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Dear Trinity International Student,

Congratulations on your admission to Trinity University!

Planning your future at Trinity is an exciting and challenging process. We too have studied and lived abroad, so we know how you are feeling right now. The staff in the International Programs Office is experienced with the special issues you will face living, and studying in a new country, and we are happy to help you during your studies at Trinity University.

Some of the services provided by our office include:

- Advising on the visa application process and immigration issues
- International Student Orientation program and course
- International programming - a chance for you to share your culture and learn about the United States of America
- A liaison between foreign embassies and governments in the event of an emergency
- Students’ primary source of assistance and providing a home away from home atmosphere

You have many arrangements to make in preparation for your upcoming adventure. We hope this arrival brochure will help you and your parents/families understand what is ahead.

We are looking forward to meeting you and helping you to become part of our global Trinity family.

Best wishes and safe travels,

[Signature]

Inessa Stepanenko
Assistant Director of International Student & Scholar Services
Principal Designated School Official

[Signature]

Montsé Garcia
International Student & Scholar Advisor & Instructor
Designated School Official
BEFORE YOUR ARRIVAL AT TRINITY

Meet International Student & Scholar Services **ISSS staff** and **INTL interns**:

Dr. Nanette Le Coat  Director, International Programs Office  phone:+1-210-999-7550  e-mail: nlecoat@trinity.edu

Ms. Inessa Stepanenko  Assistant Director, International Student & Scholar Services  phone:+1-210-999-7505  e-mail: inessa@trinity.edu  Skype: inessa.stepanenko

Ms. Montsé Garcia  International Student & Scholar Advisor  phone: +1-210-999-8853  e-mail: mgarci10@trinity.edu  Skype: iss0101

Ms. Alma Carrillo  Senior Secretary  phone: +1-210-999-7313  e-mail: Alma.Carrillo@Trinity.edu

**Office hours** are 1 p.m. to 5 p.m. M/W and 8 a.m. - 5 p.m., T/Th/F. Phone +1-210-999-7305, email isss@trinity.edu, **ISSS website**  Skype: iss0101

Meet International Studies Interns: several current Trinity University students have been selected as Interns to help the International Student & Scholar Services in planning and implementation of events and in helping you to prepare for Trinity University and to adjust upon your arrival.

<table>
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**Required Documents and Fees:** To enter the United States as an F-1 student, you must have a valid passport, visa and an I-20.

**Passport:** Your passport must be valid for at least 6 months beyond the end of your stay. Contact your government authorities for a passport application or renewal.

**Paying the Visa Processing Fee:** This procedure will differ from one U.S. embassy/consulate to another; therefore, visit the website of the U.S. embassy in the country where you are located. Note that Embassies and Consulates are able to issue your student visa a maximum of **120 days** in advance of the course of study registration date. If you apply for your visa more than 120 days prior to your start date or registration date as provided on the Form I-20, the Embassy or Consulate will hold your application until it is able to issue the visa.

**U.S. Visa Stamp:** In order to be admitted to the U.S. in proper legal status, you will need to obtain a visa stamp from a U.S. embassy. Take your passport and apply for visa at the nearest U.S. embassy or consulate. All applicants for a student visa **must** provide:

- Form I-20A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status-For Academic and Language Students. Please date and sign Page 1 of I-20. If you are under 18 years of age, your parent or guardian must sign as well;
- SEVIS fee receipt;
• A MRV fee receipt to show payment of the visa application fee;
• A completed application, Nonimmigrant Visa Applicant, Form DS-160. The DS-160 must be the most recent version, electronic “e-form application.” Access the electronic version of the DS-160 here.
  Frequently asked questions about the DS-160 can be found here and further information about the process is available here.
• SAn interview at the embassy consular section is required for almost all visa applicants. During the visa interview, a quick, two-digit, ink-free fingerprint scan will be taken, as well as a digital photo;
• A passport valid for at least six months after your proposed date of entry into the United States;
• One (1) 2x2 photograph. See the photo requirements explained here:

All applicants should be prepared to provide:

• Transcripts and diplomas from previous institutions attended;
• Scores from standardized tests required by the educational institution such as the TOEFL, SAT, etc.;
• Financial evidence that shows you or your parents who are sponsoring you have sufficient funds to cover your tuition and living expenses during the period of your intended study. For example, if you or your sponsor is a salaried employee, please bring income tax documents and original bank books and/or statements. If you or your sponsor(s) own a business, please bring business registration, licenses, etc., and tax documents, as well as original bank books and/or statements.
• If you have scholarship from Trinity University, provide evidence that shows your award.

The U.S. consulate or embassy gives foreign nationals a visa stamp in their passports in order to enter the United States. This stamp is only used for admission into the United States. It does not indicate how long you may remain in the country. F and J visitors may remain in the United States with an expired visa as long as their certificate of eligibility is valid and the proper immigration status is indicated on the I-94 card. However, if you wish to travel back home, you must have a valid visa to enter back into the United States.

Entry to the United States: Department of Homeland Security regulation requires that all initial or beginning students enter the U.S. a maximum of 30 days before the course of study start/report date as shown on the Form I-20. Please consider this date carefully when making travel plans to the U.S.

