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## Welcome to Mohawk Valley Community College

On behalf of the administration, faculty and staff, welcome to Mohawk Valley Community College and Utica, New York! We expect that your journey as a student here will help guide you in the most appropriate direction for your future goals.

MVCC serves more than 5,000 full-time and part-time students annually. Students participate in classes on the main campus in Utica and on the branch campus in nearby Rome. The College offers over 100 Associate degree and Certificate programs. Some programs provide the opportunity for students to enter a career after graduation. Others prepare students for transfer to complete an advanced degree at a four-year college or university. We anticipate that whatever your educational goal may be, MVCC can help you meet it!

MVCC also offers a wide range of student services designed to help you, the student, achieve your academic goals. If at any time you need any assistance, please do not hesitate to ask.

This booklet has been created to help you become more familiar and comfortable with our campus and community.

Best wishes for a successful MVCC experience!



Coordinator of Services for International Students  
Mohawk Valley Community College  
[315.792.5350](tel:315.792.5350)

Office Hours: Monday – Friday, 8:30a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m.

## BASIC IMMIGRATION TERMINOLOGY & DOCUMENTS



**ALIEN:** A term used in immigration law. It refers to a person who is neither a citizen nor a permanent resident of the U.S.

**IMMIGRATION STATUS/CLASSIFICATIONS:** Defines an alien's legal status in the U.S. and describes the alien's presumed principal purpose for being in the U.S. An international student holding an F-1 student status means that he/she is in the U.S. for the principle purpose of being a student and that the sections of the law and regulations dealing with F-1 students define what he/she can or cannot do while in the U.S.

**PASSPORT:** A document issued by a government to identify a person as a citizen of a particular country, to permit the recipient travel abroad under the protection of that country and to permit the person's entry to the home country. United States immigration law requires that all non-immigrants (aliens who are not permanent residents of the U.S.) except Canadians and a few others, have valid passports to enter and remain in the United States. Passports must be extended, renewed or reissued by the alien's home government, usually through a consulate or embassy in the U.S.

**U.S. VISA:** The stamp placed by the U.S. consular officer on a page of the alien's passport. The term "visa" is frequently used incorrectly to mean legal status and permission to remain in the U.S. In fact, it has more narrow and limited meaning. It indicates that a consular officer (an employee of the U.S. Department of State) has determined that the holder is qualified to apply for admission to the U.S. in a particular immigration classification. A valid visa does not ensure an alien's entry into the U.S. A Bureau of Citizenship and Immigration Services officer makes the admission decision at the port of entry, official. Usually, that officer will require certain information and evidence as to the intentions and good faith of the applicant.

**SEVIS:** The Student and Exchange Visitor Information System, is an electronic tracking system used by the U.S. government and American Universities and Colleges in order to track foreign students. The Coordinator of Services for International Students must update all student records into the SEVIS system in order to keep the student in legal status.

**I-20:** The form I-20 is given to the student by the Designated School Official at the time of acceptance into the College. This form is used by the student in order to obtain an F-1 visa. This form will also be used throughout the students program of study to keep the student in legal status. Each time a student leaves the country for travel the form I-20 must be signed by a Designated School Official.

**I-94 CARD:** A green or white card, 3 ½" by 4 ¼" in size which identifies the status of a non-immigrant who enters the U.S. The I-94 carries a record of the alien's entry, their immigration status and the date through which they are authorized to remain in this country. The I-94 is surrendered upon the alien's departure from the U.S. to record that departure in the BCIS files. Faculty members and administrators may be puzzled by the notation on the I-94's of F-1 and J-1 students. Rather than entering a specific expiration date on the form, the BCIS official at the port of entry enters the notation "D/S". This stands for "Duration of Status" and it means that the students can stay in the U.S. for as long as it takes to complete his/her program of study, within the time frame listed on the I-20.

**USCIS:** The Bureau of Citizenship and Immigration Services, which refers to itself as U.S. Citizenship and Immigration Services (USCIS), is responsible for application and petition adjudications. This government agency is part of the Department of Homeland Security. Their sole responsibility is to enforce the regulations that apply to foreign nationals within the United States. The nearest Immigration office is located:

1086 Troy-Schenectady Road  
Latham, NY 12110  
1-800-375-5283

**ICE:** The Bureau of Immigration and Customs Enforcement (ICE) is responsible for immigration investigations, detention, removal, intelligence, and SEVIS.

