



Arrival Information
International Students
F-1 and General

HANDBOOK

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Fees and other details listed in this handbook are based upon our best information at the time that this document was printed. Changes may occur beyond our control and at the discretion of individual establishments represented here.



GREETING.....

From Vermont and welcome to the SIT Graduate Institute! Congratulations on your acceptance to one of World Learning's academic programs. I am proud to welcome you as a new member of SIT Graduate Institute. SIT welcomes students from all over the world to a multicultural learning environment. Students bring to the programs an extensive background in language teaching, refugee assistance, international development, peace studies, cross-cultural training, environmental issues, international student exchange, and international student advising.

You undoubtedly have many questions and concerns about life in the United States and at SIT. I believe this handbook will provide you with much of the information you will need to make important decisions before you depart for the USA, and continue to provide you with assistance after you arrive. I strongly encourage you to read it thoroughly. Please feel free to contact me with any inquiries or concerns. I look forward to seeing you soon.

Sincerely,

Janet Hulnick

DIRECTOR OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

SIT Graduate Institute, a program of World Learning

Kipling Road, P.O. Box 676

Brattleboro, Vermont 05302-0676 USA

Telephone: (802)258-3364

Fax: (802)258-3248

E-Mail: janet.hulnick@sit.edu

Skype: JHulnickpurple

Cell: 802-258-0827

Cultural Adjustment and Orientations

Studying in a foreign culture can be an exciting and rewarding experience. It can also be difficult at times. Preparing yourself for a new and challenging intercultural experience takes a lot of strength and courage. Coming to study in the United States will provide you with opportunities to utilize many skills. There will be many things to learn about this new and unfamiliar culture at SIT. With an open mind, sense of humor, patience, and curiosity, you will come to understand why people in the USA behave the way they do and you will gain new insights into your own culture and behavior as well. The willingness to experiment, the reluctance to condemn, and the ability to laugh at oneself and at what seems absurd will certainly make your time at SIT and in the USA a rich and worthwhile experience.

Orientation

International Student Orientation

We will have an **Orientation for International Students** before the other students arrive. **This orientation begins on Sunday, August 28, 2011 and ends on Tuesday August 30, 2011. Students should arrive on Saturday August 27, 2011.** This will allow you extra time to adjust and to learn more about the USA and SIT culture. Sessions may include: *Immigration Session, Campus Tour, Getting to Know Brattleboro, trip to Social Security Office, and Health & Insurance Session.* Although this special orientation is not required, it is highly recommended.

General Orientation for all new students begins on **Tuesday, August 30, 2011 and ends on Thursday, September 1st.** During the Orientation Week, there will be many workshops and activities to ease the transition phase to the USA and SIT. It will also provide an excellent opportunity to get to know your new classmates. We encourage you to participate in this orientation program as it has been designed to address your concerns about: *Managing an Intensive Study Program, Stress Management, Time Management, Language Learning Strategies and Computer Skills.* Faculty and staff will be available to answer specific questions that you might have about other campus and community resources. You will receive more information about Orientation Week upon arrival to SIT. You may find the reading list at the end of this booklet helpful as you prepare to come to the USA.

Department of Student Affairs

We, the Department of Student Affairs, are here to help you adjust to life at SIT when you arrive and throughout the year. We are located on the second floor of the Student Center and can assist you in many ways. The International Student and Scholar Director is here to help explain immigration regulations and employment issues. The Counselor in Counseling Services is available for confidential help with personal and emotional issues. The Activities Coordinator in Student Activities Office provides a wide range of interesting activities from lectures and films to dances and concerts, plus a variety of local and regional trips. The Activities Coordinator and the international student advisor will also help plan cultural events and opportunities for you to share your home and culture with others. Many of the activities you participate in take place right on campus. The Resident Assistants (RAs) in Residence Life are specially trained SIT students who live on campus and are an integral part of campus life. Each residence hall has at least one RA, who is supervised by the Director of Student

Activities and Residence Life. The RAs work and live closely with all campus residents and are here to offer their support in making your stay more comfortable.

Student Visas (F-1)

What is SEVIS?

