



09-10



Guide for International Exchange Students



**PRINCETON
UNIVERSITY**

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INTRODUCTION¹

Welcome to Princeton and congratulations on your selection as an exchange student! We look forward to working with you as you join the Princeton community.

Princeton has established exchanges with the Berlin Consortium for German Studies at the Freie Universität in Berlin, Germany; Hong Kong University in Hong Kong, China; Institut d'Etudes Politiques de Paris ("Sciences Po") in Paris, France; Karolinska Institute in Stockholm, Sweden; and Oxford University (history, biochemistry, engineering, philosophy, and physics) in Oxford, England.

This guide is intended to help answer questions you may have and to assist you as you make the transition to Princeton and the United States.

Coming to the U.S. to live and study can be an exciting experience. Learning to function in a new culture is not easy, and it is natural to feel anxious and frustrated at times. Those feelings are a normal part of the experience. However, the more you put into the experience, the more you'll learn from it. Make an effort to meet new people, form friendships, and get involved. Remember, the resources and people mentioned in this handbook are committed to assisting you with the transition to life at Princeton. We hope that your time at Princeton will provide you with a wealth of intellectual, social, and educational experiences.

PLEASE NOTE: The International Student Pre-Orientation scheduled to begin September 1 is not intended for international *exchange* students (it is intended for first-year students). **You should plan to arrive on the Princeton campus on Saturday, September 12.** You will not have access to your room before September 12. Should you need to arrive earlier than September 12, a list of hotels in the local area is included in Section XV for your reference.

SECTION I: CAMPUS RESOURCES AND SERVICES

Office of International Programs (OIP)

Your primary contact at Princeton is the Office of International Programs, 36 University Place, Suite 350; 609-258-5524; oiip@princeton.edu, <http://www.princeton.edu/oiip>. The OIP provides on-going support for international exchange students who are studying at Princeton for a semester or academic year and for Princeton undergraduates participating in international programs.

- Nancy Kanach, senior associate dean and director, Office of International Programs, nkanach@princeton.edu
- Giorgio DiMauro, associate director, Study Abroad Program, gdimauro@princeton.edu
- Lynn Kuderka, administrative assistant, kuderka@princeton.edu
- Martina Anderson, communications and outreach coordinator, martinaa@princeton.edu

Office of the Dean of Undergraduate Students (ODUS)

The Office of the Dean of Undergraduate Students (<http://www.princeton.edu/odus>) supports all undergraduate students, with a variety of services that meet specific student needs. Within ODUS, Dean Rachel Baldwin functions as the International Student Adviser (ISA). Dean Baldwin is primarily

¹ Material in this guide has been adapted from the *Guide for Undergraduate International Students (2009-10)*, published by the Office of the Dean of Undergraduate Students, Princeton University and *Coming to Columbia: Essential Information for New International Students*, published by the Columbia University International Programs and Services Office.

responsible for all compliance and immigration matters pertaining to undergraduate international students. If you have inquiries or needs concerning travel, immigration, visas, employment, or financial issues related to your time at Princeton, you should contact Dean Baldwin's office directly (313 West College, 609-258-3053).

- Rachel Baldwin, assistant dean of undergraduate students, international student adviser (ISA), rbaldwin@princeton.edu
- Jeanette DeGuire, dean's assistant, jdeguire@princeton.edu

International Students Association at Princeton (ISAP)

The International Students Association at Princeton (ISAP) is a student-run organization consisting of all international undergraduates, including U.S. citizens who live overseas. ISAP organizes many social and cultural events on campus. All Princeton students are welcome to join. To learn more about ISAP, send an e-mail to isap@princeton.edu or consult <http://www.princeton.edu/~isap>.

Davis International Center (IC)

There are more than 1,400 international students and visiting scholars at Princeton, representing more than 100 countries. The Davis International Center, founded in 1974, provides a multitude of programs for international students and others interested in internationalizing the campus. For more information, contact the director, Paula Chow, 609-258-5006, pchow@princeton.edu, or visit <http://www.princeton.edu/~intlctr>.

SECTION II: TRAVEL DOCUMENTS: WHAT YOU NEED TO COME TO THE U.S.

Application for Visa Certificate (AVC)

According to the United States Citizenship and Immigration Service (USCIS), you must provide documentation to verify that you are able to cover the minimum expenses required for study at Princeton University. The Application for Visa Certificate is essential to receive a Certificate of Eligibility (Form I-20), which is required for you to apply for an F-1 student visa at the U.S. Embassy or Consulate nearest you. Princeton must confirm that sufficient funds will be available to you throughout your course of study. Any lack of documentation or incomplete information could delay the issuance of a Form I-20.

Please return the AVC to the International Student Adviser as soon as possible to ensure that you have enough time to obtain your visa. The AVC form will be sent to all admitted students. If you have not received one, contact the Office of International Programs immediately (oip@princeton.edu)

Certificate of Eligibility (Form I-20)

Once you complete and return the AVC, you will be sent a Certificate of Eligibility (Form I-20) for non-immigrant (F-1) Student Status. The Form I-20 is created via the Student Exchange and Visitor Information System (SEVIS), a U.S. government, internet-based reporting and document production system. The Form I-20 is required for you to obtain an F-1 student visa at the U.S. Consulate or Embassy nearest you (or at your point-of-entry if you are Canadian). You will receive this form from the Princeton International Student Adviser, pending receipt of the required AVC.

Certificate of Eligibility for Dependents (Form I-20 for F-2 status)

The F-2 dependent visa is a non-immigrant visa that allows dependent spouses and children of F-1 student visa holders to enter into the U.S. If you are an F-1 student and are married, your spouse and/or children will need an F-2 visa and Form I-20 to enter the U.S.

To obtain a dependent Form I-20, you must provide additional financial documentation and a photocopy of your marriage certificate, as well as your dependent's legal name, date of birth, country of birth and country of citizenship. Important: as an F-2 dependent, spouses, and/or children are prohibited from taking classes or working; therefore, the primary F-1 student will need to provide additional evidence of financial support upon initial entry into the U.S.

Passport

Students in F-1 immigration status must keep their passports valid at least six months into the future at all times. If you lose your passport, report it to the local authorities immediately and file for a replacement at your consulate or embassy. You can find a list of foreign consulates and embassies in the U.S. on the U.S. State Department's website at <http://www.state.gov/s/cpr/rls/index.htm>.

The Visa Application Process

Note: Canadian citizens are exempt from the following visa process. See the section titled "Canadian Citizens" below for student visa policies and procedures for Canadian citizens.

You may wish to contact a U.S. Educational/Information Advising Center in your home country before applying for your visa (see <http://eca.state.gov/educationusa/centers> for locations). The Center can give you valuable information on the application procedures for your country. If possible, you may want to attend a pre-departure orientation program organized by a center because it will almost certainly include information regarding visa applications. To minimize difficulties or errors, you need to be familiar with the process before you apply for your student visa at the consulate or embassy nearest you (preferably in your home country).

What is a Visa?

A visa is a stamp or document affixed to a page in your passport by a U.S. Consular office abroad, following a scheduled visa appointment. It is issued for travel to the U.S., but it does not determine how long you may stay in the U.S.

Third Country National (TCN)

You are considered a third country national if you are not a citizen or national of the country where you plan to apply for a non-immigrant visa. You may not apply for a non-immigrant visa within the U.S., but you may apply, as a TCN, in Canada or Mexico and other countries throughout the world depending on your citizenship. Some students may consider this option, as it may avoid the inconvenience and expense of travel to their home country. However, please be advised that this may create challenges if you are required to verify non-immigrant intent, as consular officials may have greater difficulty determining your intentions. If you plan to apply as a TCN, be sure to contact the local consulate for TCN requirements and eligibility.

Security Clearances and Special Visa Processing Procedures

If you are a national of Cuba, Iran, Sudan, or Syria, you must undergo a security clearance, in addition to your visa application. This process may take several weeks. Therefore, you must apply for your visa as early as possible, since it will not be issued until your security clearance is completed and approved. For more information, please refer to the Department of State's Special Visa Processing webpage: http://travel.state.gov/visa/temp/info/info_1300.html.

