



University

International Student Handbook

Office of International Students and Scholars

42 West Warren, Suite 416 ♦ Detroit, MI 48202 ♦ (313) 577-3422

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Welcome to Wayne State

Welcome to Wayne State University and congratulations on your decision to join us!

You are joining one of the premier urban research universities in the nation. The student experience here is enhanced by the University's location in the heart of Midtown Detroit, which is known for its world class art and science museums and cultural diversity. There are over 70 countries represented on the WSU campus.

I hope that you will have a very enjoyable and successful time here.

The Office of International Students and Scholars (OISS), is here to help make your experience at WSU a pleasant and productive one. We hope that this international student handbook provides you with valuable information about the university and the surrounding community.

If at any stage you cannot find the answer to a query or wish to discuss an issue that concerns you, please do not hesitate to contact us at oissmail@wayne.edu or 313-577-3422 and/or visit our website at www.oiss.wayne.edu.

Once again, congratulations on your admission to WSU. The entire OISS staff and I extend to you a warm welcome.

Sincerely,



Dr. Kelli E. Dixon
Acting Director
Office of International Students and Scholars

About Wayne State University

Wayne State University is Michigan's only urban research university, fulfilling a unique niche in providing access to a world-class education at a great value. Wayne State's schools and colleges offer more than 350 major subject areas to over 32,000 graduate and undergraduate students.

WSU is located in the heart of Detroit's University Cultural Center, the home of renowned museums, galleries and theatres, most within walking distance of WSU campus. The WSU campus encompasses 203 acres of beautifully landscaped walkways and gathering spots, linking 100 education and research buildings. Our extension centers in the metropolitan area provide convenient access to a wide selection of courses.

About Michigan and the City of Detroit

Michigan is a diverse state with modern industrial facilities and superb natural resources. The state has thousands of inland lakes, many brilliant clean rivers and of course the Great Lakes, which are the largest bodies of fresh water in the world all bordering much of Michigan. Sleeping Bear Dunes, Michigan State Park has been designated as the most beautiful park to visit in the United States.

Detroit, Michigan is a city of slightly more than 700,000 thousand residents in the city proper, with five million residents in the adjacent suburbs. It is culturally diverse and has many wonderful activities from which to choose. For a cultural event you may choose from the Detroit Symphony Orchestra, Detroit Opera or many of the local theaters including Wayne State's own Hilberry Theater. The Detroit Institute of Arts (DIA) is located in the middle of WSU campus area and the Detroit Science Center is within a short walk of the WSU campus. Detroit is the home of many professional sports franchises such as the Detroit Tigers (baseball), the Detroit Red Wings (hockey), the Detroit Lions (American football) and the Detroit Pistons (basketball).

Detroit experiences four seasons each with a different weather pattern. **Summer** in Detroit is warm and sultry, when residents enjoy swimming, hiking, boating, bicycling, and other outdoor sports. **Spring** is mild but it can be cool at times and is suitable for many outdoor activities. The **Fall** season is exceptionally beautiful when the leaves on the trees become a kaleidoscope of colors with a number of communities hold fall festivals. **Winter** temperature may range from 15°F to 45°F or -9°C to +9°C. (Temperature in the U.S. is reported in Fahrenheit and most thermometers have Fahrenheit scale whether it is used for air, water, body, or for cooking, while distance is reported in miles). Winter sports include downhill skiing, cross-country skiing, snowshoeing, and ice-skating. Lightweight clothing is needed for summer. Sweaters, jackets and raincoats are needed for spring and fall while heavy coats, jackets, gloves and hats are needed in the winter.

Office of International Student and Scholars (OISS)

Wayne State University is home to over 2,700 international students and visiting scholars from around 70 countries. The Office of International Students and Scholars (OISS) was established to assist international students and scholars in their educational and scholarly pursuits at WSU. This is accomplished by providing quality services, facilitating important linkages to the campus and community, offering cross-cultural educational programs and activities, and assisting in important matters related primarily to immigration regulation compliance.

OISS strives to promote a positive cross-cultural environment through international education and exchange, and by serving as the “gateway to the world” through international and cross-cultural educational programs provided by the university and surrounding community.

In addition to orientation for new international students, OISS provides ongoing advising, programs, workshops, assistance with immigration regulation and paperwork, social and cultural adjustment, and personal and financial concerns. Advisors are available weekdays on a walk-in basis or by appointment in order to assist you.



Contact Information

42 W. Warren, Suite #416, Welcome Center
Detroit, MI 48202
Phone: (313) 577-3422
Fax: (313) 577-2962
E-Mail: oisssmail@wayne.edu
Homepage: <http://www.oiss.wayne.edu>

Office Hours

Monday - Thursday
8:30 a.m. - 6:00 p.m. : Fall and Winter
8:30 a.m. - 5:00 p.m. : Spring and Summer

Friday
8:30 - 5:00 p.m.

Walk-In Advising Hours

Fall and Winter Terms:

Monday – Thursday
9:00 a.m. – 12:00 p.m.
1:30 p.m. – 6:00 p.m.

**You must be signed in by 5:15 pm to be seen by an Advisor.

Friday
1:30 p.m. – 3:30 p.m.

Spring/Summer Term:

Monday – Thursday
9:00 a.m. – 12:00 p.m.
1:30 p.m. – 5:00 p.m.

**You must be signed in by 4:15 pm to be seen by an Advisor.

Friday
1:30 p.m. – 3:30 p.m.

**Advising schedule is subject to change.

Important Phone Numbers

Local Area Code: (313)

WSU Campus Area

WSU Public Safety – Emergency	577-2222
WSU Operator	577-2424
OISS	577-3422
Housing and Residential Life	577-2116
English Language Institute	577-2729
University Admissions	577-3577

Detroit Area

All Emergencies	911
Detroit Police Department	313-596-1300
Detroit Cab Company ³	313-841-6000
Checker Cab	313-577-0252
Greyhound Bus Line	313-961-8011

U.S. Culture and Education

This section will give you an overview of expectations and behavior commonly viewed as “American.” Reviewing this section will decrease the confusion you may feel due to cultural differences.

U.S. Cultural Values

Time Orientation: To Americans, time is valuable and must be used carefully and productively. Americans expect promptness or “being on time” in both academic and social settings.

Work Orientation: Americans place a high value on hard work; they judge people by how hard they work and how task oriented they are. Some believe that people achieve results on the basis of how hard they work.

Achievement Orientation: A very high value is placed on a person’s accomplishments and productivity. Individuals evaluate themselves and are evaluated by others in terms of their achievements and accomplishments.

Individualism: Americans view themselves first and foremost as individuals with both freedom and responsibility to manage their own lives, make their own decisions and accomplish their own goals. Families and friends are important, but individuals are expected to first consider their own needs, desires, and values. In this culture, people are not comfortable being obligated to or dependent on others.

Direct Communication and Problem Solving: A strong value is placed on direct and straightforward communication. When problems arise between individuals, Americans prefer to discuss them openly and solve them. Americans will say “yes” or “no” to questions even if the answer might hurt someone’s feelings.

Pragmatism: Americans are very practical and like ideas that are seen as “useful.” This goes together with the orientation toward work and achievement. You must be able to relate “theory” to “practice.”

The Problems of First Names and Titles

In general, people in the United States are very informal about titles and status. This can make addressing professors, Teaching Assistants (TAs), and staff very confusing for international students and scholars. Do you call a professor by a title such as “Dr. Brown,” or do you call him or her by first name such as “Judith,” as you may hear other students do? Sometimes it’s one way, and sometimes it’s another, so it is difficult to tell when each is appropriate. It is best when dealing with professors and TA’s, to use their titles -”Professor, Doctor, Mr., or Ms.” - unless they tell you otherwise. Often instructors will tell you on the first day of class what they would like to be called. You may also ask them how they would like to be addressed. Graduate students, especially graduate assistants and TAs, are more likely than undergraduates to be on a first-name basis with their professors. And most professors are on a first-name basis with each other. Office staff, receptionists, and secretaries are almost always on a first-name basis

with students. It is most important to remember that informality is not an indication of disrespect. It is more an indication of mutual respect, equality, and a willingness to engage in open dialogue and intellectual exchange.

Immigration Regulations

F-1 Student

An F-1 Student is a nonimmigrant who is pursuing a “full course of study” to achieve a specific educational or professional objective, at an academic institution in the United States. Once the educational or professional objectives have been attained, the F-1 student is expected to return to his or her home country.

Students Seeking Advice

When F-1 visa students come across personal challenges be this in academic, financial or personal area, they often receive “immigration advice” from well-meaning friends, relatives and classmates on immigration matters. Students are cautioned that whenever a student requires immigration advice to come and meet with an OISS Advisor. OISS has extended hours to accommodate students who are in need of immigration counseling in order to stay compliant with their F-1 status. Always seek the advice of a Designated School Official prior to making decisions to drop a course, leave the country, change schools, change majors and any other immigration related matters that may impact your F-1 Status.

Maintaining Legal Status

To maintain full time F-1 status, undergraduate students must be enrolled and maintain a minimum of 12 (twelve) and graduate students 8 (eight) credit hours, per semester, except for summer holidays and the student’s last semester.

Exceptions to Full Time Enrollment

There are provisions that allow students to apply for exceptions to full time enrollment. With the approval of an OISS Student Advisor, a student may be exempt from full time enrollment due to improper course placement and initial difficulty with the English language (first semester only), a medical condition or in the case of graduate student who accepts a teaching/research assistant position.