A student who wants an earlier entry into the U.S. (more than 30 days prior to the course start date), must qualify for, and obtain a visitor visa. A prospective student notation will be shown on his/her visitor visa and the traveler will need to make the intent to study clear to the U.S. immigration inspector at port of entry. Before beginning any studies, he or she must obtain a change of classification, filing Form I-539, Application for Change of Nonimmigrant Status, and also submit the required Form I-20 to the Department of Homeland Security office where the application is made. Please be aware that there is an additional fee of $290 for this process, and that one may not begin studies until the change of classification is approved.

Entering the U.S. - Port of Entry: A visa allows a foreign citizen coming from abroad to travel to the United States port of entry and request permission to enter the U.S. Applicants should be aware that a visa does not guarantee entry into the United States. The Department of Homeland Security, U.S. Customs and Border Protection (CBP) officials have the authority to permit or deny admission to the United States. Student visitors must have their Form I-20 in their possession EVERY time they enter the United States. Some students may have a B2 tourist visa from a past visit to the US in their passport. Do not use this visa to enter the US to attend Trinity. Make sure that you present your F-1 student visa and I-20 at the port of entry, and that the officer stamps your I-20 indicating that you are permitted to remain in the US for D/S (Duration of Status) and does NOT specify a specific date.

Students should review important information about Admissions/Entry requirements on the Department of Homeland Security, Customs and Border Protection website US Customs and Border Protection

Form I-94: Since the electronic rollout from April 2013, Customs Border Protection (CBP) will no longer need international non-immigrant visitors to fill out a paper Form I-94 Arrival/Departure Record upon arrival to the U.S. by air or sea. The agency will collect travelers’ arrival/departure information automatically from their electronic travel records. CBP will still issue a paper from I-94 at land border ports of entry. If travelers need
the information from their Form I-94 admission record to confirm immigration status or employment authorization, the record number and other admission information will be available at CBP.gov/I94. With the new CBP process, a CBP officer will stamp the travel document of each arriving non-immigrant traveler. The admission stamp will indicate the date of admission, class of admission, and the date that the traveler is admitted until. Travelers will also receive on arrival a flier notifying them to go to CBP.gov/I94 for their admission record information.

Preparing for your F-1 visa interview

Steps:

• Contact your local U.S. Consulate or Embassy www.usembassy.gov to inquire about how to get a visa.
• After you receive an I-20 form from Trinity University, follow the U.S. Embassy/Consulate’s instructions to schedule an interview for your F-1 student visa. Many consulates recommend that appointments be made no more than 90 days from the intended date of travel.
• Pay the visa application fee in the amount of $160 USD by following instructions on your local U.S. Embassy's or Consulate's web site.
• Complete Form I-901 and pay the $200 USD SEVIS Fee. Be sure to write your name exactly how it appears on the I-20 Form and make copies of your payment receipts. You must bring the receipt of fee payment with you to the interview.
• Download and complete the DS-160 Nonimmigrant Visa Application Form from US Department of State website: Forms

Prepare and bring to your visa interview the following:

• A passport valid for at least six months;
• Form I-20 (sign and date the form under Item 11);
• Transcripts and diplomas from previous institutions attended;
• Scores from standardized tests required by the educational institution such as the TOEFL and SAT;
• Trinity University admission letter;
• Scholarship and/or grant information (if any);
• Completed visa application (DS-160);
• Two 2”x 2” photographs, see prescribed format photo requirements. 
• A receipt for the visa application fee;
• A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview;
• Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study;
• Any information that proves that you will return to your home country after finishing your studies in the United States. The regulations require that the visa officer is satisfied that you intend to depart upon termination of your student status. Consequently, you must prove at the time of visa application:
  o Have a residence abroad;
  o Have no immediate intention of abandoning that residence; and intend to depart from the United States upon completion of the course of study.

On the day of your visa interview:

• Arrive early and dress appropriately;
• Remain calm;
• Answer all the Visa Officer’s questions to you openly and honestly;
• Keep it simple, know your stuff, and try to provide the most direct answers that you can.

When visa is received:

• Make sure there are no misspellings and all information on visa is correct.
Transfer F-1 students: If you are currently on F-1 student status/visa attending another institution in the United States and plan to transfer your immigration status to Trinity University, you will need to contact the international office at your current institution for the proper procedure for notifying the U.S. Citizenship and Immigration Services (USCIS) of your transfer. Please contact the Office of International Programs for the “Transfer Certification” form that must be completed by the “Transfer Out” institution. The Trinity University school code (including 3-digit suffix) is SNA214F00441000. The Transfer Form can be downloaded from IPO website.

Canceling your plans: If your plans change and you will not be attending Trinity University, or if you have to defer your enrollment to a different date, it is imperative to immediately contact the Office of Admissions as well the International Student & Scholar Services Office. Please note that you will not be able to use the visa stamp that you obtained to attend Trinity University to attend another U.S. College or University.

Placement Exams

Placement Exams help place you in the correct course level in certain areas of study. Not all placement exams are required, especially if you already have college credit on your academic transcript in a relevant area. The information below details when exams are taken and provides information as to who needs to take each exam.

