In this section, prospective international students will find essential information that will aid in their transition to Penn State Hazleton. Review all information carefully and forward all questions and concerns to Marquis L. Bennett, International Student Liaison at mlb44@psu.edu.
Visa Types
Individuals who are not U.S. citizens or U.S. permanent residents in the United States for the purpose of study should be in F-1 or J-1 status. In general, most students are given the I-20. Those students who are government sponsored or who are on exchange programs are given the DS-2019. For a complete explanation of visa types, please visit: https://global.psu.edu/info/internationals-psu/students/pre-arrival/f-1-i-20-vs-j-1-student-ds-2019

How to Apply for a Student Visa
Once you have received the I-20 or DS-2019, you will be ready to apply for a student visa from a U.S. consular post. Complete details about this process are available here: https://global.psu.edu/info/internationals-psu/students/pre-arrival/how-request-certificate-eligibility-obtain-student-visa

SEVIS Registration
SEVIS registration is handled by the Office of Global Programs located at Penn State – University Park. Upon completion of their application for admission, international students should receive an invitation from UOGP to complete their document request via iStart. International students should bring their documents to their international student adviser upon their arrival to campus to be uploaded to SEVIS.

Academic Registration
US immigration regulations require that F-1 and J-1 students maintain full-time status every fall and spring semesters. Students admitted in summer must be full time in summer in the first year of attendance (see an international student adviser for further explanation). Full-time enrollment for undergraduate students is a minimum of 12 credits; full-time enrollment for graduate students is a minimum of 9 credits. The scheduling of classes and the number of credits will be determined after consulting with an academic adviser. Students are not in registered status until they pay their semester bills including on-campus room/board. DISA must register all international students in SEVIS within 30 days of the arrival date on the I-20 or DS-2019; registration in SEVIS occurs only after registration at Penn State.

Pre-Arrival Checklist
The following information should be completed prior to your arrival to campus. This is not a complete list, but it will help to keep things in order.
What to bring:
• Passport and passports of any accompanying family member
• I-94 card
• I-20 or DS-2019
• 1 photo
• Documents from your sponsor if you are a government/corporate sponsored student
• Specialty food items- commercially packed. (These items will be subject to inspection at Customs.)
• Computer/laptop
• Cell phone
Once you arrive on campus, you’ll be given a list of other items that you may want to have in your possession. If you have questions about what to bring, please contact Marquis L. Bennett mlb44@psu.edu.

Fall Semester 2014 Arrival and Welcome Weekend
International Student Arrival Day for the fall semester is Thursday, August 21. International Student welcome weekend will be held Friday, August 22. Welcome Weekend activities for all first-year students will occur Saturday, August 23 and Sunday, August 24. Classes for the fall semester begin on Monday, August 25. To view the full welcome weekend schedule, please visit our website www.hn.psu.edu.
Transportation to Campus:

It is your responsibility to make transportation arrangements to Penn State Hazleton.

The Office of Student Affairs can be helpful in locating local airports and ground transportation. In some instances, the University can provide transportation from the Wilkes-Barre/Scranton International Airport. You would have to communicate with the Office of Student Affairs at least one month prior to your arrival to determine if arrangements can be made. Below is a list of transportation services in our area:

**Wilkes-Barre/Scranton International Airport**
100 Terminal Dr.
Avoca, PA 18641-2224
[www.flyavp.com](http://www.flyavp.com)
+1-570-602-2030
Approx: 33 miles away from campus

**Newark Liberty International Airport**
10 Toler Pl.
Newark, NJ 07114
+1-973-961-6600
appro: 121 miles

**Best Value Limousine & Taxi Service**
(Operates within the Wilkes-Barre /Scranton International Airport)
100 Terminal Dr.
Avoca, PA 18641-2224
[www.flyavp.com/limotaxi1.html](http://www.flyavp.com/limotaxi1.html)
+1-570-457-6111
Rates:  $79*  From Wilkes-Barre/Scranton International Airport to Penn State Hazleton
        $285*  From Newark Liberty International Airport to Penn State Hazleton
Credit cards accepted

*Rates subject to change

**Susquehanna Trailways (Bus Service)**
P.O. Box U
Avis, PA 17721
[www.susquehannabus.com](http://www.susquehannabus.com)
+1-800-692-6314 or +1-570-459-0787

**Greyhound Lines (Bus Services)**
126 W Mine St.
Hazleton, PA 18201-6235
+1-570-459-0787
[www.greyhound.com](http://www.greyhound.com)

**C & C Transportation (Van Service)**
5 N Broad St.
West Hazleton, PA 18202-3778
+1-570-453-6926 or +1-570-777-6057
Housing

Off-Campus Residents

Off-Campus Residents: Off-campus residential facilities usually open on the same day as the university. If you choose to live off-campus, please check with the management of those facilities to insure that you have complied with their move-in policy. Additionally, these facilities may follow the same break schedule as on-campus residents. Please review the break schedule below and confer with the management of your off-campus living area to be sure.

On-Campus Residents

Upon your arrival, you will be allowed to move into your permanent residence hall space. While living on-campus in residence halls, it is important to understand that the halls close during breaks and it is necessary for you to make alternative living arrangements during these times.

The break schedule is as follows:
Fall Break: November 23, 2014 - November 29, 2014
Spring Break: March 8, 2015 - March 14, 2015

The area hotels listed below have agreed to house our students during breaks at discounted rates for which you are responsible. You should contact them directly to make arrangements. Mention that you are an international student at Penn State Hazleton to receive the student rates.

Candlewood Suites
(This facility has an in-room kitchen)
9 Bowman’s Mill Road
Hazleton, PA 18202
Ph: +1-570-459-1600
www.candlewoodsuites.com

Comfort Inn
(There is a dining area located within the hotel that serves breakfast and dinner for an additional fee)
58 State Route 93
West Hazleton, PA 18202
Ph: +1-570-455-9300
www.comfortinn.com

There is sufficient time to make these arrangements after you arrive at the campus. You will also need to arrange transportation to and from these facilities. Typically, residence halls close for breaks at noon Eastern Standard Time (EST) on the closing dates and re-opens at 11 a.m. EST on the date that the break ends. This information will be posted in and around all residence hall facilities prior to closing dates.