Program Extension

Students, who are unable to complete their program within the approved period, may be eligible to extend their program with the approval of their academic advisor and OISS.

Employment On-Campus

An F-1 student is permitted to work on-campus up to 20 hours per week during Fall and Winter semesters and full time during spring/summer vacation semester.

Employment Off-campus

Student must have completed one year or two academic semesters of enrollment as an F-1 student to be eligible to work off-campus as:

- CPT (Curricular Practical Training) internship – curriculum focused
- OPT (Optional Practical Training) – employment based training in a field of study
- Economic Hardship – student must apply to USCIS

Bringing Dependents

Students may bring their dependents (spouse or children) to live in the U.S. for the duration of their studies, prior to or after arrival in the U.S. However, this request must be submitted to USCIS for their approval.

Important Immigration Documents

- I-20 Document issued by Wayne State University
- US Visa (except for Canadian citizens)
- Passport
- I-94 Arrival/Departure Record. This document is no longer issued as a paper document at airports and seaports. To obtain a printed copy of I-94, students must visit www.cpb.gov/i94 for instructions on printing this document. Students entering at land ports will still be issued a paper I-94.

J-1 Student

Maintaining Legal Status

To maintain legal J-1 status, Exchange Visitor (EV) must:

- Have a valid DS-2019 (unexpired, up-to-date) Extension can be completed with your J-1 sponsor.
- Have a valid passport. The passport must be valid for at least 6 months into the future on the day you return from your trip abroad.
- Conduct employment as indicated on the DS-2019 form. Please contact OISS if the department wishes an EV to engage in collaborative work outside of WSU or if the EV wishes to participate in occasional lectures at another institution.
- File timely and appropriate transfer and extension.
- Maintain required health insurance coverage.
- Report change of address/name within 10 days to OISS.
- Report departure date and reason to OISS.

Two-year Home Physical Presence Requirement 212(e)

Under specific circumstances, EV may incur a two-year home physical presence requirement. This means that when an EV completes his/her J-1 program, he/she may not change immigration status to H-1 or Permanent Residency without first returning to his/her country for 2 years, or obtaining a waiver of this requirement. The J-2 dependents are subject to the 212(e) if the J-1 principal participant is subject to that requirement. If 212(e) applies, change status to another non-immigrant classification such as F-1 in the United States is prohibited.

*** Please work closely with your department administrator to ensure the timely filing of extensions.**

Dependents J-2

Dependent spouses and children of J-1 students enter on J-2 visas. Having J-2 status does not inherently give the J-2 the permission to work, but it gives the person the right to apply for work authorization from U.S. Citizenship and Immigration Services (USCIS). USCIS will grant the permission to work if the earnings of the J-2 will not be used to support the J-1. OISS has the instructions and forms needed for the application. The application processing time may take 1 - 4 months or longer. The J-2 does not have legal permission to work until the approval is given in the form of Employment Authorization Document (Form I-765).

*** It is Mandatory to Notify the OISS office prior to traveling abroad.**

*** All J-1's must complete the OISS Notice of Absence form prior to departing the U.S. every time they leave the U.S.**

Additional Admissions Information

English Language Institute

Note: If you have a conditional admission to WSU because you have not met the English proficiency requirements, you should report to the English Language Institute (ELI) at 351 Manoogian Hall, telephone (313) 577-2729.

For assistance with the following matters, please contact the WSU Office of Admissions:

- To change your admission to WSU to an earlier or later semester
- If you have questions about the transfer of courses from a previous college or university

Office of Undergraduate Admissions

42 W. Warren
(Lobby, Welcome Center) Detroit, MI 48202
Phone: (313) 577-3577
[E-mail: internationalundergrad@wayne.edu](mailto:internationalundergrad@wayne.edu)

Office of Graduate Admissions

42 W. Warren
4th Floor, Welcome Center
Detroit, MI 48202
Phone: (313) 577-4723
[E-mail: internationalgrad@wayne.edu](mailto:internationalgrad@wayne.edu)

Housing

BEFORE SIGNING THE ONLINE WSU HOUSING APPLICATION AND CONTRACT, READ THE TERMS, CONDITIONS, AND RESPONSIBILITIES. ONCE YOU SIGN AND SUBMIT THE ONLINE APPLICATION OR LEASE, YOU WILL BE OBLIGATED TO PAY THE RENT. THIS MEANS THAT AFTER YOU ARRIVE ON CAMPUS, YOU CANNOT CHANGE YOUR MIND AND FIND ANOTHER APARTMENT. A LEASE IS A BINDING CONTRACT THAT YOU CANNOT GET OUT OF, SO MAKE SURE YOU ARE GOING TO FULFILL YOUR OBLIGATION.

On-campus Housing

The Office of Housing and Residential Life administers Wayne State University's on-campus housing, providing information to all interested students, faculty and staff. Wayne State campus offers a wide variety of residence halls and apartment living for individuals and families:

Ghafari Hall and South Hall are two of Wayne State's residence halls and are open to first-year undergraduates. They offer double and triple occupancy rooms, each fully furnished and equipped with high-speed internet and cable connections, air conditioning and heat controls and a private bathroom. An activity room is located on the first floor of each building, along with a laundry room and buffet style cafeteria. Hotel-like key card swipe systems control access to each building and a 24-hour front desk provides added security.

The Towers Residential Suites are the newest addition to Wayne State University's on-campus housing. Open to sophomores, juniors, seniors and graduate and professional students. The Towers offers seven different room styles, ranging from single rooms to four person suites. Each room is equipped with high-speed internet and cable connections and air conditioning and heating controls. Common kitchen areas with an oven/stove, refrigerator and microwave are located throughout the building along with quiet and social study lounges, laundry rooms, exercise facilities and an on-site 400-person cafeteria.

University Towers Apartments are open to juniors, seniors, graduates and professional students. University Towers offers a variety of apartments ranging from one-bedroom with one-bathroom units to three-bedrooms with two bathrooms units. Each apartment is equipped with high-speed internet access and cable connections, air conditioning and heating controls and a kitchen with a stove, oven and refrigerator. The building has a 24-hour front desk for added security, on-site laundry facilities and parking.

Chatsworth Tower is located in the heart of the campus, just steps away from class. Open to graduate and professional students, Chatsworth offers large and comfortable units; one-bedroom and two-bedroom units are available.

Helen L. DeRoy Apartments focus on providing residential quarters to graduate students and their families. The DeRoy Apartments feature studio apartments, and one or two-bedroom units with a limited number of family suites available. Each unit is equipped with carpeted floors, air conditioning and heating controls and laundry facilities on each floor. The 24-hour front desk

provides security to the DeRoy Apartments and well landscaped grounds and playground area provide for a great family setting.

For further information and application forms, please contact:

Housing and Residential Life

5221 Gullen Mall, Room 598
Student Center Building
Detroit, MI 48202
Phone: (313) 577-2116
E-Mail: housing@wayne.edu
Web: www.housing.wayne.edu

Note: Students are advised to contact the Housing and Residential Life Office well in advance. It is recommended to apply at least one semester before you plan to start at WSU since the number of housing units on-campus are limited.

Off-campus Housing

Finding a place to live is obviously one of the most important and immediate concerns you will have in beginning your stay at WSU. The following section is provided to give you some guidelines to follow and an overview of the options available to you.

Finding Vacancies

Wayne State Housing Authority

5221 Gullen Mall, Room # 598,
Detroit, MI 48202
(inside the Student Center Building on the fifth floor)
Phone: 577-2116
Fax: 577-6644
Web: www.housing.wayne.edu

Although WSU housing may not be available when you first arrive, it is a good idea to get on the waiting list as soon as possible. Applications are available on the website and can be faxed or dropped off at the housing office. Rates and other information about Wayne State University housing can also be found on the website.

Student Resource and Assistance Center (Information Center)

Room # 50 Student Center Building

Phone: 577-3568

Housing Board: Cards are posted for people looking for a roommate, rooms for rent, etc...

- Discover City Living Books: Your Guide to Living in Detroit's Midtown and Adjacent Areas (Also available at University Housing)
- Listings of residential options in the Art Center, Medical Center, Brush Park, Woodward and Cass Corridors, New Center and Woodbridge neighborhoods.
- Housing options for students, faculty/staff and others affiliated with Wayne State University are listed in the Wayne State Housing section.
- Rental rates may vary, please call the listed number of each building to verify rate. If you have additional questions or would like to have a book mailed to you, please call:

University Cultural Center Association (UCCA)

David Mackenzie House

4735 Cass Avenue, Detroit 48202

Phone: 313-577-5088

The Union at Midtown

4710 Second Avenue, Detroit 48201

Phone: 888-481-7397

Web: www.unionmidtown.com

Apartment Finders

4100 Woodward

Phone: 313-832-5665

Fax: 313-832-5659

Web: www.apartmentfindersdetroit.com

Apartment Finders provides a **FREE** apartment locator service and could be helpful in finding an available apartment. Apartment Finders' staff will pick you up and drive you around town to look at available apartments as part of their free service. Call ahead to discuss with the staff what you are looking for and be prepared to pay one month's rent to hold an apartment plus a \$45.00 application fee. If an international student decides to rent an apartment through Apartment Finders, rent may need to be paid a couple of months in advance instead of one month at a time since a credit history check is not possible.

Internet

Many leading online apartment search sites give renters from coast to coast a simpler and more efficient way to look for a place to live. Their virtual showrooms let apartment hunters review available properties in different communities from the comfort of their own homes. Some common sites include:

www.apartmentguide.com

www.move.com

www.apartmentlinks.net

www.apartments.com

Newspapers

Advertisements for houses and apartments are listed in the classified section of the newspaper. Rent is listed from low to high in terms of the location and the quality of the houses and apartments. If the rental rate is not listed in the advertisement, please call the landlord to check the rate first.