Tourist Visas

DO NOT enter the U.S. as a tourist with a B-1, B-2 visa stamp or with a WT (waiver tourist) if you are a citizen of a country that is eligible for the Visa Waiver Program. If you enter as a tourist, you must apply for a change of status to F-1 to enroll as a full-time student. Unfortunately, the change will take several months to process, and you cannot begin your studies at Princeton until your new status has been

approved. WT entrants are not eligible to change to any other non-immigrant status. If you plan to come to the U.S. to study, it is crucial that you enter with an F-1 student visa.

Step by Step Instructions

Step 1: Make an appointment at a [U.S. Consulate](#) to apply for an F-1 student entry visa. You will need the I-20 form from Princeton University at the time of your appointment. **Do not make an appointment until you have received the I-20.** While the U.S. Consulate will not *issue* the student entry visa until 120 days before the reporting date on the I-20 or the start date of your program period, you should apply for your visa as soon as possible. Check the following websites for more information on visa appointments.

- <http://usembassy.state.gov>: to locate the nearest U.S. Consulate and its instructions for applying for a visa (including links to required forms). Make a list of documentation required for the interview. Note procedures for paying the visa application fee and any visa issuance fees, if applicable.
- http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php: for information about current wait times for the appointment and for visa issuance. Note that the processing wait times do not include extra time that may be required for security clearances.

Step 2: Check your form I-20 for completeness and correctness!

Your I-20 indicates that Princeton has created a record for you in SEVIS (the Student and Exchange Visitor Information System), a national database for international students and scholars. Your unique assigned SEVIS ID number is in the upper right corner of page 1. Check to see that all information is correct and that your expected completion date is in the future.

If you have informed us that your dependents (husband, wife, or children under the age of 21) will come with you to the U.S., each of them will receive their own “dependent” I-20, which they need to apply for their F-2 visas and to enter the U.S. in F-2 status. If your family name is different from your dependents, be prepared to show documents that prove your relationship.

Step 3: Make sure your passport is valid.

When you apply for a visa or enter the U.S., your passport must be valid for at least 6 months into the future. Some countries are exempt from this requirement and have their passports automatically extended for 6 months, which means that you can use your passport up until the written expiration date. This rule applies to subsequent entries to the U.S. while traveling as a student.

Step 4: Pay the SEVIS fee and print the receipt.

Applicants for F-1 student visas are required to submit form I-901 and pay the \$200 Student and Exchange Visitor Information System (SEVIS) fee BEFORE filing an application for an F-1 visa at a U.S. Embassy or Consulate. To pay with a credit/debit card online, visit the Student Exchange and Visitor Program (SEVP) SEVIS I-901 fee website (<https://www.fmjfee.com/i901fee/index.html>). After you submit your payment, be sure to print at least two copies of the confirmation receipt as it is your proof of payment and you will need it to apply for your F-1 visa and to enter the U.S. *You can only access the receipt at the time of payment so be sure your printer is working before paying the fee.* To pay by check or money order, payment must be mailed to the SEVP along with a completed I-901 form. For more detailed information refer to the SEVP’s frequently asked questions at <http://www.ice.gov/sevis/i901/faq.htm>

Step 5: Complete all required Department of State application forms

- [DS-156](#). Everyone applying for a non-immigrant visa must complete this form. Complete this electronic form online and take a printed copy with you to the interview.
- [DS-158](#): Contact Information and Work History.
- [DS-157](#): Supplemental Non-Immigrant Visa Application Form. Required for male applicants between the ages of 16 and 45.

Step 6: Refer to Step 1 and follow instructions for paying any visa fees required in advance of your appointment. Procedures may vary from country to country, and even post to post within the same country. Note that application and issuance fees are based on reciprocity and generally reflect your country's policies in granting visa privileges to visiting U.S. students.

Step 7: Bring a passport-size photo less than six months old. Check [Nonimmigrant Visa Photograph Requirements](#) for details.

Step 8: Prepare for your interview appointment by learning what to expect.

You will be applying for an F-1 student visa, a non-immigrant classification. According to U.S. immigration law, "Every alien shall be presumed to be an immigrant until he establishes to the satisfaction of the consular officer, at the time of application for admission, that he is entitled to a non-immigrant status." This means you need to establish that you have no intention of staying in the U.S. permanently, but are coming here for a temporary purpose, i.e. to pursue your educational objective. While the consular officers are aware that it may be difficult for students to demonstrate strong professional and economic ties to their home countries, you should still bear this in mind as you prepare for your interview.

In advance of your interview, you may find the following information useful:

- [Ten Points to Remember When Applying for a Nonimmigrant Visa](#), published by NAFSA: Association of International Educators, in consultation with the U.S. State Department. Although published in 1997, these general points provide good guidance and still are relevant today.
- [Visa Information](#): Published by Education USA, a division of DOS
- [See You in the U.S.A.](#): An eJournal published by DOS. Note article "On the Other Side of the Visa Window," by U.S. visa officer in Cairo.
-

Step 9: Checklist of what to take with you to your visa interview:

- ___ Passport valid for at least six months
- ___ Form I-20
- ___ Princeton acceptance letter
- ___ Completed visa applications (DS-156, DS-158, and, if applicable, DS-157).
Remember to complete the DS-156 electronically and take a printed copy with you.
Consulates have advised that the electronic version will speed up the process.
- ___ Photograph in the prescribed format (see Step 7)
- ___ Receipt for the visa application fee

_____ Receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.

_____ Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study.

_____ Any information that demonstrates your intention to return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community.

Step 10: After the visa is processed, make sure you got what you requested! Check your passport to be sure you obtained an F-1 visa, and that any dependents obtained an F-2 visa. Also, be certain that the I-20 was returned to you, as you must have the original with you when you arrive in the United States. Sometimes, the document is returned to you in a sealed envelope, which must be presented to the immigration inspector when you arrive.

Visa Denials

If your visa application is denied, you should request a written explanation from the consulate or embassy, outlining the reasons for the denial. You are permitted to reapply for a visa; however, you should not resubmit your original application. Rather, your desire to reapply should be supported with updated information that addresses the reasons for the previous denial. Refer to the Department of State Visa Denials webpage for more information: http://travel.state.gov/visa/frvi/denials/denials_1361.html

Canadian Citizens

As a Canadian citizen, you may think that the strict immigration and travel regulations that apply to other non-U.S. citizens do not apply to you because you are accustomed to entering the U.S. as a tourist. However, if you are coming to the U.S. as a student, you must follow the applicable immigration and travel regulations. **To pursue a course of study at Princeton, it is your responsibility to enter the U.S. properly, in F-1 status, as immigration officials are accustomed to admitting Canadian citizens as tourists.**

Currently, an entry visa is not required for you to enter the U.S. from Canada, but a valid passport, Form I-20, and SEVIS receipt is mandatory. Therefore, you will need to complete and submit an Application for Visa Certificate before a Form I-20 can be issued to you. If you enter the U.S. from a country other than Canada, you are required to present a passport at your designated port-of-entry (POE) along with the other documents listed above.

At the POE, as a Canadian citizen/student, you must present your Form I-20, SEVIS fee receipt, stamped Application for Visa Certificate, and any additional financial documentation to the Customs and Border Protection official to be admitted into the U.S. in F-1 status. You will receive an I-94 Admission/Departure record to complete. Check your I-94 card before you leave the inspection area to ensure that it has the notation "F-1, D/S" written on it. Canadian students must have an I-94 card to confirm current F-1 status. If you do not have an I-94 card, you are considered to be in tourist (B-2) status, which does not permit study in the U.S.

Landed Immigrants of Canada

Since March 17, 2003, all Canadian Landed Immigrants (with some exceptions) are required to present a passport and visa to enter the U.S. to study. For more information, please visit the Canadian Embassy's website: http://www.consular.canada.usembassy.gov/usa_visa.asp#student. In conjunction with this

requirement, the embassy has issued an announcement explaining which landed immigrants will be affected as well as the documentation requirements and visa appointment procedures for each consulate.

SECTION III: INITIAL ENTRY AND RE-ENTRY TO THE U.S.

Early Arrival

If you intend to arrive in the U.S. prior to your program start date, you may do so up to but no more than 30 days before the reporting date on your Certificate of Eligibility (I-20). If you are unable to arrive on or before your program start date, you must contact Princeton's International Student Adviser to request authorization to enter the U.S. at a later date.