**CBP:** The Bureau of Customs and Border Protection (CBP) is responsible for immigration inspections at U.S. ports of entry, for the Border Patrol, and for the Customs Service.

**DSO:** The Designated School Official is a regular employee of the College who is appointed to represent and speak for the school in F-1 student matters.

**DURATION OF STUDIES D/S:** This term “D/S” (appears on students I-94 card) refers to the period of time during which the student is pursuing a full course of study or working on authorized practical training following completion of studies. The student is considered to be maintaining status if he or she is making normal progress toward completing a full time program of study.

**INTERNATIONAL STUDENT:** You are considered to be an International Student if:

- ❖ You were not born in the United States
- ❖ You are not a citizen of the U.S.
- ❖ You have not been granted permanent residence in the U.S. (You must possess a valid green card.)
- ❖ You are in the United States for educational purposes
- ❖ You hold an F-1 student visa or other appropriate documentation

**SOCIAL SECURITY NUMBER:** A number used by the United States government to identify people in the United States. In order to receive a U.S. Social Security number you must first secure a job working on campus and ask the Coordinator of Services for International Students for the appropriate documentation to assist you.

**STATUS:** Upon entering the United States you are granted a specific status. In you are in the United States for the primary purpose of studying, you have student status. You must remain in lawful status the entire duration of your studies while in the U.S.

## MAINTAINING LAWFUL STATUS: F-1 STUDENTS

### IMPORTANT

The Immigration and Nationality Act defines an F-1 student as a person who maintains residence in a foreign country to which he/she plans to return and who comes to the U.S. temporarily and solely for the purpose of attending a “college, university, seminary, conservatory, academic high school, elementary school, other academic institutions or a language training program” which has been previously selected by the student and approved by the Attorney General to admit foreign students.



The student is admitted to the U.S. for “Duration of Status”, defined in the regulations as the period during which the student “is pursuing a full course of study at an educational institution.” [SCFR 214.2(f)(5)(i)]

### REQUIREMENTS FOR MAINTAINING STATUS FOR F-1 STUDENTS:

- Report to the DSO for SEVIS registration upon arrival at the school authorized to attend no later than 30 days after the program start date (new students), and each semester thereafter, no later than 30 days after the Next session start date (continuing students).
- Attend the School they are authorized to attend.
- Pursue a full course of study (12 credit hours) or engage in authorized practical training following completion of studies.
- Make normal progress towards completing a program of study.
- Obtain a new Form I-20 for a change in academic or program of study.
- Follow transfer procedures if applicable.
- Abide by the F-1 grace period regulations.
- Report change of address to the DSO within 10 days. DSO reports change in SEVIS.
- Abide by rules requiring disclosure of information and prohibition on criminal activity.
- Abide by any special requirements such as Special Registration (NSEERS).
- Maintain a valid passport.
- Do not engage in unlawful employment.
- Apply for a timely extension of stay and/or depart the U.S. in a timely manner.

### DEVIATIONS FROM THE FULL COURSE OF STUDY REQUIREMENT

There are special conditions, which allow an F-1 student to deviate from a full course of study.

- Illness or Medical Condition
- Initial Difficulty with the English language
- Initial Difficulty with Reading Requirements
- Improper Course Level Placement
- To Complete Course of Study in Current Term
- Part Time Border Commuter Student

**\*All exceptions require the DSO to authorize a reduced course load BEFORE student drops his/her courses.** A student who drops below a full course of study without the prior approval of the DSO will be considered out of status and terminated from the SEVIS system. The student will then have to apply for Reinstatement.

## REINSTATEMENT:

Reinstatement is required when you have violated any of the conditions of maintaining your lawful student status.

### Common Violations of Status:

- Failure to Report to the school for your SEVIS registration
- Failure to enroll for a given academic term
- Failure to make normal progress
- Failure to attend the authorized school
- Failure to complete the transfer out and transfer in processes
- Failure to file a timely change of status
- Failure to obtain a program extension prior to the program end date
- Failure to notify an address change in a timely way
- Failure to depart from the U.S. in a timely manner
- Unauthorized employment
- Out of status for more than 5 months, unless the student shows exceptional circumstances
- Remaining in the U.S. after terminating, or interrupting studies before the completion of the program