Major Detroit and Campus newspapers include:

Detroit News www.detroitnews.com

Free Press www.freep.com

South End www.thesouthend.wayne.edu

Metro Times <http://metrotimes.com>

Apartments

Most apartments require either a one-semester or a nine-month lease. Security deposits of either a set fee or one month's rent are standard, although some will vary. Some apartments are furnished; however, dishes, linens, pots, pans and silverware are usually not included. Some complexes offer such amenities as swimming pools, game rooms, cable TV, color TVs, dishwashers, and washers and dryers.

The list below suggests various items to consider when comparing apartments.

Space

- Does the apartment feel big enough for you, plus regular visitors?
- What are each room's dimensions? Will all your furniture fit?

Condition

- Is the apartment clean and freshly painted? When was it repainted?
- Is painting allowed for changing the color scheme of a room?
- Are there holes and cracks in the walls and ceilings, bulging plaster, rotting wood?
- How do the floors look?
- Are there roaches, ants and other pests scurrying around? Does the landlord exterminate? When does the exterminator come?

Windows

- Do the windows open easily? Are the panes in good condition?
- Does the landlord provide window cleaning?
- Blinds or shades? Do you like the view? Does anything block the sunlight?

Kitchen and Bath

- Is the kitchen equipped with stove and refrigerator? Are the appliances gas or electric? Can you operate them?
- Does the water run clear or rusty? Really hot? Is it hard or soft?
- Do the toilets flush? Does the shower spray - does it need a new showerhead?
- Are the fixtures in good condition - or cracked and pitted?
- Any special care instructions for the floors? Are they linoleum, tile, no wax vinyl?

Storage

- Is there enough closet space for clothes, linens, and sports gear? What about cupboards for table and cookware? Can you add shelves?
- Can you keep large items in the apartment house basement?

Noise

- Can you hear people in the next apartment, up and downstairs, on the street below?
- Are you required to put down carpeting or a rug to reduce noise?

Heat/Air Conditioning

- Are there heat vents in every room? Who controls the heat, you or the landlord?
- If there are no air conditioning units, can you install your own?

Wiring

- Are there enough outlets? (Two per room is the general rule).
- Does the light switch work?
- Is there a fuse box (circuit breaker) in the apartment? Where is it?

Service

- Is there a full-time maintenance staff? What hours are they on duty? Can they let you in if you lose your key?
- How do you dispose of garbage and trash?
- Is there a laundry room? How many machines? Do they all work? How much do they cost?
- Is there a parking lot available?
- How is mail deliveries handled? Large parcel deliveries? What happens if you're not home when something is delivered?

Building

- Are the lobbies, halls, laundry room, and other public areas clean, well-kept, and well-lit? What about the grounds?
- How many locks do you see? Are they all secure?
- Is there an active tenants' association?
- Any rumors that the building is up for sale or might go co-op?
- **Is the building licensed as a rental unit by the City of Detroit?**

Location

- Where's the nearest supermarket, dry cleaner, druggist, etc.?
- Is there a bus stop you can walk to? How far do you have to commute to your classes?
- What about local crime rates? Do you feel safe?

Lease

- How long can you rent - academic year or 12 months? What happens if you break the lease - do you lose your security deposit? Can you sublet?
- Should you take out an insurance policy on your apartment for theft and damage? Or is your landlord responsible for this coverage?
- If you make any improvements, do they become the property of the landlord when you leave?

Cost

- How much is the rent? What day of the month is payment due? Where do you send the payment?
- Does the price of the rent include utilities, garbage pickup, use of parking, etc.?
- Under what conditions is the security deposit (often a month's rent) refundable?

Lease Agreements

When you rent a room or an apartment, you will be required to sign a lease. A lease is a written contract between you (the tenant) and the landlord (the owner of the rental property). When you sign a lease, you agree to pay a certain amount of money each month over a specific period of time (usually 6, 9 or 12 months) and to follow certain rules in exchange for the right to occupy

the rental property for a set period of time. Most lease agreements require that you pay a security deposit, which is usually equal to one month's rent. This security deposit will be returned to you if you fulfill all the terms of the lease. **Read the lease carefully and be sure you understand it before signing.**

The Standard Michigan Lease

Many landlords use a standard lease in which the following topics are discussed:

Repairs

The Standard Michigan Lease clearly states that the landlord is under no duty to make repairs except to underground pipes and the roof. The Michigan Supreme Court has ruled that a landlord is under no obligation to make repairs not specified in the lease. The tenant is responsible for the repair of above ground pipes. Aside from stopped up drains, the most serious problem arises when a unit is left unheated or the pipes are not drained during a long, cold weekend or over Christmas break—burst pipes could result and would be the tenant's responsibility. Also, the landlord is not responsible for any damages to your property caused by fire, rain, windstorm, defects in the building; or from his failure to repair the roof or underground pipes. Therefore, you would be wise to obtain renter's insurance to cover your personal belongings in the event of damage.

Subleasing

Subleasing is the practice of a tenant leasing to another tenant rather than fulfilling the lease. Landlord approval must be obtained before the tenant may sublease to another. The Michigan Supreme Court in 1977 held that the landlord cannot withhold consent to sublease without reason. If the landlord allows you to sublease, you still remain liable on the lease until the end of the term. You may be held responsible for unpaid rent or damages caused by the person to whom you have sublet.

Privacy

The landlord has the right to inspect the premises and the furniture furnished by him upon reasonable notice. A landlord will be trespassing if he enters the premises with a pass key without notice. Exceptions include a genuine emergency or when showing the apartment to a prospective renter or buyer. The landlord is permitted by terms of the lease to show the apartment at any time to a prospective renter within three months of the lease expiration date or at any time to a prospective buyer. Some leases give the landlord the right to inspect the premises at any time.

Extra Clauses

1. Rent increases during term of lease—some leases provide for rent increases during the term if insurance, property taxes, or certain city services are increased.
2. The landlord reserves the right to terminate lease for objectionable conduct. This clause is inserted to protect the quiet atmosphere of the complex. You may be evicted for objectionable conduct.

Co-Signer Liability

The law provides that each roommate is individually (as well as jointly) responsible for all monies owed to a landlord. A landlord, therefore, can hold any one of the co-signers responsible. To avoid potential problems, you and your roommate should have a clear understanding in advance of how financial obligations will be met. Also, the landlord has the right to confiscate your roommate's furniture or his/her personal property for the rent due. You are also responsible for getting roommates to pay for their portion of a utility bill if it is under your name.

Breaking the Lease

If you get into a situation where you need to break your lease term, tell the landlord that you want to move and ask for advice and help in subletting. The more cooperation you are likely to receive if you cooperate. Don't expect the landlord to sublease for you. You will be liable for the rent for the term of the lease if you walk out and you or your landlord finds no replacement.

Deposits

Most housing units require a security deposit to protect the property against damage and to keep tenants from leaving without paying rent. However, the specific purpose of the deposit and the conditions under which the landlord may keep or return the deposit are generally not stated. The result from this miscommunication is often an un-refunded deposit. To minimize the possibility of this happening, you should have in writing the specific purpose of the deposit and what conditions must be met in order to get it back. The landlord must return your deposit, according to the lease, on time and itemize any deductions made from your deposit.

Law does permit the landlord to deduct any rent that is due or any cost of repairing damage inflicted during the tenant's term. You are not responsible for normal "wear and tear." You must leave the premises in the same condition as you found them. If your visitors break or damage your landlord's property, you are responsible for having those items repaired or replaced. To assure compliance with the Security Deposit Act and to protect yourself, be sure to fill out and return your inventory checklist as soon as you move in. If something is broken when you move in but not noted on your inventory checklist, you will probably pay to have it fixed when you move out. You may want to document gross deficiencies with photographs.

Utilities

Utilities are often not covered with your rent. Be sure to check your lease. You will need to contact the companies below to start your service and check on approximate cost.

Electricity

DTE Energy
1-800-477-4747 (free call)

Gas

Consumer's Energy
1-800-477-5050 (free call)

Telephone

AT&T 1-800-244-4444 (free call)

Housing Problems

If you have a problem with your landlord or owner concerning rent, deposit, refund, repairs, etc., try the following:

1. Talk with your landlord first. He or she may not be aware of the problem. Be sure that the landlord has an opportunity to respond to your complaint before going elsewhere for help.
2. An important consumer protection service of the state is the Small Claims Court. This court gives persons over the age of 19 the right to file a claim when a disagreement involves money or property valued at \$15,000 or less. If you feel you have a valid case, you should file a claim in the county where, the defendant, the person you wish to make your claim against, lives or has an office. The clerk will file your claim and assign your case a number. You may be contacted by the defendant to attempt to settle out of court. If your case does reach court, be sure to have your case well organized with all receipts and documents at hand.

General Information

Denial by a landlord to rent is against the law under certain conditions. A landlord may not discriminate on the basis of race, sex, color, religion or national origin according to the Federal Fair Housing Law (Title VIII of the 1968 Civil Rights Act) and the Supreme Court decision in Jones vs. Mayer. Not only does this include initial refusal to rent, but also discriminatory practices as to terms, conditions, privileges, or the provision of services or facilities by the landlord.

Renter's Insurance

You should consider purchasing renter's insurance while in the United States. Insurance agencies are listed in the yellow pages in the phone book, or on-line. You may wish to contact an insurance agent for price quotes.