Arrival/Departure Record (I-94 card)

The I-94 card serves as the registration form for students admitted to the U.S. as non-immigrants. Before your arrival in the U.S., you will be expected to complete an Arrival/Departure record. If you enter the U.S. via airplane, you will automatically receive an I-94 card, which will be created by your airline and will be given to you with your boarding pass. The cost of the I-94 card will be included with the cost of your ticket. The I-94 card should remain attached to your passport at all times since it indicates the purpose of your admission to the U.S. and the length of time for which your stay is authorized (date of entry, non-immigrant status, and D/S [duration of status]). Upon inspection, the Customs and Border Protection official will endorse the I-94 card with the date, arrival status (in your case, F-1), and the length of authorized stay, which should be D/S ("duration of status"). D/S allows you to remain in the U.S. for the length of time you are enrolled as a full-time student, plus any authorized practical training after you complete your program. If you are a Canadian citizen and you enter the U.S. at a land border, you will need to pay a small fee to receive your I-94 card.

You should receive a new I-94 card each time you leave and re-enter the U.S. If you are not issued an I-94 card upon re-entry to the U.S., you must request one from the Customs and Border Protection official. If you fail to do so, please notify Princeton's International Student Adviser immediately or consult the I-94 Fact Sheet, as you may need to apply for a replacement I-94, by filing form I-102, with a fee of \$320.

The I-94 is an important form; we recommend that you make a photocopy of both sides of the form to keep separately in case you need to replace it.

Immigration and Customs Enforcement (ICE)

Upon your arrival in the U.S., you will pass through customs, and your documents will be reviewed by a Customs and Border Protection official, who is a representative of the Department of Homeland Security. The official will examine your Form I-20, your passport, I-901 SEVIS fee receipt, and your supplemental documentation, which includes your Princeton University acceptance letter and any financial documentation. The immigration official may also request the name and contact information for your Designated School Official (DSO), who is the International Student Adviser, Rachel Baldwin (313 West College, Princeton University, Princeton, NJ 08544; 609-258-3053; rbaldwin@princeton.edu).

For security purposes, do not place your immigration documents in your luggage; be sure to carry them with you. For more information, refer to "Arriving at a U.S. Port of Entry...What a Student Can Expect": http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm

Review your documents carefully at the immigration inspection station to make sure the proper information was recorded. If you notice an error, politely ask the Customs and Border Protection official to make the necessary corrections. It is crucial to remember that, in most cases, the only way to have a

document corrected is at the port of entry itself. Corrections to documents after leaving the port can be difficult, expensive, and time-consuming.

Secondary Inspection

If the CBP official at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows officials to conduct additional research to verify information without causing delays for other arriving passengers.

The Customs and Border Protection official will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the Customs and Border Protection official may issue a “Notice to Student or Exchange Visitor” Form (I-515A), which authorizes temporary admission into the U.S. Notify the Princeton International Student Adviser immediately to ensure that you submit the proper documentation without delay.

U.S. VISIT

All non-immigrants, regardless of their race, religion, and country of origin, are required to adhere to the regulations of the U.S. VISIT program, which includes having your index fingers scanned and a digital photograph taken to match your travel documents. This program was designed to enhance security and further legitimize travel and maintain integrity for foreign visitors. For additional information, see http://www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm.

National Security Entry-Exit Registration System (NSEERS)

The Department of Homeland Security established the NSEERS program for temporary foreign visitors (non-immigrant aliens) arriving from certain countries, who meet a combination of intelligence-based criteria and who may be identified as presenting an elevated national security concern. The program collects detailed information about the background and purpose of an individual’s visit to the United States, the periodic verification of their location and activities, and departure confirmation.

At this time, the program includes citizens or nationals from Afghanistan, Algeria, Bahrain, Bangladesh, Egypt, Eritrea, Indonesia, Iran, Iraq, Jordan, Kuwait, Libya, Lebanon, Morocco, North Korea, Oman, Pakistan, Qatar, Somalia, Saudi Arabia, Sudan, Syria, Tunisia, United Arab Emirates, and Yemen. However, to date, individuals from more than 150 countries have been registered in the NSEERS program.

If you are a citizen of one of the countries listed above, please be sure to look for information at your designated port of entry in the U.S., explaining the registration procedure. As an NSEERS registrant, you must register upon exit and entry to the U.S. This process varies based upon your arrival/departure airport. Please be sure to seek assistance, as necessary, because you will be fully responsible for following proper registration procedures. For more information, visit <http://www.ice.gov/pi/specialregistration> on the United States Immigration and Customs Enforcement (ICE) website.

Vacation Travel and Re-entry to the U.S.

Whenever you plan to leave the U.S., you must be sure that your travel documents are valid. Without these documents, you may not be allowed to return to the U.S. For re-entry, you must have a visa stamp and passport that are valid for at least six months into the future (which means that, if necessary, you will have to apply for an extension of your passport at least six months before the expiration date).

SECTION IV: MAINTENANCE OF STATUS

Full-time Status

All F-1 students are required to be enrolled in a full-course of study during their time at Princeton.

SEVIS Reporting

Princeton University is required to report the full-time status of all F-1 students each semester. For students, completion of the online registration page in Princeton University's Student Course Online Registration Engine (SCORE) fulfills the requirement of full-time registration at Princeton. Princeton is required to report within 30 days of the registration date identified by the Registrar: For the fall, the registration date is September 9.

Address Reporting

SEVIS regulations require that all F-1 students report a change of address (excluding temporary summer addresses) to the USCIS within ten days of the change. At Princeton, students report a change of address using the SCORE system online (https://ps9web.princeton.edu/pu_pages/SCORE-index.htm). Princeton is required to report your change to SEVIS within 21 days; therefore, the International Student Adviser will report any change of address to SEVIS on your behalf, based upon the information in SCORE).

Immigration requires both:

- Your permanent (non-U.S.) address
- Residential (where you live) address in the U.S.

Please make sure that these addresses are current in SCORE. We will report any change of address to SEVIS on your behalf. Reporting a change of address to SEVIS does not result in the issuance of a new I-20. SCORE is not available to students on post-completion optional practical training (OPT). If you are on OPT, you should report any changes of address directly to the International Student Adviser via e-mail.

SECTION V: EMPLOYMENT

Employment, including internships, is defined as any type of work performed or service provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit. USCIS regulations state that on-campus employment is automatically authorized for any student in lawful F-1 status. However, if you want to work, you should not assume that you are immediately eligible to work in the U.S. You should consult with the International Student Adviser before accepting any employment.

Employment by Princeton (on-campus)

On-campus work is usually acceptable, whether it is employment in an academic department, the library, the computing center, dining services, or the housing office, so long as you are paid through a Princeton University account. Work performed on Princeton's grounds or premises for an outside contractor or firm is considered to be on-campus employment as long as the employer provides direct services to students and the students are paid via a university account. For more information, please visit the U.S. Immigration and Customs Enforcement (ICE) website: http://www.ice.gov/sevis/employment/faq_f_on1.htm.

Optional Practical Training (OPT)

F-1 status students are eligible to be employed in an off-campus capacity (within the U.S.) that is directly related to their major field of study for a total period of 12 months. Students can apply for OPT for employment during the summer months. If you want to apply for work authorization during the summer vacation, you will need to attend an OPT interest session, hosted by the International Student Adviser, during the fall and spring semesters. For more information about OPT, visit <http://www.princeton.edu/odus/services/international/employment/offcampus>.

Internship with an International Organization

Students maintaining lawful F-1 status may obtain U.S. Citizenship and Immigration Services (USCIS) permission to engage in an internship by a recognized international organization, such as the United Nations or the World Bank. Students must maintain their F-1 student status while employed by such an organization.

Note: While USCIS regulations provide a variety of opportunities for you to be employed in F-1 status, working improperly or without authorization is one of the most serious violations of your F-1 status. It is your responsibility to comply with all immigration regulations or you may not be eligible for benefits normally granted to you.

Social Security Number (SSN)

If you plan to work or receive any wages while in the U.S., you will be required to apply for a Social Security Number for payment purposes. If you are eligible and plan to apply for a SSN, you must report to the Social Security Administration (SSA), which is located in Trenton, NJ, about 15 miles southwest of Princeton and accessible via train or bus. Effective October 13, 2004, you must have a job offer/letter from your on-campus employer to apply for a SSN. You are not eligible to apply for a SSN until you arrive in the U.S. and have secured on-campus employment. During orientation you will have the opportunity to apply for a SSN without going to Trenton.

If you plan to apply for a SSN and your passport is less than one year old when you submit your application, you will need to provide a supplemental document that has your name and date of birth (i.e. birth certificate, school ID, etc.).

