Princeton University

A Guide for

International Students

2004–05

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This booklet supplements the *Undergraduate Announcement* and gives you some basic information concerning international students in the United States and at Princeton University. It deals with U.S. immigration laws and practical matters, such as arrival in the United States, how to get to Princeton from nearby airports, and what to do and where to go when you arrive at the University. And, of course, you are always welcome to write or visit the appropriate offices for additional information.

Who Is Here to Help

International Student Adviser

Hilary Herbold, associate dean of undergraduate students and international student adviser, can be contacted at the Office of the Dean of Undergraduate Students, Princeton University, Princeton, New Jersey, 08544; telephone: 609-258-3052; e-mail: hherbold@princeton.edu; Web site: www.princeton.edu/odus/mw.htm.

The adviser is available for consultation on all matters—academic, financial, legal, and personal—concerning international students. She offers assistance with immigration questions, including visa information, change of status, leaving and reentering the United States, transferring to other colleges and universities, practical training, verification of status, and exchange visitor programs for students. If the adviser is unable to help you directly, she will refer you to the appropriate person or office. You are always welcome to contact her.

International Student Preorientation

Each fall in the week preceding freshman orientation, the international student adviser, assisted by student volunteers from the group International Students at Princeton, hosts a three-day preorientation for international students. Participants in preorientation are welcomed to campus, assisted in practical tasks such as purchasing travel-unfriendly items (bed linens, lamps, etc.), and opening bank accounts. They also are introduced to other international students and to the dean and the director

of studies of the residential colleges, treated to social events and outings, and more. Participation in preorientation is voluntary, and the program gets enthusiastic reviews from those who attend; incoming international first-year students are encouraged to participate.

International Students Association of Princeton (ISAP)

The International Students Association of Princeton (ISAP) is an organization of all international undergraduates, including U.S. citizens who live overseas, run by and for students. Recognizing the diverse backgrounds of students at Princeton, members of ISAP believe that they can best bring everyone together by organizing social and cultural functions, sports (such as cricket and badminton), and other activities. In this way, members broaden knowledge of their countries and cultures while creating a congenial atmosphere conducive to greater understanding between themselves and American students.

ISAP is headed by a president and an executive committee who are responsible for the overall formulation of policy and for planning various activities. The president represents the international undergraduates in their dealings with the faculty, administration, and trustees of the University.

Additionally, the association supports Dean Herbold in organizing a special program welcoming first-year students to campus a few days prior to regular orientation. Members take this opportunity to become personally acquainted with all newcomers and to provide further information regarding undergraduate life at Princeton.

If you have any questions, please write to ISAP at isap@princeton.edu. You may also consult the ISAP Web page at www.princeton.edu/~isap.

International Center

There are more than 1,400 international students and visiting scholars on campus, representing more than 80 countries; many have families with them. The International Center, founded in 1974, provides a setting in which the special needs and interests of this international community can be met. Working together with campus organizations and local volunteers, the center offers support and assistance to newcomers and provides them with opportunities to meet with one another and with area

residents. Through the center, international students and visitors share their rich cultural resources with members of the University and the Princeton community.

The center's programs include weekly Thursday luncheons, weekly English conversation tutorials, home and holiday hospitality activities, lectures, discussions, national celebrations, cultural events, UNICEF card sales, weekly television programs, and an annual international festival.

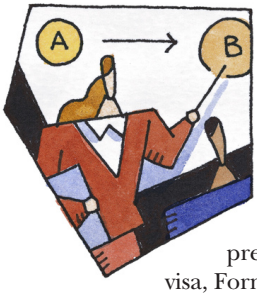
Volunteer opportunities for students at the center include planning and organizing events, participating on committees, tutoring English, and speaking to local organizations about their countries. All activities are open to the entire campus. Please call the director, Paula Chow, at 609-258-5006; e-mail: pchow@princeton.edu; or stop by 243 Frist Campus Center.

What Students Need to Know About

Visas

Students who have been offered admission to the University, and have accepted it, receive in approximately mid-May a Certificate of Eligibility for Nonimmigrant (F-1) Student (SEVIS I-20) from the international student adviser. This document, together with documentary evidence of financial ability to attend Princeton (the offer of admission and/or a letter from the student's family bank or sponsor), and the student's passport (valid for at least one year beyond the date of a student's projected arrival date), should be submitted to the United States Consul abroad to obtain the F-1 visa. Passport and visa requirements for entry into the United States do not pertain to Canadian citizens or landed immigrants of Canada who are entering the United States from the Western Hemisphere. These students apply directly to an immigration inspector at a port of entry for admission as an F-1 student.