Prior to arriving to Trinity:
- Math Placement Exam
- Chemistry Placement Exam

During New Student Orientation:
- Language Placement Exam

After New Student Orientation:
- Information Technology Skills Assessment

What to Bring (current international students’ suggestions)

- Computer/laptop: Most first year students bring their own computer allowing them both convenience and mobility. Many portable computers today come with power supplies that can be used in almost any part of the world. Check the manufacturer's label to see what type of input it can handle. This applies to digital cameras, V.C.R.s, video games and other electronic devices as well.
- Plug converter
- Spare eye glasses or contact lenses
- Adequate clothing (including national dress for special occasions). The Fall semester will be warm for the most part: shorts, dresses and flip flops/sandals are usually worn. However, the weather will cool down in Nov/Dec so bring jeans/boots and a coat.
- Pictures, artifacts, music and other comfort items that remind you of home
- Spices that are typically used in your food at home that might not be available here
- Any specialty items that might not be available here (i.e. special hair products, locally made items)
- Medicine and prescriptions for medication. Please note that when you enter the United States, you must declare medications you are carrying on customs forms. Certain drugs may not be brought into the country. If you take prescription medicine on a regular basis, bring a sufficient supply and a copy of the prescription, written in English. If you depend on eyeglasses, it is a good idea to bring an extra pair, if possible, and a copy of your eyeglass prescription, written in English. In order to get glasses or contact lenses in the United States you must have a prescription from an optometrist or ophthalmologist. If you do not bring a prescription from home, you will have to make an appointment with an eye doctor here and pay for a visit in order to get a prescription.

Cell (mobile) phones: The most common mobile system in the US is CDMA, not GSM. Trinity University international students who have cell phones subscribe to the local T-Mobile, Sprint, AT&T, Verizon, Cricket or
Cingular plan. The cost of establishing and maintaining a cell phone in the USA is high. Please note that several cell phone vendors will be at the International Student Information Fair, scheduled for August 20, 2013.

How and Where to Ship your Belongings: If you want to ship items from overseas, please keep in mind that all shipped items must be cleared through U.S. customs at a U.S. port of entry. You can arrange to have a freight-forwarding company or customs broker take your baggage through the customs inspection and forward them to San Antonio, or you can take them through inspection yourself at the airport.

Prior to your arrival to Trinity, you can mail items to be held until your arrival. Please include a note indicating that we should hold shipped items for you. Address the package to: Trinity University, One Trinity Place, San Antonio, TX 78212-7200, U.S.A.

ARRIVING TO SAN ANTONIO

If you arrive in San Antonio before the arrival day, you will need to find your own accommodation. Residence halls are not open until the arrival day.

Arrival Notification: Knowing your arrival plans allows us to better prepare. Please complete an electronic Arrival Notification Form by July 31, 2013. You can arrange for an airport pickup through the International Programs Office. You will be picked up by a student with Alpha Phi Omega (APO), a service fraternity. This service is only offered for newly arrived students at the beginning of the school semester/year. Just fill out the arrival notification form (linked above) with your flight information and we will arrange your pickup.

ORIENTATION AT TRINITY

Moving-in: the earliest that you can move-in to your room at Trinity University is on August 20, 2013. You can start moving in as early as 8:00 a.m. that morning. If you need to arrive in San Antonio earlier, you will need to arrange a place to stay on your own, at your own cost. Please check in at the WITT Center when you arrive on campus. Visit Trinity University Interactive Campus Map.

International Student and New Student Orientation: The first few days at Trinity University can be a truly exciting time. There will be many new students on campus like you, all dealing with feelings of anticipation mixed with a certain amount of worry regarding how the first few months of study will go. During those first days, you may find yourself very busy getting organized and settling in. Your priorities may include letting your family at home know that you have arrived safely, becoming familiar with the campus, meeting new people, deciding on your academic program, and completing all administrative requirements so that your registration and enrollment are in order.

Trinity’s orientation programs offer a perfect opportunity to attend campus social events planned specifically for new students, and to help ease the transition into Trinity campus life. As part of the orientation process, students will be assigned to a mentor group. Each group is led by a mentor, an upper-class student who advises new students about classes and social activities at Trinity. During the new student orientation, first-year students will have numerous activities scheduled for them, and many opportunities to meet others.

International Student Orientation
This program is mandatory for all visa students. It will prepare you for the New Student Orientation program that follows by giving you an opportunity to:

● Be picked up from the San Antonio International Airport or Amtrak train station (if requested);
● Go on a shopping trip to allow you to buy any items you may need;
● Check-into your room, and collect your student ID and room key;
● Meet fellow international students and interns;
● Go on a campus tour;
● Visit downtown San Antonio and the Alamo;
● Attend an international student fair packed with important information;
● Attend a welcome reception for international students, family members, and academic advisors.
Trinity University International Student Check-In and Move-In Day  
Tuesday, August 20, 2013  

indicates that families are welcome to attend. * is optional.

8:00am–5:00pm  
Check-in and move-in  
Witt Center  
Early move-in day option to have time to settle in and recover from jet lag. International Programs Office staff and interns are available to help you locate your room, assist with luggage, direct you to the TigerCard office (where you will get your student ID), and answer your first questions after arrival.

11:30am – 2:00pm  
Join fellow students, family, and interns for lunch.  
Commons, Coates Center

11:00am or 2:00pm  
Shopping Trips *  
Witt Center  
Have you identified things you need for your room? Ride to a shopping center to purchase some basic things and/or something fun for your new space. Check out “Shopping for College is Easy” for ideas on what items to purchase: http://web.trinity.edu/x10245.xml

11:00am or 2:00pm  
Informal Intern-led Campus tours*  
Witt Center  
Let interns show you their favorite campus spots as you become familiar with your new home.

7:00-10:00pm  
Pool Party (plus pizza!)*  
Outdoor Pool  
Enjoy your first night at Trinity under the stars at the outdoor pool. Complimentary pizza and drinks will be available, sponsored by InterVarsity Christian Fellowship. Come to swim or just to hang out and meet people while relaxing by the pool.