For more information and application materials, please refer to the following:

- Social Security Information and Guidelines: <http://www.princeton.edu/odus/services/international/financial>
- Social Security Application: <http://www.ssa.gov/online/ss-5.html>
- Directions to the Social Security Administration in Trenton, NJ: <http://www.princeton.edu/odus/about/docs/SSA%20Directions.pdf>
- General questions regarding SSN: <http://www.socialsecurity.gov>
- Employment Eligibility Form: http://www.princeton.edu/odus/about/docs/Employment_Form_07.pdf

Individual Taxpayer Identification Number (ITIN) and GLACIER

In order for you to work for wages while on campus at Princeton, the Payroll Office requires information from you to determine your tax liability, as any payments made to you must be reported to the Internal Revenue Service (IRS)—the U.S. tax authority. The information that you enter will help Payroll determine if you are from a country that has a tax treaty with the United States, and whether or not you are eligible to take advantage of the tax treaty.

This information is collected through GLACIER, an on-line non-resident alien tax compliance system. During the summer, before you arrive at Princeton, you will receive an e-mail from support@online-tax.net, with the subject line “Payments from Princeton University.” The e-mail is from the GLACIER system and contains log-in and password information. It is essential that you access and complete all of the required steps in the GLACIER system. If you have any questions, you may contact Dianna Miles (dmmiles@princeton.edu) in the Payroll Office.

Income Tax

During the month of January, all persons employed by the University, including students, receive W-2 statements showing their taxable earnings for the year and the amount withheld by the University. International students also receive Form 1042S. Students and their dependents are required to file an Income Tax Return by April 15. If the amount of taxes withheld has been greater than required, you will receive a refund; if less, you will have to pay additional taxes.

For convenient filing, the university uses CINTAX, which is a web-based, licensed software program designed to help you prepare your federal income tax return (if necessary). CINTAX works in accordance with GLACIER. Tax filing can sometimes be confusing. As a result, an information session will be hosted by the Office of the General Counsel during spring semester.

Payments made to international students on F-1 visas are taxable unless they are exempt from U.S. taxes under an international tax treaty. Matriculating international undergraduate students are advised of treaty eligibility through the GLACIER system. See IRS publications 515, Withholding on Non-resident Aliens and Foreign Corporations (<http://www.irs.gov/publications/p515/index.html>); and 519, U.S. Tax Guide for Aliens (<http://www.irs.gov/publications/p519/index.html>).

SECTION VI: FINANCIAL INFORMATION

Travel Funds

When traveling to the U.S., you should have from \$200 to \$250 available in low-denomination U.S. bills and coins to cover immediate expenses such as telephone calls, bus or train service, and any other transportation and tips. You should plan to bring additional funds, in U.S. dollars or travelers checks, to cover one-time expenses such as textbooks and miscellaneous items, such as toiletries and other personal articles. If you have a credit card that may be used for purchases in the U.S., you may want to use that as an alternative to carrying large amounts of cash/travelers checks.

You will also be able to change currency at an airport currency exchange booth on arrival or cash travelers' checks at an airport branch bank (assuming arrival occurs during banking hours). Travelers checks can be cashed at most banks by presenting official identification (a passport). Do not permit unauthorized people to exchange money for you.

Banking

There are several banks within walking distance of the University where you can cash travelers checks as well as open a checking or a savings account. For safety and convenience, it is advised that you keep your money in a local bank while studying at Princeton. *If you will be at Princeton for only one semester, you may prefer not to open a bank account and rely on ATMs to access money.* Many banks provide special services or accounts for students.

Banks in the U.S. make a distinction between checking and savings accounts. Checking accounts may or may not pay interest, while savings accounts always do. The differences between various banks are minor, but their services and policies change from time to time.

Banks within walking distance of campus are:

- **Bank of America**, 90 Nassau Street, 609-430-2069
- **Chase Bank**, 16 Nassau Street, 609-683-6060
- **PNC Bank**, 76 Nassau Street, 609-497-6700
- **Sovereign Bank**, 188 Nassau Street, 609-924-4498
- **Wachovia**, 194 Nassau Street, 609-921-6000

In addition, the Princeton University Federal Credit Union offers limited services at its on-campus location in the Frist Campus Center, 100-level. The main, full-service office is located at 104 Carnegie Center, Suite 103, Princeton, NJ, 08540; 609-945-6200 or (800) 456-5038.

SECTION VII: TRAVELING TO PRINCETON

Princeton University is located in Princeton, New Jersey, approximately 50 miles southwest of New York City; 35 miles southwest of Newark, New Jersey; and 45 miles northeast of Philadelphia, Pennsylvania. For the latest travel information to campus, please consult the Princeton University “Getting to Campus” webpage: <http://www.princeton.edu/main/visiting/travel>.

Airplane

You should plan to arrive in the U.S via Newark Liberty International Airport in Newark, New Jersey, or JFK International Airport in New York, New York. It is complicated to get to Princeton from the Philadelphia International Airport, so it is not recommended. However, if you must fly into Philadelphia, travel details are covered below.

Airport Shuttle Service

Olympic Airporter maintains a daily shuttle service between Newark and JFK airports and downtown Princeton. Reservations are necessary and should be made in advance or at the airport ground transportation counter at Newark or JFK airport. For more information on rates, pick-up times, and reservation scheduling, please consult the Airporter website at www.goairporter.com (click on the Princeton University tab) or call (609) 587-6600 or (800) 385-4000.

The fare from JFK to Princeton is \$53 (\$51 with Princeton Student ID, for future travel purposes) each way; from Newark to Princeton it is \$30 (\$28 with Princeton Student ID) each way. The trip from Newark takes 1.5 to 2 hours and the trip from JFK takes 3.5 hours. Daily shuttles depart Newark from 11:15 a.m. to 9:15 p.m.; shuttles depart JFK from 9 a.m. to 7 p.m. Call for weekend and holiday schedules.

Note: There is no shuttle service from the Philadelphia Airport to Princeton.

Train

From Newark Liberty International Airport

The AirTrain shuttle goes from each airport terminal at Newark to the Newark Liberty International Airport Station, where you can purchase NJ Transit tickets (either from an automated ticketing machine or from a NJ Transit counter) to Princeton. Do not buy a ticket for Amtrak.

You will take the NJ Transit Northeast Corridor (NEC) train line to Princeton (make sure the final destination is Trenton). Verify that you have purchased a ticket to Princeton (not Princeton Junction).

You will change trains in Princeton Junction to take a small commuter train (referred to as the “Dinky”) to reach Princeton. Travel time from Newark Airport to Princeton is approximately one hour. For NJ Transit information, including schedules, visit <http://www.njtransit.com>.

From JFK International Airport

If you arrive at JFK, you may take the AirTrain JFK (<http://www.panynj.gov/airtrain>), which will connect you to the NYC subway or the NYC Transit bus lines. Either way, you need to ensure that the subway (the A train) or the Transit bus line takes you to midtown Manhattan to NY Penn Station (directly beneath Madison Square Garden on 34th Street, between 7th and 8th Avenue).

Upon your arrival at Penn Station, purchase a train ticket to Princeton at a NJ Transit vending machine or the ticket counter. Do not buy a ticket for Amtrak.

You will take the NJ Transit Northeast Corridor (NEC) train line to Princeton (make sure the final destination is Trenton). Verify that you have purchased a ticket to Princeton (not Princeton Junction).

You will change trains in Princeton Junction to take a small commuter train (referred to as the “Dinky”) to reach Princeton. Travel time from NY Penn Station to Princeton is approximately one hour and fifteen minutes. For NJ Transit information, including schedules, visit <http://www.njtransit.com>.

From Philadelphia International Airport

Getting to Princeton from the Philadelphia Airport is complicated but feasible. If you arrive at the Philadelphia Airport, you should take the SEPTA (Southeastern Pennsylvania Transportation Authority) R1 High Speed Rail Line from Airport Terminals A-East, B, C, D, and E to Philadelphia’s 30th Street Station.

At the 30th Street Station, you will need to buy a ticket to Trenton Transit Center in Trenton, NJ (the R7 line—not the R3 to West Trenton).

