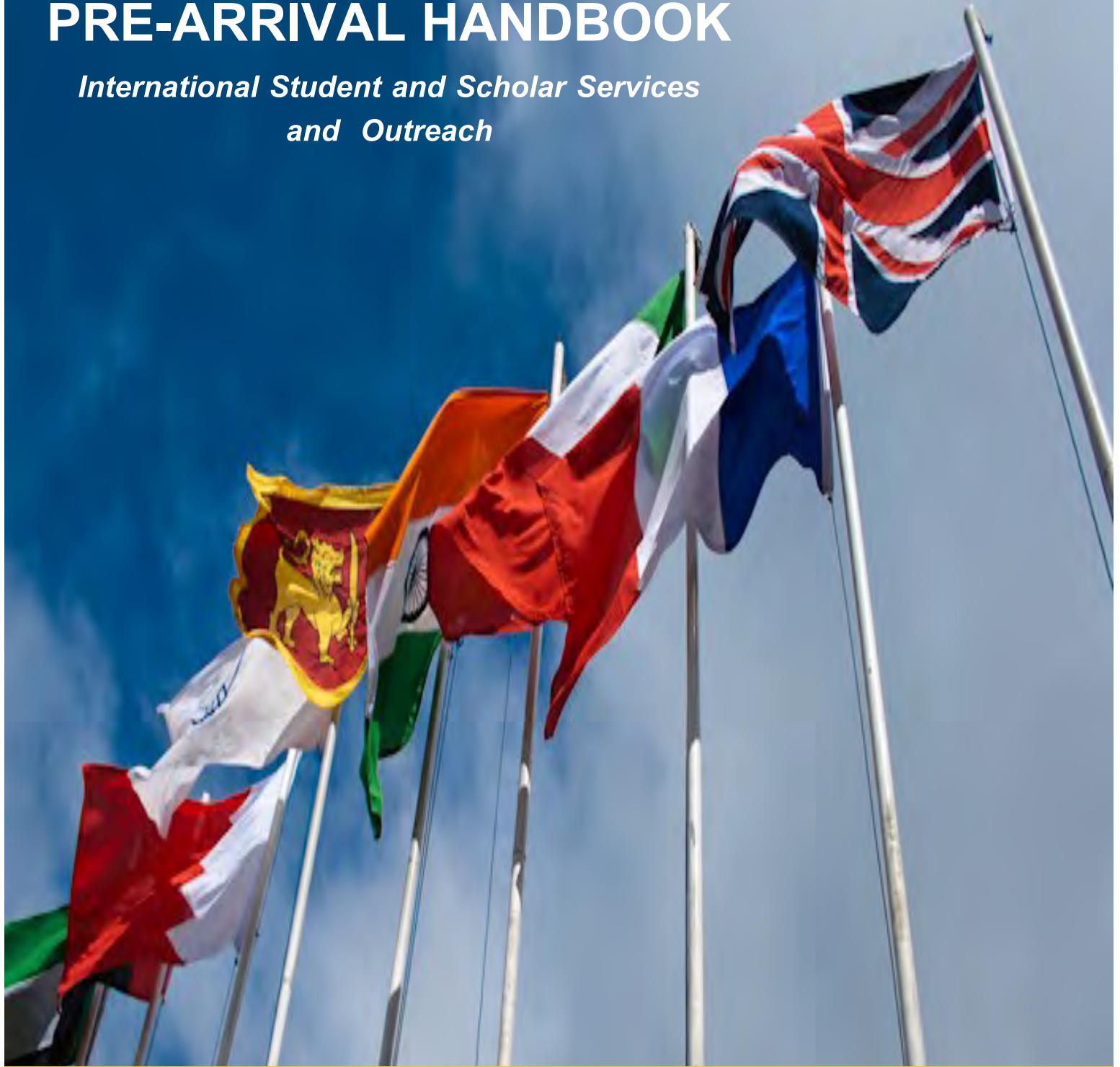


# PRE-ARRIVAL HANDBOOK

*International Student and Scholar Services  
and Outreach*



## Office of International Education and Development

APPALACHIAN STATE UNIVERSITY

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We in the Office of International Education and Development are happy to help you. We hope that you find this booklet helpful. If you have any questions please feel free to contact our office at [iss@appstate.edu](mailto:iss@appstate.edu).

International Student and Scholar Services  
Appalachian State University  
Plemmons Student Union  
263 Locust Street, Suite #321  
Boone, NC 28608-2083

The website, <http://studyinthestates.dhs.gov/>, may also be helpful as you prepare to study in the U.S.

# U.S. Immigration Information

## Visa Forms

**If you will study in the U.S. as an undergraduate or graduate student seeking a degree at Appalachian, you will need to apply for a F-1 Visa.** Appalachian will send you an I-20 form once you have been accepted and submit relevant financial documents. You will present the I-20 form at the U.S. consulate in your country to apply for a F-1 visa. Please sign the bottom of this form. Appalachian State University issues the I-20 form to only degree-seeking undergraduate and graduate students. Note that if you are a student sponsored by an international organization, such as Fulbright, the organization will provide you with the appropriate immigration documents. Students in this category should consult with their sponsoring organization regarding immigration matters.

Please visit [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html) for extensive information from the U.S. Department of State about F-1 visas.

**If you will study at Appalachian as an exchange student, you will need to apply for a J-1 visa.**

Appalachian will send you a DS-2019 form which you will need to present to the U.S. consulate in your country to apply for a J-1 visa. Please sign the bottom of this form. The DS-2019 form is issued to international exchange students studying for a semester or year at Appalachian. All students coming to Appalachian under ISEP ([www.isep.org](http://www.isep.org)) receive their DS-2019 forms from their ISEP coordinator.

As a student on a **J-1 visa**, you may be subject to the two year residency requirement which require you to return to your home country for two years prior to seeking certain U.S. immigration benefits. If you receive government funding from the U.S. government or your own government to attend Appalachian State University, you will be subject to the two year residency requirement. If you are studying in a field that gives you skills deemed necessary for the development of your country, you will be subject.

For additional information about the two year home residency requirements, please see the following U.S. Department of State website: [http://travel.state.gov/visa/temp/types/types\\_1267.html#twoyear](http://travel.state.gov/visa/temp/types/types_1267.html#twoyear).

### **Changing Your Immigration Status:**

If you enter the U.S. with another type of visa and wish to change your status to a F-1 student or a J-1 student, the process is complex and lengthy and requires filing an application with the USCIS (U.S. Citizenship and Immigration Services). Please contact International Student and Scholar Services to learn more about the process.



## *Payment of Visa Fees*

All students applying for F-1 or J-1 visas must pay the SEVIS I-901 fee before applying for a visa at the U.S. consulate. The SEVIS Fee can be paid online at [www.fmjfee.com](http://www.fmjfee.com). The site is used to pay the SEVIS fee required for all F, M, and J visa applicants and provides detailed information about the fee requirement and the procedure to pay online.

All students must complete a non-immigrant visa application prior to applying for a visa at the U.S. consulate. Student visa applicants must also provide certain documents at their visa interview at the U.S. consulate. You can find the websites for the U.S. consulates at: <http://www.usembassy.gov/>. The consulates' websites provided detailed instructions on how to apply for a F-1 or J-1 nonimmigrant visa.

Students who do not yet have an address in Boone can use the following address on their visa application:

Appalachian State University, OIED  
263 Locust Street, Suite 321  
Boone, NC 28608

Students will need to pay a nonimmigrant visa fee and depending on their country of citizenship a visa issuance fee. See [http://travel.state.gov/visa/fees/fees\\_1341.html](http://travel.state.gov/visa/fees/fees_1341.html) for additional information about the fees.



## *Preparation for Arrival to the U.S.*

All students must obtain the correct visa before coming to the U.S. After paying the SEVIS fee, please make an appointment at the nearest U.S. Consulate to apply in person for your visa. At that time, please check the requirements with the U.S. consulate you will visit. All students seeking an F-1 or J-1 visa will be required to show the consular, or embassy official, evidence that you can support yourself financially. While in the U.S.

The Visa officer will interview you before you are issued a visa. The visa officer has many considerations to make when issuing a student visa, among them, whether or not the student intends to return to the home country. To demonstrate your ties to your home country, you may consider bringing evidence of any property that you or your family hold and any other financial ties you may have to your home country. You do not need to offer this evidence to the consular official unless asked. During the interview, it is important to be truthful. Answer all questions as honestly as you know how and relax! It may be helpful for you to consult an Education USA advising center prior to applying for your visa. See <http://educationusa.state.gov/>.



## Port of Entry

When you board the plane to come to the U.S. please keep a file with the following to present to the government official at the port of entry (airport):

- Passport, valid for at least 6 months beyond the expected completion date of your studies in the U.S. (Your passport must be valid during your entire stay in the U.S.)
- Valid F or J visa stamp in passport (except for Canadian citizens)
- Original signed I-20 or DS-2019 form
- Evidence you can support yourself financially. (You can use the same documents which you presented at your visa interview at the U.S. consulate.)
- Receipt for payment of SEVIS I-901 fee.

## Electronic I-94 Arrival Record

Upon arrival at a U.S. port of entry (airport), a U.S. Immigration Officer will inspect your documents. The officer will put in your passport an admission stamp that is annotated with the date of admission, visa type, and the end date of your admission. For students entering the U.S. on F-1 or J-1 visas, the end date should be indicated as “D/S” for duration of stay. Be sure to check the admission stamp before you leave the officer’s desk. If any information is incorrect, ask the officer to review it.

You can obtain a printout of your electronic arrival record at [www.cbp.gov/I94](http://www.cbp.gov/I94).







## Passing through Customs

Once you have cleared immigration inspection, you will next proceed through customs. Certain items are restricted and may not be brought into the United States. Restricted items include controlled drugs, firearms, animals, produce, and certain animal products (ivory, turtle shell).

See [http://www.cbp.gov/xp/cgov/travel/id\\_visa/kbyg/prohibited\\_restricted.xml](http://www.cbp.gov/xp/cgov/travel/id_visa/kbyg/prohibited_restricted.xml) for detailed information about restricted items.