Academic Calendar and Breaks

The following is a brief outline of the campus academic calendar for Fall 2014

Int’l Student
Arrival Day - New Students Thursday, August 21
Arrival Day - New students Saturday, August 23
Arrival Day - Returning students Sunday, August 24
Student Registration - Deadline Sunday, August 24
Classes Begin Monday, August 25
Labor Day Holiday - No classes Monday, September 1
Regular Drop (classes) deadline Wednesday, September 3
Regular Add (classes) deadline Thursday, September 4 at 8 a.m. EST
Late Drop Begins Thursday, September 4
Late Registration Begins Friday, September 5
Thanksgiving Holiday-No classes Sunday - Saturday November 23 - 29
Withdrawal - Deadline Friday, December 12
Classes End Friday, December 12
Study Days Saturday - Sunday December 13 - 14
Final Exams Monday - Friday December 15 - 19
Financial Information

Payment of Semester Bill

Paying Tuition Charges:
To become a registered student, you must first “schedule” classes after consulting with your academic department. Secondly, the registration is completed ONLY upon receipt of tuition and fee payments to the University. Note: students must also be registered full time (12 credits for undergraduates; 9 credits for graduate students) except for those students who have prior approval to be less than full time from the Directorate of International Student Advising (DISA). DISA must also report all students who are not full time to the U.S. Citizenship and Immigration Services within 21 days of the start of each semester.

Tuition Bills:
The Bursar’s Office will e-mail a semester bill to your Penn State Access Account detailing payment methods. It is important to note that there will not be a paper bill. However, if you do not receive a bill by the end of July, please contact the Bursar’s Office at +1-570-450-3150. Or, you may email Kim Bogdan, financial officer, at kao7@psu.edu or Tracey Morgan-Chopick, assistant to the financial officer, at tam219@psu.edu.

Once the tuition charges are paid or confirmed, your status in the Penn State database will move from scheduled to registered. For reporting purposes in the U.S. Government database SEVIS, students on F-1 and J-1 visas must be in registered status within 30 days of the program start date listed on their immigration document.

Methods of Payment:

Personally-funded students paying by cash, check, or money order
Students may choose to print the semester bill from eLion at https://elion.psu.edu and submit it with a check or money order directly to the Bursar’s Office, Room 211 Administration Building, Hazleton, PA 18202. All checks and money orders must be made payable to Penn State University. The Bursar’s Office asks that you include your Penn State ID number on the check. Students may also visit the Bursar’s Office in Room 211 Administration Building, weekdays between the hours of 8 a.m. and 5 p.m. for cash payments.

Credit Card
There is a 2.5% convenience fee for each payment processed with either a Visa, Mastercard, Discover or American Express credit cards through eLion.
Note: the Bursar will not accept credit card payments via mail, phone or in person. Credit card payments can only be made after a student receives their official Penn State ID card and activates it on campus.

eLion - Students can now pay tuition & fees by credit card using eLion. Paying by credit card on eLion allows you to e-mail a receipt directly into your own PSU e-mail account.

Bringing and Sending Money from Outside the U.S.

We recommend that any money you bring or send from any country outside the U.S. be in the form of travelers checks, payable in U.S. dollars. According to the U. S. Customs and Border Protection there is no limit to the amount of U.S. or foreign coins, currency, travelers checks, money orders, and negotiable instruments or investment securities in bearer forms that you can bring into or take out of the United States. However, if you do bring into the U.S. or send out of the U.S. or cause to be brought in or sent out by mail or other means, more than $10,000 on any occasion, or if you receive more than that amount, you must file a report (Customs Form 4790) with U.S. Customs (Currency & Foreign Transactions Reporting Act, 31 U.S.C. 1101, et seq.). Reporting transportation of funds above $10,000 should not incur additional tax penalties or cause other significant costs.

Failure to report funds in an amount of more than $10,000 is likely to result in the seizure of the unreported funds as well as imposition of civil and criminal penalties.

Estimated Initial Expenses

You should bring enough money with you to cover your initial expenses, which are estimated below. Tuition must be paid before late registration on Friday, September 5, 2014. You may pay your tuition using Visa, MasterCard, Discover, or American Express credit cards, but there is an additional 2.5% convenience fee charged for using credit cards. The following are other acceptable methods of paying: electronic check (eCheck) made payable in U.S. dollars on a student’s account in eLion; personal check or money order (made payable in U.S. dollars sent via mail or in person); or cash or travelers checks paid in person only. More information about tuition bill instructions is available at: www.bursar.psu.edu/paybill.cfm.

Any additional money for personal use included in a check to the University will be released only after 21 working days. We therefore suggest that you do not bring all of your funds in one large check made payable to Penn State
International Wire Transfers - Recommended Method

Penn State has partnered with peerTransfer to streamline the tuition payment process for our international students. With peerTransfer, you are offered excellent foreign exchange rates, allowing you to pay in your home currency and save a significant amount of money, as compared to traditional banks. It’s fast, simple and cost effective from any country - any time.

**SAVES MONEY** using peerTransfer will save you hundreds of dollars on each tuition payment vs. traditional bank wire transfers.

**SIMPLE** no more back-and-forth with the bank trying to get all the information you need to make a wire payment.

**QUICK** no more waiting and wondering if your payment has posted to your student account. peerTransfer will keep you and Penn State informed along the way.

How it works:

- peerTransfer [http://psu.peertransfer.com](http://psu.peertransfer.com) accepts payments from any country - typically in your home currency. They work to secure you wholesale foreign exchange rates, which are significantly lower than rates offered by traditional banks.
- Visit [http://psu.peertransfer.com](http://psu.peertransfer.com), enter your tuition amount, and immediately see how much money you will save. Once you initiate payment on [http://psu.peertransfer.com](http://psu.peertransfer.com), you will receive detailed instructions on how to transfer funds to Penn State. peerTransfer will keep you informed during every step in the process, including when funds have been delivered to Penn State.
- Payments are posted to your student account more quickly than they would be if you were using a regular bank to pay. And, you can be assured that you will never have a short-payment due to unexpected transfer fees or bank charges.