In Trenton, you will need to buy a NJ Transit ticket to Princeton (not Princeton Junction). You will take the Northeast Corridor (NEC) line to Princeton Junction, where you will then change trains to take a small commuter train (referred to as the “Dinky”) to reach Princeton. For SEPTA information and schedules, visit <http://www.septa.com>. For NJ Transit information, including schedules, visit <http://www.njtransit.com>.

The “Dinky”

If your train ticket ends at Princeton Junction, you can still purchase a ticket at the Princeton Junction ticket counter or from a ticket machine to travel to Princeton on the Dinky. Tickets purchased before boarding the train are cheaper than tickets purchased on the Dinky, as there is a surcharge.

The last Dinky departs Princeton Junction train station at 12:47 a.m. and NJ Transit usually coordinates train arrival times with Dinky departures. It is a 5-10 minute ride to the Princeton train station, which borders the University (see the campus map). Other than the Dinky, there is no public transportation between the Princeton Junction train station and downtown Princeton, so you may choose to take a taxi, if necessary.

Princeton Taxis

Travelers who miss the last Dinky or who have a lot of luggage may take a taxi from Princeton Junction to Princeton (when arriving in Princeton, ask to be let off at the Nassau Street guard booth). Taxis are usually available at the Princeton Junction station, but students can use a pay phone to call A-1 AAA Princeton Taxi (800) 481-8294 or (609) 921-1177 or the Princeton Taxi Stand (609) 924-1222 to get to the University. The trip costs between \$15 and \$25 plus tip. Verify the fare and pickup locations with the

taxi dispatcher when you call, as there are two sides to the train tracks (northbound and southbound), each with separate taxi pick-up locations.

Security and Emergencies

While traveling, you should keep money, passports, travel and visa documents, jewelry, and other valuables on your person at all times. You are advised not to leave luggage unattended nor items of value and importance in luggage, locked automobiles, or airport or train station storage lockers. If you have an emergency, you should seek airport security or the nearest Travelers Aid Society representative during business hours. The Travelers Aid Society telephone numbers are Newark Airport: (973) 623-5052; JFK Airport: (718) 656-4870; Philadelphia Airport: (215) 523-7580.

SECTION VIII: PHONE SERVICE

The University's Telephone Services provides local and long distance service, as well as voice mail and EVM (Enabled Voice Mail), in all undergraduate dormitories. EVM sends an audio copy of voice mail messages to the student's e-mail inbox as a file attachment. Students are responsible for supplying their own telephone, which can be purchased through the Telephone Services Office or at Target or Walmart (the latter options are cheaper). Touch-tone phones are required to use the University's phone system and to take advantage of CallerID, a feature available at no extra charge. The number of phone lines in student rooms is based on occupancy: 1-4 students = 1 line, 5-8 students = 2 lines, 9+ students = 3 lines. Every dorm room is equipped with a multi-line jack. The phone must be plugged into jack "A" and set to touch-tone.

A Personal Authorization Code (PAC) is available to all incoming students. It is a unique 7-digit number used to place long distance calls on campus phones. Students can sign up for a PAC by going to www.princeton.edu/telecom. There is no charge to acquire the PAC and ownership of the number does not obligate the student to use it. It is important to safeguard the number as you are responsible for any long distance calls placed using this code. PAC numbers remain the same throughout your stay at Princeton and will be reassigned only if lost or stolen. The rate for domestic long distance calls is \$0.07 per minute. International rates may be viewed at www.princeton.edu/telecom.

Charges for long distance calls are billed on a monthly basis. Bills are mailed to student mailboxes, located in the Frist Campus Center (unless an alternate address is specified). Monthly call detail can be viewed online in the Princeton Student Information Warehouse. Access to the Information Warehouse requires a netID and password. Students cannot elect to have telephone bills transferred to their student account; this is reserved for collecting delinquent bills. Student past-due amounts over 45 days and over \$10 are subject to PAC deactivation. A fee of \$25 is charged to reactivate a PAC.

Cell Phones/Mobile Phones

Cell or mobile phones have become very popular in the U.S., and you may find that you would like to purchase one upon arrival. Finding the best and most cost-efficient way to do that is complicated, particularly because prices and offers change constantly. In the U.S., phone service can be confusing. Every company's plan is slightly different, and the options change constantly.

Princeton has connections to several major cell phone companies (see www.princeton.edu/telecom/StudentCellular.html) and most carriers have stores near the Princeton campus. Alternatively, if you want to buy an inexpensive cell phone to use with prepaid cards, visit the Target or WalMart store. Some of the cell phone companies also sell pre-paid phones.

A Cell Phone Service Contract Plan

If you use your phone (for calls and text) a lot, you may want to get a full-service contract. Check the terms and see which contract option best suits your needs. However, be aware that because you do not have a social security number or a credit history in the U.S., you will be charged an expensive deposit. In addition, many contracts are longer than the amount of time you will be in the U.S. If you wish to purchase a contract-based phone, you will need enough cash or travelers' checks to pay the deposit.

Prepaid Service

Another option is to buy a phone and purchase prepaid minutes. You can purchase a phone for as little as \$20 to \$100 and then purchase as little as \$15 of prepaid minutes, so you can get started for less than a contract deposit. Prepaid minutes have an expiration date, but if you purchase additional minutes before that date, most companies roll over the leftover minutes. You will not be able to call and text as freely if you are paying by the minute, but this is a less expensive way to start and you won't be surprised by big bills. Prepaid plans may also require you to pay an activation fee and then a monthly or quarterly fee, so be sure to ask!

The University has also partnered with MobileSphere to provide service for placing international and domestic calls. Calls can be made worldwide from an existing cell phone at reduced rates. MobileSphere offers a direct-dial calling plan called UTalk, with no pin numbers, no phone cards, no connection fees or monthly charges, and online account management. For more information, visit the Telecommunications website: <http://www.princeton.edu/telecom>.

International Calling

Many students find international calling cards the cheapest way to call home. International cards can be purchased in pharmacies and other convenient locations. You can use them to call from a landline or your cell phone. Be aware that if you are calling from a prepaid cell phone with an international calling card, you will be paying for the minutes plus the calling card.

There are many international calling cards on the market. To find out which one provides the best rates to the country you want to call, check on-line search engines to compare prices. Also, check to see whether the card you're purchasing expires after a certain date whether you use it or not.

You can also check the cost of international calling via various cell phone companies. Rates differ, and some companies are cheaper, especially for cell to cell calling, than others for some countries but not for others. For instance, AT&T may be cheaper cell-to-cell to Europe, while Verizon is cheaper cell-to-cell to China.

Finally, at least one prepaid service, Tracfone, offers international calling to some countries at no additional charge. Check to see if your home country is on their list, and then consider whether their package is a good option for you all around.

SECTION VIX: MISCELLANEOUS INFORMATION

Health Insurance

All Princeton undergraduates are required to be covered by the Princeton Student Health Plan (SHP) for off-campus medical care and hospitalization *unless they can demonstrate alternative coverage that meets the University's criteria*. Enrollment in the Princeton Student Health Plan for 2009-10 costs \$1,270 for the year (\$635/semester); however, you may choose to waive out of automatic enrollment into the SHP by providing evidence of comparable insurance coverage. You must fill out the Student Health Plan (SHP) Waiver/Enrollment Form and return it to Princeton University Health Services by June 30: <http://www.princeton.edu/uhs/pdfs/SHPWaiver.pdf>.

We have identified two alternatives that meet the University's criteria and are available at a lower cost than the SHP: the Global Student USA Preferred Plan or the CMI, Plan C. More information about these plans is available at the links below. Please note that both plans exclude pre-existing medical conditions.

- http://www.hthstudents.com/students/gs_brochure.pdf
- <http://www.studyabroadinsurance.com/GlobalMedical/GMU%202008/gmubrochure2008.html>

Accessibility and Special Services

The Office of the Dean of Undergraduate Students (ODUS) serves students with disabilities that require housing and dining accommodations. Both ODUS (<http://www.princeton.edu/odus/services/disability>) and the Office of Disability Services (<http://www.princeton.edu/ods>) can provide information and resources on campus accessibility.

Baggage and Mail

Any items that must be shipped should be timed for delivery after you have arrived in Princeton. The Office of International Programs cannot accept or store baggage for students. Therefore, do not send any items to our office. When mailing clothes and other items to campus, mark the package(s) "used personal effects" as this will facilitate customs clearance. Please contact a U.S. Consulate or Embassy for customs regulations and restrictions on property brought to the U.S.