Temporary Housing

Many new international students have a friend or relative in the Detroit area to assist them with transportation from the Detroit Metropolitan Airport to the campus and temporary housing if needed. However for those who do not have friends or family in the area, we have listed local hotels below:

Hostel Detroit

2700 Vermont St, Detroit,
1(313) 451- 0333

Web: www.hosteldetroit.com

Inn on Ferry Street

84 East Ferry St., Detroit,
Phone: 313-871-6000

Web: www.innonferrystreet.com/05/

Hotel St. Regis

3071 West Grand Boulevard, Detroit,
Phone: 313-873-3000

Web: <http://www.hotelstregisdetroit.com/home.html>

Ramada Inn

400 Bagley Avenue, Detroit,
Phone: 313-962-2300

Web: www.ramada.com

Comfort Inn

1999 E. Jefferson Avenue.
Phone: 313-567-8888

Web: www.comfortinn.com

Best Western Greenfield Inn

3000 Enterprise Dr., Allen Park
Phone: 313-271-1600

Web: www.bestwesterngreenfield.com

What to pack in your luggage

Be sure to pack appropriate clothing for the Detroit climate. Summer temperatures are between 75°F and 95°F (24°C and 34°C) and winter temperatures range from 15°F to 45°F (-9°C to 9°C). Winter clothing can also be purchased in Detroit.

Be sure to bring your medical records (with English translation); information about any long-term health problems you may have; prescription medication; and information about any health insurance policy by which you are covered. **We recommend that you carry your immigration documents with you on the plane (passport, I-20 or DS-2019, and verification of financial support).**

Do not pack fresh fruit, produce, meat, prepared food, seeds, or spices. The bureau of Customs and Border Protection will not allow you to bring these items into the United States.

At the Airport

Immigration Documents

Make sure your passport and immigration documents are carried on the plane with you – DO NOT pack them in your checked luggage. You will need to show your Passport, Form I-20 or DS2019 and U.S. Visa to a Customs Officer before you can collect your checked luggage. It is also extremely important that you make sure you have your Passport, Form I-20 or DS2019 and U.S. Visa back from the Customs Officer before you leave the inspection area.

Complete Currency Exchange

Exchanging currency is not a common service in the U.S. You will need to do this either at the currency exchange in the terminal at Detroit Metropolitan Airport when you arrive or by visiting a travel office. The following link can assist you locate a travel office: www.americanexpress.com.

U.S. Currency

The currency denominations in the U.S. are \$1 (a dollar), \$5, \$10, \$20, \$50 and \$100. The \$50 and \$100 dollar bills are often difficult to exchange when making small purchases, thus it is best to have smaller denomination of funds when you arrive in the U.S. Coin denominations are 1¢ (cent/penny), 5¢ (cents/nickel), 10¢ (cents/dime) and 25¢ (cents/quarter).

Transportation from the Airport

The majority of international students travel to Detroit by air. The Detroit Metro Airport (DTW) is about 20 miles from campus and is the nearest airport with commercial airline service. OISS (Office of International Students & Scholars) does not provide transportation between the airport and campus at this time. The **Above Excellent** Transportation, a private shuttle service, provides transportation to and from the Detroit Metro Airport and their rates are much lower than regular cab services. In order to make your reservation you must contact the Above Excellent Transportation either by e-mail info@aboveexcellent.com or call: **313-425-1710**.

The shuttle service requires a reservation at least 48 hours before your arrival time. In order to receive the discount, you have to mention that you are a Wayne State University

student when you make your reservation.

Activate your WSU E-mail Account

International Students are required to activate their WSU e-mail accounts. OISS will use this e-mail account as the primary method in communicating the regulatory and policy changes. WSU will not send an e-mail to your personal e-mail account, i.e. yahoo, gmail, etc. While information on using your WSU e-mail account was included at the time you applied online for admission or was included with your acceptance letter, information regarding the WSU e-mail accounts including detailed instructions on activating can be found online at: <http://www.computing.wayne.edu/email/>.

When to Arrive On-campus and What to Do

We recommend that you plan to arrive at WSU one to two weeks prior to the first day of classes, so that you have enough time to complete the check-in, attend orientation, arrange housing, meet with an academic advisor, and schedule classes. However, federal regulations do not allow F-1/J-1 students to arrive more than 30 days before the program start date on your I-20 (see section 5 on your I-20).

New Student Check-In Requirement

The Department of Homeland Security (DHS) requires all new and transfer international students to physically report to the institution they plan to attend. You must complete this requirement by coming in person to OISS. **To complete this requirement you will need to bring the following documents with you to OISS:**

- Form I-20 (F-1 students) or Form DS-2019 (J-1 students)
- Form I-94 (Print this form from www.cpb.gov/i94 prior to check-in)
- Passport
- Visa (except for Canadian citizens)

If your dependents have entered the U.S. with you, bring copies of their documents

Purchase International Student Medical/Sickness Health Insurance

Healthcare is great in the United States, but it is expensive. Staying in the hospital for a single day may cost more than \$2000, and this amount does not include the cost of treatment or necessary prescriptions. As a result, **all international students and their dependents at WSU are required to have adequate health insurance coverage at all times.** You must purchase the WSU medical/sickness health insurance policy for you and your family in OISS. **You will complete this requirement when you arrive on campus and check-in with OISS. Health Insurance purchases will be made by credit card or a check from a U.S. bank.**

Canadian Students Living in the U.S.

Canadian students residing in the U.S. cannot use their OHIP to meet the mandatory health insurance requirement because OHIP provides very limited coverage for emergency treatment while traveling outside of Canada. This coverage is limited to \$50 CDN a day regardless of the severity of the situation. Therefore, all non-commuting Canadian students residing in the U.S. must purchase the medical/sickness WSU-approved health insurance plan through AIG.

Commuting Canadian Students

F-1 Canadian students who live in Canada and commute to the U.S. have the option to either waive out of the WSU international health insurance program or purchase the WSU international health insurance as a supplement to their OHIP coverage. The Ontario Ministry of Health strongly recommends commuting Canadians to purchase supplementary insurance due to limited benefits OHIP provides to foreign healthcare providers. J-1 students must purchase the OISS WSU-approved health insurance plan for students through AIG.

Note: A health insurance hold will be placed on your student account and prevent you from registering in your courses. OISS must have your proof of insurance before this hold can be released. WSU does not accept travel insurance as health insurance coverage while studying at Wayne State University.

Complete Tuberculosis (TB) Screening

This requirement is completed at the campus health center. After you are tested, you will receive your test confirmation from the clinic in 48-hours. Information on the TB screening can be found online at: <http://health.wayne.edu/international-students.html>. The information you provide on the TB screening determines if you will require a TB test which involves a blood draw. Please purchase your Wayne State Health Insurance (through AIG) prior to completing the TB screening. If you do not have health insurance at the time of your TB screening and you require a blood test, you will be required to pay the Campus Health Center

The clinic's information is listed below:

Campus Health Center
Helen DeRoy Apartment Building
5200 Anthony Wayne Dr., Suite 115
Detroit, MI 48202
Phone: 313-577-5041
Web: www.health.wayne.edu
E-mail: campushealth@wayne.edu

Attend a Mandatory New International Student Check-in Session

Note: Once you have completed all four requirements of check-in, your account hold will be released and you will be able to register for courses.

What You Should Do After You Complete your Check-In

Open a Bank Account

Americans don't usually carry a lot of cash; even small purchases are paid by credit/debit card. You will need to open a checking account at a local bank. You will need to show two photo identifications. These can be your passport and driver license or WSU "OneCard". When selecting a bank, you should compare their services and fees and choose the bank that is most convenient for you. There are major banks and credit unions that are located near WSU.

Review your Budget

International students should budget their money carefully. The estimated annual cost of tuition, fees and living expenses are indicated on your Form I-20 or DS-2019. **Please note that tuition costs can be raised from 7-15% each year. Additional funds are required to cover living expenses for family members.** International students are admitted to WSU only if they show evidence that they will have sufficient means to support themselves throughout their course of study. Students should not rely on supplementing their finances with money earned through on-campus or authorized off-campus employment.

You will have considerable expenses when you first arrive in Detroit (health insurance, tuition, fees, books and supplies, deposits for housing, utilities, etc.). In addition to money for tuition, we recommend that you bring additional \$1,500 - \$2,500 to cover these expenses and temporary housing for a few days. You should carry some cash in U.S. dollars for immediate use. The rest of the money should be in the form of traveler's check, cashier's check, or an international draft in U.S. dollars drawn on a U.S. bank.

Keep in Touch with your Family

While it can be an exciting experience for your spouse and children to live with you in the United States, bringing your family will mean additional responsibilities and pressures. You must decide whether you can afford to bring your family to the United States.

International students must prove that they have the financial means to support their family for their entire stay. They must not rely on income from employment to support their families since immigration regulations limit the ability of most students to work. F-2 spouses are prohibited from working in the U.S.

Obtaining a Social Security Number

If you have an assistantship, other on-campus employment, or authorized off-campus employment, you must obtain a Social Security card/number. The Social Security office nearest to Wayne State University is located at the corner of Cass and Michigan Avenue.