# Maintaining Your Immigration Status

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In order to maintain your status as an F-1 or J-1 student, you must:

- Attend International Student Orientation.
- Report to the Office of International Education and Development with your immigration documents if due to circumstances beyond your control, you miss International Student Orientation.
- Submit your passport and I-20 or DS-2019 form for copying to the Office of International Education and Development during International Student Orientation. The original documents will be returned to you.
- Enroll in a full course of study and make normal academic progress towards completion of your program. A full course of study is 12 hours for undergraduate degree-seeking and exchange students, and 9 hours for graduate degree-seeking and exchange students. To make normal academic progress you must attend your classes.
- You are required to attend all of your classes unless you have an excused illness to maintain your J-1 or F-1 status. Failure to attend class regularly can result in the termination of your immigration status in SEVIS.
- If you are unable to continue your studies for any reason, please contact International Student and Scholar Services immediately.
- Refrain from unauthorized work. You can work on campus for a maximum of 20 hours per week while classes are in session and 40 hours per week during official school breaks. You are only allowed to work off-campus when International Student and Scholar Services authorizes you to do so in SEVIS. Please contact International Student and Scholar Services to set up a meeting with an international student advisor to discuss how to obtain authorization to work off-campus.

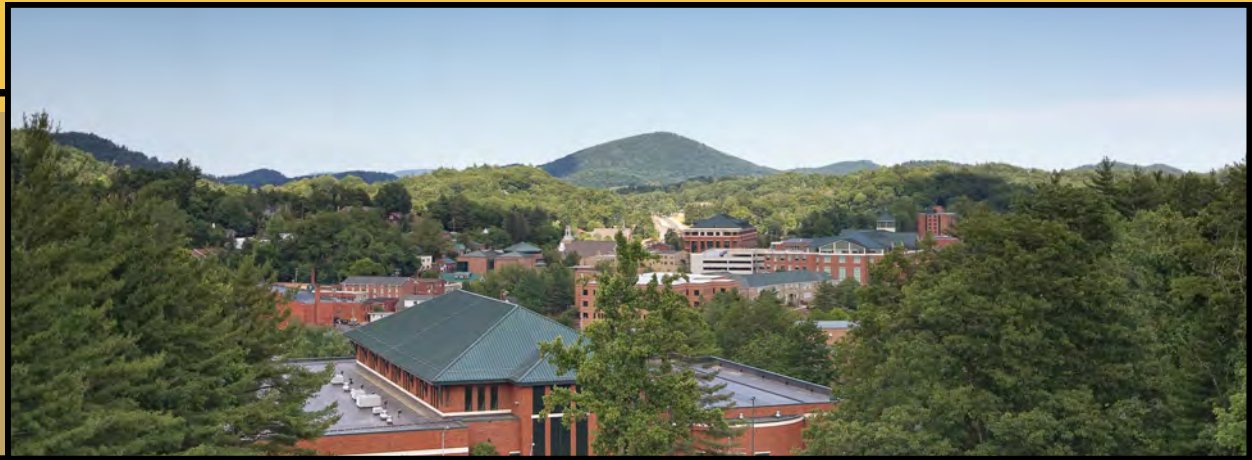
- When traveling abroad, obtain a travel signature from International Student and Scholar Services on your DS-2019 or I-20 form before you leave the U.S. You must have a valid travel signature in order to return to the U.S. The travel signature is valid for one year from the date of signing or until your program end date, whichever is sooner.
  - Keep your passport valid for at least 6 months beyond the expected end date of your stay in the U.S.
  - Report any changes of name or address to your international student advisor within 10 days of the change.
  - Report a change of academic major to your international student advisor within 10 days of the change.
  - Report a change in your financial support to your international student advisor within 10 days of the change. This would be a change from the information you initially reported when applying to Appalachian State University. It is particularly important you report any loss of scholarships.
  - Obey all state and federal laws.
  - Obey all university rules and regulations.
-

# Arrival Information ○ ○ ○

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## **International Student Orientation**

Sunday, August 10, 2014—Friday, August 15, 2014



### **INTERNATIONAL STUDENT ORIENTATION IS A REQUIREMENT!**

The personnel in the Office of International Education and Development plans the required International Student Orientation to enable you to become familiar with the campus and the town, university regulations, and U.S. immigration rules.

The complete orientation schedule will be posted to the International Student and Scholar website at: <http://international.appstate.edu/international-student-and-scholar-services-iss/international-student-orientation>.

Your international student advisor **REQUIRES** you to attend all sessions of international student orientation in order for you to be registered in SEVIS. To maintain your legal immigration status, you must attend all parts of international student orientation.

***BE SURE TO BRING THE FOLLOWING DOCUMENTS WITH YOU TO  
THE WELCOME LUNCH ON THE FIRST DAY OF ORIENTATION:  
PASSPORT & I-20 OR DS-2019 FORM***



# International Student Orientation

Fall 2014

August 11-August 15

**Here are some of the activities you will participate in during orientation:**

- Pick up at Charlotte Douglas International Airport on Sunday, August 10
- Residence Hall Check-In
- Campus Tour
- Visa Info Session
- Culture Shock Info Session
- Meeting with Health Services
- Library Tour
- Class Registration

For questions or more information visit [international.appstate.edu](http://international.appstate.edu) or email us at [iss@appstate.edu](mailto:iss@appstate.edu)

# Arrival Plan & Airport Pick-Up Service

The closest airport options to Boone are Charlotte and Greensboro, NC. Appalachian will only pick you at the airport in Charlotte, NC.

If you provide International Student and Scholar Services with your arrival plan in advance, International Appalachian (IntApp) will pick up new international students in the Charlotte Airport on Sunday, August 10, 2014 any time after 9:00 am and before 11:00 pm. Look for a sign as you approach the baggage claim with “Appalachian State University” and your name printed on it. Please contact the representatives from the Office of International Education and Development, at 828-262-2046 or [iss@appstate.edu](mailto:iss@appstate.edu) as soon as possible if there are any flight delays or cancellations that may affect your ability to meet the Appalachian representative waiting for you at the airport. You can also post your flight delay on the Facebook page, “Fall 2014 Appalachian State International Students.”

## Recommended Arrival Plan:

- Arrive at the Charlotte Douglas Airport by Sunday, August 10, 2014 between 9:00 am and 11:00 pm.
- Meet an Appalachian State University representative at your baggage claim area.
- Stay at the Best Western Plus Sterling Hotel & Suites near the Charlotte Airport on 242 E. Woodlawn Road on Sunday, August 10, 2014. **You must make your own reservation and pay for your own room.** Please inform that person booking your room that you are with Appalachian State University’s international students. Your rate will be approximately \$63+tax. You may want to share a room with other new international students. Then, you can share the cost of this room with other students. There is a Facebook page for you to connect to other new students. To join this group search “Fall 2014 Appalachian State International Students.”
- Travel to Boone in an Appalachian State University bus on Monday, August 11, 2014 at 8:30 am. We will leave from the Best Western Plus Sterling Hotel & Suites. Have all of your luggage ready outside the hotel at 8:00 am.



### **If you plan to arrive on your own:**

You must arrange your travel according to the suggested plan, or arrive earlier than the suggested date of August 10, 2014 in order to take the Appalachian bus to Boone from Charlotte. If you arrive earlier than August 10, 2014 and wish to take the Appalachian bus to Boone, you can meet the bus at 8:00 am on Monday, August 11, 2014 at the Best Western Plus Sterling Hotel & Suites, 242 E. Woodlawn Road in Charlotte, NC. Appalachian representatives will be in Charlotte to meet you at the airport in Charlotte, NC ONLY on August 10, 2014. The bus will leave at 8:30am on August 11, 2014 from the Best Western Plus Sterling Hotel & Suites.

If you follow the recommended plan, please make a reservation as soon as possible at the Best Western Plus Sterling Hotel & Suites in Charlotte for the evening of August 10, 2014. There are multiple Best Western hotels in Charlotte. Be sure to make a reservation at the Best Western Plus Sterling Hotel & Suites near the Charlotte, NC airport on 242 E Woodlawn Road. Specific information about the hotel is on the following page: <http://book.bestwestern.com/bestwestern/US/NC/Charlotte-hotels/BEST-WESTERN-PLUS-Sterling-Hotel---Suites/Hotel-Overview.do?propertyCode=34147>



## Best Western Plus Sterling Hotel & Suites Airport Hotel Information

Best Western Plus Sterling Hotel & Suites provides free transportation from the airport to the hotel. You may call the hotel from a courtesy phone in the baggage claim area if by chance you miss the Appalachian representative at your baggage claim, or if you arrive earlier than 9:00am on August 10, 2014 or after 11:00pm on August 10, 2014.

Best Western Plus Sterling Hotel & Suites  
242 E Woodlawn Road  
Charlotte, NC 28217  
1-800-780-7234 or 704-525-5454

Online reservations: <http://book.bestwestern.com>

Earliest Check In: 3pm

Breakfast: The hotel serves a free breakfast from 7am-10am every morning.

Please inform that person booking your room that you are with Appalachian State University's international students. Your rate will be \$62.99+tax.



You must submit an arrival plan using the **"My Arrival Plan"** form found on our website at: <http://international.appstate.edu/international-student-and-scholar-services-iss/international-student-orientation>. (Below is an example of the Arrival Plan.) In order to ensure you are registered with all of the necessary departments on campus, International Student and Scholar Services needs all students' arrival plans regardless of whether or not they will take the Appalachian chartered bus. Your arrival plan must be received by December 15, 2013 to ensure you a space on the Appalachian bus and that you are registered with all necessary Appalachian departments. Please send your arrival plan to ISSS by fax at 828-262-4037 or by email to [iss@appstate.edu](mailto:iss@appstate.edu) by December 15, 2013 regardless of whether or not Appalachian will pick you up from the airport.