Mail is delivered once each day to student mailboxes, which are located in the Frist Campus Center. Undergraduates are assigned one mailbox for the duration of their enrollment. **Students should use this address format: name, mailbox number, Frist Center, Princeton, NJ 08544.** A zip-code-plus-four-digit system has been established for student addresses; these numbers, address change forms, and other information can be found on the Mail Services webpage at www.princeton.edu/mailservices.

Overnight carriers (for example, FedEx, DHL, UPS) are required to deliver directly to the recipient's campus residence if the mail piece is addressed to the student at his/her room and dormitory. Mail pieces addressed to a student's address in Frist Campus Center are handled as a parcel post delivery; that is, notification of receipt is sent via e-mail while the package is held for pickup. Mail Services does not guarantee delivery consistent with the carrier's responsibility.

Motor Vehicle Commission (MVC) of NJ

If you have a valid driver's license from your home country and you plan to drive in New Jersey, please bring your license with you, along with an English translation, as necessary. Your home country driver's license is valid for up to 60 days from your date of arrival in the U.S. If you wish to obtain a New Jersey driver's license, you will need to go to the Motor Vehicle Commission Office in Trenton, NJ. For more information on how to apply and MVC regulations and procedures, please visit the MVC website: <http://www.state.nj.us/mvc/Licenses/LicensesNon-Citizens.htm>.

Climate

You should come prepared for variable weather in Princeton: cold winters, hot summers, and pleasant days in between. New Jersey winters are fairly cold with some snow; spring is warm with frequent rain; summers are hot and humid, and fall is cool and crisp with vibrant foliage. The temperature may drop to between 5 and 10 degrees Fahrenheit (-12 to -15 degrees Celsius) in the winter and rise to 90 to 95 degrees Fahrenheit (32 to 35 degrees Celsius) in the summer.

Clothing

You should plan to have warm clothing for the colder months (late October through April), including sweaters, a heavy overcoat (preferably a lined coat or jacket), hat, gloves, scarf, and boots or waterproof shoes; a raincoat is also recommended. For the warmer months (late April through September), you

should plan for cooler clothing, including shorts, skirts, t-shirts, tank tops, etc. For special occasions and events, it is recommended for students to have formal/semi-formal attire, which may include a suit, shirt and tie, formal dress, evening wear, etc. Generally, students do not dress formally for class. Informal clothing such as slacks, zippered jackets, blue jeans, and t-shirts are acceptable for women as well as men.

Shopping

Downtown Princeton has many places to shop for clothing and other sundries, but it can be expensive (for example, Ralph Lauren, J. Crew, Banana Republic, Ann Taylor, Talbots). However, Quakerbridge Mall and other shopping locations nearby have stores that are more affordable and accessible via bus or taxi.

The **Princeton University Store**, or U-Store, is one of the oldest independent co-ops in the country. Members of the co-op receive a 10% discount on most purchases in the store at 36 University Place, in the insignia store at 114 Nassau Street, and online at www.pustore.com. Memberships may be opened at any U-Store register or online at www.pustore.com. The U-Store offers stationery and school supplies, dorm-approved appliances and dorm furnishings, bedding and linens, batteries, digital photo needs, computer software and tech gear, as well as Princeton apparel and gifts. There is also an ATM, a full-service pharmacy, and a printing and copy shop. The store's U-2 convenience store, open 8 a.m. to 3 a.m. when class is in session, sells toiletries, snacks, drinks, fresh fruit and vegetables, and prepared foods from local eateries.

Labyrinth Books, located at 122 Nassau Street, is an independent bookstore that serves both the University and the local Princeton communities. The store provides faculty and students with all course book needs and also sells new releases, discounted remainder-titles, and used books. Labyrinth specializes in academic as well as general-interest books across diverse fields of interest from the humanities, sciences, social sciences, literature, art, architecture, and photography to foreign language and children's books. It also offers a full program of author events. For hours, events and programs, and other information, please visit www.labyrinthbooks.com or e-mail info-pr@labyrinthbooks.com.

SECTION X: GETTING TO KNOW PRINCETON

Orange Key Tours

When you arrive on campus, you will quickly learn that many of Princeton's buildings and landmarks are not easily identified. Therefore, you may want to take a free, student-led tour of the campus. Tours depart from Clio Hall. If you would like more information, please contact the Frist Campus Center Welcome Desk (609-258-1766) or visit the Orange Key website (<http://webscript.princeton.edu/~oktour/index.php>). In addition, the online Campus Map is always available: <http://www.princeton.edu/~pumap>.

Guides to Princeton University

Although *The Student Guide to Princeton* (<http://www.princeton.edu/studentguide>) is written with first-year students as its audience, you may find it a useful source of information about Princeton, written from the student perspective. *The Student Guide* covers information about residential/dormitory life, academics, campus culture, getting help on campus, and life outside of Princeton's gates.

You may also find useful information on the welcome page for the Class of 2013: <http://www.princeton.edu/welcometigers/>.

Princeton University History

Chartered in 1746 as the College of New Jersey—the name by which it was known for 150 years—Princeton University was British North America's fourth college. Located in Elizabeth, NJ for one year

and then in Newark, NJ for nine, the College of New Jersey moved to Princeton in 1756. It was housed in Nassau Hall, which was newly built on land donated by Nathaniel FitzRandolph. Nassau Hall contained the entire College for nearly half a century. In 1896, when expanded program offerings brought the College university status, the College of New Jersey was officially renamed Princeton University in honor of its host community of Princeton.

Why Orange and Black?

As early as the 1860s, Princetonians began wearing orange ribbons at athletic competitions, perhaps in reference to William III, Prince of Orange (of the House of Nassau), for whom Nassau Hall was named. When students began to write class numerals in black ink on their orange ribbons, the two colors became associated. The tradition was solidified within a decade. The trustees adopted orange and black as Princeton's official colors in 1896, despite a professorial plea that the true colors of the House of Nassau were orange and dark blue. By then no one was about to change the title of the beloved song "The Orange and the Black" to "The Orange and the Blue."

SECTION XI: ACADEMICS

The U.S. Educational System

Schooling is compulsory for all children in the U. S., but the age range for which school attendance is required varies somewhat from state to state. Most children begin elementary education with kindergarten (usually at five years old) and finish secondary education (high school) with 12th grade (usually 18 years old). Post-secondary education in the U.S. is known as college or university and commonly consists of four years of study at the undergraduate level leading to a bachelor's degree in a field of concentration (known as a "concentration" at Princeton, this field of concentration is also commonly referred to as a major). Like high school, the four undergraduate years are commonly referred to as the freshman, sophomore, junior, and senior years.

Unlike in many countries, professional degrees such as law, medicine, pharmacy, and dentistry are not offered at the undergraduate level and are completed as graduate study after earning at least three years of undergraduate schooling or after earning a bachelor's degree. These professional fields do not require a specific undergraduate major, though medicine, pharmacy, and dentistry have set prerequisite courses that must be taken before enrollment.

Undergraduate Degrees at Princeton

Princeton University offers two undergraduate degrees: the Bachelor of Arts (A.B.) and the Bachelor of Science in engineering (B.S.E.). Recently, approximately 18% of the undergraduate degrees awarded have been B.S.E.'s, and 82% have been A.B.'s.

Departments

Students working toward the A.B. normally concentrate their studies in one of 29 departments. Students working toward the B.S.E. normally concentrate their studies in one of six departments. All undergraduates may supplement their concentrations by participating in any of 40 interdisciplinary programs; most grant certificates of proficiency.

Course Load

The normal course load for freshmen, sophomores, and juniors is four courses each semester, with the exception of one semester in freshman or sophomore year when a student typically will need to take five courses to meet the expectation that 17 courses will have been completed by the start of junior year. A.B. students must successfully complete 31 courses for the degree. Students in the B.S.E. program normally

take four courses in the fall term of the freshman year, and four or five courses in each succeeding term for a total of 36 courses.

Structure of a Princeton Course

In almost every course that you take at Princeton, instructors will hand out a course syllabus on the first day of class. The syllabus provides a detailed outline of reading assignments, written assignments to be handed in, examination dates, and, generally, the method for calculating the final grade in the course.