Estimated Orientation Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>Provided by University for Welcome Weekend only</td>
</tr>
<tr>
<td>Welcome Weekend Housing</td>
<td>$20.00 per night</td>
</tr>
</tbody>
</table>

Estimated Initial Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees*</td>
<td>$923</td>
</tr>
</tbody>
</table>
| Exact tuition and room/board fees are available each year in mid-July on the Penn State Bursar website at [www.bursar.psu.edu](http://www.bursar.psu.edu). Undergraduate* - 12 credits
| Medical Insurance***         | $980                           |
| Books****                    | $50.00 - $200.00              |
| Incidental                  | $2,730 West Hall: $2,880 North Hall: $3,220 |
| On-Campus Housing South Hall | $2,005 Level 2: $2,095 Level 3: $2,155 |
| On-Campus Meal Plan*****     | Level 4: $2,270 Level 5: $2,355 Level 6: $2,530 |

These figures are accurate as of April 2014 and will not reflect all expenses a student may incur during each semester. Some academic programs require purchase of a computer or have other additional requirements which may also need to be considered.

*Tuition must be paid before classes begin unless you have a Penn State scholarship or assistantship or your tuition will be paid directly to the University by your sponsoring agency.

**Minimum number of credits an international student in F-1 or J-1 immigration status may take per semester. Tuition and Fees estimates vary depending upon level of study and on department surcharges but most will fall within the range indicated.

***Medical Insurance: All international students MUST either purchase Penn State insurance or carry an alternative policy that meets all Penn State waiver standards. You must have purchased insurance or had your policy approved by Student Health Insurance before classes begin.

****Books are not a billable expense. Costs may change from semester to semester.

*****Levels indicate cost of meal plan. Actual dining dollars can be found online. Log on to Campus Meal Plan at [http://www.hfs.psu.edu/hazleton/meal-plan/campus-meal-plan.cfm](http://www.hfs.psu.edu/hazleton/meal-plan/campus-meal-plan.cfm) for complete details.
Health Insurance

Health insurance is mandatory at Penn State for international students. Information is available at: http://studentaffairs.psu.edu/health/services/insurance/international.shtml

International students will need to comply with immunization requirements. Information is available at: http://studentaffairs.psu.edu/health/immunizations/

Making an Appointment
If you are covered by the Penn State Student Health Insurance Plan or the Graduate Assistants and Graduate Fellow Health Insurance Plan, you must be seen first at Health Services, unless it is an emergency.

Call 570-450-3029 By calling ahead, you’ll reduce your wait time.

Health Services  Business Hours
Monday - Friday:
8:00 a.m. – 5:00 p.m.

CALL 911 in case of emergency!

Counseling Services
Counseling and Psychological Services provides group and individual counseling, crisis intervention, and psychological evaluations for students, as well as prevention and consultation services for the University community.

Counseling services can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State.

Debbie Jemo, Counselor
Butler Building Suite 105
Phone: 570-450-3027

Academic Life At Penn State

Academic Integrity
Academic dishonesty is strictly prohibited. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students.

Academic Success
- Attend classes regularly. Attendance may be a part of your final grade.
- Read the course syllabus well. This is the “contract” between you and your instructor.
- Visit professors during their office hours to ask questions.
- Ask for help!

Writing Tutor
You should meet with an undergraduate peer tutor to develop your writing. You can bring a topic proposal, rough draft, or even a graded paper that you want to revise. Discuss your writing with a peer tutor so you can analyze your own writing concerns and develop skills to review your own writing. Visit the Butler Teaching and Learning Resource Center in Butler Suite 203. In addition to peer tutoring, The Learning Center also has valuable materials that can help you with your writing, including reference books, style manuals, and other resources that may be used in their center.

Tutoring and Study Groups
Tutoring is offered for various subjects such as math, writing, and the sciences. If a tutor is not available due to high demand, you may be invited to join a study group instead.

Libraries
CAT CAT is the acronym for the Penn State Libraries’ search engine.

Course Reserves
Some professors hold certain books for their courses in the Course Reserves Services. You may check out these books for two hours or read them in the library.

International Newspapers
Penn State offers international newspapers online. Visit the University Libraries website to learn more: http://www.libraries.psu.edu
Residence Hall Internet Access

The residence halls are connected to an Ethernet network. Students who are staying in the residence halls are able to bring their own computers and connect directly to the Internet through an Ethernet network.

Ethernet Cards and Cables
In order to access the residence hall ethernet, a student must have a computer with an Ethernet card installed (RJ45 connection needed). Most computer stores sell Ethernet cards. CAT 5 network cables are required and are available from most computer and electronic stores.

Connecting to the Network
1. Install and configure the Ethernet card.
2. Gather the following information that will be used to request your Internet connection:
   a. Access Account user ID (eg. abc1234)
   b. Building, room, and jack number
   c. Computer Brand
   d. Ethernet card address (refer to determining the address of an ethernet card)
3. Note: Please wait until move-in day before completing steps 3 & 4. Register the Ethernet card with Rescom at http://www.rescom.psu.edu and click online Ethernet Registration link.
4. Configure the computer’s network settings.

Determining the Ethernet address of a network card
Your Ethernet card must be installed and recognized by the system for these instructions to work. For more information on obtaining your Ethernet address of a network card, please wait until move-in day.

Getting Help
Network set-up and connection problems can be reported to the Penn State Hazleton IT Helpdesk at (570) 450-3456 or hn-helpdesk@lists.psu.edu. Residence Hall Network Support Students are available but are assigned through calls made to the Penn State Hazleton IT Helpdesk. Members of the computer staff are available on move-in day to assist with connection set-up.

Cell Phones

Prepaid Plans
Many phone companies offer prepaid plans. You may purchase minutes in advance to make telephone calls and send text messages. If you are planning to stay in the United States on a short term basis, this may be ideal for you. You can purchase minutes online or buy cards at many local stores.

Monthly Plans
If you buy a monthly plan, you may get a certain number of free minutes and free text messages, as well as various other deals. However, when you buy a plan, you are usually tied to the contract for a certain period of time, usually 24 months. If you are staying in the United States for a few years, this may be an option for you. You often need a Social Security Number (SSN) to purchase a plan. If you do not have an SSN, you may need to pay a security deposit. It depends on the company, but the deposit could be a few hundred dollars. You will receive the deposit back at the end of your contract.