### Conditions for Approval of Reinstatement:

- Student has not been out of status for more than 5 months prior to filing for reinstatement
- Does not have a record of repeated violations
- Is pursuing a full course of study
- Has not engaged in unauthorized employment
- Is not deportable on any grounds other than status violation for which reinstatement is being requested
- The status violation resulted from circumstances beyond the students control
- If the violation relates to reducing course load without prior authorization from the DSO, the course load reduction must have a type that would have been approvable by the DSO if it had been requested in a timely manner
- Must provide evidence of extreme hardship or application will not be approved

## REQUESTING REINSTATEMENT:

The following steps need to be followed:

1. Make an appointment with your Coordinator of Services for International Students.
2. Request a new I-20 for reinstatement, with updated financial documentation from DSO.
3. Complete Immigration Form I-539 (can be obtained from Coordinator of Services for International Students)
4. Write a letter requesting reinstatement, explaining your situation and the circumstances which led to your being out of status.
5. Make a copy of your I-94 card (both sides)
6. Mail to U.S.C.I.S. Office: completed Form I-539, new I-20 (with reinstatement option from DSO), financial documentation, your letter requesting reinstatement, the copy of your I-94 card and the fee required to process the request.



## F-1 CHANGES OF MAJOR, CHANGES OF DEGREE NOTIFICATION, OR BEGINNING OF NEW PROGRAM:

### CHANGE OF MAJOR:

A change of major within the same degree program requires the DSO to update the student's record and a new form I-20 is given.

### STUDENTS RESPONSIBILITY:

1. Seek advisement from your academic advisor regarding a program change.
2. Make an appointment with the Coordinator of Services for International Students regarding a change of major.
3. Request the change of major and allow at least five days for the change to be completed.
4. The Coordinator of Services for International Students will complete a new form I-20 for you to sign indicating a change of major has occurred.

**NOTE: All I-20 documents you accumulate during your stay in the U.S. as a visa holder must be stapled together with the most current I-20 on top. The I-20s' provide a history of your stay and all documents are required by the U.S.C.I.S. if you plan to apply for F-1 benefits such as practical training.**

### EXTENDING A CURRENT PROGRAM:

A student is admitted to the U.S. for the "duration of status", the time allotted to you to complete your studies. The date in section 5 of your I-20 indicates when you must have your program completed. However, if you need an extension of stay, you need to apply for a "Program Extension" within 30 days of the date on your I-20. If you do not apply for an extension, or apply late, you automatically lose your student status and will need to apply for reinstatement.

### TO BE ELIGIBLE:

- The Student must apply for a program extension before the program completion date listed on the form I-20.
- The Student must be in lawful F-1 Visa status.
- Maintain full time status for every semester you have been attending MVCC. (Students with medical excuses are exempted)
- The delay in completion is "caused by compelling academic or medical reasons, such as changes or research topics, unexpected research problems, or documented illness.
- Delays in completing your studies are not the result of academic probation or suspension.

## EXTENSION OF STAY:

The following steps need to be followed to apply for an Extension of Stay:

1. A letter from your academic advisor stating academic reasons for your request to extend your stay at MVCC and the expected date of completion studies.
2. Make an appointment with the Coordinator of Services for International Students to discuss Program Extension.
3. Complete Form I-538. The Coordinator of Services for International Students will review your case. If he/she feels it is valid, they will endorse the back of your I-538. If the reasons for your request are not valid he/she will deny the endorsement.
4. Once the I-538 has been endorsed, a new I-20 will be issued. The I-20 will be sent to U.S.C.I.S. along with the endorsed I-538.

## TRANSFER, NOTIFICATIONS AND SEVIS REPORTING:

A Student who is maintaining status is eligible to transfer from one DHS approved school to another by following transfer procedures set forth in regulations. Simply transferring academically from one school to another does not transfer a student's F-1 status unless the student and DSO follow necessary procedures to assure proper transfer.



## TRANSFER OUT PROCEDURES FOR STUDENT:

- ✓ The student must inform the DSO at his or her current school of the intent to transfer to another school.
- ✓ The student must provide complete name of the school they intend to transfer to.
- ✓ The student must complete exit forms and transfer forms.
- ✓ The student must provide a copy of the acceptance letter from the school they wish to attend before their SEVIS record will be transferred to that school.

## TRANSFER IN PROCEDURES FOR STUDENT:

- ✓ Student must be accepted to the new school.
- ✓ Student must have previous school complete the transfer form and electronically transfer student's record to MVCC.
- ✓ Student must report to new school for orientation.

