



WESTCLIFF
UNIVERSITY
Educate. Inspire. Empower.



F-1 International Student Handbook 2017-2018



Provost Office



Welcome to Westcliff University!

Congratulations! You have been accepted to Westcliff University and have been granted an F-1 visa.

As you surveyed your options and have chosen Westcliff University, I believe you should become aware of the environment in which our University is located, as we are very proud of our surrounding community.

Westcliff University is headquartered in Irvine, California. Irvine is a part of the Los Angeles metropolitan area. Irvine is about 1 hour south of Hollywood, 15 minutes east of the Pacific Ocean, 90 minutes southwest of the Big Bear Ski Resort (elevation – 8,805 feet), and 90 minutes north of San Diego and Mexico. It is also about 4 hours west of Las Vegas. We also have a campus in Cerritos, California, which is about 40 minutes north of Irvine.

Irvine was chosen in 2008 by CNNMoney.com as the fourth best place to live in the United States. In 2012, it was ranked sixth nationally. In September 2011, BusinessWeek magazine listed Irvine as the fifth best city in the United States. Irvine consistently ranks as the safest city in America with a population over 100,000. In 2014, Irvine was named the best-run city in the U.S. by 24/7 Wall Street. Irvine is home to many corporations, particularly in the technology and semiconductor sectors.

What distinguishes the educational experience at Westcliff University in the marketplace is its relevant practicality. Our professors are very active in the industries about which they teach and are exceptionally well respected by both their professional and academic peers.

We look forward to seeing and talking with you on our campus in the months ahead. In the meanwhile, if you should have any questions or comments you want me to address, please feel free to contact me. For inquiries and information regarding international student affairs, you are welcome to contact our International Affairs Department at intlservices@westcliff.edu.

Warm regards,

David C. McKinney, Ph.D.

Provost

Westcliff University

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INTRODUCTION

Adjusting to life in the United States may be a tremendous change and overwhelming, but this handbook is designed to alleviate the stress and anxiety students may feel and assist in a smooth transition for that adjustment process. This handbook will guide students to:

- a. Understand all of the documentation necessary for their trip to the United States;
- b. Attend and maintain status at Westcliff University; and
- c. Become oriented to life in the United States.

COMING TO WESTCLIFF UNIVERSITY

Moving to a new country can be very exciting and a life-learning experience. Adjusting to a new culture, such as our American culture, may take some time and patience. Some of the initial challenges international students encounter with the American culture may start with the clothing style, and mannerisms between people. However, this just represents the differences between cultures and the rich learning experience students will acquire when living abroad.

As students become familiar with the new culture and surroundings, students will notice the commonalities and difference between their culture and the U.S. Students are highly encouraged to be aware of the cultural customs and nuances, but still maintain their own standards and values that reflect who they are as their own unique individual.

Westcliff University's International Affairs and Student Services team are here to help international students acclimate with orientations, workshops, and events that can help with understanding life and culture at Westcliff University.

International Affairs: intlservices@westcliff.edu

Student Services: studentservices@westcliff.edu

ORANGE COUNTY

Westcliff University is located in Orange County, California and is located between Los Angeles County and San Diego County. These are two of the largest and most popular counties in the United States. Irvine is a diverse city with a population of over 200,000 and one of the safest cities in Southern California. Irvine has consistently been ranked the safest city for the 11th year in 2015 and even as Irvine continues to grow in population, its crime rate has remained low. In addition, many languages are spoken and there is an assortment of restaurants from all different cultural backgrounds to meet everyone's preferences. More information about the City of Irvine can be found at www.cityofirvine.org.

WEATHER/DAYLIGHT SAVINGS TIME

Southern California has fair and predictable weather all year-round. During the summer months, the temperature averages highs and lows are about 89°F/31°C and 61°F/16°C. The winter month temperatures highs and lows are about 64°F/17°C and 47°F/8°C. Sometimes the weather can change rapidly from mornings to afternoon. Therefore, it is helpful to dress in layers to allow for quick adjustments for comfort throughout the day as the temperature gets cooler or warmer. The rainy season in Southern California runs from late October through the month of March.