Text Messages
Not only sending text messages, but also receiving text messages costs money. If you have a certain number of free text messages, receiving a text message will count towards your limit.

Selecting a Phone Company
Plan well when you are purchasing a cell phone. Things to consider:
- Compare phone companies and check into different types of deals.
- Where do you want to use your phone? Are you planning to stay in State College for most of your stay? Check the coverage of each network. Some rural parts of Pennsylvania have limited cell phone coverage.
- Are you planning to make international calls often?
- Can you afford the plan?
Safety & Security

Discrimination
Penn State University has a policy on zero tolerance and does its best to protect all of its students. To report incidents involving acts of hate, intolerance, harassment, and/or incivility, complete the Hate Report Form at www.equity.psu.edu/REPORTHATE

PSUAlert
PSUAlert is Penn State’s emergency notification system for students, faculty and staff. The system will be used to alert members of Penn State’s campus communities of emergencies, campus closings and other urgent information. Using this portal, students, faculty and staff can choose to receive PSUAlert messages by text message, voice message and e-mail. https://psualert.psu.edu/psualert/

Relationship Violence
Please refer to the campus’s webpage on federal Title IX guidelines for more information. http://www.hn.psu.edu/Information/Safety/32942.htm

Useful Contact Information
University Police
570-450-3333
Emergencies: 911

Counseling Services
570-450-3027

Office of Student Affairs
570-450-3160

Office of Residence Life
570-450-3070
IMMIGRATION REGULATIONS

Maintaining F-1 or J-1 Status
Students in F-1 or J-1 status must meet certain obligations to maintain status. Failure to do this may subject the student to deportation.

1| Update Your Address
Report any change of address to ISA and the U.S. government within ten days after the change occurs.

Students must report address changes to DISA by logging onto https://elion.psu.edu/ and following the instructions on line for students. Students must have their Penn State ACCESS (email) account to make changes.

Since DISA reports all address changes within SEVIS, the government is informed immediately of any address changes.

The home address must be a foreign address. The local address must be a local address (campus or off-campus location), not a post office box address.

2| Keep Your Passport Valid
In general, passports should always have at least six months before expiration.

3| Attend the Right School
Attend the school you were authorized to attend by the Department of Homeland Security (DHS).

4| Maintain Full-Time Academic Status
Maintain full-time academic status. Note: Only one 3-credit course in distance education (Independent Learning) or on-line course may be used toward full-time enrollment each semester.

Undergraduate students should enroll for a minimum of twelve (12) credits to fulfill DHS visa requirements. Generally students will enroll for fourteen (14) to nineteen (19) credits per semester to complete an undergraduate degree in four years. Students beginning in Summer I must be registered for 12 credits; students beginning in Summer II must be registered for 6 credits.

Graduate students will enroll for variable credits up to fifteen (15), with nine (9) credits being the minimum required to fulfill DHS visa requirements for full-time enrollment. Students beginning in summer must be registered for 5 credits in summer unless they have a 1/2-time assistantship which requires only 4 credits.

Full-time enrollment for law students is 12 credits and for M.D. (medical) students is 10 credits per fall and spring semesters.

Exceptions to full-time study must be cleared through the International Student Adviser in advance by completing the Request for Reduced Course Load http://global.psu.edu/info/internationals-psu/students/maintenance-status/enrollment/full-time-enrollment-and-exceptions. All exceptions granted by the International Student Adviser must be reported to DHS within 21 days as well as the return to full-time status. Note: Exceptions to full-time study due to academic difficulties are limited to one semester during the entire program of study; documented medical illnesses are limited to one year during the program of study. Failure to enroll for full-time study or to obtain approval from the International Student Adviser in advance is automatically out-of-status.

5| Apply for an Extension on Time
Apply for an extension no later than 30-45 days before the completion date on the I-20 or before the completion date on the DS-2019. DISA will issue new SEVIS documents. Extensions require new financial documentation as well as an academic adviser form. F-1 students http://global.psu.edu/info/internationals-psu/students/maintenance-status/f-1-program-extension and J-1 students http://global.psu.edu/info/internationals-psu/students/maintenance-status/j-1-program-extension.

6| Obtain New Document When Changing Educational Level
Apply for new documents when changing from one education level to another at Penn State, one major to another at Penn State, or one Penn State campus to another Penn State campus (e.g., from the master’s to the doctoral level) at Penn State. Complete the form for Request for Updated I-20 or DS-2019 (New Academic Level) http://global.psu.edu/info/internationals-psu/students/maintenance-status/change-academic-level.
7| Understand the Rules for Transferring Schools  
F-1 students must notify the International Student Adviser at the current school of their plan to transfer to another school. Only after the current school releases the student can the new school issue a new I-20. The student must apply for a transfer through the International Student Adviser at the new school within fifteen (15) days of beginning attendance at the new school. 
J-1 students transferring from one sponsor to another must notify the current sponsor of their intent to transfer to another school. After determining eligibility for transfer, the current sponsor will release the exchange visitor student to the other sponsor and only then will the new sponsor issue the DS-2019. 
Complete the form for Request to Transfer from Penn State  
http://global.psu.edu/info/internationals-psu/students/maintenance-status/transferring-new-institution

8| Know the Rules about Employment  
Refrain from off-campus employment without authorization.

9| Know the Rules about Traveling  
Obtain signatures on immigration documents from international student adviser before traveling outside of the United States. Students may need a new visa to re-enter the U.S. Please check with DISA and see the travel information regarding documents required for re-entry.

10| Keep all Immigration Documents in a Secure Place  
Keep all immigration documents in a secure place. Students are required to keep all certificates of eligibility (for F-1 students, they should have all I-20 copies together; for J-1 students, they should have all DS-2019 copies (including any previously issued IAP-66s). In addition, students are required to keep safely the I-94 and passport. Students should inform ISA if any of these documents are lost.

11| Obtain Health Insurance  
Maintain health insurance for student and all dependents (spouse, children).

12| File Tax Returns  
File U.S. tax returns each year by April 15 (even if there is no income, there are forms that must be completed).