Wednesday, August 21, 2013

8:00-9:45am  
Check-in and Move-in for late arrivals  
Witt Center  
If you’ve just arrived on campus, check in at the Witt Center, where you will meet IPO interns. They can help you locate your room, assist with luggage, direct you to the TigerCard office (where you will get your student ID) and answer your first questions after arrival.

10:00-12:00pm  
International Student Information Fair  
The Great Hall  
Light refreshments sponsored by Wells Fargo. Please bring your passport, visa, I-20, student ID, receipt of tuition payment, $35 cash for VIA bus pass, and know your TU Box number.

Browse the information tables at this fair to meet staff from various Trinity University departments including the following: Admissions, Tiger Card Office, Counseling Services, Career Services, Campus & Community Involvement, Bookstore, Study Abroad, Health Services, New Student Orientation team, Campus Security, Mail Center, Registrar’s and Business Office.
Also, this is an opportunity to:

- Open a bank account and/or rent a safety deposit box from Bank of America, Wells Fargo or Chase Bank
- Choose a cell phone provider
- Learn about public transportation options from VIA and purchase a bus pass if you’d like ($35 cash). To get the student bus pass rate you must have a printed receipt of payment for the Fall semester.
- Learn about Hertz on Demand, a car rental program available to international students with international drivers’ license.
- Meet representatives from InterVarsity Christian Fellowship
- Learn about Academic Health Plans students health insurance

12-2:00pm  Lunch with Interns or visit a bank  Coates Center

Enjoy lunch with interns and other students or let an intern drive you to a bank for personal banking needs.

3-4pm  Student Information Sessions  Tehuacana Room, Coates Center

Learn about campus and Texas/U.S. cultures from fellow students and Trinity staff members, and then have a chance to ask questions.

3-4pm  Parent/Family Open Forum  Waxahachie Room, Coates Center

Come meet some key players on campus. The following staff and faculty will be available to address your questions:
Mr. David Tuttle: Associate Vice President- Student Affairs, Dean of Students
Dr. Nanette LeCoat, Director of International Programs
Ms. Inessa Stepanenko, Associate Director, International Programs Office
Dr. Richard Reams, Associate Director, Counseling Services
Ms. Jackie Bevilacqua, Coordinator of Health Services
Mr. Edwin Blanton, Coordinator for Community Service & Engagement

4-5:15pm  Free time to change for the reception

5:15pm  Meet as a group to walk together to the reception  Witt Center

5:30-7:30pm  Presidential Welcome Reception  150 Oakmont Court

This outdoor reception at the home of President Ahlburg & Ms. Penelope Harley is a great chance to meet Trinity faculty and staff and enjoy refreshments. Dress code: business casual, ethnic clothing encouraged.

9pm  Midnight Movie Madness  Witt Center

Meet as a group to catch a movie at the Regal Alamo Quarry Stadium 16
255 E. Basse Rd., San Antonio, TX 78216
Ticket rate is $10
New Student Orientation
August 22-27, 2013

New Student Orientation (NSO) program is packed with activities which will prepare you for our engaging classes, familiarize you with our enchanted campus, introduce you to fellow students and future friends, and give you a taste of our sensational social festivities!

Questions or comments? Contact Kate Pavlik at agriffi1@trinity.edu For the latest schedule, please visit: NSO schedule

Summer Reading: Many universities offer summer reading programs, specifically targeted for first year students to begin their college career with a common literary experience. Trinity University's program encompasses the entire Trinity community with Reading TUgether. Use this link for further information: Summer Reading. Reading the book that will be selected is optional but strongly encouraged. You may be able to find this book by inquiring at a U.S. embassy library, visiting an English-language bookseller or library, or by ordering online (Amazon is popular, but only ships to certain countries). Additionally, you may be able to purchase an electronic version of the book or there will be copies of the book available at the Trinity library or bookstore if you're interested in reading it after your arrival.

TU Shopping Shuttle Service is available on selected Saturdays throughout the year, beginning on August 31st 2013, offering two trips that depart from the WITT center at 2:00 and 4:00pm respectively, and return at 3:30 and 6:00pm. For the current TU Shopping Shuttle schedule, please visit: Shuttle schedule

International Student Orientation (INTL 1100) is a one-credit course designed to help new international students successfully adjust to Trinity University life. It will provide:

- An overview of the U.S. higher education system, including basic student and faculty roles;
- A review of key academic difference with other educational systems from around the world;
- An introduction to cultural adjustment and culture shock, including:
  - American way of life;
  - American perspective on time;
  - Aspects of social life;
  - Texas lifestyle;
  - Residential issues;
  - Review of laws and legal structures that affect immigration status;
  - Maintaining legal immigration status;
  - SEVIS awareness;
  - Employment on and off campus;
  - Filing U.S. Taxes;
  - Obtaining a social security card/number;
  - Attend cultural events on and off campus;
  - Fight Culture Shock Day;
- Provide assistance with obtaining:
  - Texas driver's license or identification card;
  - Social Security card/number if (applicable);
  - Local bank account and safety deposit box to store valuables.

Assignments may include readings, presentations, brief reports and essays, and interviews of students and staff members. This course is taught by the International Student & Scholar Services staff, Inessa Stepanenko and Montsé Garcia and is offered on a Pass/Fail basis. Note: This course is mandatory for all incoming international students.