SEVIS is an internet-based system that allows schools and the U.S. Department of Homeland Security to exchange data on the visa status of international students. Accurate and current information is transmitted electronically throughout an F-1 or J-1 student's academic program in the United States. U.S. embassies and consulates also have access to SEVIS.

As a student in the USA, you will have to obtain the proper student visa. Please read the restrictions and responsibilities carefully on page two of your I-20. Check with the nearest U.S. Embassy or Consulate in your country for application procedures and time needed to receive the visa. Time will vary from country to country. Once you have received the I-20 (Certification of Eligibility) from the **Admissions Office**, contact the nearest U.S. Consulate or Embassy to begin the visa application procedures. Normally, you must present the following documents to obtain a visa:

- **Form I-20 (for F-1 visa)**
- **SEVIS fee receipt- Sent from SIT admissions with I-20**
- **Letter or E-mail of Admission**
- **Financial Certificates (for example, scholarship awards, and bank statements)**
- **Evidence of your intent to return to your home country upon completion of studies**

If you are applying for a visa outside of your country of origin, you may be required to return to your home country to apply.

For details, please also refer to --

Department of State Website

<http://www.unitedstatesvisas.gov/studying.html>

Visa and Immigration Information for Accepted Students

<http://www.sit.edu/doss/accepted/isso.html>

Canadian students do not need visas to study in the USA; however, they must present the I-20, financial verification, and any other supporting documents (such as a letter of acceptance) to U.S. immigration officials upon entering the country. Please be sure to show these documents upon arrival at the border to avoid entering with visitor status.

If you are planning to bring your family with you to Vermont, please contact The International Student and Scholar Director. She will help with immigration matters and will provide additional useful information about family living in Brattleboro.

Immunization Requirements

Immunization

Vermont State law requires that all students have on file at the World Learning Health Center a complete and up-to-date record of immunizations against certain diseases. Each student must submit a recent (within the past twelve months) physical exam report upon admission to the respective program.

These immunization and examination requirements need to be met before you arrive on campus. State law prohibits us from allowing you on campus or to register for or attend class until requirements are met — no exceptions.

Please refer to the letter from World Learning Health Center and Medical Form Part I & II for details about the SIT immunization and physical exam requirements. Please note these requirements may be different from ones used in your country. If you plan to bring your spouse and or family, you must also bring their immunization records with you.

It is the best to arrive in the U.S. with these immunization requirements already met. However, in the event that the required immunizations (MMR, DPT, Hepatitis B, Varicella, and TB) are not available in your country, you have 4-day grace period to receive them from the World Learning Health Center or at a local medical facility for a fee. There is a charge for **each** shot (\$50-75 per each shot), and some immunization require series of shots to be completed.

For more complete information on health requirements, please feel free to call the World Learning Health Center at 01 (802) 258-3358.

Entry Procedures

Immigration

At the U.S. port of entry, you will be asked to show your passport, visa, and I-20. You may also be requested to produce your financial documents for inspection. **Please be sure to carry all of this information with you and NOT in your check-in baggage.** Once you have been admitted to the USA, you will be given an I-94 card (a small white card). You will fill this out before arrival (in flight). This card documents your arrival date, port of entry, visa status, and the duration of your stay. You will also be given back your I-20 form. These are very important documents. Please keep them in your passport at all times. Canadian students will also be given an I-94 card and the I-20 ID Student Copy.

PLEASE MAKE COPIES OF ALL-IMPORTANT DOCUMENTS: PASSPORTS, I-94 DEPARTURE RECORD CARD, I-20 AND PAPER RECEIPT FOR THE SEVIS FEE

AND KEEP THEM IN A SAFE PLACE

Customs

Once you have gone through the immigration inspection at the U.S. port of entry, you must pass through customs. You will be asked to declare what you have brought into the country. In most cases, you will fill out a declaration form on the plane and make a verbal statement to the official, who may or may not inspect your baggage. There may be dogs sniffing baggage for illegal drugs. If you do arrive in the country with prescription medicine, please have the prescription readily available.

You may bring in anything for your personal use without paying duty, including clothing, jewelry, sports equipment, etc. Quantity limitations are placed on the following items: alcoholic beverages (one liter if you are twenty-one or older), one carton of cigarettes, no more than fifty cigars, and up to four pounds of smoking tobacco.