(Note: The visa stamp in your passport allows you to enter the United States. As long as you remain in status, your entrance visa may expire while you are in the United States. Student visas are issued only by U.S. embassies outside the United States.)



F-1 Student Visa. Most students come to the United States on an F-1 student visa. The Certificate of Eligibility for this status is the USCIS (United States Citizenship and Immigration Service) SEVIS Form I-20. Upon entering the United States and presenting a passport with a valid F-1 student visa, Form I-20, and documentary evidence of support, a student is issued a Form I-94 (Departure Record), a small card that ordinarily is stapled to the passport. The I-94 will have an "admission number" printed in the upper left-hand corner; students will receive a new I-94 and new admission number each time they leave and re-enter the United States. The F-1 student is admitted to the United States for "duration of status," noted as "D/S" on both Form I-94 and Form I-20 (the student copy). Duration of status means the period during which the student is pursuing a full course of study in any educational program (for example, a bachelor's or a master's degree or a doctoral program) and any periods of authorized practical training, plus 60 days within which to depart from the United States or apply for a change of status.

All Visa Holders. The Form I-94 should be kept attached to the student's passport at all times since it indicates the purpose of the student's admission and the length of time for which his or her stay is authorized. Students should also always have with them their passport and Form I-20 (student copy) particularly when they travel—even within the United States—since these serve as personal identification.

Whenever a student plans to leave the U.S., he or she must consult with the international student adviser, and the international student adviser must sign the I-20 at least once each year. Without these documents, a student may not be allowed to return to the United States. Students should also remember that for re-entry they must have a valid visa and a passport valid for at least six months. Similarly, in order to maintain their student status, their passport must be kept valid at all times for at least six months (which means they will have to apply for an extension of their passport at least six months before the expiration date). More detailed information concerning maintenance of F-1 status is available at orientation.

For the most up-to-date information on the ever-changing regulations pertaining to nonimmigrant visas, consult the USCIS Web site at uscis.gov/graphics/index.htm.

Transferring from Another Institution

F-1 Status. Students coming directly to Princeton from another U.S. educational institution (that is, without traveling outside the U.S. prior to attending Princeton) must inform the international student adviser at their current institution regarding their intent to transfer. This must be done within 15 days after enrollment ends in order to complete the transfer notification process with the USCIS.

Employment

Employment 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. If a student does not receive any pay or other benefit for work performed, this activity is defined not as "employment" but as "volunteer work."

Categories of F-1 Student Employment

On-Campus Employment "Incident to Status." Work on campus is usually permissible if it meets certain requirements. USCIS regulations state that this employment is automatically authorized for any student in lawful F-1 status. Students should check with their international student adviser for school requirements and procedures governing the authorization of on-campus employment.

Type 1: *Employment by Princeton.* On-campus work performed is usually acceptable, whether it is employment in a student's academic department, the library, the computing center, or the housing office, so long as the student is paid through a Princeton account.

Type 2: *Other Employment on Princeton Premises.* 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.

Internship with an International Organization. Students maintaining lawful F-1 status may obtain 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.

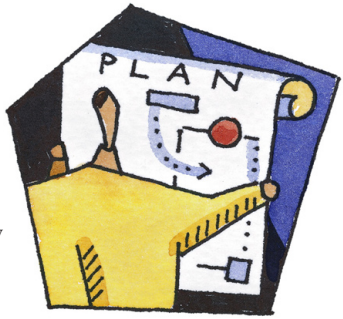
Optional Practical Training (OPT). Students may be eligible to be employed in an off-campus job that is directly related to their major field of study for a total of 12 months. Students can apply for OPT for off-campus work during the summer months, or for employment immediately after graduation. Regardless of whether the employment takes place during the summer or after graduation, eligibility for OPT work authorization is limited to 12 months total. Such employment may take place at any location in the United States. Students who plan to apply for authorization to work off campus during the summer or after graduation must make an appointment to see the international student adviser, who will recommend OPT and help prepare the application.

While USCIS regulations provide a variety of opportunities for students to be employed during their time in F-1 status, working improperly or without authorization is a serious violation of their status; it is a student's responsibility to comply with all immigration regulations that apply to F-1 students. Students should, therefore, consult with their international student adviser before taking up any employment. If a student fails to comply with his or her responsibilities, he or she may not be eligible for benefits normally granted to F-1 students.