California is located in the Pacific Time Zone. Daylight savings time occurs two times a year in the month of March and November. The purpose is so that evening daylight lasts an hour longer. This means we advance our clocks by one hour in March and in November we adjust the clock backward one hour.

NOTICE OF TRAVEL PLANS

Students who have been approved for a student visa must make their travel arrangements in advance to be able to report to Westcliff University within 30 days of the start date. Students' itinerary should be emailed to the admissions representative and staff from the Department of International Affairs to advise the University when the student plans to arrive in the U.S.

PREPARING FOR U.S. ARRIVAL

There are many things to prepare before one embarks in a journey to a new country. It can be very cumbersome trying to figure out what to pack to move overseas. The following are a few required and recommended items:

REQUIRED DOCUMENTS TO CARRY ON THE PLANE

Students are highly recommended to carry their immigration documents on the plane with them. Please note students should not put any immigration documents in their checked luggage because they will be presenting these documents to a Customs and Border Patrol officer (CBP) when they enter into the U.S.

- I-20 or DS-2019
- Valid Passport
- F-1 student visa
- Admissions letter
- Receipt of SEVIS I-901 fee
- Financial documents
- Other documents such as:
 - Health and immunization records
 - Transcripts
 - Degrees, diplomas, certificates

OTHER SUGGESTIONS TO BRING TO THE U.S.

- Comfortable walking shoes
- Home country driver's license (with translation to English)
 - It is recommended to apply for a California driver's license after arrival but non-nationals are able to use a home country license temporarily.
 - International Driving Permits are not valid in California
- 30-day supply of important medications
- Extra glasses or contact lens supplies
- Towel, washcloth and bed linens for the first week of housing
- If the student brings school-aged children with them, two years of official school records and any immunization records (with a translation to English)

Do Not Bring:

- DC or 220/240 appliances. (110V and AC power are used in the U.S.)
- Fruits, vegetables or meats.
- A credit card that cannot be used in the U.S.

IMMIGRATION PROCESS AT THE U.S. PORT OF ENTRY

As mentioned above, students must be prepared to show the following documents to CBP upon arrival to the U.S. port of entry: I-20 or DS-2019, passport, F-1 student visa, financial documents, admissions letter, and I-901 receipt of SEVIS fee.

Students who travel without all immigration documents needed to enter the U.S. might be denied of entry into the U.S. It will be up to the discretion of the immigration officer at the port of entry to allow students entrance into the U.S.

Students who enter in the U.S. by land will receive a paper form of the I-94. The I-94 card records the students' arrival and departure from the U.S.

Students who enter in the U.S. by air or sea will have their arrival recorded electronically and their I-94 can be printed from <https://i94.cbp.dhs.gov>.

Canadian Citizens

Students who are Canadian citizens do not need to apply for a visa at a U.S. Consulate, but must enter the U.S. in F-1 status. Although Canadian citizens do not need visas to study or participate in an exchange program in the U.S, Canadian students do need to obtain an I-20 from the university, school or exchange program they plan to attend. Students who are Canadian must have the following documents to enter into the U.S: Canadian passport, original I-20 or DS-2019, I-901 SEVIS fee payment, financial documents, and proof of ties to Canada.

I-515A form

If a student arrives at the port of entry and is granted entry to the U.S. with insufficient documentation, the student will receive an I-515A Form at the time of entry in order to stay in the U.S. for 30 days. Students who receive an I-515A form must report to the Department of International Affairs to meet with an international affairs representative.

Biometric Procedure

At the port of entry, students should expect to experience the biometric procedure: digital finger scanning and photograph.

UPON ARRIVAL

Students should schedule arrival in the U.S. no more than 30 days prior to the first day of classes as identified on the student's I-20 form. Students are also required to report to the Designated School Official (DSO) at Westcliff University no later than three (3) days after their arrival. Students need to bring to this initial meeting, their passport, I-94 and I-20.

WHAT IS A DSO?