**Office of International Education and Development**  
 APPSTATE Box 32083 Boone, NC 28608-2083  
 (828) 262-2046  
 Fax: (828) 262-4037  
 Web: [www.international.appstate.edu](http://www.international.appstate.edu)  
 Email: [iss@appstate.edu](mailto:iss@appstate.edu)

## Arrival Plan

SAMPLE

Please fax or email your completed form and travel itinerary as provided below:

- Fax: 828-262-4037
- Email: [iss@appstate.edu](mailto:iss@appstate.edu)

### Contact Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact Person(s): \_\_\_\_\_ Relation to You: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Flight Information

Name of Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_

Date of Arrival in Charlotte: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

City you will be flying out of directly to Charlotte (example: If you are flying from London to New York to Charlotte, please write New York): \_\_\_\_\_

Do you need to have an AppState representative pick you up from the Charlotte Douglas Airport on January 7<sup>th</sup>? Please check one: Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be taking the AppState bus from Charlotte to Boone on January 8<sup>th</sup>? Please check one: Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be spending the night of January 7, 2013 at the Best Western Plus Sterling Hotel at 242 E. Woodlawn Road in Charlotte? Please check one: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what date will you check in to the Best Western Plus Sterling Hotel? \_\_\_\_\_

### Alternative Travel Plan

If you do **not** need to be picked up from the Charlotte airport and do not plan on taking the AppState bus from Charlotte to Boone, please indicate your travel plan below.

Date of Arrival in U.S.A.: \_\_\_\_\_ City of Arrival: \_\_\_\_\_

Date of Arrival in Boone, NC: \_\_\_\_\_

How will you arrive to Boone, NC:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Send completed form and itinerary to:

Email: [iss@appstate.edu](mailto:iss@appstate.edu)

Fax: 828-262-4037

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## Luggage Labeling Suggestions

Clearly label your luggage on the inside and outside with your name and the following address:

Appalachian State University  
Office of International Education  
and Development  
263 Locust Street, Suite 321  
Boone, NC 28608  
828-262-2046

Mark your luggage with your flight number, and as going directly to the Charlotte Douglas International Airport (CLT) or whatever airport you choose to fly into when you check your luggage from home.

Report any missing luggage to airport authorities immediately. The documentation above, clearly written, and placed both inside and outside of your luggage is crucial to successful retrieval of lost luggage. Keep the documentation the airline gives you for your lost luggage.

Appalachian personnel will be able to help you communicate with the airlines to recover lost luggage.

**Do not put cash in your luggage!**







## Transportation to and from Boone

If you do not need the Appalachian bus to transport you to Boone, please have a plan on how you will arrive to Boone before you leave your country. If you want Appalachian to transport you to Boone, you must follow the travel guidelines outlined in the previous section of this handbook.

Transportation to Boone, NC requires planning if you do not have access to a car. There are basically three options to arrive from the Charlotte airport to Boone:

- Take a taxi to Boone for about \$200.
- Arrange for the van service, the Hickory Hop, to bring you to Boone. See [www.hickoryhop.com](http://www.hickoryhop.com) for more information about this van service.
- Take the bus run by Coach America to Boone once per day. See <http://www.coachamericanc.com/individualTravelSched.shtml> for more information about the bus that runs once a day from the Greyhound bus station to Boone. This bus does not go to the airport. To get to the Greyhound bus station, you need to take a bus called the Sprinter. The Sprinter runs every 20–30 minutes from the airport to the Charlotte City Center. See <http://charmeck.org/city/charlotte/cats/bus/ridingcats/pages/sprinter.aspx> for more information. If you take this bus, tell the bus driver when you get on the bus that you want to stop at the Greyhound station.

If you choose to fly into Greensboro, NC instead of Charlotte, NC you can also take the Coach America bus (<http://www.coachamericanc.com/individualTravelSched.shtml>) to Boone. The bus goes to Boone once a day.

# Academics



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## Transcripts/ Pre-registration

### FOR EXCHANGE STUDENTS ONLY

To complete pre-registration, the Office of International Education and Development **MUST HAVE** a copy of your academic transcript translated into English. The translation must be endorsed by your home institution Study Abroad Coordinator. You should have submitted an official transcript and a translated copy with your application. If you did not, please submit the translation to [studyabroad@appstate.edu](mailto:studyabroad@appstate.edu) immediately.

The Office of International Education and Development will register you for courses. Courses with pre-requisites require faculty approval for registration. If you do not meet the pre-requisites, you will not be able to take the course.

During International Student Orientation you will meet with an advisor to discuss how to add and delete courses. You will also be able to change your registration through your Appalnet account once you are on campus. Directions for Appalnet are in the “Staying Connected” section of this handbook.

Please note that some courses will have fees in addition to tuition. These fees are common for courses such as snowboarding, skiing, sustainable development, and technology courses.

You will complete an academic transcript request form during International Student Orientation week. This form will allow the Office of International Education and Development to acquire your official transcript to send to your home university. You can expect your home university to receive an official copy of your transcript within 45 days of your return home. **Please note that you will not receive your official academic transcript if you have any unpaid charges on your student account.** Examples of these charges include library fines, health services charges and fees for damage to your room in the residence hall. If you would like an additional copy of your official transcript to be sent to you or anyone else, you can request this transcript at <http://registrar.appstate.edu>. From this page click “Electronic Forms” and then click “Official Transcript Request Form” and follow the directions on the form.

## FOR UNDERGRADUATE STUDENTS ONLY

Please follow all directions given to you by the Office of Undergraduate Admissions on the website: [myapp.appstate.edu](http://myapp.appstate.edu). You will need to register for courses before you arrive.

## FOR GRADUATE STUDENTS ONLY

Please follow all directions given to you by the Graduate School. You should contact your Academic Advisor in the academic department for further information.

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## **Minimum Course Credit**

All undergraduate students on a student visa must maintain a minimum of 12 credit hours to remain in legal status. All graduate students on a student visa must maintain a minimum of 9 graduate-level credit hours to remain in legal status. Therefore, all students on a student visa have holds put on their student accounts preventing them from changing their schedule once they have a full load of courses. If you wish to drop or add a class, please visit your international student advisor who will temporarily release the hold on your account so you can change your schedule.





## Exams at Appalachian

At Appalachian, all of your classes will have assessments throughout the semester which will count toward your final grade. Your final exam or final project will only count for a portion of your final grade. Therefore, it is required that you attend your classes regularly and complete all assessments. This system of continuous assessment is different from many universities around the world where the final exam counts as the majority of the student's grade. Many professors will use attendance and participation as part of your grade. You are required to attend all of your classes regularly unless you have an excused illness to maintain your J-1 or F-1 visa status. Failure to attend class can result in the termination of your immigration status in SEVIS, the federal government's database for international students.

## Relationship with Professors

All professors at Appalachian State University are required to keep a certain number of office hours a week reserved for meetings with students. You should feel welcome to visit your professors during their office hours to discuss questions, concerns, or ideas you have.

Your professors encourage one-on-one conversations with their students and they welcome questions. You will find if you establish relationships with your professors at Appalachian, they will work very hard to help you with anything you need regarding their classes.



## Help with Academic Problems

You will find Appalachian has many resources available to help you if you have any struggles in your classes, among them a Tutoring Center and a Writing Center. International students should feel welcome to use these services. Inter-



national students will never need to struggle with their classes alone at Appalachian. These services offered through the Learning Assistance Program are free for Appalachian students. Read about these resources at [www.lap.appstate.edu](http://www.lap.appstate.edu) and [www.writingcenter.appstate.edu](http://www.writingcenter.appstate.edu).

## Academic Progress for F-1 Students

International students must make normal progress toward their degree. A student's program end date on the I-20 form cannot be extended due to failing grades. If a student fails classes, he/ she should meet immediately with an academic advisor and an international student advisor so that he/ she can graduate by the program end date listed on his/ her I-20 form.

# Understanding your Class Schedule

You can view your class schedule in your Appalnet account. To do this, log in to your Appalnet account, click the self-service tab and click “Course Registration.”

Here are the abbreviations used for the days of the week your class meets:  
M= Monday, T= Tuesday, W=Wednesday, R= Thursday, F= Friday

Some students look at a class that says “TR” and think this means “Thursday” only. Actually, TR will indicate that the class meets on Tuesday and Thursday.

Please see <http://maps.appstate.edu> for a map of campus.

**Appalachian STATE UNIVERSITY**  
WWW.APPSTATE.EDU  
(828) 262-2000

**NUMERICAL KEY**  
1. Broyles Inn & Conference Center  
2. Beaver Field at Jim and Bette Smith Stadium  
3. Appalachian House  
4. Appalachian House - Annex  
5. Student Recreation Center  
6. Walker Hall  
7. Farthing Auditorium  
8. Broyles Music Center  
9. Living Learning Center  
10. Way Hall  
11. Berk Residence Hall  
12. Clark Residence Hall  
13. Wheeler Residence Hall  
14. Egerton Residence Hall  
15. Shaw Residence Hall  
16. Appalachian House and Chancellor's Residence  
17. Lackey Field  
18. Sofield Family Indoor Practice Facility  
19. Track and Field Throwing Areas  
20. University Tennis Courts  
21. Appalachian Athletics Center and Kidd Brewer Stadium  
22. Owens Field House  
23. Quinn Recreation Center  
24. Collins Residence Hall  
25. Trivette Hall  
26. Meadows Residence Hall  
27. Tomlinson Park  
28. Tomlinson Park  
29. Vance Residence Hall  
30. Chemistry, Astronomy, and Physics Building  
31. University Police/Traffic/Parking Department/Bikes/Stream Parking Deck  
32. Katherine Harper Hall/W. Kerr Scott Hall  
33. John E. Thomas Hall (Admissions/Visitors Center)  
34. George M. Holmes Convocation Center/Sabey Arena  
35. McKinney Alumni Center  
36. Founders Hall  
37. B.B. Dougherty Administration Building  
38. Steam Plant  
39. Central Dining Facility  
40. Varsity Gymnasium  
41. I.G. Greer Hall  
42. Sanford Hall  
43. East Residence Hall - Honesville College  
44. Lynch Residence Hall  
45. Cannon Residence Hall  
46. Wilson Residence Hall  
47. Quillen Science Hall  
48. O'Connell Residence Hall  
49. Legends  
50. O'Connell Residence Hall  
51. Future Home of Honors College (under construction)  
52. Future Residence/Support Center (under construction)  
53. Lucy Brock Child Development Center  
54. L.S. Dougherty Building  
55. Plimmons Student Union  
56. Plimmons Student Union & Scenium  
57. University Bookstore  
58. Psychology Research House  
59. Annie Student Support Building  
60. College Street Parking Deck  
61. Berk Library & Information Commons  
62. D.D. Dougherty Hall  
63. Smith-Wright Hall  
64. Anne Berk Hall  
65. Rankin Science Annex  
66. Rankin Hall  
67. Edwin Duncan Hall  
68. Chapel Wilson Hall  
69. Raley Hall  
70. Turchin Center for the Visual Arts  
71. College of Education Building  
72. University Hall  
73. State Farm Fields Complex