## TRAVEL AND RE-ENTRY:

Prior to any travel outside of the United States the student must contact the DSO for a travel endorsement signature. Please allow one week before your travel departure date to ensure proper signature.



## COMPLETION OF STUDIES, GRADUATION:

When the student graduates or completes his/her studies they must notify the DSO and complete exit registration forms in order to be noted in SEVIS.



## EMPLOYMENT

The Immigration and Nationality Act makes the assumptions that F-1 students are in the U.S.A. to receive an education. Employment in general is restricted. The following employment possibilities exist for F-1 students.



### 1. ON-CAMPUS

On-campus employment allows F-1 students to work for an office, such as an academic department, library, tutoring or other office as well as businesses at MVCC providing director services to students, such as Sodexo Food Service. An F-1 student may be employed as long as it does not interfere with the student's ability to carry a full course load. Students may work up to 20 hours per week while school is in session and full time during school holidays.

If you are interested in on-campus employment, talk with the Working Solutions Placement Office, AB 128. If you are interested in working with the Sodexo Food Service, contact Jim Suriano in the college Snack bar.

Once you have found a job, your supervisor will submit a form to the campus Human Resources office. This form will be signed and sent to the Coordinator of Services for International Students who will then sign it. Once the form has both signatures, you will take it to the local social security office with your I-20, visa, passport and I-94 card to request a Social Security Card. All on-campus employees must receive the social security card within a timely manner in order to continue working.

### 2. F-1 SEVERE ECONOMIC HARDSHIP

A student may qualify for off-campus employment only if he/she can demonstrate unforeseen change in financial circumstance which arose after admission to the U.S.A. and which makes it necessary to work for essential financial support. A student is allowed to work 20 hours per week when school is in session and full time during school holidays.

U.S.C.I.S. states that circumstances deemed "severe economic hardship due to unforeseen circumstances beyond the student's control may include "loss of financial aid or on campus employment without the fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and /or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses."  
[8CFR 214.2 (f)(9)(ii)(C), Federal Register, 20 July 1992, p.31955]

Continued on next page

A student is eligible based on the following conditions:

- student has been in lawful F-1 status for 9 consecutive months at current school
- student is in good standing and carrying a full course of study
- able to demonstrate unforeseen severe economic hardship
- been in F-1 status for one academic year
- on-campus employment is unavailable or insufficient
- employment will not interfere with school

#### PROCEDURES FOR EMPLOYMENT AUTHORIZATION:

1. Meet with the Coordinator of Services for International Students to determine the severity of the situation. He/she will recommend that you talk with someone at the Student Employment Office to determine if there is employment available on campus. Once you have researched all your options and find there is nothing available on campus, you should begin the following process:
2. Request Form I-538. Once you have completed the form, the Coordinator of Services for International Students will endorse the back of the form only if he/she believes you qualify for off-campus employment based on severe economic hardship. He/she will endorse the form by writing a recommendation for approval. If he/she does not believe you qualify, no recommendation will be given.
3. Once Form I-538 is completed by the Coordinator of Services for International Students, you must submit the following to the U.S.C.I.S.

- Form I-20
- Certified Form I-538
- Form I-765 (application for employment authorization)
- supporting materials documenting the unforeseen nature of economic hardship.

Documentation may include:

- a. a letter from you explaining your hardship
- b. copies of a recent exchange transaction showing currency level
- c. letter from your primary source of funding indicating why the hardship could not have been foreseen
- d. medical bills
- e. processing fee

Once U.S.C.I.S. has received all the material, they will review it. The U.S.C.I.S. will notify you of the decision. If employment is authorized, U.S.C.I.S. will issue you an Employment Authorization Document (Form I688B). You cannot begin employment until you obtain the EAD. Employment authorization will be granted in one year intervals up to the expected date of completion of studies. Off-campus employment based on economic hardship can only be renewed by U.S.C.I.S. and only if the student continues to maintain lawful status and good academic standing. If the application is denied, U.S.C.I.S. will indicate the reason for denial. A denial may not be appealed.

## POST-COMPLETION PRACTICAL TRAINING (OPTIONAL)

Optional Practical Training is authorization issued by the U.S.C.I.S. for temporary employment, directly relating to your area of study. It is used once you have completed your studies and good for 12 months of Employment authorization. It is the student's responsibility to apply for Optional Practical Training. For more information please see the Coordinator of Services for International Students.