F-2 Dependents. Immigration regulations prohibit all employment for F-2 dependents (spouses and children of F-1 students).

Social Security Number/Individual Taxpayer Identification Number

All students are required to apply for a Social Security number for payment purposes. Application forms are available at registration during fall orientation; they must be presented, along with an endorsement letter from the international student adviser and the student's passport and Forms I-94 and I-20, to the Social Security representative. Early each fall, representatives of the Social Security Administration (SSA) hold a session



on campus at which students can apply for Social Security numbers. If you miss this session, it will be necessary to go to the Social Security Administration in Trenton to apply. The Social Security Administration Building is located in the Capitol Center Building (second floor), 50 East State Street, Trenton NJ 08608 (800-772-1213); it can be reached by New Jersey Transit buses #605 (to the Quakerbridge Mall) and #600 (from the Quakerbridge Mall to the corner of Front Street and North Broad Street; the SSA building is one block away). You must provide confirmation of identity in order to receive a Social Security number, and you can receive the tax benefits of tax treaties only if you have a Social Security number.

If you are not eligible to receive a Social Security number, you must get an Individual Taxpayer Identification Number (ITIN). To apply for an ITIN, file Form W-7 with the Internal Revenue Service (IRS).

Income Tax

During registration, all students are required to fill out a W-4 form for U.S. income tax purposes. Students should use their local Princeton address and not their home address; otherwise, important mail may be delayed for long periods of time.

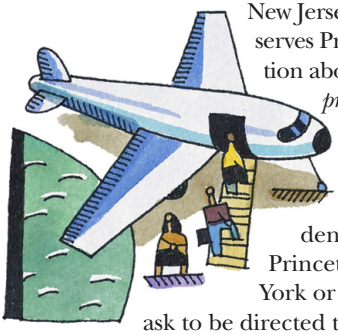
Scholarship awards that exceed the amount of tuition and the amount spent on course-required books, fees, supplies, and equipment are considered to be taxable income. However, taxable payments made to international students on F-1 and J-1 visas may be exempt from U.S. taxes under an international tax treaty. (See IRS publications 515, Withholding on Non-resident Aliens and Foreign Corporations; and 519, U.S. Tax Guide for Aliens.) Matriculating international undergraduate students are advised at orientation of potential treaty eligibility. 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, the student will receive a refund; if less, the student will have to pay additional taxes. Each March, information sessions on filing tax returns are offered for international students; Dean Herbold will notify students of the time and place by e-mail.

How to Get Here from There

For the latest travel information, please consult Princeton's Web site at www.princeton.edu under Travel & Weather.

Princeton University is located in Princeton Borough, Mercer County, New Jersey, approximately 50 miles southwest of New York City; 35 miles southwest of Newark, New Jersey; and 45 miles northeast of Philadelphia, Pennsylvania. Ideally, students should arrive at either Newark International Airport in Newark, New Jersey, or JFK International Airport on Long Island, New York. (Getting to Princeton from Philadelphia Airport is complicated.) One way to get to Princeton from Newark or JFK is by taking the Princeton Airporter, a shuttle van (see next page). The ideal way from Newark is via the AirTrain shuttle, which connects Newark Airport to the New Jersey Transit Northeast Corridor Line that serves Princeton. See page 10 for more information about this service. *Note: The schedules and prices described are subject to change and should be verified prior to booking.*



Arrival in the United States

General Travel Assistance: Students seeking public transportation to Princeton Borough, New Jersey, from New York or Philadelphia area airports should ask to be directed to the Airport Ground Transportation counter near the Baggage Claim area. Students requiring additional travel assistance may ask to be directed to an airport customer service representative at any of the three airports. Travelers with serious emergencies 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.

Currency: Students are encouraged to arrive with travelers checks or a credit card and a small quantity (about $200) of low-denomination U.S. bills and coins for telephone calls, bus and train service, etc. The alternative is to change currency at an airport currency exchange booth on arrival or to cash travelers checks at an airport branch bank (assuming arrival occurs during banking hours). Travelers checks can be cashed at most banks by presenting identification, that is, a passport. It is unwise to permit unauthorized people to change money. Once students reach Princeton, there are several banks on Nassau Street within walking distance of the University where students can cash travelers checks as well as open a checking or a savings account during weekday banking hours.