**LEGEND**  
Visitor Parking  
University permit required to park on campus. Permits are available at Parking & Traffic Office.  
Ticket Box Office  
Student Support Facilities  
Residence Halls

**U.S. 321 to Blowing Rock, University Hall and State Farm Fields**  
U.S. 321 to Blowing Rock  
U.S. 421 to Watauga

**U.S. 321 to Blowing Rock, University Hall and State Farm Fields**  
72. University Hall  
73. State Farm Fields Complex

**U.S. 321 to Blowing Rock, University Hall and State Farm Fields**  
72. University Hall  
73. State Farm Fields Complex

Please see <http://www.registrar.appstate.edu/schedules/buildings.html> for a building abbreviation key.



# Accommodations, Food, and Clothing

## On Campus Accommodations and Food

### For Degree Seeking Students ▣

If you are a full time degree-seeking freshman, you are required by university policy to live in a residence hall. You **MUST** fill out the housing application at [my-app.appstate.edu](http://my-app.appstate.edu). Full time degree-seeking freshman and transfer students are housed throughout the campus.

**On-campus housing is not guaranteed to transfer students, but housing is guaranteed to freshmen. However, there are a limited number of spaces available on-campus for international transfer students; so submit your housing application early.** Many undergraduate students enjoy

living in the Living Learning Center, a Residential Learning Community that houses four different academic programs. To live at the Living Learning Center, a student must apply to one of the programs housed there: the Watauga Global Community, the Teaching Fellows, or the Language and Culture Community.

For more information about applying to these communities, see <http://housing.appstate.edu>. International undergraduate students are encouraged to apply for any Residential Learning Community anywhere on campus. Living in a Residential Learning Community is an excellent way to meet people who share your interests.

Currently, there is no housing available on campus at Appalachian for any graduate students. Appalachian encourages international graduate students to use the resources available at [www.offcampus.appstate.edu](http://www.offcampus.appstate.edu) when looking for housing off campus.



## For Exchange Students

If you are at Appalachian as an exchange student, the Office of International Education and Development reserves a room for you in one of the residence halls on campus. You will share the room with another student. Private rooms are not available. University Housing places small groups of exchange students in residence halls throughout campus. University Housing attempts to put international students with American roommates.

If an exchange student chooses to change residence halls after arriving on campus, the student must pay the difference in cost for that room. This is true even for students on full exchange who do NOT pay for their residence hall room at Appalachian. If these students, who do not pay for residence hall rooms at Appalachian move after their arrival, they must pay the difference in cost. If, on the other hand, a student moves to a less expensive residence hall after arriving to Appalachian that student will only be reimbursed for the difference if that student is responsible for full payment of his room. Students on full exchange, who are not responsible for residence hall payment at Appalachian, will not receive money for moving to a less expensive residence hall.

University Housing will try to place exchange students with American students as roommates. The exception will be for students older than 23. Most students living in Appalachian residence halls are between 18-20 years old. Exchange students older than 23 years old often enjoy living with people closer to their age, and it may be that there are only other international exchange students in this age bracket.



## For All Students Living on Campus

You will not be able to check into a university residence hall before August 11, 2014.

If you arrive with the Appalachian charter bus leaving from the Charlotte airport area, an Appalachian volunteer will help you check in to your dorm.

If you intend to arrive on your own to campus, please contact International Student and Scholar Services at [iss@appstate.edu](mailto:iss@appstate.edu) to receive instructions on how to check in at your residence hall.

**IF YOU ARE PLANNING TO LIVE ON CAMPUS, YOU MUST FILL OUT A HOUSING APPLICATION ON-LINE BEFORE YOU ARRIVE.** If you are an undergraduate student, fill out your housing application via [myApp.appstate.edu](http://myApp.appstate.edu). If you are an exchange student, please fill out your housing application by going to [www.housing.appstate.edu](http://www.housing.appstate.edu). Click on the "Housing Application" button.



## Housing Application

Here are detailed directions for EXCHANGE STUDENTS for filling out the housing application:

Go to [www.housing.appstate.edu](http://www.housing.appstate.edu). Click on the “Housing Application” icon and then log in with you Appalnet username and password. (For your username and password, read the section of this handbook entitled “Staying Connected.”)

Read the housing contract carefully. Please know what you are signing before you submit your application which is a CONTRACT. By submitting the application, you are agreeing to everything in the housing contract. The contract will also state University Housing’s rules. Please know these so you avoid any problems.

Once you have read and understand the housing application, complete your housing application. International Student and Scholar Services will send you an email message with specific instruction how to complete the online housing application. You will see an option to choose a roommate. Please enforce this option. You will be placed with an American roommate if possible. In a few instances, University Housing may room you with another international student. This is especially true if you are older than 23 years old. Most students living on campus are 18-20 years old. Students over 23 are usually happier being placed in a room with someone closer to their age. Sometimes, the only person closer to their age is another international student.



**Payment for housing and food is due when you arrive at Appalachian State University.** Payment can be made in cash, by credit card, or traveler's checks. Current prices are subject to change. For the prices of each residence hall, see [www.housing.appstate.edu](http://www.housing.appstate.edu) and then click "Housing" on the side column. From the drop down menu click "Residence Halls" and then "Resident Hall Rates."

Residence halls do not have any bedding ready for you. Therefore, you will need to obtain pillows, sheets and a comforter. You can buy these items when you arrive, or you can order them and have them sent to yourself before you arrive. For directions on receiving packages if you live in the dorms, visit [http://](http://www.housing.appstate.edu)



[housing.appstate.edu](http://www.housing.appstate.edu), click "Housing" on the left and then click "Package Delivery." You will need to wait until you receive a residence hall assignment to order for anything to be sent to you. Your residence hall assignment will be emailed to your Appalnet account.

If you order bedding online, first check to see what kind of twin bed you have in your residence hall. Most beds are "twin long." You may find you have more of a selection shopping online for bedding than you will when you arrive in Boone. Students must plan to be out of the residence halls during the Winter Break, from the end of classes in December until classes resume in mid-January. Appalachian does not provide accommodations for any student during the Winter Break.

## On-Campus Meal Plan:

**All students living on campus are required to purchase a meal plan.** All items in the cafeteria are priced individually. This means if you buy a drink at \$1 and a sandwich at \$6 you will spend \$7 for your meal. The meal plan is NOT an all-you-can-eat plan for the entire semester. Be sure to budget accordingly for additional food if needed. You can add additional money to the meal card during the semester as necessary. You may also choose to cook in the residence hall shared kitchens.

There are several places to eat on campus, and at least one cafeteria is open 7 days a week with the exception of a few holidays when the University is closed.

To know more about eating on campus visit [www.foodservices.appstate.edu](http://www.foodservices.appstate.edu).

Students who come from cultures where the food is spicy may find the food sometimes bland. We recommend that students bring some spices from their country as the selection of spices in stores in Boone is smaller than one would find in a larger city.





## Off-Campus Living

- ◇ If you are a graduate student or undergraduate students who wish to live off-campus, you should plan to secure housing well in advance of the start of classes. **(All exchange students and freshmen must live on campus.)**
- ◇ If you visit [www.offcampus.appstate.edu](http://www.offcampus.appstate.edu), you will find a variety of resources to help you. Efficiencies, one- or two-bedrooms are commonly listed. You should expect to pay between \$500 - \$600 per month plus utilities (electricity, water, telephone, cable TV) for an apartment shared between roommates.
- ◇ If you arrive in Boone without having made arrangements for housing, please arrange to stay in a local hotel before you arrive. Boone is a tourist center. If you arrive to Boone on a weekend and have not made reservations in advance, you may find there are no rooms available in town. Those available may be quite expensive. Therefore, reserve a hotel room before you arrive.
- ◇ Some apartments will ask for a “guarantee” from someone living in the U.S. stating that this person will pay your rent if you fail to pay your rent. This is a difficult requirement for some international students to meet. The staff in the Office of International Education and Development cannot make this guarantee for you. If an apartment complex requires a guarantee, but you have no-one in the U.S. to do this for you, you can ask the owner of the apartment if you can pay four months’ rent prior to your moving in. This will give the owner assurance that you will meet your entire 12 month rental contract. Most contracts will be for 12 months.
- ◇ You are legally required to fulfill the terms of the contract.

# Food for Students Living Off-Campus

There are several grocery/food stores in town all of which are accessible with the bus. They are:

- ◆ Earthfare: (sells all natural and organic products): 178 West King Street
- ◆ Stickboy: (sells fresh baked bread and sweets daily): 345 Hardin St.
- ◆ Lowes Food: 267 New Market Ctr.
- ◆ Ingles Market: 2575 Highway 105
- ◆ Harris Teeter: 240 Shadowline Dr.
- ◆ Food Lion: 350 Watauga Dr.



There is also an outdoor Farmers' Market, open every Wednesday and Saturday from May through October. This is a great place to buy fresh, local foods and to experience some local culture. For directions to the Farmers' Market and more information, see <http://www.wataugacountyfarmersmarket.org>.

Students living off campus are also welcome to eat in Appalachian's cafeterias, but they cannot purchase a meal plan. However, they can pay for cafeteria food with a credit card or cash, or they can put money on their Appalachian ID card and use that ID card to pay for cafeteria food.