13| Ask Questions  
Ask the international student adviser in Butler Suite 105, if unsure about any rules. Students are ultimately responsible for knowing the rules and regulations of their status while in the U.S. Not knowing the rules is not an excuse with the government, and not following the regulations can affect future immigration benefits.
How To Update Your Address

Inform Penn State of any changes or corrections to your addresses by going online at http://elion.psu.edu.

**Permanent address**
You must use your foreign address in this space. If this address changes, you must update this on eLion. (You are required to have a foreign address if you are in the U.S. in non-immigrant status.)

The Directorate of International Student Advising (DISA) is required by law to report your foreign address to the U.S. Department of Homeland Security through the tracking system SEVIS.

**Local address**
Most University mail is sent to this address, so you should list your address in the Hazleton area (this is your on-campus address)

**Emergency contact**
This is the person the University contacts if you are seriously ill or injured.

**NOTE:** The Directorate of International Student Advising is required by law to report your foreign address and local address to the U.S. Department of Homeland Security through the tracking system SEVIS.

Employment Information

**On-campus Employment**
On-campus employment is limited to a total of 20 hours per week while school is in session. Since regulations prohibit students from working more than 20 hours per week, 3/4-time assistantships are not allowed. In addition, the benefit of working on campus requires F-1 and J-1 students to be in status (i.e. full-time registration, valid I-20 or DS-2019 and passport). At Penn State Hazleton the I-9 form (Employment Eligibility) is processed by the department for which you will be working in. More complete information about on-campus employment can be found at http://global.psu.edu/info/internationals-psu/students/employment/campus-employment.

**Off-campus Employment**
International students should refrain from off-campus employment without prior authorization. Students can request authorization for off-campus employment by visiting http://global.psu.edu/info/internationals-psu/students/maintenance-status/employment. There are several options for off-campus employment available.

**Social Security**
The social security number is used for employment purposes in the United States in order to report wages to the government. The Social Security Administration (SSA) will issue a social security number for employment purposes only. If you have problems in establishing a bank account, renting an apartment, opening a cell phone account, please see your international student adviser.

The Social Security Administration will require that you prove your identity, age, immigration status, and eligibility to work. In addition, F-1 students must provide evidence of on-campus employment from the campus department and verification of enrollment status from the Directorate of International Student Advising (DISA). J-1 students must provide evidence of employment eligibility from the sponsor: if Penn State issued the DS-2019, the Directorate of International Student Advising will issue the letter; if a programming agency such as IIE or AMIDEAST issued the DS-2019, that agency must issue the letter.

SSA regulations require two letters in addition to the other required documents: one from the hiring department, and the other from the Directorate of International Student Advising (DISA).

Along with the social security application, you must submit the following documents:
- Letter (see department letter template below) from the on-campus employer on unit letterhead paper including:
  - identity of student employee
  - job description
  - anticipated or actual employment start date
  - employer identification number (EIN)—the Penn State EIN is 24-6000376
• employer contact information, including the telephone number and the name of the F-1 student’s immediate supervisor
• original signature, signatory’s title, date

2. Letter from the Directorate of International Student Advising verifying student status, full-time enrollment, eligibility of employment, and employment. NOTE: With new rules and procedures, DISA cannot issue this letter until the student is in registered status because the SSA checks the Department of Homeland Security database for registration information.

3. I-20 or DS-2019
4. Passport
5. I-94

Social Security Administration
88 South Laurel St.
Hazleton, PA 18201
Phone (Local): 1-866-388-9878
Phone (Nat’l): 1-800-772-1213
TTY: 1-570-455-5390
Office Hours: Monday - Friday: 9:00 AM - 3:30 PM

Federal Taxes
The United States Government taxes wages as well as interest on deposits or investments earned in the United States (although non-residents for tax purposes do not pay taxes on interest). Scholarships, grants, and fellowships from U.S. sources are also subject to U.S. federal tax. The United States agency responsible for federal taxes is called the Internal Revenue Service (IRS).

State Taxes
Pennsylvania charges a state income tax on wages and other income earned within the state. The employer reports wages and withholds and pays taxes on behalf of employees to the Pennsylvania Department of Revenue. International students are not exempt from Pennsylvania income tax and must report all sources of income from within the state by filing a state income tax Return PA 40 Form with any payment due. International tax treaties do not pertain to the Pennsylvania income tax. The deadline for filing state income tax returns for the preceding year is April 15.

Pennsylvania also charges a state sales tax of 6 percent on most items you buy, except food, clothing, and medication. Some services, such as restaurant service, are also taxed. This tax is charged at the time of purchase of the service and is not refundable.

Fellowships, Scholarships, Grants
Fellowships, scholarships, and grants from U.S. sources are taxable except for the amounts used for tuition, fees, and other educational expenses such as books. Funding agencies are required to withhold and make tax payments on U.S. source awards (14 percent on the amount that exceeds tuition, fees, and other educational expenses such as books).

At the end of each year, the funding agency reports to the IRS and to the student the value of the award and how much money was withheld and paid in taxes, if any. Although some funding agencies withhold 14 percent of the taxable portion of the award and make the tax payments, other funding agencies do not. The agency may issue the entire award to the student throughout the year, make the tax payments for the student, and then charge the student for reimbursement. Penn State puts this debt on the student’s bill.

The form 1042S is sent to the student by mid-March to indicate the value of the award and the amount of taxes withheld and paid on the award in the previous year. Copy C of this form must be included with the student’s tax return, IRS form1040NR. To claim federal tax exemption from these taxes, based on tax treaty, IRS form W-8BEN must be submitted to the award issuing agency at the beginning of the award.

Income Tax Assistance
Income tax forms (federal, state, and local) must be filed before April 15 of each year for the previous calendar year.

Tax forms and information specifically for international students will be available. Please see the following website for more information: http://global.psu.edu/info/internationals-psu/students/taxes. The website also contains information about the free tax filing software offered to international students.
In General
Photocopy all completed tax forms and documents for your records. Records of income and scholarship, fellowship and grant benefits, as well as tax returns, should be saved for at least three years to respond to any information government authorities may require concerning tax issues.

International students who receive wages from Penn State may call the Payroll Office for clarification of procedures. International students receiving fellowships, scholarships, or other grants should contact the award issuing agency to clarify procedures.