You must make an accurate determination of the amount you are carrying upon your arrival. **If you are carrying over \$10,000 in any form of currency on your person, you must declare it when you fill out the customs declaration form on the plane;** however, no duty will be assessed.

The following items **may not** be brought into the USA:

- meats
- fruits
- medicine without a doctor's prescription
- pornographic materials
- products made from endangered species
- vegetables
- plants
- lottery tickets
- fire arms (guns)
- switchblade knives

Food items, which are canned or otherwise sealed, are acceptable. For more information on U.S. customs, please contact the nearest U.S. Embassy or Consulate.

Transfer from Another School

If you are in F-1 status, attending another **U.S. institution**, and will not leave the country before beginning your program at SIT, you will need to do a transfer through the United States Citizenship and Immigration Services (USCIS). It must be completed by September 7, 2011. Please be sure to inform the admissions office or The Director of International Student and Scholar Service of your current immigration status. **Be advised that failure to transfer properly could jeopardize your student status in the USA.**

Arrival Information

Transportation

You should plan to arrive on the SIT campus between the hours of 10 a.m. and 6 p.m. If you arrive in New York City, Boston, or Hartford on a late flight, plan to stay there overnight and arrive in Brattleboro the following day. Brattleboro, Vermont is 120 miles northwest of Boston, 200 miles north of New York City, and 90 miles north of Hartford, Connecticut. Brattleboro does not have its own airport but is serviced by bus, train, and limousine service from the regional airports.

How to get to Brattleboro, Vermont

By Car

Brattleboro is in the southeast corner of Vermont and is easily accessible by car. Brattleboro is a four-hour drive from New York City, a two-hour drive from Boston, and one and a half-hour drive from Hartford. SIT is located off of Exit 3 on interstate highway 91 in Vermont.

If you are renting a car to come to Brattleboro, the only car rental place in Brattleboro is Enterprise Rent-A-Car. You may be able to rent a car at the airport and return it in Brattleboro; however you must check with the Enterprise. Their phone number is 01 (802) 257-4700 from within US, toll-free 1-800-261-7331, or visit their website at www.enterprise.com Make sure you ask about having an international drivers license. You must be 25 or older to rent a car in the US (if you are 21-25 additional fees apply).

By Air

The nearest airports are Logan International Airport in Boston, Massachusetts, and Bradley International Airport in Hartford, Connecticut. Both have bus services to Brattleboro. You can also fly into New York City's La Guardia International Airport, or to Kennedy International Airport. There is bus service from New York City to Brattleboro; however, because Brattleboro is over 200 miles from New York City, it will be much more convenient for you to fly into Boston, Massachusetts, or Hartford, Connecticut.

Buses from Downtown Boston

Greyhound Bus provides daily buses from the downtown Boston bus terminal (**South Station**) to Brattleboro bus terminal. This will not take you to SIT campus. The trip takes about 3.5 - 6 hours. Ask at the airport information desk about shuttle transportation from the airport to the downtown bus terminal. A one-way ticket from Boston to Brattleboro is approximately \$38-\$40. Call 1-800-231-2222 or visit <http://www.greyhound.com/home.asp> for more information.

Buses from Bradley International Airport

From Bradley International Airport in Hartford, CT, the bus trip takes about 2.5 - 3 hours. You will need to take a CT Transit Bus to the Greyhound bus station in downtown Hartford, Connecticut to catch the Greyhound bus. Buses depart three times a day and will take you to Brattleboro bus terminal. This will not take you to SIT campus. A one-way ticket to Brattleboro

is approximately \$17-26. Call 1-800-231-2222 or visit <http://www.greyhound.com/home.asp> for more information.

Buses from New York City

There are three buses daily from New York City to Brattleboro. Buses leave from the Port Authority Bus Station in Manhattan on 42nd Street and 8th Avenue and will take you to Brattleboro bus terminal. This will not take you to SIT campus. A one-way ticket is approximately \$58. The trip is approximately six hours long. There are shuttle buses from both airports to the Port Authority. It may be possible to use your round-trip bus ticket at the end of your program. Ask the ticket agent for details. Greyhound Bus: 1-800-231-2222 or at www.greyhound.com.