The McNamara Federal Building
477 Michigan Avenue, Room 1550
Tel: (313) 226-6872

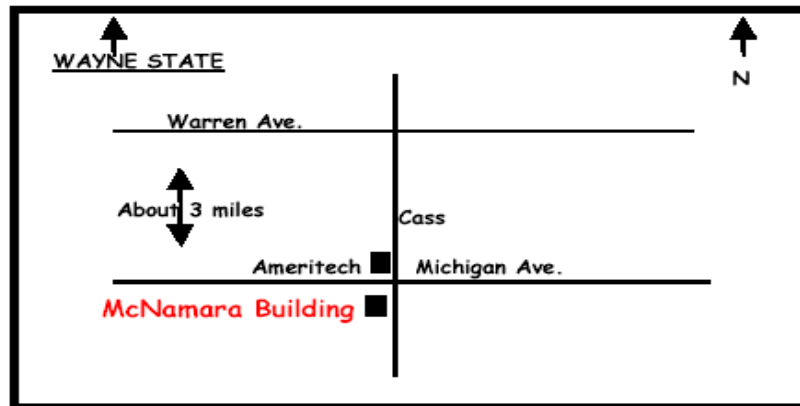
Office Hours: Monday through Friday 9:00 am to 3:30 pm

For general Social Security information call: 1-800-772-1213 during normal business hours or visit <http://www.ssa.gov>

To apply for a Social Security card: You must go in person and bring your **passport, I-20** or **DS-2019 Form, I-94**, and a letter from the Office of International Students and Scholars.

Canadian citizens without a passport: Please bring your birth certificate, driver's license, and/or other photo identification.

Directions to the Social Security Office from WSU



IMPORTANT!! If you will be working at Wayne State, your Social Security number **MUST BE IMMEDIATELY** reported to: Employment Service Center 1900 AAB (313) 577-2010.

Individual Taxpayer Identification Number (ITIN)

There may be instances where you are not eligible to obtain a U.S. social security number (SSN) but need an identification number for federal tax purposes. In these instances, you will need to obtain an individual taxpayer identification number (ITIN). In order to obtain one, you must meet with an OISS advisor to complete the ITIN application and process. Remember whenever you meet with an OISS advisor to bring the following items with you:

- Current I-94
- I-20 or DS-2019
- Passport

Obtaining an ITIN does not change your immigration status or provide you with a right to work in the U.S. or make you eligible for earned income credit.

Tax Information

Tax Filing Requirements

Everyone in the U.S. is required to file U.S. income tax forms, including non-immigrants and their dependents. All non-resident scholars who received US-source income are required to file Form 1040, 1040EZ, 1040NR or 1040NR-EZ, etc. and/or Form 8843 by April 15 each year. Non-resident scholars (and their dependents) who received no US-source income do not need to file the above-mentioned forms, but are required to file Form 8843 by June 15 (or 16) each year. Non-resident scholars MAY also be required to file Michigan (or other state) tax returns, depending on their income.

OISS offers tax workshops for non-immigrants who are also non-resident for tax purposes. We do offer free tax software to determine your residency status (only for tax purposes) from January to April every year. Please visit our website www.oiss.wayne.edu for more information.

Tax treaties

If you are a resident of a country with which the U.S. has a tax treaty you may be exempt from payment of U.S. federal income tax on income earned in the U.S. How do you find out whether your country has a tax treaty with the U.S. that allows such a deduction and additional details regarding the deduction? Consult IRS Publication 901 (U.S. Tax Treaties) available at www.irs.gov.

If you are employed by WSU, qualify for, and choose to claim a tax treaty exemption, you must obtain Form 8233 from the payroll department. The Payroll Office will use the information you provide in Form 8233 and "Attachment to Form 8233" to record your tax treaty exemption. When your period or amount of exemption has expired, the Payroll Office will automatically begin to withhold taxes. A new form 8233 and attachment must be completed annually in January.

Dependents

Depending on the situation, you may be able to claim your spouse and/or children as dependents for tax purposes. Please consult with U.S. Internal Revenue Service (IRS) or professional tax preparers for further assistance.

Postal Information

The United States postal service is quite reliable and consistent for sending letters and packages. Below is some general information regarding the post office in town and the delivery schedule. Postage stamps are also available at many grocery and convenience stores.

Wayne State's Post Office

The Wayne State's Post Office is located in the University Pharmacy. The address is 5254 Anthony Wayne Drive. Hours of operation are: Monday-Thursday, 9:00 am to 7:00 pm, and Friday's from 9:00 am to 5:00 pm. Daily mail pick up is at 4:00 pm. The phone number is: 313-831-2008. All Post Offices are closed on Sundays and holidays. To telephone United States Postal Services, call: **1-800-275-8777**

Mail Delivery Schedule

Mail is delivered once a day Monday through Saturday. There is no delivery on Sunday or on holidays, with the exception of Express Mail and Special Delivery letters which are delivered every day of the year.

U.S. Holidays Observed at Wayne State University:

January 1 st	New Year's Day
3 rd Monday in January	Dr. Martin Luther King Jr. Day
4 th Monday in May	Memorial Day
July 4 th	Independence Day
1 st Monday in September	Labor Day
4 th Thursday in November	Thanksgiving Day Holiday
4 th Friday in November	Thanksgiving Day Holiday
December 25 to January 1 st	Winter break

Religious Holidays: Because of the extraordinary variety of religious affiliations of the University student body, staff and faculty, the Academic Calendar makes no provisions for religious holidays. However, it is the University's policy, to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructor well in advance so that mutually agreeable alternatives may be worked out.

Bank Information, Terms & Explanations

Americans don't usually carry a lot of cash. They prefer to pay by check, even for small purchases, or by credit card. To function efficiently in the U.S. economy, you will need to open a checking account at a local bank. This section introduces you to a few of the basic banking options available. When selecting a bank, you should compare services and choose one whose offices are conveniently located.

When you open an account with a bank, most require two pieces of identification. These can be your passport and driver license or WSU OneCard. You do not need a Social Security number to open a bank account. Use your passport.

The major banks and credit unions located near Wayne State are inside the Detroit Public School Building. They include:

Chase Bank

313-833-1900
Cultural Center Office
5057 Woodward

Michigan First Credit Union

313-345-7200
5057 Woodward

Types of Accounts

Checking Accounts

Banks offer different types of checking accounts designed to fit individual needs. The cost of having a checking account varies from bank to bank. Some banks charge per transaction, some have a basic monthly fee, and others offer free services if you maintain a certain minimum balance in your account at all times. Your canceled checks and a list of all the account activity of the preceding month will be sent to you in a monthly statement. Be careful to keep an accurate record of every check you write in order to avoid having checks returned and incurring additional charges. "Bouncing" a check (writing a check for more money than you actually have in the account) can cause a major expense and a great deal of trouble.

Savings Accounts

A savings account enables you to save money and accumulate interest on your money. Interest is paid either monthly or quarterly. Although you can withdraw money from your savings account, this service is limited. Ask your bank for the number of monthly withdrawals permitted without penalty. The difference between a savings and a checking account is that you receive higher interest in a savings account, and fewer transactions take place since the purpose is to "save your money."

Interest Checking Account

Interest checking accounts provide the services of both a checking and a savings account. This means that you can write checks and also collect interest on the money in your account.

Credit Unions: Credit Unions are different from banks because they may have lower fees and higher interest rates for checking and savings accounts. They may also offer car loans and credit cards with lower interest rates than other banks.

Automated Teller Machine (ATM): You can complete many transactions at an ATM—cash withdrawals, deposits, and transfers between checking and savings accounts. You can also view your account balance. This is free at your own bank and its branches, but you will incur a \$1.50 - \$2.50 charge from your bank AND the other bank when you use another bank's ATM. You will need an ATM card or a debit card to use the ATM machine. See below for Safety Tips when using ATMs.

Debit Card (also called Check Card): A debit card is connected to your checking account and is used almost like a regular credit card (such as MasterCard or Visa), except that the charges made are deducted from your checking account immediately upon purchase. Your debit card can also be used in the ATM machine. There is no charge for this service, but there may be a limit on the number of transactions that can be done per month for free. Check with your bank.

Certificate of Deposit (CD): If you will be depositing large sums of money in the bank, CDs have higher interest rates than regular checking or savings accounts. However, if you withdraw money before the CD matures, a penalty is assessed.

Credit Card: A credit card allows you to charge items without having to pay the costs immediately. A monthly statement will show the charges made on the card and the amount the cardholder has to pay the credit card company. If the full amount is not paid by the due date, fees and high interest rates might apply.

Online Banking & Bill Paying: Online banking allows you to visit a secure website to check your bank balance, transfer funds, etc. All campus area banks offer online banking, which is usually free. Many companies offer free bill pay thru their individual websites, please contact them for further information.

Direct Deposit: Direct Deposit can be used to have your salary directly deposited into your bank from your employer. There is no charge, but there may be a limit to the number of free direct deposit transactions per month.

You don't need a Social Security number to open a bank account, but: if your bank asks for a Social Security Number and you do not have one, fill out Internal Revenue Service (IRS) W-8 BEN Form, which will prove to the bank that you are exempt from this requirement. The W-8 BEN Form (<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>) is available at banks or on the web in pdf form. There is no charge for the form.

24 Hour Teller Machine Safety Tips

Automated Teller Machines (ATM) are conveniently located all around Detroit and in some areas of the WSU campus. They are convenient, but you must be cautious when using one. Thefts do occur, usually at night and in poorly lit areas. You can protect yourself and your property by following these easy tips:

- Choose a well-lit ATM and have someone with you when using the machine at night.
- Be aware of your surroundings.
- Stand directly in front of the ATM so no one can see you enter your personal identification number (PIN).
- Do not keep your PIN in your wallet or with your ATM card. It should be memorized upon receiving it and then destroyed.