To qualify for practical training, you must meet the following requirements:

- You must have been enrolled as a full time student for at least nine consecutive months.
- You must be about to complete your degree.
- The proposed employment is directly related to your degree.
- An offer of employment is not required to request optional practical training.
- You may submit your request to U.S.C.I.S. before your graduation date. If you submit your request after the deadline, you will no longer qualify for practical training. Nor will you qualify if you leave the country after the deadline and return to the USA hoping to be granted permission to partake in practical training.

\*If you plan to travel outside the USA before you begin your practical training, apply for post-completion optional practical training before your departure. You must have the authorization approved before you leave.

## PROCEDURES FOR POST PRACTICAL TRAINING AUTHORIZATION



1. Request Forms I-538 and I-765 from the Coordinator of Services for International Students. Once you have completed the form, the Coordinator of Services for International Students will certify approval on the back of the form only if he/she believes the proposed employment is directly related to your studies. If the advisor does not believe the employment proposal matches your coursework, he/she can and will deny approval. You will also need to write a statement of purpose explaining what you wish to use your OPT benefit for.
2. The Coordinator of Services for International Students will update your form I-20 in the SEVIS system to indicate that optional practical training in your field of study is recommended full time or part time from (date) to (date).
3. Once Forms I-538, I-765, signature card, 2 passport size photographs, the statement of purpose and I-20 have been completed by the Coordinator of Services for International Students, you must mail out the information certified mail along with the appropriate processing fee.

Once the U.S.C.I.S. has received all the material, they will review it. If you are denied authorization, the U.S.C.I.S. will send you a written notice of reason. You may appeal the decision by requesting a review of the decision. If they approve the practical training, the U.S.C.I.S. will grant you with an Employment Authorization Document (Form I-666B). This document allows an employer to hire you.

When you have found a job, it is necessary to have the U.S.C.I.S. or the Coordinator of Services for International Students approve it. By default, this lies in the hands of the employer, who is required to establish that "the alien will be employed only in an occupation which is directly related to his/her studies." [8CFR 274a.12(c)(3)(i)].

You may change employers as long as it continues to be related to your studies. You are authorized to work for the period allotted to you (12 months), plus you have 60 days outside of your practical training in which you have to depart from the USA. Your practical training cannot be extended unless your employer wishes to change your visa status if you are irreplaceable.

If you plan to travel during your practical training, be sure to have the Coordinator of Services for International Students sign the re-entry line on page 3 of your I-20. Have the Employment Authorization Document with you while you travel (customs officials may ask to see it). If your F-1 visa stamp is expired, it is recommended that you do not travel outside the U.S.A. It may be difficult for you to obtain a new one based on your practical training authorization. If you need to travel outside the U.S.A. consult with the Coordinator of Services for International Students.

## TRAVEL TO CANADA

If you are planning to travel to Canada, you may need to obtain a visitor's visa from the Canadian Consulate General. Canada does not require all countries to obtain a visitor's visa. To find out if you need to acquire a visa, see the following listing of exempt countries. If you would like additional information, you may visit the Canadian Consulate in Buffalo website at [www.cic.gc.ca/english/visit/index.asp](http://www.cic.gc.ca/english/visit/index.asp). Canadian Visitor Visa Application Forms are available on that website.

There are two ways to obtain a Canadian Visa; in person or by mail. To apply either way, you will need the following documents to present to the Canadian Consulate:

- Valid Passport or Travel Document
- Valid I-94 Form (small white card in passport)
- Valid I-20 signed by the Coordinator of Services for International Students
- Evidence of sufficient funds/financial support
- Canadian Visitor Visa Application Form (Form IMM527)
- Two recent passport sized photographs
- Certification Letter from the Coordinator of Services for International Students
- Supplementary Information Sheet
- Processing fee\*

**NO APPOINTMENT IS NECESSARY. APPLICATIONS ARE RECEIVED ON A WALK-IN BASIS MONDAY - FRIDAY between 8:30 a.m. and 11:30 a.m.**

**\*PROCESSING FEES:** The fee must be paid by Certified Bank Check or Money Order made payable to the CANADIAN CONSULATE GENERAL. The fee can be paid in cash if you are applying in person. Personal checks or credit cards are not accepted. (These fees are subject to change and are non-refundable.)

Individual-Single Entry Visa	\$75.00 (U.S.)
Individual-Multiple Entry Visa	\$150.00 (U.S.)