Currently, there is no Halal food sold in Boone, NC. However, some stores, including Harris Teeter, carry Kosher food which may meet Muslim students' dietary requirements. Muslim students can also consult with other students at Appalachian in the Muslim Student Association for advice on where to find appropriate food. See <http://multicultural.appstate.edu> for more information about this club.





## Weather and Clothing

Boone is located at 1,000 meters elevation. The climate is cooler than you might expect for a state in the Southern U.S. If you arrive in January, the daytime average temperature is 0°C. During the fall and spring you will need a sweater or light jacket most days. The temperature frequently drops significantly at night. During winter, heavy winter snowfall and ice is common. It will get very cold during the winter and the wind chill frequently pushes the temperature well below -17°C. Winter provides a great opportunity to ski and snowboard. If you do not know how to ski or snowboard, you can learn, for a very reasonable price at our local ski resort.

**\*\*FOR WINTER, BRING HEAVY, WIND-RESISTANT WINTER CLOTHING AND WARM STURDY BOOTS, OR BE PREPARED TO PURCHASE THEM HERE IN BOONE.\*\***

“Ray’s Weather” is a good website to see the weather predicated for the day and week. See [www.booneweather.com](http://www.booneweather.com).

If it is snowing heavily and/or the streets are icy, your classes may be canceled. Check the university’s website at [www.appstate.edu](http://www.appstate.edu) for notices about classes being cancelled. If classes are cancelled, it is likely that the Office of International Education and Development is closed.



# Staying Connected



## Mail

You will receive an ASU BOX to receive physical mail. To know your ASU BOX number:

Go to [www.appstate.edu](http://www.appstate.edu).

Click “People” in the search box.

Type in your own name.

You will see your ASU BOX. If the number is blank, you may not have yet been assigned a box. If you still have not been assigned a box and it is within 30 days of your expected arrival, please contact International Student and Scholar Services at [iss@appstate.edu](mailto:iss@appstate.edu) for assistance.

Your ASU Box will be located inside of the university’s post office. See [www.maps.appstate.edu](http://www.maps.appstate.edu) to find the post office on campus.

For directions on receiving packages if you live in the residence halls, visit [www.housing.appstate.edu](http://www.housing.appstate.edu), click “Housing” on the left and then click “Package Delivery.” You will need to wait until you receive a room assignment to order for any package to be sent to you. Your room assignment will be emailed to your Appalnet account.



## Facebook

There is a Facebook page for you to connect to other new students. To join this group search the semester that you are coming (for example “Fall 2014”) and “Appalachian State International Students” and ask to join. Feel free to use this as a place to connect to new international students and domestic students from INTAPP, International Appalachian, a student group dedicated to helping new international students.

## Phone

You may want to use a cell phone while you are in Boone. Many students' SIM cards will not work in American phones. An easy cell phone option is to purchase a prepaid cell phone which you can obtain for under \$50 and then buy minutes. You can purchase minutes at a reasonable cost for a full day of local calls.



If you are staying in the U.S. for several years, you may want to purchase a cell phone plan. Most people in Boone purchase Verizon as it seems to have the most reliable service in this area. Other cell phone providers are available.

A good option for calling internationally in the U.S. is Skype and Vonage. International calling cards are also available to purchase.

There are no free landlines in the residence halls. Students must use cell phones or pay for a landline through the University Housing.

## Internet

Internet access is free to students at Appalachian.

Almost all of the buildings at Appalachian have wireless internet available. A few of the residence halls only have Ethernet or DSL connections.





## Computers

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If you do not have a computer, you can use any of the available computers at any of Appalachian's computer labs. All of the residence halls have computer labs and there are labs throughout campus.

See <http://support.appstate.edu/labs> for locations and hours of computer labs.

Students can also check out for free but for a limited period of time a laptop or iPad from the library on campus.

## Your Appalnet Account and Banner ID number

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As an Appalachian student you will have an Appalachian online account. This section will explain how to set up your Appalnet account.

You will first need a Banner ID number to set up your Appalnet online account. Your Banner ID number is your student ID number. The International Student and Scholar Services office will email this to you once it is issued.

To set up your Appalnet account:

1. Go to [www.appstate.edu](http://www.appstate.edu).
2. Go to the search box.
3. Click "People".
4. Type your own name.
5. You will see your Appalachian State University email. The part of the email before the @ is your username. For example, our email is [iss@appstate.edu](mailto:iss@appstate.edu). So, the username is [iss](mailto:iss@appstate.edu).
6. Record your user name and email.



7. Go to [www.password.appstate.edu](http://www.password.appstate.edu)
8. Enter your username
9. Skip the box that asks for your old password and instead enter your Banner ID and your date of birth. Remember that in the U.S. we record the birthday as month/day/year.
10. Accept the agreement
11. Create a new password
12. Record your password and do not lose it!
13. Now you are ready to access your Appalnet account.
14. To access your Appalnet account go to [www.appstate.edu](http://www.appstate.edu) and click "Appalnet" in the right upper corner.
15. Enter your Appalachian username and password.
16. You will see many tabs in Appalnet- including email. You can start using your Appalachian email right away. You will also see ways to check your schedule, add a class, etc. For degree-seeking students, you can change your classes via Appalnet. **For Exchange Students Only:** *The Office of International Education and Development registers you for courses prior to your arrival. You will be able to change your courses on Appalnet when you arrive on campus.*
17. You will see that one of the Appalnet tabs is "Tutorial." Click on this tab to understand all of the functions in Appalnet.

All students are responsible for checking their Appalachian email account regularly. Important information is sent to you through this email account!



# Newspapers & Online information

The following are links to local newspapers and online information about Appalachian State University and Boone:

- The Appalachian: the student newspaper:

[www.theappalachianonline.com](http://www.theappalachianonline.com)

- The Mountain Times: a local town paper:

[www.mountaintimes.com](http://www.mountaintimes.com)

- The High Country Press: a local town paper:

[www.hcpres.com](http://www.hcpres.com)

- Todd's Calendar: a calendar of local events:

[www.toddsalendar.com](http://www.toddsalendar.com)



# Health and Safety

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## Health Insurance

### **REQUIRED ENROLLMENT FOR ALL STUDENTS ON F-1 VISAS AND THEIR DEPENDENTS ON F-2 VISAS**

All F-1 visa holders and their dependents must enroll in the University sponsored health insurance. Appalachian State University requires insurance enrollment with no exceptions, and you cannot attend classes at Appalachian State University if you are not properly insured. All F-1 students are automatically enrolled in the university sponsored health insurance unless you are approved by the Appalachian health insurance administrator to waive out of the insurance plan. The fee for the insurance will appear on your student account.

To enroll your F-2 dependent, you will need to go to [www.healthservices.appstate.edu](http://www.healthservices.appstate.edu) and click on “Health Insurance Requirement” and the link for the health insurance administrator’s website. For assistance, please contact International Student and Scholar Services at [iss@appstate.edu](mailto:iss@appstate.edu).

You and/or your dependents can waive out of the university sponsored health insurance plan only if you have another health insurance which meets the following requirements:

- Repatriation coverage of \$7,500
- Medical evacuation coverage of \$10,000
- Major medical coverage of at least \$50,000 per accident or illness
- Deductible must not exceed \$500.00



## INSURANCE CONTINUED...

Below is a description of how to apply to waive out of the University sponsored health insurance plan. A determination will be made by the health insurance administrator if your insurance meets the requirements. If it does not, you and for any F-2 dependents must be enrolled in the University sponsored health insurance plan. If the health insurance administrator denies your alternative insurance coverage, all questions about the denial should be directed to the health insurance administrator through the appeals process. Instructions regarding the appeals process will be emailed to the email address that you provided the health insurance administrator.

**Note: ALL F-1 DEPENDENTS WHO HOLD F-2 VISA STATUS MUST HAVE EITHER 1) THE UNIVERSITY SPONSORED HEALTH INSURANCE OR 2) HEALTH INSURANCE WHICH HAS BEEN APPROVED AS MEETING THE REQUIREMENTS STATED ABOVE. DEPENDENT INSURANCE IS THE RESPONSIBILITY OF EACH STUDENT AND FAILURE TO MAINTAIN THE INSURANCE WILL RESULT IN THE TERMINATION OF THE DEPENDENT'S RECORD IN THE FEDERAL GOVERNMENT DATABASE SEVIS.**

## REQUIRED ENROLLMENT FOR EXCHANGE STUDENTS

All exchange students on J-1 visas and their dependents on J-2 visas are required to hold specific medical, evacuation, and repatriation insurance under U.S. Department of State's rules. All exchange students and their dependents must enroll in the University sponsored health insurance. All exchange students are automatically enrolled in the University sponsored health insurance. You must apply with the health insurance administrator to waive out of the University sponsored health insurance plan by the deadline indicated on the Health Services website, [www.healthservices.appstate.edu/health-insurance-information](http://www.healthservices.appstate.edu/health-insurance-information).

Instructions on how to apply to waive out follow on the next page.

The fee for the University sponsored health insurance will appear on your student account if you are not approved to waive out of the plan.

## HOW TO APPLY TO WAIVE OUT OF THE UNIVERSITY SPONSORED HEALTH INSURANCE PLAN

You can waive out of the University sponsored student health insurance plan only if you have another health insurance which meets the following requirements:

- Repatriation coverage of \$7,500
- Medical evacuation coverage of \$10,000
- Major medical coverage of at least \$50,000 per accident or illness
- Deductible must not exceed \$500.00

To apply to waive out of the University sponsored health insurance plan, go to [www.healthservices.appstate.edu](http://www.healthservices.appstate.edu) and click on “BCBS Student Health Insurance Benefits” and then click on the “Waiver” tab on the left side of the page. **YOU MUST APPLY TO WAIVE OUT BY THE DEADLINE INDICATED ON THE WEBSITE!**

Once you have applied to waive out of the University sponsored plan, the health insurance administrator will decide if your insurance meets the requirements to waive out. If it does not, you and any dependents must be enrolled in the University sponsored health insurance plan. If the health insurance plan administrator denies your alternative insurance coverage, all questions about the denial should be directed to that company through the appeals process. Instructions regarding the appeals process would be emailed to the email address which you provided the health insurance administrator.