Fortunately, the semester contains periodic breaks that allow you to catch your breath. Midterm exams are normally scheduled during the sixth week of the term, followed by a weeklong break. After another six weeks of classes, Princeton schedules a nine-day reading period to allow you to complete papers in your courses and to begin preparing for your final exams. All papers are due at the end of reading period; this date is referred to as the “Dean’s Date.” If, as occasionally happens, you need a short extension into the exam period to complete a paper, see your residential college dean or director of studies. Extensions require the permission of both your course instructor and your dean or director of studies and are to be regarded as a privilege rather than an entitlement.

While each course is unique in terms of its manner of presentation, work load, assignments, and class meetings, there are several common formats for courses at Princeton:

The Lecture/Precept Format

The lecture/precept format is common in many departments. The professor in charge of this kind of course lectures twice a week to all the students enrolled in the course.

Each student signs up for a section meeting, called a precept (from the Latin *praecipere*, “to teach”), where normally 12 to 15 students meet with a section leader, called a preceptor, to discuss the material in greater depth. The preceptor uses the Socratic Method and promotes stimulating discussion. In most cases, the preceptor does the grading for his or her section, and the professor of the course usually teaches at least one precept. Precept attendance and participation are required components of the course

“Class” Format

This kind of course has no lecture where all the students meet. Rather, the course is already broken down into several classes, at which you meet with the same group of students and the same professor for an hour three times a week or for an hour and a half twice a week. The format might best be described as a combination of lecture and discussion. The same instructor lectures, leads discussion, and does the grading for those students in his or her class. Normally, the exams are uniform throughout all classes (as they are in lecture/precept courses). Mathematics courses are often taught according to the class method.

Laboratory Science and Technology

Laboratory science and technology courses have lectures, sometimes a discussion section, and a required laboratory exercise one afternoon a week. These courses do have more than the average number of class hours, and you should plan accordingly when organizing your schedule.

Seminars

A small number of courses at the introductory level, and more at the advanced level, meet only once a week for a period of three hours. These courses, called seminars, bring together a professor and no more than 15 students; the intellectual dialogue is intense, and everyone is expected to be an active participant. Seminars often require students to produce a substantial paper and to deliver to the class the results of their research.

Reading Period

The week and a half preceding final examinations is designated as the reading period, which is free of most class obligations. During this time students are expected to consolidate course work, complete papers, undertake extended reading and investigation, and prepare for examinations.

Examinations

Final examinations are scheduled at the conclusion of each term. The registrar, acting for the Faculty Committee on Examinations and Standing, may authorize a student to take an examination up to 24 hours before or after the scheduled examination time. Appropriate reasons for granting such requests are religious days, personal emergencies, and more than one examination scheduled in a single calendar day. Examinations are normally rescheduled during the 24 hours after the scheduled examination time; examinations are rescheduled during the 24-hour period before the regularly scheduled time only in the most unusual and compelling circumstances. Requests for longer postponements must be submitted to the student's residential college dean or director of studies. Such requests are granted very rarely and only for a compelling reason that is outside a student's control (such as illness).

Optional Additional Courses

Any student wishing to enroll in more than two courses above the normal course load in any given term must obtain the permission of the appropriate residential college dean or director of studies.

Graduate Courses

Undergraduates of high academic standing are encouraged to enroll in graduate courses that are well suited to their program of study. A student wishing to enroll in a graduate course should obtain approval from the instructor of the course, as well as from the appropriate departmental representative and dean. Undergraduates must submit written graded work for graduate courses, and all assignments must be complete by dean's date unless prior approval for an extension is granted by a residential college dean. Graduate courses do not satisfy undergraduate distribution area requirements.

Auditing Courses

A student is permitted to audit one or more courses in any term. An auditing student usually takes the final examination or completes an appropriate final exercise. Audited courses may not be included in the basic departmental program of study, used to complete University distribution requirements, nor counted toward either the number of courses required for graduation or the minimum number of courses needed in a term.

Grades

Final grades for undergraduate courses and independent work are reported as follows:

- A+: Exceptional; significantly exceeds the highest expectations for undergraduate work.
- A: Outstanding; meets the highest standards for the assignment or course.
- A-: Excellent; meets very high standards for the assignment or course.
- B+: Very good; meets high standards for the assignment or course.
- B: Good; meets most of the standards for the assignment or course.
- B-: More than adequate; shows some reasonable command of the material.
- C+: Acceptable; meets basic standards for the assignment or course.
- C: Acceptable; meets some of the basic standards for the assignment or course.
- C-: Acceptable, while falling short of meeting basic standards in several ways.
- D: Minimum acceptable; lowest passing grade.
- F: Failing; very poor performance.
- P: Grades of A+ through C- in courses taken on pass/D/fail basis.
- Audit: Satisfactory completion of required work in a course taken on audit basis.

- Inc: Course not completed at end of term (late completion authorized).
W: Withdrew from University during reading period.

A grade of D is the minimum acceptable passing grade in all courses. However, many departments require at least a C average in courses taken to fulfill a program of concentration. The accumulation of two or more D's in a term is regarded by the Faculty Committee on Examinations and Standing as evidence of serious academic deficiency, for which letters of academic probation or academic warning may be issued.

Libraries

Firestone Library is the center of a multi-branched library system and one of the largest open-stack libraries in the world. The library's home page at <http://library.princeton.edu> provides easy access to basic information (locations, hours, names, and numbers) and to thousands of electronic journals, databases, and digital collections. The Main Catalog, which is linked from the home page, lists materials in all of Princeton's libraries, including books, journals, videos, musical scores, sound recordings, rare materials, and electronic resources.

Stop by the Reference Desk in the Trustee Reading Room on the first floor of Firestone and meet the friendly reference librarians. You can also contact a reference librarian by e-mail (refdesk@princeton.edu), by phone at (609) 258-5964, or through live chat (IM "LIBCHATPUL").

SECTION XII: RULES AND REGULATIONS

The Honor System

Princeton's honor system was established in 1893 by a covenant between the faculty and the students. Under its provisions, students assume full responsibility for honesty on all written examinations and tests. When freshmen enroll at the University, they sign an agreement to abide by the code, and on each examination students write and sign this statement:

I pledge my honor that I have not violated the honor code during this examination.

Under the honor system, students have a twofold obligation: They must not violate the code, and they must report any violation they observe. Responsibility for administration of the honor system rests exclusively with the Honor Committee, composed of nine undergraduates, including the presidents of the freshman, sophomore, and junior classes.

Student Rights, Rules, and Responsibilities

The booklet *Rights, Rules, Responsibilities* includes regulations concerning general conduct, campus associations, off-campus activities, University security, the honor system, academic work, disciplinary action, and grievance procedures. Students are expected to be familiar with regulations and to respect each other's rights, privileges, and sensitivities. *Rights, Rules, and Responsibilities* can be found online at <http://www.princeton.edu/pr/pub/rrr/08/home/index.htm>.

Alcohol Policy

Alcoholic beverages are not, in general, provided at events sponsored by the University, the residential colleges, University centers, the Undergraduate Student Government (USG), and the classes where persons under the legal drinking age are present. When alcoholic beverages are served, all applicable state and municipal laws must be observed. The legal drinking age in New Jersey is 21. Violations of University policy include serving alcoholic beverages to persons under 21 years of age on campus or in the local vicinity, purchasing alcohol for a minor, presenting false identification for the purpose of purchasing alcoholic beverages, transporting an open container of alcohol by any student across common

spaces of the University (for example in lounges, game rooms, courtyards, dining areas, or hallways), possessing any container of alcohol by students under the age of 21 in common spaces of the University, and serving alcohol in a manner that endangers health and safety.

Drug Policy

The University does not permit the possession, use, manufacture, or distribution of illegal substances or drug paraphernalia of any kind or in any amount, and it administers its own penalties for such acts. Offenses considered to be serious violations include the manufacture, sale, or distribution of illegal drugs; any involvement in illegal drug use or traffic with minors, particularly from the local area; and possession or use of the more dangerous or highly addictive drugs.

Faculty-Student Committee on Discipline

This committee considers issues regarding the rules and regulations governing undergraduate conduct (including academic conduct outside examinations), assesses reported violations, and assigns appropriate penalties when necessary. Its voting members include four faculty members, five students, and an associate or assistant dean of the college; its chair is the dean of undergraduate students.

SECTION XIII: RESIDENTIAL LIFE

The Residential Living Policies Guide, a source of information about room and board at the University, can be at http://www.princeton.edu/facilities/housing/undergraduate_info/res_guide_draw.