Driving/Obtaining a Driver License in Michigan

State of Michigan Driver's License

Michigan Law requires all drivers to have a valid driver's license to operate a motor vehicle. In some instances international driver license may not be valid. Driving without a valid driver's license could result in a fine or revocation of driving privileges in Michigan.

New limited-term driver licenses

State of Michigan issues limited-term driver licenses and State I.D. cards to applicants that are verified through the federal government to be in the United States legally, such as those with employment cards, student visas and other temporary visas. These licenses will have a limited term designation and the expiration date of the license will coincide with the day the license holder's legal presence expires.

Canada: Michigan has the same driver license reciprocity agreements with Canadian provinces and its territories that Michigan has with other U.S. states; they're considered "states" under MLC257.65

Germany and South Korea: Michigan has reciprocity agreements with these countries and individuals who have a driver license issued by either of these countries can convert their driver license issued in their country to a Michigan driver license. No written test is required; only a vision test is required. However, individual applicants must meet all original ID requirements. Drivers from Germany, South Korea and Canada are encouraged to obtain an International driver license which essentially acts as a translation of the other country's license and thus can be converted to a Michigan driver license.

Individuals who hold a driver license from one of the countries listed on the Michigan S.O.S. website at www.michigan.gov/sos as part of one of the following agreements are allowed to drive in Michigan (and throughout the US); again it is recommended that individuals obtain an International driver license from their home country when visiting in Michigan.

- The 1943 Convention of the Regulation of Inter-American Automotive Traffic
- The 1949 Convention on Road Traffic

Please visit the Michigan Secretary of State website that may be helpful when applying for driver license: <http://www.michigan.gov/documents/sos/Applying>.

***Driver License acquisition or renewal now requires documentation to confirm current immigration status, please see the State of Michigan website for locations and additional details.**

State of Michigan Personal Identification Card

If you do not need a driver's license, but do need extra identification, you can get a State of Michigan identification (ID) card at any Michigan Secretary of State office. The identification requirements are the same as the [identification requirements](#) for a driver's license. However, the Secretary of State office will not issue you an ID card if you have a Michigan driver's license, a driver's license from another state, or a driver's license from another country.

Driving in the US and Public Transportation

Driving an automobile in the United States is both a convenient and an expensive means of travel.

Below you will find a breakdown of the estimated costs of operating an automobile.

New Car - depending on the make and model of the car, prices start from approximately \$17,000.

Used Car - depending on the make and model, year, and condition of the car, prices start from approximately \$2,000.

Car insurance is required by the state of Michigan. Depending on the insurance company, your status, condition of the car, and kind of insurance premium you choose, it can cost anywhere from \$800 - \$1,400 each year.

License Plates (per year) – up to \$175 depending on the vehicle. Check with a Secretary of State Branch Office or website www.michigan.gov/sos

Student Parking Sticker - approximately \$100. Contact WSU Parking at (313) 577-3704

Driver's License - The Secretary of State's Office is where you need to go to obtain a driver's license and/or vehicle registration. Call before you go to find out what you need to bring and the fees involved. www.michigan.gov/sos

Public Transportation/Bus System and Detroit People Mover

Detroit has a fairly convenient and simple public transportation system available which is relatively inexpensive. You may contact DDOT (Detroit Department of Transportation) that provides bus service within the City of Detroit (313) 933-1300 and SMART Bus that provides services throughout Southeastern Michigan in Oakland, Wayne and Macomb Counties 1 (866) 962-5515 for route information. Full Bus fare for SMART starts at \$2 with \$0.25 for a transfer. Reduced fare is available for youth (6-18 years), older adults (65+ years) and people with disabilities.

Detroit People Mover provides for public transportation connecting various City of Detroit points of interest within the City's downtown area at the cost of 75¢ per ride.

Family Issues

Although a lot of the topics covered in this section may seem universal, they vary greatly across cultures. Simple every day activities in your country may turn out to be unnecessarily more difficult and time consuming in this country. Living in a foreign country can be both rewarding and frustrating. OISS hopes that this section will help you and your family be better prepared for family life in the United States.

Health Insurance

Health insurance is a requirement for the duration on your stay at Wayne State University. See the section on health insurance in this handbook regarding the importance of health insurance.

Children's Safety

Car Seats: According to Michigan law, children under the age of four are required to sit in an approved child safety seat while riding in a motor vehicle. For children less than 20 pounds, the child or infant seat must face the rear of the vehicle, according to the standard in the code of Federal Regulations. Children ages 4-15 are required to be in a seat belt if seated in the front or back seat. When buying a car seat, check carefully to see that it meets approved safety requirements. You may want to look in the paper or at resale shops to find a less expensive, used car seat. You can be fined by the police if your child is not in a car seat. When using the car seat, be sure to carefully follow the manufacturer's instructions every time your child travels.

Domestic Abuse: Domestic abuse occurs when one person in an intimate relationship or marriage tries to dominate and control the other person. This can be in the form of sexual abuse, emotional abuse, financial abuse, physical abuse, psychological or verbal abuse. Sexual abuse can happen to a man or woman of any age. Sexual abuse by a partner can include name calling, refusal to use contraception, deliberately causing unwanted physical pain during intercourse, deliberately passing on a sexual disease or infection. If you find yourself in a situation where you feel threatened, or violated, there are resources available for you to seek help.

Common Ground Sanctuary

248-456-0909
1-800-231-1127
<http://www.commongroundhelps.org>

LaVida Inc.
313-849-3104
<http://www.chasscenter.org/>

First Step

734-459-5900
888-453-5900
<http://www.firststep-mi.org/>

Haven
248-334-1274
1-877-922-1274
<http://www.haven-oakland.org/>

Arab Community Center for Economic
And Social Services (ACCESS)
313-216-2200
313-842-7010
<http://www.accesscommunity.org>

Domestic Violence Project Inc.
313-973-0242
330-453-7233
<http://www.Domesticviolencproj.org>

Wayne County Domestic Violence Project
313-833-3629

Women's Center of Southeastern Michigan
734-973-6779
<http://www.womenscenteremi.org/>

Wayne County Family Violence Council
313-833-3629

Child Abuse and Neglect: Michigan law forbids child abuse (beating or excessive punishment inflicted by the parents or other family members). Teachers and childcare providers are required by law to report any suspected child abuse to the county children services agency. They may conduct an investigation. Children must never be left alone in the home at any time. Police will investigate if children are found alone, or if they are reported to be alone. If the police investigate and find that child neglect exists, they may file child endangerment charges against the parents and take the children to the county children services agency temporarily. Police may also take children away if the parents are arrested for a crime, such as shoplifting.

Cleaning Agents: Keep all cleaning products such as soaps and sprays out of the reach of children. Many of these products contain poisons. Never mix one cleaning agent with another.

Plastic Bags: Keep all plastic bags away from children. They are a hazard for choking or suffocating.

Strangers/Kidnapping: Teach your children about safety in public places. They should stay away from people they do not know. Make sure they understand they should never go with anyone they do not know for any reason. Although the incidents are not high, there has been an increase in the number of children kidnapped and physically hurt.

Child Care

Babysitters

People who stay with children when the parent is absent are known as babysitters. When both parents leave the house for even a short time, children must have a babysitter. For reliable babysitters, ask other mothers in your neighborhood.

Day Care Centers

Day care centers provide care for children whose parents have to be away all day. A hot lunch and two snacks are usually included. Various programs and activities are provided. Ask for a description of the center's program (some centers also have a half-day option). For a list of

centers, look in the yellow pages under childcare.

Schools

Preschools and Nursery Schools

In these schools (ages 3, 4, and young 5's), the main goal is not academic learning, but reading readiness, socialization and a broad range of other learning experiences. Usually no lunch is served as the program runs only in the morning or afternoon. Check the yellow pages for preschool programs in the area.

Kindergarten

At most public and some private schools, children 5 years old by September 30, attend kindergarten. Children are required by Michigan law to attend kindergarten. Children learn reading readiness, social skills and basic elementary education. A child cannot enter first grade without completing kindergarten.

School System

There are three school levels: elementary (ages 5-11), middle school (ages 11-14), and high school (ages 14-18).

Parent's Responsibilities

You will need to register your child for school at their designated registration times. Contact the school your child be attending for scheduling. If your child will be beginning the school year in progress, go to the school and ask how you should register your child. Your child may need a TB test, proof of vaccinations, and doctor's physical checkup to register.

- Bring up any concern about your child's social, cultural, and education adjustment. Call the school and ask for an appointment to discuss your concerns. You do not need to wait for the regular parent/teacher conferences to meet with someone from your child's school.
- Make sure that your child is at school on time. Promptness in arriving at school is required. If your child misses the school bus, you are responsible for transportation.
- Write excuses for your child's absence. Acceptable reasons for absence are: sickness, sickness or death in the family and religious holidays.
- Schedule appointments with doctors or dentists after school hours when possible so the child will not miss school.

- Dress your child for the weather. The weather in Detroit changes rapidly. Play times are usually outside so your child will need an extra jacket or sweater to put on or take off as needed. Label all clothing and personal items with your child's name.
- Withdraw your child from school when you leave Detroit. Send a letter to the child's teacher or principal giving the exact date of withdrawal. Report cards, certificates of attendance, etc., will be given to you by the school upon request.
- Volunteer as a parent aide in your child's class. If you would enjoy helping with school activities or want to share information about your culture, let your child's principal or teacher know at the beginning of the year.