**\*\*Student on ISEP programs ([www.isep.org](http://www.isep.org)) are automatically enrolled in ISEP’s insurance plan. ISEP students must apply to waive out of the University sponsored health insurance.\*\***

## What Does Your Health Insurance Policy Cover?

To read about the details of the university sponsored health insurance policy offered by Appalachian State University, please go to [www.healthservices.appstate.edu](http://www.healthservices.appstate.edu) and click on “Health Insurance Requirement.” Then click on “Student Health Insurance Benefits.”

Know that health care in the U.S. is expensive and that health insurance will not cover 100% of your expenses. Please read the policy you choose carefully to understand what costs your health insurance will cover. For example, if your policy has a \$300 deductible, you must pay \$300 a year for any hospital visits before your insurance will start paying any hospital bills. If your policy then covers 80% of your insurance cost after you meet your deductible, you will be responsible for paying 20% of the cost plus your deductible. It is common for one hospital visit to cost hundreds or thousands of dollars in the U.S., depending on the services that you receive. You will need to pay for your portion of this expense.

You can visit Appalachian Health Services on campus for free with any insurance.





## Cost for Health Insurance

The University sponsored student health insurance plan costs \$802 per semester for each student. Each student enrolled in the university sponsored health insurance will be charged \$802 on their student account each semester. Students can pay for the insurance through their Appalnet account or by going directly to Student Accounts located in the John E. Thomas Building on campus. For students arriving to Appalachian with dependents, see [www.healthservices.appstate.edu](http://www.healthservices.appstate.edu), click on “Health Insurance Requirement,” and then click on “BCBS Student Health Insurance Benefits.” Then click on the “Student Blue Brochure” for the cost for insurance dependents. All dependents must be insured.

All students will be receiving emails at their Appalachian email address from the university sponsored health insurance company about enrolling in or waiving out of this insurance. Please follow these directions.



## Where to Seek Medical Attention

If you have a medical emergency, call 911.

If you have a non-emergency health issue, you should first go to Health Services on campus where you will be treated free of charge. You must bring your Appalachian State University ID card, known as your Appcard or Banner ID card, to receive services. If you need to see a doctor off-campus, obtain a referral from Appalachian's Health Services first unless Health Services is closed.

**You should see a doctor that participates in your health insurance plan. You can find the doctors in Boone who participate in the University sponsored student health insurance plan by going to [www.bcbsnc.com/content/studentblue/asu/index.htm?page=benefits](http://www.bcbsnc.com/content/studentblue/asu/index.htm?page=benefits), clicking on "Resources," and "Find A Doctor." Going to doctor who is not a member of the health insurance plan will cost you much more money.**

Also, note the university sponsored health insurance does not provide coverage for dental services unless the care is directly related to an injury. If you wear contact lenses, you must have an eye exam in the United State before you can obtain new lenses. It may be more convenient for you to bring extra contact lenses with you.

If you have a major medical issue, and you need to be hospitalized in Boone, you will go to the Watauga Medical Center ([www.apprhs.org](http://www.apprhs.org)).



**If you arrive to the U.S. with a medical condition that requires care such as diabetes or epilepsy, the University sponsored health insurance may not cover that care until you have had the insurance policy for one year. If you do have such a condition, you probably need to take out an additional policy from your country that will cover you in the U.S.**

If you are sick when Appalachian's Health Services is closed, and your sickness is not life threatening, you may choose to go to an off-campus doctor or an "urgent care" center in Boone rather than the hospital emergency room. "Urgent care" will be less expensive than a hospital emergency room.

**There are two "urgent care" centers in Boone:**

- **FastMed Urgent Care, 178 Highway 105 Extension # 101, 828-265-7146**
- **AppUrgent Care Center, 2146 Blowing Rock Road, 828-265-5505**



**Medical Transports:** The University Police Department (828-262-2150) will provide on-campus transportation to injured or sick students to Health Services on campus for non-emergencies. They will provide transportation for illnesses to and from the urgent care facilities in Boone. If the urgent care facilities are closed, they will transport ill students to the Watauga County Medical Center Emergency Room and back to campus. They do not provide transportation for scheduled doctor appointments.



## Prescription Drugs

If you travel to the U.S. with prescription drugs, please keep the medication in its original packaging. If you move your prescription medication out of its original packaging, the U.S. customs official may confiscate it.

Please read your health insurance benefits brochure to understand what prescription costs will be covered for you. The University sponsored health insurance will not cover 100% of your prescription costs.



## Immunizations

North Carolina law requires all new international exchange, undergraduate, and graduate students entering college to provide immunization records and completed medical history forms to Health Services prior to your arrival on campus. All students must present these medical forms with proof of immunization, certified by original physician signatures. **You may not attend classes until you submit the completed medical history form and immunization record form to Health Services!**

If your immunization record is not complete, certified, and translated into English, you will have to receive all of the required immunizations at Appalachian before you will be allowed to attend classes. Your physician must complete the translation of your records into English and certify for authenticity. Complete your medical form according to the instructions.

The immunization form is at:  
[www.healthservices.appstate.edu](http://www.healthservices.appstate.edu).  
Click on “Medical History and Immunization Requirement” in the Resources box.



## Medical Records

**Send the completed medical history form and immunization records/form via fax to Health Services at 828-262-6958.** Exchange students can submit their medical form to the Office of International Education and Development with their initial exchange applications. However, if they do not include the medical forms with their applications, they must fax them directly to Health Services.

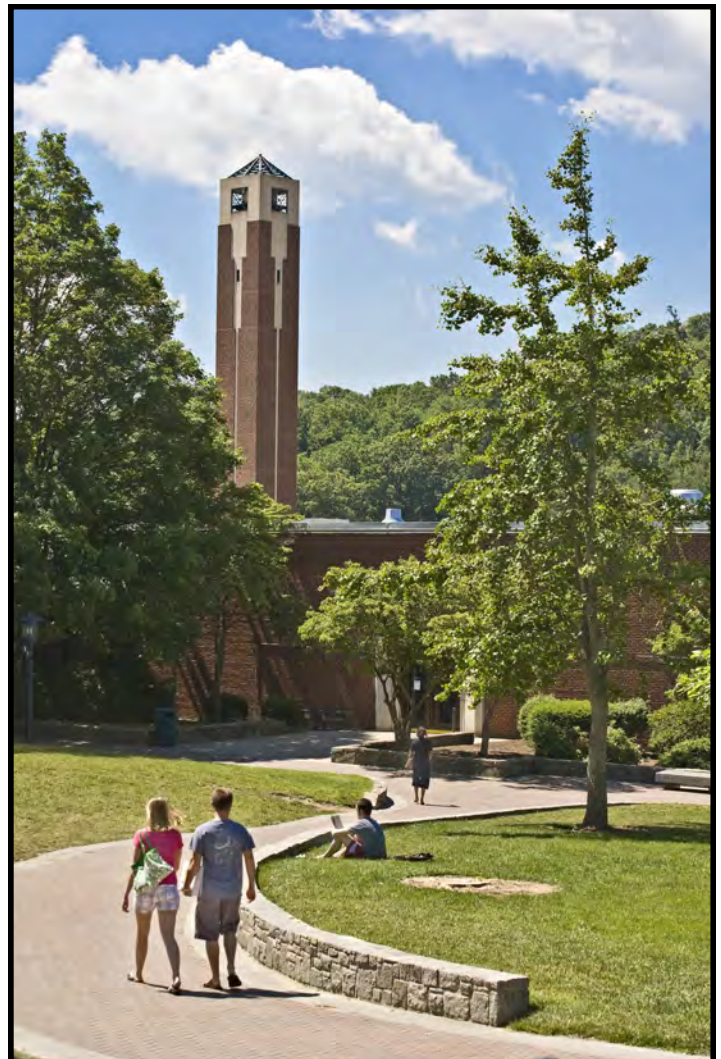
Keep a copy of the medical history forms and immunization records which you submit to Health Services and bring them with you to Appalachian.

## Mental Health

Appalachian has a counseling center  
on campus

([www.counseling.appstate.edu](http://www.counseling.appstate.edu)).

All international students are welcome to go to the counseling center for free services. Seeking counseling is very common and accepted in the United States. International students should not hesitate to use their services if they are experiencing any sort of depression, anxiety, homesickness or any other mental health matters.





## Safety

In general, Appalachian State University is a very safe campus and Boone is an extremely safe town. There is an Appalachian State University police force on campus to ensure your safety. Visit [www.police.appstate.edu](http://www.police.appstate.edu) for extensive information about safety on campus.

You can dial 911 if you have an emergency and the Boone police will respond. On campus, call 828-262-8000 and the University Police will respond. Appalachian also has emergency phones all over campus that you can pick up to call University Police. The police officer will be sent to the location from which you are calling.

Appalachian has a free shuttle service during the evening and night hours, **Mountaineer Safe Ride**. The service is offered seven days a week except holidays and in the summer and is available from 6:30 p.m. until 2:15 a.m. Mountaineer Safe Ride will only pick you up and drop you off on campus. Call 828-262-RIDE (7433) and the van will pick you up.



# Financial Matters and Employment

## **Paying your Appalachian State University bills**

All students can pay their bills through their Appalnet Account by going to “Self Service.” Students can also pay bills in person at the John E. Thomas building. See [www.studentaccounts.appstate.edu](http://www.studentaccounts.appstate.edu) and click on “Payment Options” for more information about how to pay your bill. You will receive email messages from Student Accounts regarding the due dates for payment of your bill.