According to Study in the States, all SEVP-certified schools are required to have Designated School Officials (DSO) to communicate with SEVP, update F-1 student record, and help students maintain your student status by providing advice, or helping your fill out important forms. While benefits like employment or driving are available to students in the United States, all F-1 students need authorization from their DSO before enjoying them. DSO's can assist with the following:

- Working in the United States
- Applying for a driver's license
- Applying for a Social Security number

- Changing your major, program, or degree level
- Changing your education level
- Transferring to a new school
- Being absent from classes
- Taking a vacation
- Traveling outside the United States
- Moving to a new address
- Changing your name
- Requesting a program extension

To contact a DSO, please email intlservices@westcliff.edu.

MAINTAINING VALID F-1 STATUS AFTER THE STUDENT ARRIVES IN THE U.S.

At Westcliff University, a student must take 6-12 credit hours per semester, depending on the academic program, to be considered a full-time student. F-1 students are required to maintain a full-time schedule to be considered “in status” for immigration purposes. If a student drops below 6-12 credit hours without prior approval, h/she is considered to be “out of status.” The U.S. Bureau of Citizenship and Immigration Service (BCIS) require that the student be enrolled full-time. The student is officially permitted, with prior approval from the International Student Advisor, to take fewer credits only for one of the following reasons: a) illness; b) difficulty with the English language; c) unfamiliarity with American teaching methods or reading requirements; d) placement at an improper course level; and e) during his/her final semester of study.

ATTENDANCE POLICY

In order to fulfill the attendance requirements, students are required to attend at least 75% of the course unless otherwise specified in the syllabus. *Students who are receiving Title IV funding and have three consecutive unexcused absences will be withdrawn from the course.*

Professors reserve the right to fail students who do not meet the attendance requirement as referenced above.

Students enrolled in a Hybrid course must attend the On-campus Class Session to satisfy the attendance requirement for any given week.

Students enrolled in an Online course must complete one of the following each week (Monday to Sunday) to satisfy the attendance requirement for that week:

- Attend a Virtual Class Session (VCS) or submit a VCS Summary
- Respond to a Discussion Question
- Post a discussion question response to peers or faculty
- Submit one of the following assignments:
 - Quizzes
 - Professional Assignments (PAs) or Lesson plans
 - Comprehensive Learning Assessments (CLAs)

Absences: It is accepted academic philosophy that sustained attendance is essential to the overall educational value of a course of study in higher education. In order to achieve maximum benefit from educational activities, Westcliff University expects regular attendance from all students. Notices of absences that have not been received or approved by Administration are considered unexcused absences. Students are limited to one excused absence per course.

Tardiness: Tardiness is a disruption of a good learning environment and is discouraged. A student is considered to be tardy to class if they arrive 10-40 minutes after the class starts. Students who arrive to class more than 40 minutes after the class starts are considered absent. In addition, four tardy marks is equivalent to one absence. Therefore, faculty will strictly monitor students for their punctuality and students will be marked down if they arrive late. These absences will follow according to the attendance policy and may put your status at risk.

Evaluating Attendance Percentage: The attendance percentage is determined by dividing the total hours attended by the total number of hours scheduled.

Students who have three unexcused absences for the first two weeks of instruction will have their course cancelled. Cancelled courses will not appear on a student transcript or registration and will not be considered as courses attempted. F-1 students will be terminated if their courses are cancelled since they will not be enrolled full-time.

After the student arrives, he/she will need to stay aware of his/her obligations as an F1 visa holder. If students do not maintain their valid F-1 visa status, they may not be allowed to return to or re-enter the U.S. if they leave and will not be eligible for practical training (CPT or OPT) or on-campus employment.

Here are some tips to assure that the student is in good standing during his/her time studying abroad:

DURING THE PROGRAM

A student may remain in the U.S. beyond the student's F-1 visa expiration date, as long as that student maintains a valid F-1 status and continuous full-time enrollment. The student must remain enrolled full time, attend class, and maintain passing grades. If the student is having difficulty in classes, notify the international advisor. If the student is unable to complete his/her program by the date listed on the Form I-20, the international advisor can help the student request a program extension.