Thomas Transportation from Boston or Hartford

Thomas Transportation, a local shuttle service, can pick you up at Logan Airport in Boston or Bradley Airport in Hartford and bring you directly to campus. This service is convenient but expensive. Call for rates and reservations at (800) 526-8143 (toll free in the USA) or (603) 352-5550 (outside the USA) or visit www.thomastransportation.com. The office is open 24 hours. Reservations **must** be made in advance with Thomas Transportation.

Train from New York City

AMTRAK, the U.S. passenger rail line, has service to Brattleboro. The train leaves once a day, and the trip usually takes about six hours. The train station in Brattleboro is located in downtown Brattleboro. Once in the USA, call AMTRAK at (800) 872-7245 to inquire about current fares and schedules or visit www.amtrak.com. The train leaves daily from Penn Station in New York. A one-way ticket costs approximately \$56.

From Downtown Brattleboro or Greyhound Bus Terminal to SIT Campus

You will find the SIT campus on a hill about 4.8 kilometers north of downtown Brattleboro.

If you are arriving by bus or train in the daylight hours on Saturday, August 27, 2011, please notify the International Student and Scholar Office by submitting International Student Arrival Information Form by e-mail or fax by August 15th, with your arrival information. Someone working in the Department of Student Services will meet you at the train or bus stop in Brattleboro.

Should you arrive in Brattleboro at any other time, you are responsible for getting yourself to the school. There is a taxi service in Brattleboro; the telephone number is (802) 254-6446. A taxi ride from downtown Brattleboro costs \$10-\$15. The taxi service is available 6 a.m.-11 p.m. Monday - Thursday, 6 a.m.-2 a.m. on Friday, 6 a.m.-midnight on Saturday and 6 a.m.-6 p.m. on Sunday. With advance notice, they can make arrangements to pick you up outside of these times; please call.

When you arrive at SIT

If you arrive at SIT before 8 p.m., check in with the switchboard in the Boyce building or pick up any campus phone and dial 0. If you arrive between 8 p.m. and 11 p.m., find a campus

phone and dial 0. You will be directed to the Resident Assistant (RA) on duty who will assist you to your residence hall.

If you arrive in Brattleboro after 11 p.m., please stay at a local hotel/motel and come to campus the following morning. If you have had place for staying off-campus, please email The International Student and Scholar Director to provide your address in advance.

Places to Stay *(Last updated March, 2011)*

NAME	ADDRESS	PHONE	ROOM TYPE	PRICES
	HOMEPAGE			
America's Best Inn	959 Putney Road	802-254-4583	Single	\$69.99-\$150
	www.americasbestinns.com		Double	
Colonial Motel & Spa	889 Putney Road	802-257-7733	Single	\$60-\$140
	www.colonialmotel.spa.com		Double	
Econo Lodge	515 Canel Street	802-254-2360	Single	\$50-\$129.99
	www.econolodgebrattleboro.com		Double	
Latchis Hotel	50 Main Street	802-254-6300	Single	\$80-\$180
	www.latchis.com		Double	
Motel 6	1254 Putney Road	802-254-6007	Single	\$39.99-\$65.99
	www.motel6.com		Double	
Quality Inn & Suites	1380 Putney Road	802-254-8701	Single	\$55-\$150
	www.qualityinnbrattleboro.com		Double	
Super 8	1043 Putney Road	802-254-8889	Single	\$49.55-\$99
	www.super8.com		Double	

* The information is subject to change without notice.

Driving in the USA

If you plan on driving a car while in the USA, you must have a driver's license. You may legally drive in the USA with an International Driver's license and your valid home country license for a period of up to six months in Vermont. You may also get a Vermont driver's license, if you wish. All drivers are required by law to have insurance. Please see the International Student Advisor when you arrive for more details on how to obtain a license. If you want to look at the information on Vermont driving laws, please visit the website: <http://www.dmv.state.vt.us/dmvhp.htm>.

Money Matters

Living and studying in the USA is often more expensive than students think. Be sure that your finances are in order before departing for the USA. You should have sufficient funds to cover tuition and living expenses for at least one year.