Residential Colleges

Princeton's residential colleges provide a comfortable social structure; academic advising; opportunities to meet faculty members; a variety of intellectual, cultural, social, and recreational activities; and a strong sense of identity. Each college consists of a cluster of dormitories with a dining hall, lounges, and seminar and study rooms.

All undergraduates are required to reside in a residential college during their freshman and sophomore years. Juniors and seniors also have the option to live in a residential college. No matter where they choose to live, all juniors and seniors have the opportunity to take two meals a week in the colleges and to participate in programs and activities there.

The residential college community includes a senior faculty member as master, a residential college dean, a director of studies, a director of student life, a college administrator, secretarial staff, resident graduate students, faculty fellows and advisers, staff fellows, and upper-class residential college advisers.

The college dean and director of studies are responsible for academic advising and intellectual and cultural programming in the college. They oversee the academic progress of the freshmen and sophomores living in the college, as well as of all juniors and seniors associated with the college. The dean and the director of studies counsel students in academic or personal difficulty, provide academic support, and work closely with faculty academic advisers as well as with academic departments. The director of student life supports students in crisis, handles disciplinary matters, oversees the residential education program, and works closely with the residential college advisers (RCA).

Room Furnishings

The University provides a desk, a chair, a dresser, and a bed for each resident; furniture may not be removed from any dormitory room. Students must provide their own linens and pillows. Bed linens should fit a 36-by-80-inch twin mattress. Many students add mirrors, bookshelves, rugs, plants, end tables, and lamps. Halogen lamps are not permitted in student dormitories because of the serious fire hazard they present. Students should only purchase lamps that use incandescent or fluorescent bulbs.

Students are permitted to have under-the-counter refrigerators (not exceeding 5.2 cubic feet) in their rooms, as long as the units do not impede the flow of traffic to the exits. Regulations concerning lofts, room decoration, and painting are outlined in the *Residential Living Policies Guide* (http://www.princeton.edu/facilities/housing/undergraduate_info/res_guide_draw).

Personal computers, stereos, and televisions are permitted in student rooms. If the student brings a computer from home, he or she will subscribe to Dormnet, a data service that allows access to campus and global network computing and information resources directly from a student's room. Students can also purchase computers from the Student Computing Initiative that have been subscribed to Dormnet. Students who own television sets may subscribe through OIT to dorm cable video service. Students should keep all electronic equipment secure by locking their rooms, marking items with identification numbers, and storing equipment in designated high-security storage rooms over semester breaks. Adequate insurance coverage for personal items should be reviewed prior to the start of the school year.

Dining

Regardless of class year, all students living in a residential college are required to purchase a dining agreement. First- and second-year students must select the Unlimited, Block 235, or 190 meal plan. Upper-class students residing in the colleges must sign up for a minimum of a Block 95 plan. Meal plans are optional for students residing outside of the residential colleges. Students with a dining contract may dine in any residential college or the Center for Jewish Life. The Center for Jewish Life is a certified kosher dining facility. When considering which type of agreement to purchase, it is important to remember that there are only a limited number of kitchen facilities in the dormitories suitable for the preparation of full meals. See "Board Plans" at http://www.princeton.edu/facilities/dining_services.

Block meal plans do not cover the fall recess, winter recess, intersession, and spring recess periods. Special agreements are available for the following periods: fall recess, intersession, and spring recess. The agreements may be purchased one week prior to each break and through the entire break period. The cost of the agreement is charged to the student's University account. These agreements may be canceled before the first meal is served. No refunds are issued once the agreement begins. Further information regarding special agreements is posted on the Dining Services website.

Meal Hours

Meal hours are posted on the Dining Services website and at each dining unit. In general, breakfast in the residential dining halls is served from 7:30 a.m.–11 a.m.; lunch from 11:30 a.m.–2 p.m.; and dinner from 5 p.m.–8 p.m. On weekends, brunch is served on Saturday from 10 a.m.–2 p.m. and on Sunday from 11 a.m.–2 p.m.

Missing Meals

Students who miss a meal in the residential colleges are eligible for the "Late Show" program, which features late lunch Monday through Friday and late dinner Monday through Thursday. The meals are served at the Frist Campus Center Food Gallery at the following times: lunch 2 p.m. to 3:30 p.m. and dinner 8:30 p.m. to 10 p.m.

One meal credit (swipe) may be used in each late meal period. The cash credit allowance is \$5.95 for lunch and \$6.95 for dinner. Dining Services will limit participants to the purchase of two prepackaged items during the Late Show.

Dining Options for Upper-class Students

Many upper-class students join one of the 10 eating clubs on Prospect Avenue, which operate independently of the University. Five of the clubs are nonselective and new members are accepted using a random lottery. The other five clubs are selective and new members are chosen by current members. All

of the eating clubs are coed and offer shared meal plans that allow members to eat meals in both their eating club and University dining venues.

Some upper-class students decide not to join an eating club or sign up for a University dining plan. Instead they become “independents” and prepare their own meals in dormitory kitchens. The University also has co-ops at Two Dickinson Street and in Brown Hall. Co-op members often shop and cook as a group.

Laundry

There are 30 laundry rooms in the dormitories. The washers and dryers operate without need of money. The cost of operation is included in the room rent charge. A year-round laundry service is available through the Student Laundry Agency. For information, call 609-258-4906.

SECTION XIV: IMPORTANT DATES

- Orientation starts Saturday, September 12, 2009. You should plan to arrive on September 12.
- Academic year registration (online via SCORE) begins on Wednesday, September 9, 2009 and ends at 5 p.m. Wednesday, September 16, 2009. **Note: There is a \$75 penalty for late registration!**
- First day of classes is Thursday, September 17, 2009.
- Academic Calendar: <http://registrar.princeton.edu/academic-calendar/>

SECTION XV: PRE-DEPARTURE DOCUMENT CHECKLIST

- Your Certificate of Eligibility (Form I-20)
- Your passport with the appropriate visa stamp
- Your receipt, for payment of the \$200 SEVIS fee
- Stamped copy of your Application for Visa Certificate (AVC)
- Any additional financial documents
- Sufficient funds for initial and one-time expenses
- Arrangements for transportation from the airport or train station to Princeton
- Personal information—foreign driver’s license, medical records, etc.
- Supplemental document with your name and date of birth if your passport is less than one year old (for Social Security purposes)

SECTION XVI: HOTELS IN OR NEAR PRINCETON

Amounts shown are in U.S. dollars

\$ Less than \$100/night

\$\$ 100-175/night

\$\$\$ 175-250/night

\$\$\$\$ 250+/night

In Princeton	
Nassau Inn, Palmer Square (walking distance to campus) \$\$\$-\$\$\$\$ (609) 921-7500 www.nassauinn.com/	
Northeast of Princeton on Route 1	
Courtyard by Marriott (1.4 mi) \$\$-\$\$\$ (609) 716-9100 http://marriott.com/courtyard	Westin at Forrestal (5 mi) \$\$\$-\$\$\$\$ (609) 452-7900 http://www.starwoodhotels.com/westin/index.html
Radisson (1.5 mi) \$\$ (609) 452-2400 http://www.radisson.com/	Holiday Inn (6 mi) \$-\$\$ (609) 520-1200 http://www.ichotelsgroup.com/h/d/hi/1/en/home
Staybridge Suites (1.5 mi) \$\$-\$\$\$ (609) 951-0009 http://www.ichotelsgroup.com/h/d/sb/1/en/hotel/PRNCE/at-a-glance	Hampton Inn (3.3 mi) \$\$-\$\$\$ (609) 951-0066 http://hamptoninn.hilton.com
Days Inn (5 mi) \$-\$\$ (609) 448-3200 http://www.daysinn.com/DaysInn/control/home	Doral Forrestal Hotel/Spa (5mi) \$\$-\$\$\$ (609) 452-7800 http://marriott.com/property/propertypage/TTNDF
Southwest of Princeton on Route 1	
Amerisuites (2 mi) \$\$-\$\$\$ (609) 720-0200 http://www.amerisuites.com/	Clarion Hotel Palmer Inn (3 mi) \$-\$\$ (609) 452-2500 http://www.choicehotels.com/ires/html/ClarionHome
Comfort Inn (4.3 mi) \$\$ (609)896-3700 http://www.ChoiceHotels.com	Hyatt Regency (1.5 mi) \$\$\$-\$\$\$\$ (609) 987-1234Z http://www.hyatt.com/hyatt/index.jsp