Electronic scans of all Travel and Immigration Documents: For record keeping purposes, the International Programs Office must have electronic scans of all your immigration paperwork such as I-20, visa, passport
identification page and I-94. When you arrive, scans of your documents will be made in the International Programs Office.

**Advising and Registration**

**First Year International Students:** All new undergraduate students are placed in advising groups of between nine to twelve students. Each group is assigned a resident mentor (an upper-class student) and a faculty advisor (a professor). Faculty advisors will meet with students prior to registration each semester and at other times as needed. The faculty advisor serves as an important resource in dealing with the student’s academic life at Trinity University. **Important:** Be prepared for your advising session by reviewing the course listing and creating a tentative schedule.

**International Graduate Students:** Graduate students’ advising is handled by the department.

**Student Identification (ID) Number:** Your student identification number is the unique seven-digit number that starts with the number 0. This number is important and is assigned to you at the time of admission to Trinity University. You will use this number on most official documents.

**Email Account:** Your Trinity e-mail address is very important. You will receive all communication through this e-mail address before arrival and while at Trinity University. It will most likely follow this format: firstinitiallastname@trinity.edu. Please contact the Information Technology Services (ITS) Helpdesk, Phone +1-210-999-7409, Fax: +1-210-999-7467 or via e-mail helpdesk@trinity.edu if you have any questions.

**MANAGING YOUR MONEY**

It is very important that you carefully plan your budget to meet all your anticipated educational and personal expenses. The first few weeks can be the most expensive period as a number of items must be purchased and several one-time deposits are due at the start of the academic year. We recommend that you bring sufficient funds for those immediate expenses.

**Methods of Payment:** Trinity University accepts payment by cash, check, or money order. Credit card payments are not accepted. Payment must be made in U.S. dollars drawn on a U.S. bank. You may make payment by mail, but please do not send cash by mail. Your university ID number will appear on your billing statement. To ensure that your payment is posted properly, please write your ID number on your check or money order if you use either of these methods of payment.

**E-Billing:** Trinity University Student Account Suite site is a service offered to students and their families 24 hours a day, 7 days a week for viewing bills, making payments, and managing their accounts. To pay online.

**Wiring Money to Trinity University:**

Bank of America  
P.O. Box 832150  
Dallas, TX  75283-2150  
Routing or ABA #0260-0959-3  
Account Name: Trinity University  
Account #4880-2512-0561  
If needed, SWIFT #: BOFAUS3N

Please be sure to include your full student name (first and last name) and your Trinity ID number. It is best to have your bank include this information in the first part of the wiring information so that we can properly apply your payment to your student account.

Phone: +1-210-999-7391/ 7396 +1-888-TRINITY (1-888-874-6489)  
E-mail: student.accounts@trinity.edu  webpage
It is advised that students should expect to spend between $450–600 per semester on books and educational supplies. You can purchase textbooks at the Trinity bookstore or through Amazon.com. However, you may also find cheaper options online at websites such as www.textbooks.com and www.chegg.com.

Establishing a Bank Account: One of the first things we will help you do after you arrive in the United States is establish a bank account. We work with two banks that are convenient to campus: Bank of America and Wells Fargo. During the International Student Orientation information fair, representatives from both banks will be on campus to tell you about services their bank offers. Remember that banks are private businesses. They are all different and each one wants to get your business. We recommend that open both a savings account and a checking (current) account at the same bank, simply because it will be more convenient for you. For example, if you have a savings account and a checking account in the same bank, you can easily transfer funds from one to the other. Interest rates on savings and checking accounts vary from bank to bank. Investigate and compare both banks and their rates of interests on checking and savings accounts before you decide where to open an account. Internet banks are an alternative option to traditional banks and are another possibility to explore.

Tiger Bucks: All Trinity University students are issued a Trinity University identification card upon their arrival on campus. Besides being used to purchase food on campus with your meal plan, the card can be charged with Tiger Bucks, money that can be used to buy books at the University Bookstore, pay for copies at all university computer labs, and for laundry and vending machines located all throughout the university. These Tiger Bucks can be added on campus at the Student Accounts office, or at one of the three Transfer Value stations located on campus.

Safety Deposit Boxes: You can rent a safety deposit box by the month or by the year. The contents of the box are known only to the person who holds the key; the bank does not have access. A safety deposit box is a good place to keep valuables such as passports, jewelry, foreign currency you do not want to exchange, and legal papers.

Taxes: All internationals claiming a tax status of “Nonresident Alien” are required to file Form 8843. Included in this group are most internationals in F-1 or J-1 status, and some scholars who began their H-1B previous year. In addition, all Nonresident Aliens who receive any sort of income— including tuition reductions, scholarships, fellowships, grants, stipends, salaries, wages, interest, dividends etc. from US sources may be required to file tax returns with federal, state, and local governments. Filing federal income tax forms is the personal responsibility of each international student and a scholar. Staff members of Business Office and International Programs at Trinity University are not trained as IRS Volunteer Income Tax Assistance (VITA) volunteers and therefore are not able to provide assistance through seminars and individual appointments.

ON-CAMPUS HOUSING

Residence Halls: The first year students’ area is comprised of seven buildings on the east side of campus, clustered together so all first year students can experience a vibrant and supportive community. These buildings include Beze, Calvert, Herndon, McLean, Miller, Winn, and Witt. Residents live in small groups of about 18 with a Resident Mentor. The rooms in the residence halls accommodate two (sometimes three) students in each room. All rooms on campus are constructed so that every 2 rooms are connected to share a bathroom and shower. Therefore, unlike other universities that have a communal bathroom, Trinity students will only have to share a bathroom and shower with (at most) 3 - 5 other students. Note: Trinity students are required to live on campus for the first 3 years.