Never keep large amounts of cash on you. It is recommended that you carry at least \$100 cash and between \$300-600 in Traveler's checks to pay for your immediate needs and any emergencies that may arise upon arrival. Credit cards are good to have, especially when you

would like to make a reservation of hotels, shop on-line, or in case of an emergency. VISA and MasterCard are the most widely accepted.

Banking in Brattleboro

To open an account, you must show some sort of identification. Your passport, SIT identification (ID) or an international student ID are all acceptable forms of identification. Be aware that there are a variety of checking and savings accounts in the USA. Please be sure to speak to a bank representative to find the best account(s) for you.

Banks in Brattleboro:

- **Key Bank:** 1(802) 257-7747 www.key.com
- **People's United Bank** 1(802) 258-4059 www.peoples.com
- **Citizens Bank:** 1(802) 257-7593 www.citizensbank.com
- **Merchant's Bank:** 1(802) 257-7961 www.mbvt.com
- **TD Banknorth:** 1(802) 257-8711 www.tdbanknorth.com

(Citizens Bank and TD Banknorth has branches close to SIT campus and they offer free checking accounts for students)

There is a Cashier's Office on campus and you may want to open a student account there. You may deposit your money there for safekeeping and withdraw it at any time during regular office hours. However, if you choose to withdraw more than \$50 at one time, you are required to give the cashier a twenty-four hour notice. You may also purchase travelers checks at the cashier's office, as well as leave your passport there for safekeeping.

Wire Transfers

You can wire money from your bank at home to an account in Brattleboro. Please be aware that this procedure can take from three to five weeks to complete. There is also a fee for this service. To wire transfer your money from your country to the US, or from US to your country, also check out www.westernunion.com (you can use this service only if it is available in your country and their services cost depending on the amount of money that you are transferring).

Another place for money transfer is www.xe.com (this service connects with your bank and the bank to/from which you are transferring the money. Their services are cheaper and at the standard rate).

Off-Campus Housing

For a variety of reasons, some students prefer to live off-campus while attending SIT. Finding off-campus housing in the Brattleboro area is not as difficult as it may first appear. Although it is virtually impossible to secure off campus housing without personally coming to Brattleboro to look at properties and negotiate with a landlord, some of the work may be done by phone and through internet in preparation for your search. The best way to secure housing is to plan to come to Brattleboro at least one week to ten days prior to the start of Orientation. You may arrange accommodation at motels and hotels while looking for a place. There is a town bus and SIT van service. However, please be aware transportation to school can be a problem if you do not own a vehicle.

The cost for housing can range from \$400 for a room in someone's house to around \$1500 for a nice three-bedroom house. Rentals vary widely according to quality of the property and neighborhood.

There is a wide range of other information available when you arrive in Brattleboro. Please contact the Residential Life and Housing Office for more current information on available off-campus housing. The phone number is 1(802) 258-3254 and the e-mail address is housing@sit.edu.

Brattleboro Reformer (www.reformer.com), craigslist (<http://burlington.craigslist.org/hhh/>), Local newspaper, also lists apartment/housing information.



Living in Brattleboro

Vermont, one of the most beautiful states in the country, is located in the northeast portion of the USA, which is commonly referred to as New England. Brattleboro is located in the southeast corner of Vermont where the Connecticut and West Rivers converge. The population is about 15,000, which is small for the USA, but quite large for Vermont! Despite its size, Brattleboro is a lively and progressive New England town. It offers a typical small-town shopping district, but has a selection of goods and opportunities well beyond that of towns similar in size.

Brattleboro offers many cultural activities including: theaters, art galleries, a museum, music center, and performing arts center. SIT arranges for van transportation into town many times a week. Brattleboro also offers the opportunity to enjoy rural New England at its finest. The changing seasons bring brilliant autumn leaves, serene snowscapes, bountiful spring gardens, and warm summer afternoons. Canoeing, swimming, bicycling, ice skating, alpine and Nordic skiing, and hiking in the Green Mountains are just a few of the outdoor activities that are easily accessible from Brattleboro and SIT.

There is also easy access to the urban excitement of Boston, New York and Montreal. All are within a few hours' drive and can be reached by regular train and bus service.