**IF APPLYING BY MAIL:** Be sure to mail your application by Certified Mail. To ensure the safest and most timely return of your application, include a self-addressed, pre-paid, certified mail envelope with the above items for return of your documents. Please be aware that the Canadian Consulate will take no responsibility for lost or stolen items. Processing times to receive approved applications by mail ranges

from 1-3 weeks. The Canadian Consulate reserves the right to request that you go to Buffalo for an in-person interview even though you have applied by mail. Also, please be aware that any applicant may be subject to a background check.

ADDRESS: CANADIAN CONSULATE GENERAL  
IMMIGRATION REGIONAL PROGRAM CENTER  
3000 HSBC CENTER, 30<sup>th</sup> FLOOR  
BUFFALO, NY 14203-2884

HOURS: Monday-Friday 8:30 a.m. - 11:30 a.m.

FAX: 716-858-9591 (There is no telephone support available)

WEB ADDRESS: [www.can-am.gc.ca/buffalo](http://www.can-am.gc.ca/buffalo)

### IMPORTANT

**If your country is not listed as an exemption, you must apply for a Canadian Visitor Visa. Canadian Customs Officials at the border will not allow you to enter Canada without the visa.**

**It is very important to have your I-20 signed before you leave for your trip. U.S. Customs Officials may not allow you to re-enter into the U.S. without it.**

**Please consult the Coordinator of Services for International Students for all other Canadian travel information, including re-entry requirements.**

### EXEMPTIONS FROM CANADA VISITOR VISA REQUIREMENTS

1. Citizens of:

Andorra	Iceland	Papua New Guinea
Antigua & Barbuda	Ireland	Portugal
Australia	Israel*	St. Kitts & Nevis
Austria	Italy	St. Lucia
Bahamas	Japan	St. Vincent
Barbados	Korea (South)	San Marino
Belgium	Liechtenstein	Singapore
Botswana	Luxembourg	Slovenia
Brunei	Malta	Solomon Islands
Cyprus	Mexico	Spain
Denmark	Monaco	Swaziland
Estonia	Namibia	Sweden
Finland	Netherlands	Switzerland
France	New Zealand	USA
Germany	Norway	Western Samoa
Greece		

\* National Passport Holders Only

2. British Citizens and British overseas citizens who are re-admissible to the United Kingdom.

3. Citizens of British dependant territories who derive their citizenship through birth, descent, registration, or naturalization, in one of the British dependant territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcarin, St. Helena or the Turks and Caicos Islands.

4. The people of Guam, Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands are non-voting citizens and are visa exempt. Residents of American Samoa and Palau are U.S. nationals and are visa exempt.

5. Persons holding passports or travel documents issued by the Holy Sea.

6. Persons holding a valid and subsisting Special Administrative Region Passport issued by the Government of the Hong Kong Special Administrative Region of the Peoples Republic of China.

7. Nationals of the U.S. and persons lawfully admitted to the U.S. for permanent residence.

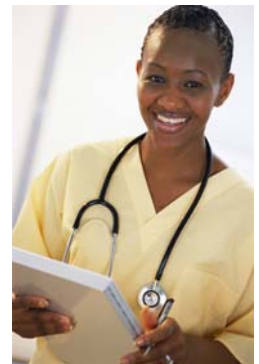
The Marshall Islands and Micronesia concluded Compacts of Free Association with the United States in 1986. These islands thus became self-governing. Residents of the Marshall Islands and Micronesia are neither U.S. citizens nor U.S. nationals and **require visitor's visas**.

## HEALTHCARE IN THE U.S.A.

### Function of the Health Center

The Student Health Center is located in Room 104 in the Alumni College Center and is staffed by a registered professional nurse. The following services are available to all students free of charge:

First Aid	Health Literature
Evaluation of illness	Community Agency Referrals
Health Counseling	Physician Referrals
Blood Pressure Monitoring	



The Health Center is open:

Monday – Friday	8:30 p.m. – 4:30 p.m.
Saturday / Sunday	Closed

Candy Miller – Health Insurance Representative – Monday – Thursday 9:00 a.m. – 2:00 p.m.

### Health Form and MMR

You are responsible for providing the Health Center with a Health Information Form and Proof of Immunizations. New York State Law requires all students attending college to provide proof of immunizations of Measles, Mumps, and Rubella. If you have not provided proof of **Two (2) shots for Measles, One(1) Mumps, and One(1) Rubella** from your country, then you may obtain immunizations in this country.