The student's passport should be valid for at least 6-months in the future. The student's country's consulate or embassy can help extend his/her passport if needed. The student should carry a color copy of his/her passport with them along with his/her I-94 card for identification purposes.

Students should always notify their international advisor or office if they make any changes to their address, study plans, or visa status.

Each student receiving an I-20 will receive an 11-digit SEVIS Identification number that is maintained as part of his/her record. Updates are made to the student's record on a regular basis. Within 30 days of registering for classes, schools are required to report the following about each F-1 student: a) Whether the student has enrolled at the school, dropped below a full course of study without prior authorization, or failed to enroll; b) Current address; c) Start date of student's next session, term, semester, trimester, or quarter.

The following is to be reported within 21 days of its occurrence:

- a) Any student who has failed to maintain status or complete his or her program;
- b) A change in the student or dependent's legal name;
- c) A change in the student or dependent's U.S. address;
- d) Any disciplinary action taken by the school against him or her as a result of being convicted of a crime;
- e) Any other notification request made by SEVIS with respect to the current status of the student.

It is very important for the student to notify the Department of International Affairs of any changes that may affect the student's record and consequently his/her immigrant status.

TRAVEL: VACATION AND U.S. ENTRY

All F-1 students who travel internationally are required to request for a travel endorsement signature on the I-20 by the DSO. Without the travel endorsement signature, F-1 students may run into difficulties with an immigration officer at the airport when returning back into the U.S. A request can be sent by completing and submitting the International Travel Request Form to intltravel_vacation@westcliff.edu.

Prior to traveling internationally, F-1 students must consider the attendance policy and maintaining their I-20 status. Westcliff University has assigned breaks and holidays that will allow students to travel internationally without violating the attendance policy. Additionally, F-1 students can also request to take long vacations. The following section will include further detail on international traveling and vacation.

Traveling While School is in Session

In an event that a student must leave due to an emergency, h/she may be permitted to leave the country as long as h/she receives approval from both the professor and the Department of International Affairs. Approvals may be granted if the student can make arrangements with the professor to maintain attendance through alternative make-up assignments. However, approvals can only be granted up to two weeks during an active session in order to stay in attendance. The student will essentially receive an excused absence by doing a make-up assignment.

If a student must take a temporary leave of absence for longer than two weeks due to unforeseen circumstances, h/she must request for a leave of absence and the DSO must set the student's SEVIS record to Terminated for Authorized Early Withdrawal and the student will have 15 days to depart the U.S. from the date of termination. If the student is able to return to the U.S. to continue his or her studies in less than 5 months, the DSO can submit a Correction to Student Status request through SEVIS to reactivate the student's record, so that the student return to the United States (provided his or her F-1 visa is still valid) on a new I-20 issued from the same SEVIS record and SEVIS ID.

Vacation

As a reminder, F-1 students must be enrolled in a full-course load in order to be considered full-time. The academic year for an *undergraduate student* at Westcliff University is defined as a minimum of 24 credits and 32 weeks of instruction time and includes 2 semesters of 12 credits each. The academic year for a graduate student at Westcliff University is defined as a minimum of 18 credits and 48 weeks of instruction time and includes 3 semesters of 6 credits each. An academic year begins with the first eligible course of a degree program and ends when a student successfully completes the minimum requirements for credit hours and weeks of instructional time. Therefore, the following details the requirements for students in order to request for vacation:

- Undergraduate students must attend at least 2 consecutive sessions before requesting for vacation during summer semester. Undergraduate students can also request for vacation during a non-summer session/semester after completing 1 academic year (24 credits).
- Graduate students can request for vacation during a non-summer session/semester after completing 1 academic year (18 credits).

To request for vacation, please complete and submit the Vacation Request Form to intltravel_vacation@westcliff.edu.

EMPLOYMENT/PRACTICAL TRAINING AND VOLUNTEERING

Any F-1 students working off-campus must be authorized. Without proper work authorization, off-campus employment would be considered a violation the student's F-1 status. Consequences include loss of legal immigration status in the U.S., possible deportation, and an impact on future attempts to request for another visa to enter into the U.S.