Travel Information

Before students leave the United States, they should make sure they have the following documents to re-enter the United States to continue their studies:

For F-1 Students:
1. valid passport
2. valid U.S. visa (except Canadian citizens)
3. valid form I-20 with signature for re-entry (signature should be within one year of re-entry date)
4. all previous I-20s
5. current proof of financial support
6. transcripts (not required but recommended)
7. proof of current enrollment, or if travel is between semesters, proof of registration for the next semester (not required but recommended)

For J-1 Students:
1. valid passport
2. valid U.S. visa
3. valid form DS-2019 with signature for re-entry (signature should be within one year of re-entry date)
4. all previous DS-2019s
5. current proof of financial support
6. transcripts (not required but strongly recommended)
7. proof of current enrollment, or if travel is between semesters, proof of registration for the next semester (not required but strongly recommended)

Valid U.S. Visa
The visa, a stamp in the passport, indicates the type of visa, the expiration date, and number of entries permitted. As long as the visa indicates F-1, is multiple-entry and has not yet expired, the student does not need to apply for a new visa if he/she plans to re-enter the U.S. with an I-20 to study. Students should always check with the U.S. consulate in the country in which they will apply for a visa the URL for the State Department is http://www.usembassy.gov/. Each post follows U.S. laws and regulations but has its own procedures in issuing visas. Some points to consider:

- Applicants must prove to the visa officer that they will return home. In other words, the applicant must have sufficient ties to the home country.
- Some posts are now using the DS-160 (electronic visa application) which is $140.
- Some countries have additional security checks that will take 28 days or more before visas can be issued. It is important to consider your situation and your studies if you are delayed by a security check. These security checks are based on a variety of things. Unfortunately, DISA cannot speed up the visa process.

Visas are denied for a variety of reasons; if denied, students should ask for the reason in writing. Individuals frequently assume the visa was denied for the wrong reason. The most common visa denial is based on 214(b) of the Immigration and Nationality Act; the visa officer is required to assume every visa applicant is an intending immigrant until the applicant proves otherwise. People applying for non-immigrant visas must show non-immigrant intent. Other reasons for visa denial include incomplete applications, inadmissibility, false documentation, etc.

Valid Form I-20 (F-1 Students)
If students plan to remain at the same school after re-entering the U.S., they can use the I-20 which has been endorsed on the back by the International Student Adviser (Designated School Official). The I-20 should be endorsed within the semester the student is traveling or within 6 months of re-entry. If the student requires a new I-20 because the information on the front of the I-20 has changed, students may need to re-verify their financial support.
Valid Form DS-2019 (J-1 Students)

If students plan to remain at the same school after reentering the U.S., they can use the DS-2019 which has been endorsed by the International Student Adviser (Responsible Officer or Alternate Responsible Officer). The DS-2019 should be endorsed within one year of re-entering. If the student requires a new DS-2019, new financial support may be requested by DISA.

Canadian Citizens

Canadians entering the U.S. will now need a passport and an endorsed I-20. Canadians re-entering the U.S. in F-1 status do not need a visa (see http://travel.state.gov/content/visas/english/visit/canada-bermuda.html). F-1 students will need an endorsed I-20 and valid I-94 (for re-entry).

Travel to Contiguous Territory (i.e., Canada, Mexico, or adjacent islands other than Cuba) (adjacent islands = Saint Pierre, Miquelon, the Dominican Republic, Haiti, Bermuda, the Bahamas, Barbados, Jamaica, the Windward and Leeward Islands, Trinidad, Martinique, and other British, French, and Netherlands territories or possessions in or bordering on the Caribbean Sea.)

Some individuals will require visas to enter Canada or Mexico. A list of countries whose citizens require visas is available on the Canadian and Mexican consulate web sites: http://global.psu.edu/info/internationals-psu/students/maintenance-status/travel-information (Canada and Mexico)

When traveling to a contiguous territory, international students do not surrender their I-94s (small white card usually stapled in the passport); hence, students will need the I-94s to re-enter the U.S. In general, to re-enter the U.S. from contiguous territory, the student must present a valid passport with a U.S. visa stamped within (valid or expired), I-94, and I-20 as well as financial documents. It is best to carry a transcript and current registration information.

Re-entry from contiguous territory for most students with an expired visa is possible as long as the trip has been less than 30 days, the student has not traveled to a third country from the contiguous territory, and the student was in status in the U.S. when entering contiguous territory. This type of re-entry is referred to as automatic visa revalidation.

Students from certain countries (currently Iran, Sudan, Cuba, Syria, and Sudan) may not benefit from this visa revalidation.

Important: Applying for a U.S. visa in Canada or Mexico – new rules

Please note that students who apply for a U.S. visa in contiguous territory must wait until the visa is issued. These individuals will not be able to rely on automatic visa revalidation, and if the visa application is denied, students should be prepared to return to their home country directly from Canada or Mexico. In other words, anyone applying for a U.S. visa in Canada or Mexico cannot use automatic visa revalidation. Those students interested in applying for a U.S. visa in Canada or Mexico should see the DISA handout on this or see the Web site: http://global.psu.edu/info/internationals-psu/students/maintenance-status/travel-information.

Airport Transit Visas

Several countries in the European community have begun to require airport transit visas from some nationals. The best advice is to check the consulate Web site of the country where you will transfer planes because this information changes frequently. DISA cannot advise on all of the exceptions.
You will need to have a bank account in order to conduct any financial transactions while attending Penn State Hazleton. Most students use a bank checking account to handle their money by writing checks against the account to pay bills, buy textbooks, withdraw cash, and send money safely in the mail. It is best to establish a new account after you arrive at Penn State. Be sure to bring sufficient cash or travelers checks to sustain yourself for at least two months. It may take two weeks to a month, sometimes longer, before you will be able to write checks.

Select a Bank
There are several banks in the Hazleton area. You may want to do your own research to select a bank. The chart below shows a list of banks that have an office in the downtown area.