In the residence halls Trinity University provides:
• Carpeting;
• Walk-in closets;
• Shower curtain;
• Smoke detectors;
• Blinds or drapes;
• Coaxial TV cable;
• Ethernet cable and wireless internet;
• Overhead ceiling lights;
• Standard, bunkable, beds;
• Desks, chairs, dressers, night stands;
• Telephone with voice mail and caller ID;
• One locked drawer per person;
• Air conditioning/heat;
• Microfridge ® (refrigerator / freezer / microwave combination unit).

Suggested/Popular Items to Bring:

• Computer/laptop;
• Medicine and prescriptions;
• Plug converter and international phone cards.

Suggested items to purchase here:

• Alarm clock;
• Television and stereo;
• Reading or bedside lamps;
• Pillows, blankets, and standard twin bed linens (long linens for Beze, Herndon, Isabel, Lightner, Miller, Murchison, Myrtle, Prassel, or Susanna beds);
• Towels
• Hair dryer
• Toiletries;
• Posters, plants, pictures;
• Coffee maker;
• Laundry supplies, hangers, iron;
• Dry erase board;
• Storage containers;
• Surge protector, extension cords;
• Flashlight;
• School supplies.

You may not bring, nor acquire while here:

• Alcohol, empty alcohol containers, or illegal drugs;
• Microwave, refrigerator, toaster, or any cooking appliance with an exposed heating element;
• Pets (except for fish);
• Candles or incense;
• Firearms, weapons, or fireworks;
• Grills, charcoal, or combustible fuel;
• Waterbed.

Tips on rooming with an American student: if you know you'll be sharing a room with an American student, visit our website to read tips prepared by fellow international students: Tips on living with an American Student. Please contact residential life about questions or comments related to campus housing at:

Trinity University
Residential Life
One Trinity Place, Box 94
San Antonio, Texas 78212-7200, U.S.A.
Phone: +1-210-999-7219, Fax: +1-210-999-7251
ON AND OFF-CAMPUS EMPLOYMENT

On-Campus Employment

**F-1 Visa Holders:** Students may work up to 20 hours per week in institutional positions during the fall and spring semesters. Full-time employment up to 40 hours per week is allowed during vacation periods and summer for enrolled and continuing students. No special permission is necessary, however a valid I-20 issued by Trinity University and a Social Security number issued by the Social Security Administration are required.

**Finding a Job:** An essential part of Trinity's workforce is made up of many international students who participate in the Student Employment program. Please note that F-1 students do not qualify for work study positions. Students interested in obtaining an institutional student position should follow these steps to find a job on campus and complete the payroll process:

- Bring your identification (as required on the I-9 form), Social Security card (if you already have one; if not, we will take you to the Social Security office to obtain one), and I-20 to Human Resources, Northrup Room 108;
- Please review the list (available from H.R. Office) of vacant positions for student employment and select a job in which you are interested;
- Human Resources will assist you in contacting the department(s) of interest and scheduling an interview. Also, at the beginning of the semester there is an on-campus recruitment fair.
- Please note that as an international student, you should only be looking for jobs that are for 20 hours per week or less. For additional jobs, not advertised through Trinity University’s HR Department, students should contact the departments directly to obtain information about employment. Please also note that federal law requires the I-9 form to be completed no later than 72 hours after the beginning of employment. Any student not completing the I-9 within that time must cease working and will not be paid until the form is completed in accordance with federal regulations. For more information, please contact:

Trinity University
Office of Human Resources
One Trinity Place, Box 91
San Antonio, TX 78212-7200, U.S.A.
Phone: +1-210-999-7507 Fax: +1-210-999-7542
E-mail: humanresources@trinity.edu  Website

Off-Campus Employment

The U.S. Citizenship and Immigration Services (USCIS) has strict regulations about the employment of international students and require prior authorization by Trinity University for off-campus employment which (except for cases of severe economic hardship) must be in the student’s field of study. Family dependents of students holding F-1 visas are not allowed to work under any circumstances.

Please contact the office of international programs for more information about off-campus employment and immigration regulations. You can also view our website for further information.

**Career Services** helps students select majors, develop career plans, and conduct job searches, by providing career counseling, career assessments, workshops, resume critiques and special programs. Valuable resources include graduate/professional school information, on-campus recruiting, an Alumni Career Network, and web-based job/internship listings and resume posting.

Trinity University
Career Services
HEALTH CARE AND INSURANCE

Health Services at Trinity: Provides medical and health education services such as appointments with a physician, nursing evaluation of illness and injury, laboratory testing, S.T.D. testing, tuberculosis skin testing, vaccinations offered at or near cost and administration of prescribed allergy injections.