Security: While traveling, students should keep money, passports, travel and visa documents, jewelry, and other valuables on their person at all times. Students are advised not to leave luggage unattended nor items of value and importance in luggage, locked automobiles, or airport or train station storage lockers. Travelers are advised to monitor their belongings at all times.

Airporter Shuttle Service

The Princeton Airporter maintains a daily shuttle service (shared ride) 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 either Newark or JFK airport. For information on the Airporter for either airport, check their Web site at www.goairporter.com/princeton_univ.html, call 609-587-6600 or 800-385-4000, or check the Princeton Web site for travel directions. The fare from JFK to Princeton is $32 each way; from Newark to Princeton it is $19 each way. Daily shuttles depart Newark from 6:15 a.m. to 10:15 p.m.; shuttles depart JFK from 9:00 a.m. to 9:00 p.m. Call for weekend and holiday schedules. The trip from Newark takes 1.5 to 2 hours; the trip from JFK takes 3.5 hours. Please exit on campus at the Nassau Street security booth, not at Dillon Gymnasium. *Note: There is no shuttle service between Philadelphia Airport and Princeton.*

Trains from Newark Airport

New Jersey Transit, Northeast Corridor Line: www.njtransit.com; 973-762-5100 or 800-772-2222. The AirTrain shuttle goes from each airport terminal to the Northeast Corridor train line to Princeton; take the shuttle to the train terminal and purchase tickets (either from an automated ticketing machine or from a New Jersey Transit counter) to **Princeton Borough**. If you arrive at JFK, purchase tickets at the New York Penn Station New Jersey Transit counter. Make sure the train you board stops in Princeton (most but not all of the trains on the Northeast Corridor line do). Buy tickets straight through to Princeton Borough. Verify that you have purchased not only a ticket to Princeton Junction, but also one for the "Dinky" (a small commuter train) to reach Princeton Borough.

Trains depart Penn Station and Newark Airport for Princeton Junction from 4:49 a.m. to 1:40 a.m. Travel time is approximately one hour, and the fare is $12 to $13. Exit at the Princeton Junction train station, and take the Dinky to Princeton Borough. You also can take a taxi from Princeton Junction to the campus (ask to be let off at the Nassau Street guard booth). *Note: New Jersey Transit usually coordinates train arrival times with Dinky departures.* The Dinky provides shuttle service between Princeton Junction and Princeton Borough for AMTRAK and New Jersey Transit riders.

If your train ticket ends at Princeton Junction, you can still purchase a ticket at the Princeton Junction ticket counter or from a platform ticket machine for the Dinky to travel to Princeton Borough. Tickets purchased beforehand cost $1.80 one way. If you buy the ticket on the Dinky there is a $5 surcharge. *Caution: The last Dinky departs Princeton Junction train station at 12:47 a.m.* It's a 5-to-10 minute ride to the Princeton Borough train station, which borders the University (see map). Other than the Dinky, there is no public transportation between the Princeton Junction train station and downtown Princeton

Borough. Travelers who miss the 12:47 a.m. Dinky or who have a lot of luggage can take a taxi. Taxis are usually available at the 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. *Cost: between $10 and $15 plus tip.* Verify the fare and pickup locations with the taxi dispatcher when you call; there are two sides to the tracks (northbound and southbound), each with separate taxi stations.

Philadelphia Airport to Princeton Borough

Avoid flying into Philadelphia. Unlike JFK and Newark airports, there is no shuttle service from the Philadelphia Airport to Princeton Borough. Taxis and rental cars are expensive. The train is the only public transportation, and it takes four trains to get to Princeton Borough. Travelers must first take the airport shuttle to 30th Street Station, the second from 30th Street Station to Trenton (NOT West Trenton, from which there is no transportation), the third from Trenton to Princeton Junction, and, finally, the Dinky or a taxi from Princeton Junction to Princeton Borough.

Please consult the Princeton University Web site for detailed information at www.princeton.edu.

Miscellaneous Information

Baggage and Mail

When mailing clothes and other items, mark the package "used personal effects"; this will facilitate customs clearance. Any items that must be shipped should be timed for delivery after a student has arrived in Princeton.

Money

Students are strongly urged to bring travelers checks or a credit card and not to carry much cash. However, students should have from $200 to $250 available to cover immediate expenses, such as transportation and tips. Princeton is an expensive community in which to live. Students are advised to come with about $1,500 in travelers checks to cover one-time expenses such as textbooks for the semester, subscribe to newspapers or magazines, purchase additional furniture, and buy miscellaneous items, such as toiletries and other personal articles.