Types of Schools

Public Conventional Schools

In all public schools, education including textbooks and bus service is free. Boys and girls attend classes together, Monday through Friday, seven hours a day. Hot lunches are available for purchase or your child may bring a lunch from home. You may enroll your child in the English as a Second Language program if he/she has shown a need on the English Enrollment Test.

Special Private (Parochial) Schools

These schools are church affiliated and partially subsidized by the church and partially by the family. Children learn the same basic subjects as in conventional public schools but may also study religion. Usually children are required to wear uniforms and may be subject to more rigid guidelines. Some parochial schools separate the girls from the boys, but this is no longer the norm. Hot lunches are provided at the school and you may be asked to volunteer with various school activities. In order to enroll and/or learn more information about the schools available to you, look under schools in the yellow pages.

Private Schools

These schools are fully funded by families and outside donations. The philosophy of the schools varies greatly so parents should visit the school and read about its philosophy before enrolling children.

Public Libraries

Libraries are open to the public to use or check out books to use at home for a designated period of time. You must obtain a library card to check out books. There will be a fine if the book is returned late. Call for information to Detroit Public Library at (313) 833-1000.

Safety Tips

- Be observant
- Be aware of your environment
- Stay in populated areas
- After dark, walk in well lighted areas
- Walk in groups
- Keep outside doors locked
- Keep valuables out of sight
- Do not leave coats, books, or other valuable items in common areas.
- If you hear or see something suspicious call the police immediately.
- Don't leave your purse/wallet in the open.
- Carry all belongings in one bag
- DO NOT carry your passport, I-94, visa, or other immigration documents unless you need to use them that day. If they are stolen or lost it will be hard to replace and can be very costly!
- Walk with purpose and attitude
- Keep your head up and don't be afraid to make eye contact with people.
- NEVER leave your property unattended.
- Park your car in a well-lighted area with high traffic volume. NEVER leave anything of value in your car.
- While driving pick routes that are well lit and well-traveled, the quickest route is not always the safest.
- If you are stranded, DO NOT leave your car. You are safer waiting for help then you are going to look for it.
- If someone stops to help you, ask them to go and call the police for you. DO NOT GO WITH THEM!
- Consider carrying your cell phone and make sure it is charged.
- Make sure you have plenty of gas.
- NEVER pick up hitchhikers or troubled motorists
- Your personal information can be used by criminals to gain services, create fraudulent credit accounts, and to obtain false identification
- Never give out the following items to strangers:
 - Your credit card number
 - Your checking account number
 - ATM PIN number
 - Social Security number
 - Driver's License number
 - Health insurance information
- ATM Safety:
 - Try to use the ATM during daylight hours
 - When entering your PIN number use your body as a shield
 - Always take your transaction receipts and statements
 - Do not count or display money at the ATM
 - Do not except help from anyone you don't know
 - When you use a drive up ATM make sure your passenger windows are closed and all doors are locked
 - Do not give your security code to anyone
- Always lock your windows and doors when you are away from your residence
- Do not leave spare keys hidden on your property

- All exterior doors should be equipped with dead bolt locks
- If you have a sliding glass door, use a wooden rod as a means of bolstering the door lock
- Lay the rod in the track at the bottom of the sliding section
- Install a peep hole viewer on the outer door
- Use timers on lights and be sure to stagger the pattern of lighting
- Make sure that no bushes or trees obscure windows and doors

Social Networking on the Internet - Safety Tips

- A social network allows members to post information to the Internet in order to share photos, videos, and personal messages with others. This information can be about the member, their family, friends, job or business. Such sites may be available to only a few selected individuals or open to anyone surfing the Internet.
- Use caution when you click links that you receive in messages from your friends on social Websites. Know what you're posting about yourself. There is no guarantee that a message is really from who it says it is from.
- Choose your social network carefully. Be selective about who you accept as a friend on a social network. Assume that everything you put on a social networking site is going to be there FOREVER.
- Be careful about installing extras applications on your site. Think twice before you use social networking at work. Set your profile to 'Private' to screen outsiders. Talk to your kids about social networking safety.
- Understand that people are not always who they claim they are. **Don't agree to meet anyone you meet online unless you specifically know that person.** If you do plan to meet someone, make sure you go to a safe location like a large mall, mainly because it is public, indoors, and provides either of you the option of "running an errand" if you wish not to meet. Bring a friend with you just to be safe. It's okay to have fun and connect with others, but be alert and cautious!
*****TAKE PRECAUTIONS TO PREVENT A NEGATIVE OUTCOME**

Shopping Online

Remember these tips when shopping on line:

- Where possible use a secure online payment service like PayPal or World Pay
- Use credit cards rather than debit cards
- Don't keep your personal or financial information (including account passwords) on your computer.
- Try to make all your online transactions with one credit card.
- Keep a record of what you pay for and always check your online purchases off against your statement.
- When submitting information on line, make sure there is a "lock" icon on the browser's status bar and that it is "locked".
- Always check the privacy policy of any Web site that requests personal details.
- Read the fine print

- Under law a company must ship your order within the time stated on the web site. If no time is promised, the company must ship your order within 30 days. If they are unable to ship within the promised time, they must inform you and give you an option to cancel the order for a prompt refund.
- Compare prices. Check shipping fees. Order early to allow plenty of time for the shipment to arrive. If meeting someone to make a purchase or if you place an ad, make sure you have a friends or family with you. **Never go alone to do a personal sale or go to purchase items based on personal ads.**

Shopping in Detroit

Becoming familiar with the best places to shop for your particular needs is important. Below is some general information regarding shopping in the United States?

Most importantly, compare prices: the same items are often sold at different prices in different stores. Ask your friends where to buy at bargain prices. Watch for sales advertised in the newspapers and for items “on special.” “Want ads” in the newspapers list sales of used household goods and furnishings.

Prices in stores are normally fixed, and the customer does not bargain with the sales clerk. You should, however, bargain when you buy from a private individual, or in the case of purchasing a home or a car.

To find shops that carry the merchandise you are looking for; consult the Yellow Pages of the telephone directory or on line at: www.yellowpages.com.

For general needs such as clothing, shoes, bedding, and household appliances, you may want to go to one of the large shopping centers not too far from campus. Some nearby stores that carry a variety of items are:

- **Whole Foods Market**
115 Mack Avenue
Detroit, MI 48201
Phone: 313-576-5300
Hours: 8 am – 9 pm; 7 days a week
Web: www.wholefoods.com
- **Joe Randazzo’s Fruits & Vegetables**
5240 East Outer Drive
Detroit, MI 48234
Phone: 313-892-0093
Web: www.joerandazzos.com
- **Wal-Mart**
5851 Mercury Drive
Dearborn, MI 48126
Phone: 313-441-0194
Web: www.walmart.com
- **Target**
15901 Ford Road
Dearborn, MI 48126
Phone: 313-336-5000
Web: www.target.com
- **Joe Randazzo’s Fruits & Vegetables**
24135 Joy Road
Dearborn Heights, MI 48127
Phone: 313-563-6800
Web: www.joerandazzos.com
- **Meijer**
3565 Fairlane Blvd.
Allen Park, MI 48101
Phone: 734-728-1800
Web: www.meijer.com
- **Target**
3100 Fairlane Blvd.
Allen Park, MI 48101
Phone: 313-768-0064
Web: www.target.com

Sales Tax - In Michigan, there is a 6% sales tax on all non-food goods, except for prescription medicines and periodical publications such as newspapers and magazines. Usually the tax is not included in the quoted price but is added to the bill when you pay.

The Classified Section in the Back of Newspapers lists other sources for buying used furniture, used electrical appliances, used cars and used clothing. The section also lists “garage, yard, and rummage” sales. A garage sale is a sale of household items and clothing in someone’s garage or on the street in front of their house. A rummage sale is a collection of goods from many people who belong to a specific organization; the profits from the sale go toward operating the organization or toward civic projects which the organization supports.

International Food Markets

Detroit Eastern Market

2934 Russell Street

Detroit, MI 48207

Tel: 313.833.9300

E-mail: admin@detroiteasternmarket.com

www.detroiteasternmarket.com

This market carries great selections of fruits, veggies, fresh-cut flowers, homemade jams, maple syrups, locally produced specialty food products, pasture and/or grass-fed meat and even an occasional goose or rabbit.

Near Eastern, Greek, Indian, & Pakistani

- **Big Market**

341 E. Huron St.

Ann Arbor, MI 48104

Phone: 734-662-4445

Carries a wide variety of Near Eastern and Greek foods.

- **Foods of India**

1168 Broadway St.

Ann Arbor, MI 48105

Phone: 734-332-0500

Carries a wide variety of Indian foods.

- **Golfside Market**

2642 Golfside

Ann Arbor, MI 48108

Phone: 734-434-4433

Carries a lot of food from the Middle East.

East Asian

- **Fuji Japanese Buffet**
32153 John R Road
Madison Heights, MI 48071
Phone: 248-616-8868
Carries all kinds of Asian food (sushi bar, dim-sum bar, BBQ, seafood).
- **Chinatown Market**
27651 John R Road
Madison Heights, MI 48071
Phone: 248-336-2188
Carries a lot of Chinese and Asian food.
- **E Mart**
2963 East Big Beaver Road
Troy, MI 48083
Phone: 248-689-2222
Carries a wide variety of Asian (especially Korean) food.
- **Noble Fish**
45 E 14 Mile Rd
Clawson, MI 48017
Phone: 248-585-2314
Japanese grocery and sushi bar.