Banks in the Hazleton Area

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC Bank</td>
<td>200 W. Broad St.</td>
<td>+1-570-450-7721</td>
</tr>
<tr>
<td>Citizens Bank</td>
<td>40 W. Broad St.</td>
<td>+1-570-454-3511</td>
</tr>
<tr>
<td>First National Community Bank</td>
<td>340 W. Broad St.</td>
<td>+1-570-501-3622</td>
</tr>
<tr>
<td>First National Bank</td>
<td>1 S. Church St.</td>
<td>+1-570-454-2200</td>
</tr>
<tr>
<td>Community Bank</td>
<td>400 Airport Rd.</td>
<td>+1-570-459-8655</td>
</tr>
<tr>
<td>Keystone First Federal Credit Union</td>
<td>344 S. Poplar St.</td>
<td>+1-570-459-7390</td>
</tr>
<tr>
<td>Susquehanna Bank</td>
<td>30 S. Church St.</td>
<td>+1-570-450-6100</td>
</tr>
<tr>
<td>M and T Bank</td>
<td>50 Laurel Mall</td>
<td>+1-570-450-7830</td>
</tr>
<tr>
<td>Keystone Nazareth Bank and Trust</td>
<td>12 East Broad St.</td>
<td>+1-570-459-3700</td>
</tr>
</tbody>
</table>

Bring your forms of identification
You may be asked for your Social Security Number (SSN) when opening a bank account. Local banks understand some international students do not have SSNs. You should bring other forms of identification (passport and student ID) to open your account without an SSN.

Know your address
You will be asked to provide your campus address and your permanent home address. Do not use a temporary housing address or the Office of Student Affairs address to open your account.

Your campus address is:
Penn State Hazleton
Building Name, Room Number
17 University Dr.
Hazleton, PA 18202

Banking Terminology

Checking Account It is relatively easy to open a checking account, where you can keep money to be spent by writing checks or using a debit card.

Savings Account This account also allows you to keep money, but you will have to maintain a minimum balance, and the funds are accessible only at the bank. Savings accounts earn a small amount of interest.

Debit Card This card works in conjunction with your checking account. You can use this card at ATMs to withdraw money, or at many stores to make purchases. The money is directly deducted from your checking account.

Checks You can receive a checkbook when you open a checking account for a small fee. You may make a purchase by writing a check. Make sure to learn how to write a check to avoid fraud.
Foreign Currency Many banks exchange foreign currency, if you have an account with them. They often charge a fee. If you are exchanging U.S. dollars for other currency, it may take a few business days to receive the money.

Protect Yourself from Identity Theft

• Report lost or stolen ID cards, license, credit cards, and personal information immediately.
• Never share your personal identification number (PIN) with others.
• Use online banking when possible— the most common source of identity theft is paper documents.
• Change your online passwords regularly.
• Monitor your account information on a regular basis.

Local Transportation

Bus Services & Taxis
This information will be helpful in making decisions about traveling around the local Hazleton area. The campus has an agreement with Hazleton Public Transportation to provide free bus service to Penn State Hazleton students in and around the Hazleton area.

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazle Yellow Cab Co Inc</td>
<td>Old Airport Rd.</td>
<td>+1-570-455-4447</td>
</tr>
<tr>
<td>La Union Taxi LLC</td>
<td>100 E. Mine St.</td>
<td>+1-570-459-6368</td>
</tr>
<tr>
<td>Lincoln Taxi Transportation</td>
<td>572 W. Broad St.</td>
<td>+1-570-501-7606</td>
</tr>
</tbody>
</table>

Riding the Bus
Hazleton Public Transit (HPT) operates bus service for the city of Hazleton as well as the surrounding townships and boroughs Monday through Saturday. Please check your desired travel route for specific arrival and departure times.

Getting Around Campus
Penn State Hazleton students ride HPT for free with their student ID. The Penn State Hazleton bus route is number 90. Bus schedules are available around campus and in the Office of Student Affairs in Butler Suite 105. Schedules are also available online at www.ridehpt.com.


<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazleton Public Transit</td>
<td>40 N. Church St.</td>
<td>+1-570-459-4910</td>
<td><a href="http://www.ridehpt.com/Route90-Penn-State-bus-route.htm">http://www.ridehpt.com/Route90-Penn-State-bus-route.htm</a></td>
</tr>
</tbody>
</table>

Official bus route to Penn State Hazleton

Driver’s License

• Pennsylvania Department of Transportation - information on driver’s licenses, car registration and insurance is available at http://www.dmv.state.pa.us/
• Information on Pennsylvania residency requirements for driver’s licenses is available at http://www.dmv.state.pa.us/pdotforms/fact_sheets/pub195nc.pdf
Eligibility Requirements for Non-US Citizens
F-1 and J-1 Students and Spouses Obtaining a Driver’s License or State I.D. in Pennsylvania
Foreign Students and their husbands and wives must provide the following documents to get a driver’s license:

1. A letter from the Directorate of International Student Advising confirming the student’s enrollment in classes at Penn State. Request for Driver's License or State I.D. Letter. [http://global.psu.edu/info/internationals-psu/students/drivers-license-state-id](http://global.psu.edu/info/internationals-psu/students/drivers-license-state-id)

2. Passport, visa, and I-94 card. (It does not matter if the visa in your passport has expired.)

3. The student’s I-20 for those in F status; or the student’s DS-2019 for those in J status.

4. Important: length of time on I-20 or DS-2019

5. Students and spouses must have at least one year left before the completion date in section 5 of the I-20 or the end date in section 3 of the DS-2019 in order to qualify for an initial driver’s license.

6. Students applying for Optional Practical Training qualify for a license if the end date of the OPT on page 3 of the I-20 is more than one year from the date they apply for a license.

7. For renewal of Pennsylvania Driver’s Licenses, you do not need to have 12 months left on the visa document; licenses can be renewed until the end date on the I-20 or DS-2019.

8. Two documents showing where you live. Preferred documents include leases, housing contracts or mortgage papers; utility bills; and W-2 tax forms. However, when students don’t have two of these, the Driver’s License Office has been willing to accept other documents, such as a letter from the University Housing Office mailed to their on-campus residence.

9. Social Security Card if you are eligible for a Social Security Number. If you cannot obtain a Social Security Number, you must obtain a letter from the Social Security Office stating that you are ineligible for one. The Driver’s License Office will then use the Admission number on your I-94.

Note: Students who do not qualify for a Pennsylvania Driver’s license can drive for one year if they have a valid foreign driver’s license and an international driving permit. Find out where in your country to obtain an International Driver’s Permit: [http://www.drivers.com/article/207/](http://www.drivers.com/article/207/)
The Hazleton area provides a variety of grocery and shopping options for your convenience. There is also international fare located in the Wilkes-Barre, PA area which is approximately 20 minutes away from campus.