THE ONEIDA COUNTY HEALTH DEPARTMENT is a place to obtain your immunizations:



You should call an ambulance in an emergency situation when you need to get to a hospital quickly.

If you have a medical problem and need some advice, please go to the Student Health Center and they will try to assist you.

## MONEY MANAGEMENT IN THE U.S.A.

A bank is a financial institution where you can deposit your money and withdraw it at a later date. You will open up accounts at the bank which will hold your funds until you need them to pay a bill, or to buy new clothes, or pay for dinner. The banks are a safe place to hold your money because they have insurance on your funds. We open up bank accounts in America, because it is not safe to carry a large amount of cash on your person.



All people have different needs and because of this, all kinds of accounts have been designed. There are two basic kinds of accounts, checking and savings. The different accounts that a bank may offer is unlimited.

\*A checking account is a place where your money is held until you write a check. This is one way to pay for merchandise or bills.

\*A savings account is a place where your money is held and the bank pays you interest for keeping that money in their bank. To withdraw money from a savings account, you would have to fill out a withdrawal slip. Whenever you are making a transaction at a bank or any other business with something other than cash, be prepared to present some form of identification.

When you open new accounts at a bank, you will be asked for two forms of identification. You must have a picture I.D. (passport or MVCC I.D.). Fees may be attached to these accounts. You must always ask about the cost to keep an account open. Sometimes you will find that banks maintain these accounts for free or monthly fees could be as high as \$9.00. Please check with the appropriate bank for updated and accurate information.

All banks offer a debit card (also known as cash card or ATM card) that can be used to obtain your money from the checking or savings account. You may receive funds either from an ATM machine or use your debit card at businesses that accept these as a form of payment. Unlike a credit card, when you use this card, you are drawing on your own funds.

You must keep good records of your checking and savings account. As soon as you make a deposit, withdrawal or write a check, make sure you record it. Writing a bad check can cost you a service charge and writing many bad checks could hurt your credit rating. Reconcile your bank statement as soon as possible after you receive it. This will help you find large mistakes. If you are having trouble or need someone to help you, ask the bank for assistance.

The nearest banks to Mohawk Valley Community College are Bank of America and HSBC Bank. Both are located on Mohawk Street and are 1 ½ miles from campus. There are many other options of banking in the Utica area and it is the student's choice of where to open a bank account.

## SOME TIPS FOR YOU AND YOUR MONEY



1. Do not carry a lot of cash on you at any one time. Open a checking and savings account at an area bank, and then use your checks and debit card to pay for your expenses. When you pay with a check or with your debit card you will get a receipt to show that you paid for those items.
2. If you find yourself with a lot of cash, you may want to consider using a money belt. Always keep your money with you. Do not hide money in your room or lock it up in your desk. Someone may see you or find your hiding place.
3. Be careful and aware of who is around you. If you are using an ATM machine to withdraw cash and someone is watching you, and you feel uncomfortable, walk away and come back to the machine at a later time.
3. Always carry some form of identification. A lot of businesses will ask to see an I.D. for one reason or another.
4. Pay your bills on time. If you do this, it will save you money. Late fees and interest on overdue bills can add up very quickly. If you cannot meet the payment deadline, simply call the place you owe money to, and explain your situation. Most companies will work with you and make some kind of arrangements for your payment.
6. If you feel there is an error on your bill, you should make a phone call right away. The customer service department will review your account and answer questions you may have. If you both agree that an error has been made, you should follow up with a letter to the company. If this is in writing, it will be easier to remember what happened if the problem takes some time to correct.

## AUXILIARY SERVICES CORPORATION

Auxiliary Services Corporation of Mohawk Valley Community College is a non-profit organization that takes care of some of the college business. ASC is a completely separate business, but is here to work with and for the college.

Auxiliary Services Corporation (ASC) is located in Room 206 in the Alumni College Center, and provides the following services:

\*Check cashing services where you can cash your checks. You can cash up to \$50.00 per day. They will accept almost any type of check, including personal checks or traveler's checks. There is a fee for each check cashed. It will cost you \$.25 per check.