Banking

Communities in the United States have local banks, as opposed to branches of national banks found in most countries. Also, there is 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. More detailed information will be provided at the international student pre-orientation.

Climate, Clothing, and Shopping

Students should come prepared for variable weather: very cold winters, hot summers, and pleasant days in between. The temperature frequently drops to between 5 and 10 degrees Fahrenheit (-12 to -15 degrees Celsius) in the winter, with high temperatures (90 to 95 degrees Fahrenheit) and humidity in the summer. Students should plan to have warm clothing for the cold months (November through April), including sweaters, a heavy overcoat (preferably a lined storm coat or jacket), and good shoes; a raincoat also is recommended.

Most students do not dress formally for class. On campus, informal wear such as slacks, zippered jackets, blouses, blue jeans, and shirts are acceptable for women as well as for men.

Cross-Cultural Adjustment

Here are some suggestions to make your experience a happier one.

Listen and observe. Since there are new rules, norms, and cues that may be unfamiliar, you need to listen closely and to observe nonverbal communication carefully, trying to put them into proper context.

Ask questions. You cannot assume that you always know what is going on, or that you always understand a particular communication. Most people you ask questions of will be very helpful if you need something explained. You may need to rephrase a question, check the meaning of something, or repeat what you have said in order to be clearly understood.

Try not to judge. You will see many things that are different from your own culture. Don't label anything as "good" or "bad"

in comparison to your own—most customs, habits, and ideas are simply different from the ones you are familiar with. You may also misunderstand some things—don't make judgments until you have more complete information.

Try to empathize. Try to put yourself in the other person's place, and look at the situation from his or her perspective. Cultural perspectives can cause very different interpretations of the same situation.

Be open and curious. Try new things, and try to find out how and why certain things are done. The more you explore, the more you'll learn.

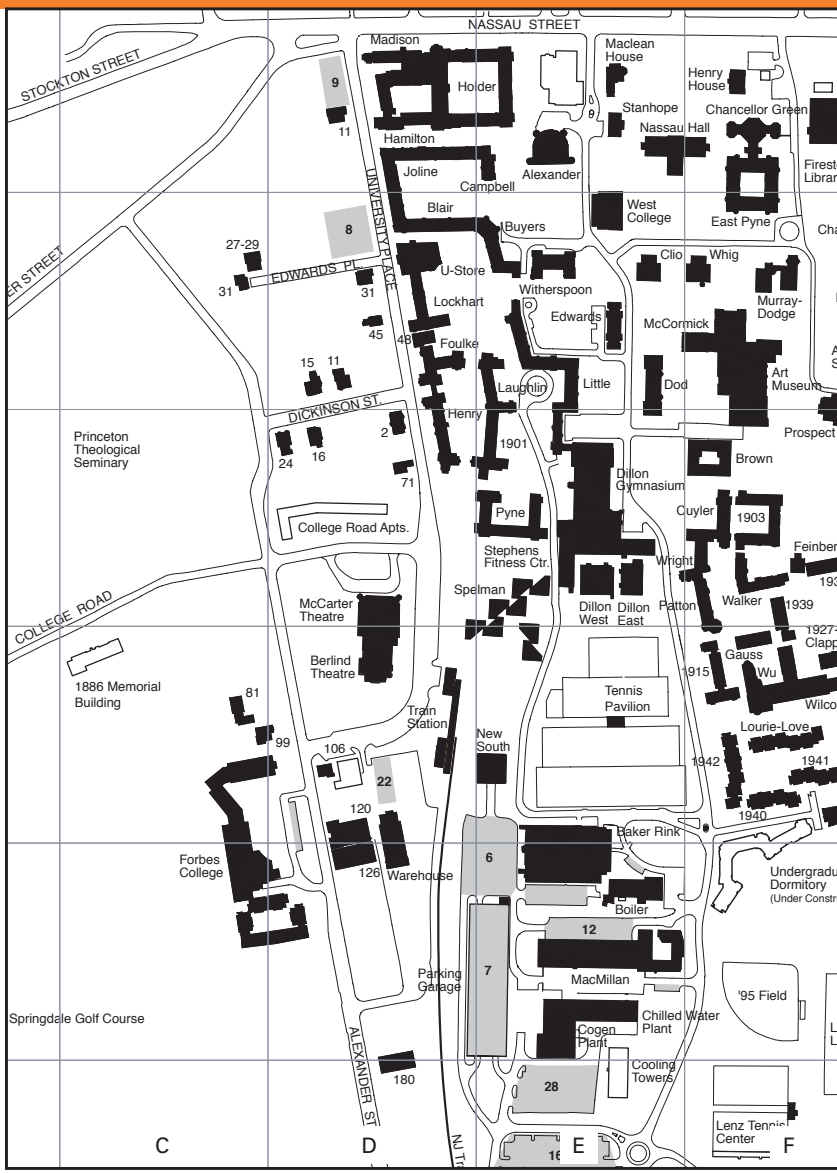
Don't be afraid to laugh at yourself. It's likely that you'll make mistakes as you explore a new culture. Laughing at your mistakes will encourage others to respond to you in a friendly manner and help you learn from them.

