing, Whitehurst, building 51*)
- Set up your campus telephone number, get your PIN (to allow you to make long-distance phone calls) and purchase a cell phone plan. (*Telecom Services, Jepson G19, building 17*)
- Fix any problems with your UR email account. (*Information Services, Jepson G13, building 17*)
- Pick up your post office box key. (*Campus Post Office, building 7*)
- Borrow some needed items (blankets, hangers, desk lamps, sheets, etc) from the Welcome Closet until you can purchase your own. Please ask an OA or an OIE staff member for access to the closet. (*Carole Weinstein International Center, building 52*)
- Bring your passport and I-20 or DS-2019 Form to the OIE if you did not provide these during International Orientation Registration. (*Carole Weinstein International Center, building 52*)
- Exchange students only:** Visit the Office of International Education to sign your Tuition Waiver Form if not submitted as a post-decision material during the online application process. (*Carole Weinstein International Center, building 52*)

# What to Do Before You Leave Richmond Checklist

## If you are leaving the U.S. permanently:

- Pay ALL of your bills, including but not limited to your University Student Account, cell phone bills, credit card bills, etc.
- Return all library books and materials.
- Return all items borrowed from the Welcome Closet.
- Notify friends and billers (credit card company, bank, cell phone company magazine subscriptions, etc) of your new address.
- Close bank accounts.
- Discontinue cell phone service.
- Ask the Campus Post Office to forward your mail to the OIE before you return to your home country at the end of your last semester at UR.
- Return your post office box key to the Campus Post Office.
- Pack all items from your room and clean room before moving out.
- Return your room key to University Housing.

## If you are leaving for school breaks and returning to UR

- IMPORTANT:** If you are leaving the U.S., bring your I-20 or DS-2019 Form to the OIE to be signed by the International Student & Scholar Advisor if the last signature is more than 6 months old **OR** if you have never had a re-entry signature before.
- If you are staying on campus during any breaks (Thanksgiving break, etc), submit the "Remain On Campus" online form at least one week in advance: <https://housing.richmond.edu/arrivalbreaks/remain.html>
- If you are returning to your home country for summer break, ask the Campus Post Office to forward your mail to the OIE.

# **Campus Map Links**

Campus Map:

<http://www.richmond.edu/visit/maps/>

Printable Campus Map:

<http://www.richmond.edu/visit/maps/print/campus.pdf>

Printable Accessibility Map:

<http://www.richmond.edu/visit/maps/print/accessibility.pdf>

Printable Campus Parking Map:

<http://www.richmond.edu/visit/maps/print/parking.pdf>

Virtual Tour:

<http://virtualtour.richmond.edu/link/mapnewest4.html>

Visit Campus:

<http://www.richmond.edu/visit/index.html>

## Notes