**PAY ATTENTION TO THESE DUE DATES AND PAY YOUR BILL BEFORE THAT DATE OR A LATE FEE WILL BE CHARGED.**

## **INSTRUCTIONS FOR INTERNATIONAL WIRE TRANSFERS**

**Be sure to include your Student ID (Banner) Number on the wire transfer:**

Beneficiary number 2020050834932

Beneficiary: Appalachian State University

Routing Number: 121000248

Student ID Number 900XXXXXX

Students First and Last Name: xxxxxxxxxx

Bank Name: Wells Fargo

Bank Address: 420 Montgomery

San Francisco, CA 94104

SWIFT or BIC Code: WFBIUS6S

Debra Aldridge, Boone-Southside Office

(828) 262-4677 phone

(828) 262-4640 fax

CHIPS (Clearing House Interbank Payment System) UID: 0407

## **BANKING IN THE U.S.**

We suggest you do not carry large sums of U.S. currency with you. We also suggest you pack the receipts for traveler's checks separately from the checks.

Do not pack cash in your checked luggage.

Local banks provide a full range of financial services you will need during your stay. During International Student Orientation, you will have the opportunity to open an account with local banks. If you open a bank account, you will not need to pay any fees for using ATM machines with that bank.

Many U.S. banks charge overdraft fees. This means that the bank will allow you to purchase items with a check or debit card even if you do not have the funds in your account to cover those items.

## **Social Security Cards**

All international students and scholars who work on campus at Appalachian are required to obtain a U.S. Social Security Number. The Office of International Education and Development will assist you with this process once you arrive.

See [www.international.appstate.edu/iss/students/resources](http://www.international.appstate.edu/iss/students/resources) and click "Obtaining a Social Security Card" for more information.

## Working in the U.S.

International students on F-1 and J-1 visas may work on the university campus for 20 hours a week and for 40 hours a week during university breaks.

F-1 students do not need to obtain any authorization on their I-20 forms to work on campus.

J-1 students MUST get authorization from their international student advisor on their DS-2019 forms prior to working on campus.

J-1 students should bring a letter to their international student advisor from the on-campus entity offering them employment . Then the advisor will issue a new DS-2019 form authorizing on-campus employment. You cannot start work before this authorization.

The Office of Student Employment is helpful in finding part-time jobs on campus ([www.studentemployment.appstate.edu](http://www.studentemployment.appstate.edu)).

THERE ARE ONLY LIMITED CIRCUMSTANCES IN WHICH INTERNATIONAL STUDENTS CAN WORK OFF-CAMPUS. YOUR INTERNATIONAL STUDENT ADVISOR AND/OR THE FEDERAL GOVERNMENT MUST AUTHORIZE YOU TO WORK OFF-CAMPUS FOR “PRACTICAL TRAINING” OR DUE TO “SEVERE ECONOMIC HARDSHIP.” YOU SHOULD SET UP AN APPOINTMENT WITH AN INTERNATIONAL STUDENT ADVISOR AT [ISSS@APPSTATE.EDU](mailto:ISSS@APPSTATE.EDU) TO DISCUSS OBTAINING AUTHORIZATION TO WORK OFF-CAMPUS.



## Using your Appalachian State University ID Card to Make Purchases

You can use your Appalachian State University ID Card, called the AppCard or Banner ID card, to purchase food at any place that sells food on campus and to print and make photocopies. If you have a meal plan, you will use this ID card to make purchases using your meal plan. You can add money to this card using Appalnet or by going directly to the AppCard office located in the bottom floor of Trivette Hall.

You should pay attention to the charges on your AppCard. To check these charges, log on to Appalnet. Then:

1. Click the “Appalnet” tab
2. Scroll to the bottom left of the page and click “AppCard Online”
3. From this page students can see details of what they are spending. This is very important if you have a meal plan to budget.
4. If you would like to add money to an account on your AppCard, click “Add money now” in the upper left of your screen.
5. If you would like to ask someone else, like your parents, to add money to your account, click “Request money” on the right side of this page.





## Money and Banking

It is important that international students arrive with enough money to support themselves and their dependents while at Appalachian. To obtain your student visas you had to show the U.S. consular officer that you had enough money to support yourself while in the U.S.. Appalachian will make every effort to help an international student in need, but Appalachian does not have emergency funds available for international students.

Note graduate students with assistantships can have their hours changed each year. One year a graduate student may be given a 20 hour a week assistantship, and the next year it may be reduced to 10 hours a week. If those hours are reduced, the students are still responsible for paying for their tuition, fees and living costs.

We suggest you bring at least \$200 in U.S. traveler's checks or cash in \$50 denominations with you to cover initial expenses.

# Scholarships for International Students

Funds permitting, the Office of International Education and Development offers a small scholarships annually to international undergraduate students on F-1 visas earning a degree at Appalachian who are not receiving other scholarship funds. This scholarship is available to continuing students who have studied at Appalachian for at least one year , not new international students. These scholarships are not available for international graduate and exchange students. You can find information about the scholarships at: [www.international.appstate.edu](http://www.international.appstate.edu). Click on “Scholarships.”

New undergraduate international students should apply for all applicable scholarships offered through the Office of Admissions. Graduate students should apply for graduate assistantships and scholarships offered through the Graduate School. New undergraduate international students earning a degree at Appalachian are also encouraged to apply for a Diversity Scholarship.

Undergraduate and Graduate International Students at Appalachian may look for scholarships through private foundations. There are funds available through private groups that have an interest in specific types of students. Students may find the eduPASS website helpful in looking for private funding.

## **Helpful websites for Finding Scholarships:**

- Undergraduate Admissions: [www.admissions.appstate.edu/costs-and-scholarships](http://www.admissions.appstate.edu/costs-and-scholarships)
- Graduate Admissions: [www.graduate.appstate.edu](http://www.graduate.appstate.edu) (Click on “New Students.”)
- Diversity Scholars Program: [www.diversityscholars.appstate.edu](http://www.diversityscholars.appstate.edu)
- eduPASS: [www.edupass.org/finaid](http://www.edupass.org/finaid)



# Taxes

All students will need to file a U.S. tax form for each year they are in the United States, even if they earn no income.

THE OFFICE OF INTERNATIONAL EDUCATION AND DEVELOPMENT does not offer tax advice, because we are not approved by the federal government to provide assistance. Please visit [www.international.appstate.edu/iss/students/resources](http://www.international.appstate.edu/iss/students/resources) and click “Income Tax” for detailed information and resources.

# Transportation

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## Shared Transportation

### Within Boone:

Boone has a public bus that is free to everyone, the Appalcart. See [www.appalcart.com](http://www.appalcart.com) for more information about this bus.



### Leaving Boone:

There is a “Coach America” bus that travels from Boone to many cities in North Carolina every day. See [www.coachamericanc.com/individualTravelSched.shtml](http://www.coachamericanc.com/individualTravelSched.shtml) for more information.

### The “Hickory Hop:”

The Hickory Hop is a private van service that comes to Boone several times a day to connect passengers to Hickory, NC and Charlotte, NC. See [www.hickoryhop.com](http://www.hickoryhop.com) for more information.

Appalachian State University has an online social network for ridesharing called “Zimride.” See [www.zimride.appstate.edu](http://www.zimride.appstate.edu) to begin ride sharing.



## Driver's License

In order to get a North Carolina driver's license, you must show proof of insurance and pass both a written and street driving test. You must have a North Carolina driver's license and insurance to purchase a car. See [www.ncdot.org](http://www.ncdot.org) for more information.

Also, international students must present all their U.S. immigration documents when applying for a driver's license.

The local DMV office where students can obtain a driver's license is at 4469 Bamboo Road and the phone number is 828-265-5384.



## Renting a Car

In North Carolina, international students can rent a car using the driver's license from their home country. You will need to bring your driver's license, your passport and a major credit card to the car rental agency.

Here is the information for a rental car company in Boone, Enterprise: 828-268-9761

A screenshot of the MapQuest Driving Directions website interface. The window title is "MapQuest Driving Directions". The MapQuest logo is prominently displayed at the top. Below the logo, there are two sets of input fields for "START" and "END". Each set includes a "Street:" field, a "City:" field, a "St:" field, and a "Zip:" field. A "Get Directions" button is located at the bottom of the form.

## Navigating

When students are looking for directions they may find the MapQuest website useful. See [www.mapquest.com](http://www.mapquest.com) for more information. MapQuest will explain routes, estimated miles and estimated cost of gas for all trips.





# Traveling In the U.S.

Most international students wish to visit various parts of the U.S. while studying at Appalachian. Each year the Office of International Education and Development will plan trips for international students to get to know places on interest near the town of Boone. You will receive more information about these trips at International Student Orientation. If you are interested in traveling outside of Boone, you will need to make your own arrangements.

You should not miss class to travel. You can travel during University holidays and official breaks.

Outdoor Programs and Appalachian & The Community Together (ACT) on campus also organize programs that allow you to travel within the U.S. Visit their websites for more information.

Outdoor Programs: [www.op.appstate.edu](http://www.op.appstate.edu)

ACT: [www.act.appstate.edu](http://www.act.appstate.edu)

# U.S. Laws, University Rules and Local Culture

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All international students should be careful not to violate any U.S. laws or university rules. Please visit [www.studentconduct.appstate.edu](http://www.studentconduct.appstate.edu) and read the code of conduct and other useful information on this page. You will be expected to abide by the rules in this code of conduct.

The following are discussions of laws and rules that may be particularly relevant to international students.



## **Alcohol/ Drinking Age**

The legal drinking age in North Carolina is 21. You may not legally purchase or drink alcohol if you are under 21. It is also illegal for people over 21 years old to purchase alcohol for anyone under 21 years old. You must have a valid photo identification card that also shows date of birth in order to purchase alcohol. Most bars in Boone will accept your passport as official photo identification to allow you entry if you are 21 years of age or older.

Drinking and driving as well as driving with any open container of alcohol in a car are also illegal. This means passengers cannot drink alcohol in a car in the U.S., even if the car is parked. International students should never drink and drive and never get in the car with someone who is drinking and driving. The laws about drinking and driving in the U.S. are quite severe.

Boone has a taxi service called Tipsy Taxi ([www.ridetipsy.com](http://www.ridetipsy.com) or 828-719-8477) which is available during most of the day and night.