Winters in New England are long and cold with lots of snow. Winter begins in November and continues through April, warming up again in the middle of May. Temperatures will vary during the winter months, averaging from -10 to +15 degrees Celsius. You should also be aware of the wind-chill factor. The winter winds can drop the temperature down to -20 degrees Celsius. The hottest months are July and August, with temperatures averaging around +30 degrees Celsius. Please see www.Brattleboro.org for more information about Brattleboro.

What to Bring

Clothing

During the summer, most people prefer to wear shorts, light pants, skirts, and T-shirts. It is advisable to bring a bathing suit. Swimming is available throughout the winter and summer. There is no official dress code at SIT. Most SIT students dress in comfortable and casual clothing. Many men and women choose to wear jeans and T-shirts. You should bring at least one formal outfit for interviews and formal occasions.

Because of the seasonal variation in the climate and SIT's rustic setting, it is important to bring a variety of lightweight and heavyweight clothing, as well as rain gear. The spring months, March-May, tend to be wet and muddy. Winters in Vermont are very cold with a great deal of snow. It is wise to bring sweaters, heavy jackets or coats, hats, scarves, gloves, and boots. You will want to wear many layers of clothing.

However, if you are coming from a warm weather climate and winter clothes are not readily available, it may be wise to budget some extra money and purchase your winter things here. There are a number of places in Brattleboro that offer a wide variety of winter gear. Some winter items donated by the SIT community members are available for international students and scholars. You may come to take a look in the closet located on the second floor of Student Center. Otherwise, you can buy gently used clothes at the Experienced Goods Store in downtown of Brattleboro. This will also cut down on your luggage.

Special Items

Cultural Items for International Festivals

The Student Activities Office plans many events that highlight the rich cultural diversity of the SIT campus. These activities include international festivals, fashion shows, international dinners, and cultural exhibits. We highly recommend that you bring special items from home such as photographs, musical instruments, traditional clothing, taped music, and recipes. Sharing your home culture is an important part of the experiential learning process at SIT.

Glasses, Contact Lenses, Medication

If you wear glasses or contact lenses, you may wish to bring an extra pair in case they are lost or broken. **If you take any special medication, please bring an extra quantity, as well as the prescription.**

Cameras and Sports Equipment

SIT has some sports equipment students may borrow for a refundable deposit. Equipment available includes: soccer balls, tennis rackets and balls, badminton, Frisbees, volleyballs, basketballs, baseballs, bats and gloves, cross-country skis, boots and poles, snowshoes, ice skates, sleds, and board games. You may want to bring a camera, soccer shoes, and other equipment with you.

Computers

Please refer to Arrival website for instructions regarding computers.

Travel Light -- Pillows, Blankets, Linen, Electrical Appliances

Pillows and blankets are provided to all students who live on campus. If you request linen service (for a weekly fee of approximately \$4.00), sheets, towels and pillowcases are provided for you also. Voltage in the United States is 110 V, which is different than many other countries. Electrical items such as hair dryers, shavers, etc. can be purchased in the United States. Try to pack as lightly as you can, since you will have to carry all of your bags. There is not a lot of storage space available on campus.



Health and Insurance

Insurance

All students are required to buy health insurance provided by SIT during the on-campus phase. It will be automatically charged with your tuition fees. The informational session on health insurance will be held during the orientation week. SIT also provides insurance for spouses and family members.

For more information on health insurance including coverage policy and terms, insurance cost, insurance card, waiver option, please contact Sharon Berry at sharon.berry@worldlearning.org or (802) 258-3197.

The Student Health Center

Most of your routine health-care needs and minor illnesses can be treated free of charge at the World Learning Health Center on campus. With the exception of Doctors visits which are \$10.00 per visit. Also other certain lab test could be subject to charge if you wave World Learning Insurance. The service is available for on-campus students. The World Learning Health Center is professionally staffed by licensed physicians and nurses. There is a nurse on duty Monday - Friday, 8:30 a.m. - 3:30 p.m. and doctors are on campus twice a week. Doctors are on call at other times. If the Center is closed and you are on campus and cannot wait for medical assistance, contact the RA on duty.