Try to accept frustration. Learning to function in a new culture is not easy, and it is natural to feel anxious and frustrated at times. These feelings are a normal part of the experience.

Get involved. The more you put into the experience, the more you'll learn from it. Make an effort to meet people, form friendships, and get involved.

For More Information

Please feel free to contact Dean Herbold (609-258-3052, hherbold@princeton.edu) with questions that are not answered in this booklet or in the other University publications and Web pages (www.princeton.edu) you consult. We look forward to meeting you and welcoming you personally to Princeton.

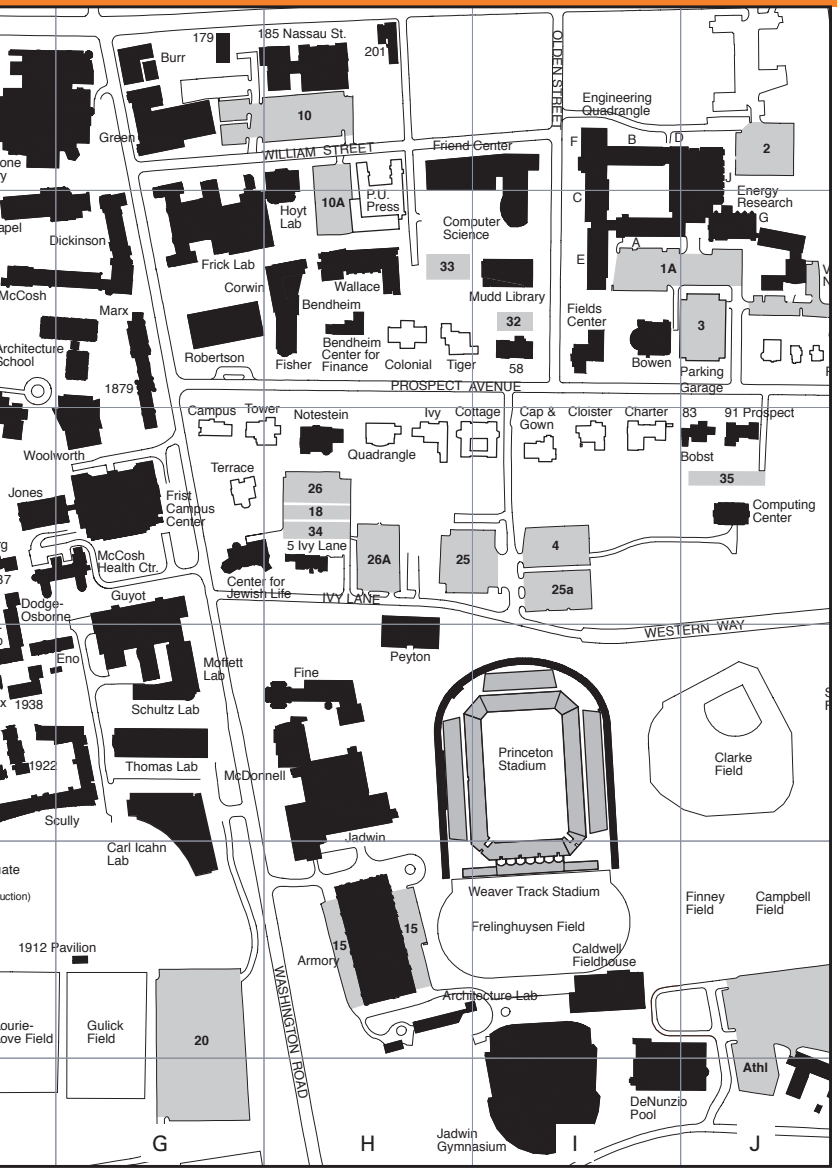


Undergraduate Residential Colleges

BUTLER COLLEGE
- Class of 1915, F4
- Class of 1922, F4
- Class of 1940, F4
- Class of 1941, F4
- Class of 1942, F4
- Lourie–Love, F4
- Patton, F4
- Wu, F4