Health Records Requirement: Before moving onto campus new students are required to submit a health record with physical exam, Tuberculosis screening and proof of required immunizations. Find it here: Health Record Form

Meningitis Vaccination Requirement: The State of Texas requires all students living in campus housing to have received the Meningococcal tetravalent vaccine at least 10 days prior to moving into student housing on campus. Plan to get this vaccine at home at least ten days before leaving for Trinity! If you do not submit proof of getting the vaccine or properly file an exemption on time you would need to arrange alternative temporary off-campus housing at your own expense. For more information, please contact or here:
Phone: +1-210-999-8111
Fax: +1-210-999-8378
E-mail: HealthServices@trinity.edu  Website

Student Health Insurance: Trinity University requires all students, undergraduate and graduate, enrolled for nine or more semester hours to have current health insurance. To comply with the mandatory insurance requirement, students must submit information about their health insurance to Health Services prior to their initial registration and each spring before registration for the following fall semester. For more information, use the Health Insurance Waiver Information for International Students. All students must provide proof of health insurance before they can register for classes. The health record and health insurance forms are due by July 1, 2013. Students who fail to provide proof of Insurance by July 1 will automatically be enrolled in the Student Health Insurance Plan. The premium for next year is $1209 and will be included in your bill for next fall.

If you are covered by a personal health insurance plan, not the student health insurance plan by United HealthCare, you must submit this information through the on line waiver available at Online Health Waiver. You will be required to submit a copy of your health insurance card and policy in English. Health Services can assist you by faxing the information if you send it to our office. Your insurance will be verified and examined to see if it meets minimum requirements. If you have questions or difficulty in submitting this information please contact Health Services
Phone: +1 210 999 8111.

Students with Disabilities: The office of Disability Services for Students (D.S.S.) provides a broad range of services to ensure that every student receives equal access to both an education as well as all aspects of campus life. D.S.S. strives to provide services that will enable students with disabilities to participate fully in university life and ensure that a person with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs. If you have a disability and need accommodations, please contact D.S.S:
Trinity University
Disability Services for Students
One Trinity Place, Box 85
Counseling Services: Trinity provides free counseling services to students to enhance the education of Trinity students by facilitating their personal and academic development. For more information, please contact:
Trinity University
Counseling Services
One Trinity Place
San Antonio TX, 78212-7200, U.S.A.
Phone: +1-210-999-7411 Fax: +1-210-999-7848 Website

Delivery Services Available:

Laurel Heights Pharmacy
2602 N Main
(210) 736-3161
Laurel Heights can deliver prescriptions, over the counter medications, and bottled drinks such as ginger ale and Sprite to Health Services. They have limited food items such as ramen noodle cups and peanut butter crackers. The delivery charge is free and payments for goods can be made by phone.

HEB-Pharmacy
West Olmos
(210) 829-1705
HEB delivers pharmacy prescriptions by courier. The charge is $5 for one prescription and free for two or more. At this time they do not offer food delivery service.

HEB Central Market Pharmacy
Broadway and Patterson
(210) 824-0515
HEB delivers pharmacy prescriptions by courier. The charge is $5 for one prescription and free for two or more. See next item for food delivery.

HEB Central Market Gift Baskets
Broadway and Patterson
(210) 368-8697 Monday through Sunday 9 am to 5 pm
HEB Central Market’s delivery charge is $10. This can include any food in the store, over the counter medication, and extensive offering of prepared food. The deliveries are made to the Witt Center where someone needs to sign for them.

Whole Foods Market
Quarry Market
(210) 826-4676 Monday through Sunday 9 am to 5 pm
Personal shopping is offered for a fee and the delivery charge is additional. Delivery fee for orders including perishable items is $20 and delivery of only non-perishable items is $10. They also offer delivery of over the counter medications and supplements free of dyes and other impurities.

INFORMATION FOR FAMILIES

We are delighted that your son or daughter is coming to Trinity University! Below are some resources that you may find helpful in keeping in touch with Trinity University: Trinity University Parent’s Page. We invite you to subscribe to a listserv called ParentTalk. This listserv allows parents to exchange information, ask one
another questions, share advice, etc. University staff will respond to questions and offer occasional updates.

Subscribe to LeeRoy electronic newsletter
Subscribe to Global Beat e-newsletter by the International Student & Scholar Services
Order Birthday Packages through TU Campus Dining
Trinity University Directory
A Parent’s Guide to Student Information and Confidentiality
Student Consent Form
Contact International Student Ambassadors

Foreign Language Trinity Faculty/Staff Contact: For those parents and guardians that are not English proficient, the International Programs Office maintains a list of Trinity foreign-born and fluent in foreign language faculty and staff that would be happy to communicate with you in your language. Please contact us for a name and contact information.

How to Contact Your Son/Daughter at Trinity: Trinity University will assign your son/daughter a mail box number for all mail and packages during their stay. The phone number will be +1-210-635-9000. Address will be in the following format:

First Name Last Name
Trinity University
One Trinity Place, Box # …..  
San Antonio, TX 78212-7200, U.S.A.

USEFUL RESOURCES

Lodging in San Antonio: For a complete listing, as well as area and events, please visit the San Antonio Convention & Visitor's Bureau. For a printable copy of the map and directions, please follow these links: Directions to campus and Interactive Campus Map and Virtual Tour of Trinity.