Employment Regulations

F-1 Students

Non-immigrants are not permitted to work unless they qualify under United States Citizenship and Immigration Services (USCIS) regulations. As an international student, you are permitted certain types of employment. If you applied for financial aid and were awarded SIT Work Opportunity Non-Federal Work-study (NFWS), you may work on campus as soon as you have registered for classes and have found a work-study position. You are allowed to work twenty hours a week while school is in session. You may work full-time (approximately forty hours) during holidays and breaks.

F-1 Practical Training

You are required by your program to participate in an internship. However, the USCIS requires you to apply for work authorization through the curricular practical training program. The internship may be paid or unpaid and must relate to your field of study. You must apply for work authorization through the international student advisor before engaging in your internship.

Once you have completed your course requirements, the USCIS offers further employment opportunities. This is an opportunity to further pursue your training and apply what you have learned in the classroom. This type of employment opportunity is called "optional practical training." You may participate in optional practical training for up to twelve months before or after graduation from your program. You must apply to the international student advisor for a recommendation of optional practical training and to the USCIS for authorization. Please see the international student advisor for more information.

Taxes

All international students in the United States must file the appropriate federal income tax forms, regardless of whether or not they earned any income. Nonresidents must file Federal Form 1040NR or 1040NR-EZ and Form 8843. Students may be subject to U.S. taxation based on the source and type of income and the number of years they have been present in the USA. Tax treaties with over 40 countries may alter tax liability.

All international students are required to obtain a **Social Security Number**. There is no fee for filing an application, but some paperwork is required. During the international student orientation, the International Student and Scholar Office will organize a trip to the Social Security office for all international students. Please see the international student and scholar advisor for details.

All international students who work in the United States may also be subject to state taxes and would be required to file the appropriate state tax forms.

Student Organization

International Students of Academic Programs (ISAP)

ISAP is an organization on campus that brings together all international students for various academic, cultural and leisure activities. ISAP is a registered organization that has funds and organizes various activities for international students (field trips, guest speakers, dinner parties etc). It meets once every month and students plan and organize the activities of interest. All international students are encouraged to join the organization (membership is free) for mutual support and fun while studying at SIT Graduate Institute. For more information on ISAP, please visit us on [Facebook](#)

SIT Student Association (SITSA)

SIT's student government is made up of representatives from both academic programs, which acts as the student voice of the campus. SITSA's role is to facilitate discussion amongst its constituents, act as a bridge between students, staff and faculty, provide funding for student generated programming and officially recognize student groups on campus

The elections for SITSA are early in the fall semester. Please be aware of the information, as international students are highly encouraged to be part of this important organization on campus. For more information on SITSA, talk to your admission counselor.

SIT Graduate Institute & World Learning Telephone Numbers & E-mail Addresses

NOTE: When dialing within the campus network, dial last four digits only.

* All 800 numbers are free calls within the U.S. and available only in the U.S. only.

Name	Number	E-mail
Admissions	(800) 336-1616* (802) 258-3267	admissions@sit.edu
Campus Housing	(802) 258-3254	housing@sit.edu
Computer Lab Coordinator	(802) 258-3513	techsupport@mail.sit.edu
Counselor / Disability Support (Jane Buckingham)	(802) 258-3367	jane.buckingham@sit.edu
Director of Student Activities and Residence Life (David Finck)	(802) 258-3365	david.finck@sit.edu
Director of Student Services (Tony Drapelick)	(802) 258-3361	tony.drapelick@sit.edu
Financial Aid Office	(802) 258-3280	finaid@sit.edu
Health Center	(802) 258-3358	health@sit.edu
International Student and Scholar Advisor (Janet Hulnick)	(802) 258-3364	janet.hulnick@sit.edu
Language Program Coordinator (Jeanie Levesque)	(802) 258-3146	cip@sit.edu
Library	(802) 258-3354	library@sit.edu
Main switchboard	(800) 257-7751* (802) 257-7751	info@sit.edu
Program Coordinator (Ayako Kobayashi)	(802) 258-3132	ayako.kobayashi@sit.edu
Registrar	(802) 258-3283	registrar@sit.edu
Student Activities Coordinator	(802) 258-3377	
Student Employment Coordinator (Hannah Tyler)	(802) 258-3397	careerservices@sit.edu
Student Health Insurance Coordinator (Sharon Berry)	(802) 258-3197	sharon.berry@sit.edu