WARNING:

You may find that shopping is very different from what you are used to at home. Generally, merchandise is sold “self-service.” When shopping in U.S., stores use a shopping cart or basket provided at the front of the store. Do not place items in a purse or pocket. This may be interpreted as stealing or shoplifting.

Restaurants

- **Polish Village Café**
2990 Yemans St
Hamtramck, MI 48212
Phone: 313-874-5726
One of the best European restaurants not far from campus.
- **Moro's Dining**
6535 Allen Rd
Allen Park, MI 48101
Phone: 313-382-7152
A great cuisine of Greek, Italian and European food, outstanding service!
- **Pegasus Taverna**
558 Monroe St
Detroit, MI 48226
Phone: 313-964-6800
Enjoy special treats from both European and Greek, rated as one of the best European restaurants.
- **Mario's**
4222 Second Avenue
Detroit, MI
Phone: 313-832-1616
Old fashion Italian pasta, pizza and more.

Shopping and Restaurants on or near Wayne State University Campus:

Jimmy Johns

5118 Anthony Wayne Drive (Near DeRoy Apts.)
Phone: 313-832-7614

Starbucks

695 Williams Mall Drive (Near DeRoy Apts.)
Phone: 313-577-4678

Einstein Brothers Bagels

695 Williams Mall (Near DeRoy Apts.)
Phone: 313-577-4848

Tim Horton's Coffee/Doughnuts & Soup & Sandwiches

Wayne State University
4830 Cass Avenue, Detroit MI
Phone: 313-831-1280

Little Asia Market

5130 Anthony Wayne Dr.
Phone: 313-833-0618
Open Sunday to Saturday
10:00 am to 10:00 pm (fresh poultry and fish)

Salad 101

5122 Anthony Wayne Dr.
Phone: 313-833-0000
Open: M – F 10:00 am to 11:00 pm
S – 11:00 am to 9:00 pm
(Halal available)

Mailing/Sending Packages & Pharmacy

WSU University Pharmacy/Postal Service

5254 Anthony Wayne Drive (Near DeRoy Apts.)
Phone: 313-831-2008
Phone: 313-833-3876

Third Avenue Hardware

3645 Third
Between Selden & Brainard
Phone: 313-832-7241

Radio Shack

4501 Woodward (Near UT Apts.)
Phone: 313-831-7561

Shangri-La

4710 Cass Ave (Near UT Apts.)
Phone: 313-974-7669

Epicurus Place

111 W. Warren Ave
Phone: (313) 832-0133

Olympic Grill of Wayne State

119 W. Warren Ave
Phone: 313-832-5809

Wasabi Korean & Japanese Cuisine

15 East Kirby St
Phone: 313-638-1272

Maccabees at Midtown

5057 Woodward
Detroit, MI 48202
Phone: 313-831-9311
www.Maccabees.Detroit.com

FedEx Kinko's

5266 Anthony Wayne Drive (Near DeRoy Apartments)
Phone: 313-833-3876

CVS Pharmacy

350 East Warren Ave.
Detroit, MI
Phone: 313-833-0201
Pharmacy and Photo Hours
Monday - Sunday 24 hrs.

Popular Shopping Malls

Destinations that can be reached by BUS starting on Woodward Avenue

Fairlane Town Center - # 53 to Downtown to Detroit, # 37 to Fairlane Town Center – This mall is the closest mall to WSU with major Department Stores such as Macy's, Sears, and JC Penny's as well as a variety of national chain stores and restaurants.

Oakland Mall – Bus # 450. This mall also has major Department Stores such as Macy's, Sears, JC Penny's with numerous national chain stores.

Somerset Mall Collection in Troy - # 460. This is an upscale mall with department stores such as Neiman Marcus, Saks 5th Avenue, Nordstrom's and Macy's as well as a collection of high end national designer stores.

Great Lakes Crossing - # 450 to Pontiac transfer to # 753. This shopping center is located in Auburn Hills, Mi. All the stores located in this mall are considered "outlets" where national brands are sold at discount prices. The mall is very large so if you go, give yourself plenty of time – perhaps the whole day and enjoy the shopping!

Cultural Organizations

Metro Detroit Community and Cultural Organizations

The greater Detroit metropolitan area has many cultural and civic organizations that may be of interest to WSU international students. Most of these organizations promote their cultural heritage through cultural events, often assist newcomers to the US with language and cultural adjustments and in general are a community resource. In addition to many of these community organizations, there are hundreds of student organizations at Wayne State University that welcome international student involvement. Contact them at www.getinvolved.wayne.edu. Through Welcome Mat Detroit, the Immigrant Integration Network is provided as a searchable online database of immigrant services and resources. This database can be accessed at www.welcomematdetroit.org.

Here's a listing of many cultural and civic organizations that you may find useful:

ACC-Arab Chaldean Council

28551 Southfield Road # 204
Lathrup Village, MI 48076
Phone: 248-559-1990
E-mail: radwank@myacc.org
Web: www.myacc.org

ACCESS- Arab Community Center for Economic and Social Services

2651 Saulino Ct. Dearborn, MI 48120
Phone: 313-842-7010
E-mail: banouti@accesscommunity.org

Association of Chinese Americans

32585 Concord Drive
Madison Heights, MI 48071
Phone: 313-831-1790
E-mail: acacenterdir@ameritech.net
Web: www.acadetroit.org

Belize Association of Michigan

P.O. Box 412
Inkster, MI 49141
Phone: 586-419-1231
Web: www.belizeassociationofmichigan.org

Bharatiya Temple

6850 North Adams Rd.
Troy, MI 48098
Phone: (248) 879-2552
E-mail: admin@bharatiya-temple.org
Web: www.bharatiya-temple.org

Centro Multicultural La Familia

35 West Huron, Suite 500
Pontiac, MI 48342
Phone: 248-858-7800
E-mail: sacosta@centromulticultural.org
Web: www.centromulticultural.org

Guyana Association of Metro Detroit

P.O. Box 901
Novi, MI 48376
Phone: 586-506-3944
E-mail: blairsbiz@gmail.com

Haitian Network Group of Detroit

P.O. Box 19195
Detroit, MI 48219
Phone: 313-585-3360
E-mail: rfanier1@gmail.com
Web: www.hnqd.com

International Institute of Detroit

111 Kirby St. Detroit, MI 48202
Phone: 313-871-8600
E-mail: wojciech517@yahoo.com
Web: www.iimd.org

Jamaican Association of Michigan

P.O. Box 44593
Detroit, MI 48244
Phone: 313-444-0526
Web: www.jam1.org

LASED-Latin American for Social and Economic Development

4138 W. Vernor Hwy.
Detroit, MI 48209
Phone: 313-554-2025
Web: www.lasedinc.org

Lebanese American Heritage Club

4335 Maple Street
Dearborn, MI 48126
Phone: 313-846-8480
E-mail: wmahfouz@lahc.org
Web: www.lahc.org

Liberian Association of Michigan

13300 Puritan Ave. Detroit, MI 48229
Phone: 313-397-1345
E-mail: cmaddy2002@yahoo.com
Web: www.liberians-in-michigan.org

Multicultural Council of America

1787 West Big Beaver Road
Troy, MI 48084-3548
Phone: 248-614-5200 or 248-787-0636
E-mail: info@mutliculturalcouncil.org
Web: www.multiculturalcouncil.org

Association of Nigerians in Michigan

16603 Plymouth Road
Detroit, MI 48227
Web: www.shekenan.com

Philippine American Community Center of Michigan

17356 Northland Park Court
Southfield, MI 48075-4303
Phone: 248-443-7037
Web: www.paccm.org

Polish American Congress

11333 Joseph Campau Ave. Hamtramck, MI 48212
Phone: 313-365-9400
E-mail: polishtimes@comcast.net
E-mail: metyszka@sbcglobal.net
Web: www.pacmi.org

Senegalese Association of Michigan

18218 W. McNichols
Detroit, MI 48219
Phone: 734-502-7007
E-mail: mail@saom.org
Web: www.saom.org

Thai American Association of Michigan

2875 Woodcreek Way
Bloomfield Hills, MI 48304
Phone: 866-907-4088
E-mail: thai2michigan@aol.com

Yemeni American Association

10415 Dix Ave.
Dearborn, MI 48210
Phone: 313-843-5040
E-mail: daifall_a@aol.com

Useful WSU Websites

WSU has many useful websites. Here we have listed some of the most useful sites.

WSU Directories

<http://www.ucomm.wayne.edu/~fsd/index.html>

General directory for departments, faculty, staff, and students. Good way to find e-mail addresses.

Office of International Students and Scholars

www.wsuoiss.wayne.edu

An essential website for international students, scholars, and hiring departments.

Pipeline

<http://lumprod1.wayne.edu/cp/home/loginf>

You can update your directory information, register for classes, and among other services

University Housing

<http://www.housing.wayne.edu/>

Information about on- and off-campus housing.

OneCard

<http://www.busop.wayne.edu/ONECARD.HTM>

WSU One Card is a multi-purpose identification and debit card all in one. It is a convenient, easy-to-use card designed to provide students, faculty, and staff with access to a wide variety of campus services.

Human Resources

<http://www.hr.wayne.edu/>

Information about benefits, compensation, training, etc.

Fitness Center

<http://rfc.wayne.edu/>

A state-of-the-art facility located in the heart of the campus for convenience.

Computing and Information Technology

<http://www.wayne.edu/cit/>

Information about WSU e-mail accounts, etc.

OISS Staff

OISS professional and administrative staffs are committed to meeting the needs of international students and scholars. You can reach us at 313-577-3422.

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