## LOCAL BUS TRANSPORTATION



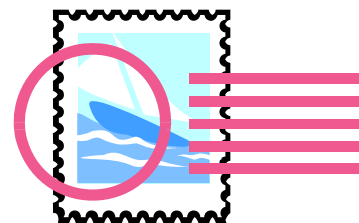
\*The ASC office also has bus tokens for the city bus system that may be purchased at a reduced rate. The bus ride without a token would cost a student \$1.25. If you purchase the token, it will cost you \$1.10.

\*They also offer two types of bus passes. One pass is good for the entire semester, from August to December, or from January to May. It costs \$150.00 and can be purchased at the MVCC bookstore. A ten ride pass can be purchased for \$11.00 from Auxiliary Services in the Alumni College Center room 206. CENTRO is the name of the bus system here in the city, and more information on bus routes and schedules can be obtained in the Alumni College Center room 208 (Student Life Office).

Auxiliary Services Corporation Office Hours  
Monday through Thursday, 10:00.a.m. - 2:00.p.m.  
Friday, 10:00 a.m. - 3:00 p.m.

## MAIL AND POSTAGE INFORMATION:

Mail service in the United States is provided by the U.S. Postal Service. Mail is delivered on each day, with the exception of Sundays and Holidays. You can purchase stamps and money orders, and mail packages and letters from any post office in the U.S. If you move while in the U.S. make sure you complete out a change of address form with the U.S. Postal Service to assure the proper delivery of your mail. This can be done at any post office.



Domestic First Class Postage Stamps can be bought in the MVCC bookstore for \$.41 each.

## POSTAL RATES AND FEES:

Domestic First Class Postage	\$ .42
Post cards and Postal cards	\$.27 small \$.42 large
Letters and Letter Packages (for the first ounce)	\$.42 \$.17 (for each additional ounce)

## AIRMAIL POSTAGE RATES:

Letters and letter Packages (for the first ounce)	\$.90 (Extra charge for each additional ounce)
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## LOCAL POST OFFICE LOCATIONS:

Utica  
100 Pitcher Street  
Utica, NY 13405  
738-5302

Utica  
1709 Genesee Street  
Utica, NY 13501  
733-6507

New Hartford  
40 Campion Road  
New Hartford, NY 13413  
733-0453

## IMPORTANT TELEPHONE NUMBERS:

### MOHAWK VALLEY COMMUNITY COLLEGE

Main Campus Information	792-5400
EMERGENCY	792-5777
Admissions (PH 101)	792-5354
Security Office (AB 109)	792-5566
Student Health Center (ACC 104)	792-5452
On or Off –Campus Housing (ACC 208)	792-5361
Counseling Center ( PH109B)	792-5326
Sodexo Food Service (Snack Bar)	792-5419
Gymnasium Cage	792-5541
Student Activities (ACC 208)	792-5391
Working Solutions Employment Office (AB 128)	792-5488
Auxiliary Services Corp. (ACC 206)	792-5457
Student Congress (ACC 102)	731-5820
Vice-President for Student Services (PH 347)	792-5456
<b>Coordinator of Services for International Students (PH 104C)</b>	<b>792-5350</b>
Mail Center (ACC Basement 15)	792-5474

UTICA POLICE DEPARTMENT 363-2323

FIRE DEPARTMENT (PARAMEDICS) 363-1020

AMBULANCE (KUNKEL) 797-4111

### HOSPITALS

St. Elizabeth 2209 Genesee Street, Utica 798-8100

St. Luke's 1656 Champlin Avenue, New Hartford 624-6000

### MENTAL HEALTH

Oneida County Mental Health 798-5903

Mohawk Valley Psychiatric Center 1400 Noyes St., Utica 738-3800

24-Hour Crisis Intervention Hotline 734-3456

### PREGNANCY CRISIS CENTERS

Planned Parenthood 1424 Genesee Street, Utica 724-6146

### ONEIDA COUNTY HEALTH DEPARTMENT

VD Clinic 406 Elizabeth Street, Utica 798-5747

### ALCOHOL PROBLEMS

Alcohol Abuse 24 Hour Hotline 1-800-410-2560 or 1-800-711-6042

Alcoholics Anonymous 732-6880

Information & Referral Center 768-1361

### DRUG PROBLEMS & COUNSELING

Insight House 500 Whitesboro Street, Utica 724-5168

### RAPE CRISIS CENTERS

Rape Counseling 276 Genesee Street, Utica 733-0665

Crisis Services 24 Hour Hotline 797-7740

### WESTERN UNION

To find the agent nearest to your location 1-800-325-6000

To transfer money by phone 1-800-225-5227