DEPARTURE CHECKLIST

- Valid Passport;
- Appropriate travel visa (except Canadians, Bermudians);
- Certificate of eligibility (Form I-20 or DS-2019);
- Letter of acceptance from Trinity University;
- SEVIS fee receipt;
- Proof of financial support for entire course of study. Please carry a copy with you in case you are asked to present this information at the port of entry to the United States;
- Sufficient funds in U.S. dollars to cover tuition, expenses, and settling-in costs for the first semester;
- Medical records including physical exam, record of immunizations (in English) and evidence of adequate insurance coverage (if you or your dependents are already insured);
- Valid international driver’s license and certified English translation (if you plan to drive in the United States);
- Certified copies of your secondary and postsecondary transcripts, along with detailed descriptions of your courses and the books used in the courses;
Copies of important medical records, X-rays, and prescriptions. Have prescriptions written in English in generic terms;
Organize finances: arrange to transfer funds to a U.S. bank and make sure you have funds for travel and expenses on arrival; consider buying traveler's checks to cover costs during your first month in the United States; consider obtaining a credit card, if possible;
Transformer to convert the lower line voltage into the higher voltage (if applicable).

GLOSSARY OF TERMS

Academic adviser: A member of university faculty who helps and advises students solely on academic matters.

Academic year: The period of formal instruction, usually September to May; may be divided into terms of varying lengths: semesters, trimesters, or quarters. Trinity is on a semester term.

Accreditation: Approval of colleges and universities by nationally recognized professional associations or regional accrediting bodies.

Add/Drop: A process at the beginning of the term whereby students can delete or add classes with an instructor's permission.

Affidavit of support: An official document proving a promise of funding from an individual or organization.

Audit: To take a class without receiving credit toward a degree.

Baccalaureate degree: The degree of "bachelor" conferred upon graduates of most U.S. colleges and universities.

Bachelor's degree: Degree awarded upon completion of approximately four years of full-time study in the liberal arts and sciences or professional subjects. It is a prerequisite to study in a graduate program.

Bulletin: A publication created each year by a university or college that contains the details of academic majors offered and the requirements for completing them. Usually includes a listing and description of every class the institution offers.

Class rank: A number or ratio indicating a student's academic standing in his or her graduating class. A student who ranks first in a class of 100 students would report his or her class rank as 1/100, while a student ranking last would report 100/100. Class rank may also be expressed in percentiles (for example, the top 25 percent, the lower 50 percent).

Coed: A college or university that admits both men and women; also refers to a dormitory that houses both men and women.

Core requirements: Mandatory courses required for completion of a degree. Also known as “Common Curriculum” at Trinity University.

Course: Regularly scheduled class sessions of one to five hours (or more) per week during a term. A degree program is made up of a specified number of required and elective courses and varies from institution to institution.

Course load: The number of courses or credits taken in a specific term.

Credits: Units institutions use to record the completion of courses (with passing grades) that are required for an academic degree. The catalog of a college or university defines the number and kinds of credits that are required for the university's degrees and states the value of each course offered in terms of "credit hours" or "units."

Electives: Courses that students may choose to take for credit toward their intended degree, as distinguished from courses that they are required to take.

Freshman: A first-year student at a secondary school, college, or university.

Grade Point Average (G.P.A.): A system of recording achievement based on a numerical average of the grades attained in each course.
Graduate: A student who has completed a course of study, either at the secondary or university level. A graduate program at a university is for students who already hold a bachelor's degree.

Liberal arts: A term referring to academic studies of subjects in the humanities, social sciences, and sciences. Also called "liberal arts and sciences" or "arts and sciences."

Major: The subject in which a student wishes to concentrate.

Master's degree: Degree awarded upon completion of academic requirements that usually include a minimum of one year's study beyond the bachelor's degree.

Midterm exam: An exam administered after half the academic term has passed that covers all class material studied until that point.

Minor: A subject in which the student takes the second greatest concentration of courses.

Plagiarism: The use of another person's words or ideas as your own.

Prerequisite: Program or course that a student is required to complete before being permitted to enroll in a more advanced program or course.

If you are interested in previewing the classes available, please follow this link to the Courses of Study Bulletin and click on the top right link saying PDF. Courses at Trinity

TRINITY FAST FACTS AND TRADITIONS

- Trinity University was founded in 1869
- Trinity University is located just north of downtown San Antonio on 117 acres that used to be a limestone quarry.
- Trinity employs 228 full-time professors, 99 percent of whom hold Ph.D.s or terminal degrees in their field
- Students must live on campus for their freshman, sophomore and junior years.
- About 40 percent of Trinity students study abroad. These students have lived in over 35 different countries and on every continent but Antarctica.
- 130 service, social, recreational, cultural, political, and religious groups on campus.
- Everyone on the faculty at Trinity University teaches, even the president and vice presidents.
- There are only two times in your four years at Trinity University that you will be able to climb the Murchison Bell Tower on campus. The first time is during the New Student Orientation, when you meet the President at the top of the tower to shake hands. The second time is during the “Senior Disorientation” in the second semester of your last year at Trinity.
- It is a tradition to be thrown into the Miller Fountain located behind Northrup Hall on your birthday.
- At the end of fall semester, students are encouraged to attend the Christmas Vespers performance in the Chapel followed by an open house on Oakmont. The president and several of the vice presidents open their houses to the students and serve excellent refreshments in anticipation of the winter holidays.

FRIENDS OF TRINITY INTERNATIONAL STUDENTS (FTIS)

Friends of Trinity International Students (FTIS) is a non-residential family program for international students enrolled at Trinity University. Applications are received electronically and a student/family is matched by the International Student & Scholar Services staff according to submitted information. Links: FTIS Brochure and Student Application Form.

INTERNATIONAL CLUB
The Trinity University International Club (IC) is a recognized student organization that provides Trinity's international and American students with a place to engage in activities that explain, promote, and celebrate their interests in international issues, cultures, religions, and heritages. [TU International Club website](#)