FORBES COLLEGE, C5

MATHEY COLLEGE
- Blair, D2
- Campbell, E1
- Hamilton, D1
- Joline, D1



ROCKEFELLER COLLEGE
Blair, D2
Holder, E1
Madison, D1
Witherspoon, E2

WILSON COLLEGE
Class of 1927–Clapp, F4
Class of 1937, F3
Class of 1938, F4
Class of 1939, F3

Dodge–Osborn, F3
Feinberg, F3
Gauss, F4
Walker, F3
Wilcox, F4

Main Campus Directory

Administration: Dean of Admission, West College, E2; VP for Campus Life, Nassau Hall, E1; Dean of the Chapel, Murray-Dodge Hall, F2; of the College, West College, E2; of the Faculty, Nassau Hall, E1; of the Graduate School, Nassau Hall, E1; of Undergraduate Students, West College, E1
Admission: undergraduate, West College, E2; graduate, Nassau Hall, E1
Architecture, School of, G2
Art Museum, F2
Athletic event ticket office, Jadwin Gym, I6
Auditoriums: Betts, School of Architecture, G2; Dodds, Robertson Hall, G2; Helm, 50 McCosh Hall, G2; Richardson, Alexander Hall, E1; Taplin, Fine Hall, H4; Wood, 10 McCosh Hall, G2
Bookstore, Princeton University Store (U-Store), D2
Bus tickets, newsstand kiosk, Palmer Square, E1
Engineering and Applied Science, School of, I1
Fields Center for Equality and Cultural Understanding, 86 Olden St., I2
Financial aid, undergraduate, West College, E2
Food, phones, restrooms: Frist Campus Center, G3
Garden Theatre, G1
Gardens, Prospect, F3
Gymnasiums: Dillon, E3; Jadwin, I6
Health Center, McCosh, G3
Housing Office, MacMillan Building, E5
Human Values, Center for, Marx Hall, G2
Infirmary, McCosh Health Center, G3
Information: Orange Key Guide Service, Frist Campus Center, G3; Public Safety, Stanhope Hall, E1; Communications Office, 22 Chambers St., D1
International Center, Frist Campus Center, G3
Jewish Life, Center for, G3
Library, Firestone, F1
Limousine (to Newark Airport), Nassau Inn, Palmer Square, E1
Lost and found, Public Safety, Stanhope Hall, E1
Ombuds Office, 179 Nassau St., G1
Parking: visitor, garage, lot 7, E5 (campus shuttle stop); parking information, Public Safety, Stanhope Hall, E1
President, Nassau Hall, E1
Princeton Institute for the Science and Techology of Materials, Bowen Hall, I2
Prospect House (and Gardens), F2
Provost, Nassau Hall, E1
Registrar, West College, E2
Security, Public Safety, Stanhope Hall, E1
Snack bar, Frist Campus Center, G3
Taxi, Nassau St., E1
Telephones: Frist Campus Center, G3; Nassau Street, E1; Stanhope Hall, E1
Theatre: Berlind, D4; Garden, G1; Intime, Murray-Dodge Hall, F2; McCarter, D4
Train station (Dinky), D4
Women's Center, Frist Campus Center, G3
Woodrow Wilson School of Public and International Affairs, Robertson Hall, G2

Princeton University operator: 609-258-3000
Emergency: 911
Princeton University Web site: www.princeton.edu
Public Safety: 609-258-3134

Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, religion, national or ethnic origin, disability, or status as a disabled or Vietnam era veteran in any phase of its employment process; in any phase of its admission or financial aid programs; or other aspects of its educational programs or activities. The vice provost for administration is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of Princeton's equal opportunity or affirmative action programs, should be directed to the Office of the Vice Provost for Administration, Princeton University, 321 Nassau Hall, Princeton, NJ 08544 or (609) 258-6110.

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In the Nation's Service and in the Service of All Nations

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