Walmart Supercenter
87 Airport Rd.
Hazleton, PA 18202
+1-570-454-8322

Giant Foods
70 S. Locust St.
Hazleton, PA 18201
+1-570-459-5759

Boyer’s Food Market
999 W. 15th St.
Hazleton, PA 18201
+1-570-455-5260

Gould’s Supermarket
669 Pennsylvania 93
Conyngham, PA 18249
+1-570-788-1176

Laurel Mall
Route 93 & Airport Road
Hazleton, PA 18201
www.thelaurelmall.com

Wegman’s
220 Highland Park Blvd.
Wilkes-Barre, PA 18702
+1-570-825-0830

Weis Markets
100 Weis Lane
Hazleton, PA 18201
+1-570-455-0612

Caribbean Paradise & Grocery Store
81 S. Washington St.
Wilkes-Barre, PA 18701
+1-570-822-6000

Alsabgi Mandi Indian Grocery Store
493 Johnston St.
Wilkes-Barre, PA 18702
+1-570-270-4755

Church Hill Mall
1099 N. Church St.
Hazleton, PA 18202
Dining & Restaurants

*All places are located in Hazleton, unless otherwise listed. For more listings in the surrounding Hazleton area, visit: [http://hazletonchamber.org/](http://hazletonchamber.org/) and under the “Chamber” tab, click on Business directory.

On-campus dining options: [http://www.hfs.psu.edu/hazleton/dining/index.cfm](http://www.hfs.psu.edu/hazleton/dining/index.cfm)

Off-campus dining options: [http://hazletonpacoc.weblinkconnect.com/Restaurants-Food-Beverages](http://hazletonpacoc.weblinkconnect.com/Restaurants-Food-Beverages)
Climate
The Pennsylvania climate is typical of a temperate zone, with marked seasonal variations in temperature and precipitation. Within each season, the weather may be quite changeable. The following, however, should serve as general guidelines for all campuses.

Fall (mid-September – November): Days are often warm and sunny, nights are cool; temperatures range from 60°F (15°C) in the daytime to 32°F (0°C) at night.

Winter (December – March): Continuously cold weather with an occasional mild day; temperatures of about 32°F (0°C) to below 0°F (-20°C); snow sometimes deep is possible anytime.

Spring (April – May): Increasingly warm, sunny days; cool nights; temperatures sometimes reach 60°F (15°C) to 80°F (27°C); frequent thundershowers.

Summer (June – mid-September): Temperatures average from 70°F (25°C) to 90°F (35°C), with medium to occasionally high humidity.

Clothing and What to Bring
Due to the range in seasonal temperatures, you will need clothing suitable for both the hot, humid summers and the cold, snowy winters, as well as some transitional clothing for the spring and fall seasons. While Penn State students usually dress quite casually, you may want to bring along a business suit or appropriate dress for job interviews, internships or other similar occasions. You will need some sort of rain protection and, in addition to extra layers of clothing, a heavy overcoat, hat, gloves and warm boots are essential for the winter.

Recreation
Penn State Hazleton has a variety of recreational activities available for all students. The campus features the SportCourt which is a multipurpose surface designed for students to play basketball, volleyball, badminton, and roller hockey. It is located adjacent to our South Hall Residence Hall. There are also tennis courts, a soccer field, and a softball field. The campus also has a physical education building. Students can participate in weightlifting, aerobics, yoga, Pilates, swimming and basketball. There are also local recreational options including golf, skiing, bowling, camping, and movie theaters. Check out the campus activities calendar for additional information. Students interested in participating in team sport campus athletics should visit http://athletics.hn.psu.edu/landing/index for more information.

Penn State Hazleton offers:

Men’s Sports: baseball, basketball, golf, soccer
Women’s Sports: basketball, volleyball, softball

Physical Education Building (PE)
The PE Building is open from 8 a.m. to 11 p.m., Monday – Friday. Weekend and pool hours will be set at the start of the fall semester. Check the Penn State Hazleton website for details. http://athletics.hn.psu.edu/information/Facilities
APOSTOLIC
Apostolic Faith Church
1 W. Broad St.
Hazleton, PA 18201

ASSEMBLES OF GOD
Faith Assembly of God
+1-570-459-2410
Fox Manor
Hazleton, PA 18201

BAPTIST
Grace Baptist
+1-570-455-7461
612 Fox Manor Rd.
Hazleton, PA 18201

BAPTIST – INDEPENDENT
Faith Baptist
+1-570-501-8246
612 Fox Manor Rd.
Hazleton, PA 18201

BAPTIST – REFORMED
Grace Fellowship
+1-570-455-7994
Pecora Blvd.
Hazleton, PA 18201

BAPTIST – SOUTHERN
Crusade Baptist
+1-570-455-0853
22 E. Hayes St.
Hazlet Townshp., PA 18202

BYZANTINE CATHOLIC
St. John’s Byzantine
+1-570-454-1142
5 E. 20th St.
Hazleton, PA 18201

CATHOLIC – LATIN RITE
Queen of Heaven Parish
+1-570-454-8797
750 N. Vine St.
Hazleton, PA 18201

LUTHERAN
Christ Evangelical Lutheran
+1-570-788-1572
470 Main St.
Conyngham, PA 18219

SEVENTH DAY ADVENTIST
Seventh Day Adventist
+1-570-788-3307
Mill Mountain Rd.
Drums, PA 18222

SYNAGOGUES – Conservative
Agudas Israel
+1-570-455-2851
1 S. Church St.
Hazleton, PA 18201

UNION
St. Michael’s Hungarian Union
+1-570-929-3266
120 E. Washington St.
McAdoo, PA 18237

NON-DENOMINATIONAL
Corry United Methodist
+1-570-455-0992
313 7th Ave.
Hazleton, PA 18201

INTERDENOMINATIONAL
Word Family Church
+1-570-455-0992
313 7th Ave.
Hazleton, PA 18201

IZLAMIC MOSQUE
Islamic Association of NE PA
+1-570-823-9660
999 Scott St.
Wilkes Barre, PA 18701