## ALCOHOL continued...

Students living in the residence halls are allowed to drink alcohol if they are 21 or over. However, residence hall rooms are the only places on campus where students of legal drinking age are permitted to possess or consume alcohol. Open containers in public

areas (hallways, sidewalks, lobbies, etc) are not permitted. Common containers and/or paraphernalia including but not limited to kegs, beer balls, and beer bongs are not permitted on university property. Students living in the residence halls who are 21 years or older are allowed to have no more than twelve 12-ounce containers of beer or two 750 ml bottles of wine or 750 ml of liquor. If quantities larger than this are found in any room, they may be confiscated and a consequence may be issued.

Students 21 years or over who are living in the residence halls are also not permitted to become intoxicated on university property. Being intoxicated on campus is a university offense. The consequences for being intoxicated on campus can include parental notification, fees, alcohol education courses, community service and/ or suspension. It is also not permitted for students to enter the University while intoxicated even if the students drank the alcohol off campus.

Binge drinking sometimes occurs on American university campuses. American college students die every year from binge drinking. Binge drinking is defined as drinking with the goal of becoming heavily intoxicated or drinking many drinks in a short period of time. International students should also avoid binge drinking.







## Drugs

U.S. drug laws are strict and are taken very seriously. If a person is found to have a large enough amount of drugs to be considered a drug dealer, and that person is found guilty in a U.S. court for drug dealing, that person will likely be imprisoned for various years. The U.S. also has “conspiracy” laws in regards to drug dealing. Anyone found “conspiring” with convicted drug dealers also receives a minimum jail sentence of many years. “Conspiring” can mean someone living with or helping a drug dealer can potentially be convicted of “conspiring.” “Conspiring” could include an action such as answering the door for a drug dealer’s customer.

Also, if police arrive at a gathering where illegal drugs are present, police can arrest everyone at that gathering, even those people who were not using the drugs.

To avoid jail and/or deportation, international students should not use or possess any illegal drugs, and they should not be places where illegal drugs are present.

Know that marijuana use may be considered a felony in North Carolina, punishable by jail time.

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## Harassment ■■■

Harassment is not accepted on Appalachian's campus and in many cases it is illegal. Harassment at Appalachian is defined as unwelcome and unsolicited speech or conduct based upon race, color, religion, creed, sex, national origin, age, political affiliation, veteran status, disability or genetic information. International students should know they do not need to ever tolerate any harassment on Appalachian's campus. If students ever feel harassed, they are welcome to go to the Office of Equity, Diversity, and Compliance at Appalachian ([www.equity.appstate.edu](http://www.equity.appstate.edu)) for assistance. Students can also go to their international student advisor, their Resident Assistants in the residence halls, or University Police for help.

International students should not engage in harassment. Additional information about harassment will be provided at International Student Orientation. Students can also read more about what constitutes harassment at [www.equity.appstate.edu](http://www.equity.appstate.edu).

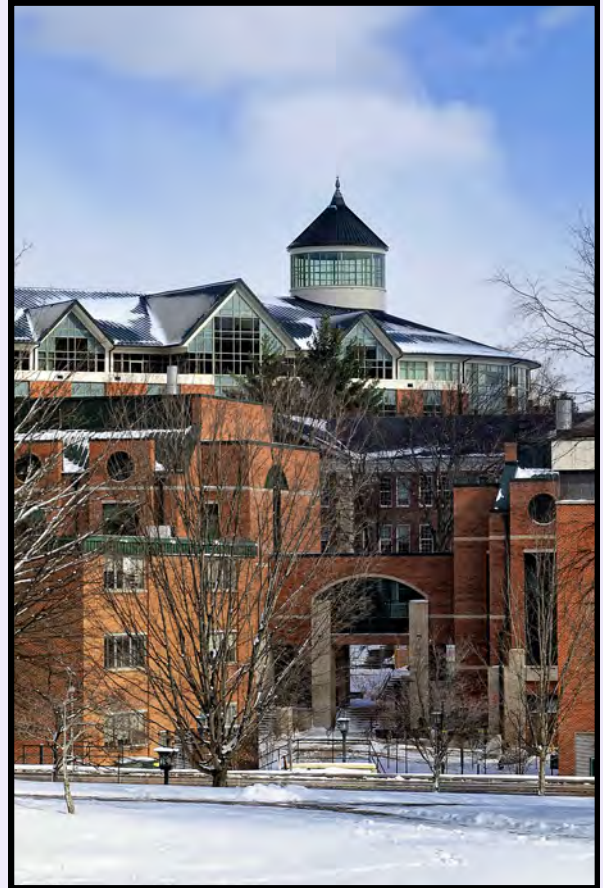
Know that in the United States, it is illegal to call, text message, email or try to speak to someone who has told you he/ she does not want to speak to you. If a person has proof that you are repeatedly contacting him/her without his/her consent, that person can file a criminal harassment charge against you. This is true in romantic relationships as well. Once a person has expressed a desire not to be contacted, do not contact that person.

Know that on Appalachian State University's campus, harassing posts on social networking sites such as Facebook about other students are not tolerated. If a student posts a remark about another student on a social networking site that could be construed as harassment or a threat, that student will be contacted immediately by University Police and may result in disciplinary action.

## Discrimination ■■■

Discrimination based on race, color, religion, creed, sex, national origin, age, political affiliation, veteran status, disability or genetic information is not tolerated on Appalachian's campus. If you feel you are being discriminated against, make an appointment with the Office of Equity, Diversity, and Compliance.

Appalachian students generally are respectful of others' races, cultures, religions, genders and sexual orientations. It is important that you show respect to all people at Appalachian as well. You will find that most Appalachian students will disapprove of any jokes or comments that in any way degrade another person based on that person's race, culture, religion, gender or sexual orientation.



## ■■■ Religion

There are a wide variety of Christian churches in Boone. There is no Muslim mosque in Boone. There is one Jewish synagogue.

Students who wish to participate in any religious services may find the directory of religious clubs and organizations on campus helpful. To find this list, visit [www.csil.appstate.edu](http://www.csil.appstate.edu), click "Clubs and Organizations" on the left side and then click "Directory."



# Student Life

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## *Student Organizations*

There are hundreds of organizations on campus, and involvement in them is an excellent way to experience American culture and meet a variety of people.

For a complete list of student organizations at Appalachian go to [www.csil.appstate.edu](http://www.csil.appstate.edu).

One group that works directly with the international student population is INTAPP.

- International Appalachian (INTAPP) is an organization that works with the Office of
- International Education and Development to provide support for international students, to promote study abroad and to internationalize the university.

The Office of Multicultural Student Development manages many cultural groups on campus.

Visit [www.multicultural.appstate.edu](http://www.multicultural.appstate.edu) for more information.



## *Appalachian Student Services*

Local phone numbers for several of the more important student services on campus are listed on the following page. For full information regarding Appalachian Student Services please visit [www.studentdev.appstate.edu](http://www.studentdev.appstate.edu).

# HELPFUL TELEPHONE NUMBERS

- Emergencies: 911
  - University Police non-emergency: 828-262-2150
  - University Police emergency: 828-262-8000
- Safe Ride: 828-262-SAFE
- Office of International Education and Development: 828-262-2046
- Immunizations & Health Care: 828-262-3100
- Counseling: 828-262-3180
- Recreation: 828-262-2100
- Career Planning: 828-262-2180
- Community Involvement: 828-262-2193
- Student Union: 828-262-3032
- Post Office: 828-262-2242
- Food Services: 828-262-3061
- University Library: 828-262-2186
- Learning Assistance Program : 828-262-2291
- Graduate School: 828-262-2130
- Undergraduate Academic Advising (Not for Exchange Students):  
828-262-2167



## Outdoor Activities

International Students are strongly encouraged to get outside and enjoy the beautiful Appalachian Mountains. Outdoor Programs, [www.op.appstate.edu](http://www.op.appstate.edu), is a great way to access the local natural environment. Boone's tourism website, [www.visitboonenc.com](http://www.visitboonenc.com), will also give you ideas of places to go hiking, skiing, canoeing, etc.



## Going out in Boone

Boone is a small town of about 15,000 people. Boone does have a downtown area located on King Street which is within walking distance from campus. Students enjoy walking to the shops and restaurants in this area.

Visit [www.boone-nc.org](http://www.boone-nc.org) to learn more.





## **International Friendship Program**

International students may request to have a friend in the community, an individual or family in Boone who has been identified as a friend of the Office of International Education and Development. These friends DO NOT provide financial assistance or a home-stay situation for students, but do provide resources and assistance during the transition to Appalachian life. Students still live in the residence halls or in their own apartment. Students can determine how much or how little contact they desire to spend with their Boone friend.

You can read more about the program at [www.international.appstate.edu/iss/icp](http://www.international.appstate.edu/iss/icp). If you wish to participate, please fill out the form on the website.

**This is a great opportunity to connect to the local community and learn more about American culture. It is recommended to join the International Friendship Program.**

# Outreach

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## Cultural Agents Promoting Exchange— C.A.P.E.

Students involved with C.A.P.E. show interest in developing their intercultural communication skillset and sharing their cultural experiences with others in structured settings.

Through a series of regular workshops on interactive skill building, communication activities, and presentation preparation, participants build skills and learn about the campus and the community.

**All international students are welcome to participant!**

For more information about the program and participant requirements, visit <http://www.international.appstate.edu/outreach/opportunities>.

iPALS matches new international students with current Appalachian State students for friendship and cultural exchange. iPALS is a great opportunity to create new friendships, learn about different cultures, and create memories that will last a lifetime. This program also serves as an important resource for cross-cultural exchange and language.

The goal of iPALS is to promote cross-cultural understanding between new international and U.S. students at Appalachian.

iPALS is led by Appalachian students interested in providing a welcoming environment for new international students and cultivating friendships with students from other cultures.

To apply for iPALS and learn more information about the program visit <http://www.international.appstate.edu/outreach/ipals>.





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**Any questions?**

**Contact us:**

**International Student and Scholar Services**

**Appalachian State University**

**Plemmons Student Union**

**263 Locust Street, Suite #321**

**Boone, NC 28608-2083**

**[iss@appstate.edu](mailto:iss@appstate.edu)**

**828-262-2046**

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