In order to maintain valid F-1 status, a student must not work in the United States, unless the employment is specifically authorized under one of the following categories:

- Employment authorized because of severe economic hardship
- Special Student Relief program employment, which is based on the on-campus and economic hardship employment categories
- Certain employment sponsored by international organizations
- Curricular and/or Optional Practical Training

All students enrolled in graduate degree programs are required to take an internship course and engage in an internship as it is a graduation requirement. The required internship is an integral part of the established curriculum here at Westcliff University. The internship course allows students the opportunity to gain practical training and real-life experience pertaining to their current program of study. The internship course is worth one credit each semester. At least one semester of an internship is required for all students to complete prior to graduation. Domestic and F-1 students have the option to acquire an internship opportunity either on-campus or off-campus. On-campus part-time internships (20 hours or less) are on an availability basis and do not require Curricular Practical Training (CPT). Off-campus internships will require CPT authorization for F-1 students. CPT can be paid or unpaid, and can either be full or part time. We can offer assistance in finding an opportunity through our career services department and we can also guide you through the CPT process. Engaging in an internship provides students with networking, educational, and career advancement opportunities. The university also can be more flexible with scheduling on-campus internships that could benefit the busy lifestyles of students.

PRACTICAL TRAINING

Practical training may be authorized to F-1 students who have been lawfully enrolled in a full course load for one full academic year. Students can be authorized for 12 months of practical training and become eligible for another 12 months of practical training. An employment authorization for practical training can be requested if the position is directly related to his or her degree. The two types of practical training available are Curricular Practical Training (CPT) and Optional Practical Training (OPT).

- **Curricular Practical Training (CPT)**
CPT is authorized by the DSO who updates the student's SEVIS record with the student's employment start and end date; employer name and address; whether the authorization is for part-time or full-time CPT; and an explanation of how the employment is integral to the degree.
- **Optional Practical Training (OPT)**
OPT is authorized by USCIS. There are the types of OPT:
 - Pre-completion OPT
 - Standard Post-completion OPT
 - STEM extension OPT

CURRICULAR PRACTICAL TRAINING (CPT)

CPT is an on or off-campus employment option for F-1 students, when the practical training is an integral part of the established curriculum or academic program. CPT employment is defined as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.” To qualify, the work experience must be related to the student’s degree and h/she must enroll in an internship course (one credit). CPT can be paid or unpaid and part-time or full-time as determined by the employer. SEVP guidance states “compensation is not a consideration when determining whether an opportunity qualifies as CPT,” but federal and state labor and wage/hour laws do still apply. Prior authorization by the Dean and DSO is required before engaging in CPT.

According to NAFSA Adviser's Manual 360, there is no regulatory limit on either the number of times or the length of time a student may engage in either part-time or full-time CPT. In addition, regulations do not prohibit multiple or concurrent CPT employers. However, F-1 students engaging in an aggregate of 12 months or more of full-time CPT (over 20 hours of work per week) will not be eligible for OPT. Engaging in part-time CPT (less than 20 hours of work per week) does not affect eligibility for post-completion OPT. The use of 12 months of full-time CPT only affects eligibility for optional practical training (OPT) at the same educational level.

Quick Facts of CPT at Westcliff University:

- **Preconditions:** Undergraduate students must have been lawfully enrolled as a full-time student for one full academic year before being eligible for CPT. Graduate students can start CPT immediately if required by the program.
- **Location:** Students may engage in CPT at the employment location specified in the Employee Offer Letter provided to the Dean and the DSO during the CPT approval process.
- **Duration:** The DSO grants CPT for the duration of one full semester (two sessions) in which the students can request to renew their CPT every semester.
- **Hours per week:** Students who want to engage in part-time CPT are highly recommended to work 20 hours or less since full-time CPT can be considered if it is over 20 hours. It is between the employer and the student to determine whether the employment is part-time or full-time.
- **Field/level of work:** Must be an integral part of the student’s established curriculum and related to the student's major field of study.
- **Offer letter from employer:** Must have an offer letter of employment signed by the employer describing the details of the student’s job and responsibilities.
- **Effect on other work:** Use of full-time CPT for one year or more will affect the student’s eligibility for OPT. Use of part-time CPT does not affect eligibility for OPT.
- **Approval process:** The student must submit the required documents (see below). The Dean and DSO will approve the CPT documents. Upon approval, the DSO will update the student’s I-20 with CPT authorization. The student cannot begin CPT until the CPT employment start date is recorded in SEVIS. The DSO will also print out the updated Form I-20 reflecting the CPT authorization. The student will need this when completing Form I-9 for the employer. Please note that USCIS approval is not required, and no EAD is issued.
- **Attendance requirement:** Students must continue to maintain attendance and a full course of study in F-1 status during the period of employment. Students must also be enrolled in an internship course for the respective degree program throughout the period of employment. If the student violates the attendance policy, the student may be at risk of having his/her CPT cancelled.

ELIGIBILITY REQUIREMENTS

Regulations require undergraduate students to complete one full academic year of study before engaging in CPT. Graduate level students may be required to start CPT immediately if it is integral to the program. In these instances, CPT is allowed in the first year of study. **All students engaging in CPT must be enrolled in an internship course within the program of study.**

Undergraduate Degree Level Students:

Undergraduate students must have been enrolled in school full-time for at least one academic year (24 credits) and must have maintained attendance with a valid F-1 status. Transfer credits from other U.S. educational institution may satisfy this requirement.

GPA Requirement for Undergraduate students

Student eligibility to participate in CPT while attending Westcliff University is subject to the following GPA requirements:

- Students earning a GPA of 2.50 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 1.50 – 2.49 are eligible for Part Time CPT only
- Students earning a GPA of 1.49 and below are not eligible for CPT

Graduate Degree Level Students:

Graduate students may begin CPT immediately during their first semester, if CPT is required by their program.

GPA Requirement for Graduate students

Student eligibility to participate in CPT while attending Westcliff University is subject to the following GPA requirements:

- Students earning a GPA of 3.00 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 2.50 – 2.99 are eligible for Part Time CPT only
- Students earning a GPA of 2.49 and below are not eligible for CPT

DURATION OF CPT AND COURSE REQUIREMENTS

CPT authorization will only be given for one semester (two sessions) if the student applies for CPT from the first session. However, if the student applies for CPT from the second session the CPT authorization will be given for one session. CPT can be renewed every semester by submitting a CPT Renewal form.

CPT Internship Course & Requirements

- All coursework is done online
- CPT courses are Pass/No Pass
- One credit per semester
- Students are required to answer weekly online discussion questions as a part of attendance on GAP
- Students must receive a 70% or above to pass the class

Note: If a student earns an overall failing grade in their internship course(s) in a given semester, then they will be ineligible for CPT in the following semester. Ineligible students may re-apply for CPT after one full semester.

CPT APPLICATION PROCESS AND REQUIRED DOCUMENTATIONS

How to Apply for CPT:

All CPT applications must be submitted to the CPT Department at the following emails:

- cpt_masters@westcliff.edu
- cpt_bachelors@westcliff.edu
- cpt_doctorate@westcliff.edu

Please allow around 7 working days to process the application.

In order to apply, the student will need to:

1. Submit a completed 'Request to Add CPT' form
2. Submit a completed 'Cooperative Educational Internship Agreement' form
3. Employee Offer Letter (including the correct start date, work location, job title/description)
4. Online Receipt of Tuition Payment including CPT course
<http://admissions.westcliff.edu/payment/>

After the student's CPT is processed onto his/her I-20, the CPT department will contact them via phone or email. At that time, the student can request a date and time to pick up his/her updated I-20.

Please note that students are required to participate each week by answering and responding to weekly discussion questions provided by the professor.

GUIDELINES FOR EMPLOYMENT OFFER LETTER

In order for the Dean to approve CPT, the Employment Offer Letter must be on original company letterhead that is signed by the student's supervisor. It must include the following:

- Name and address of employer
- Job Title and a detailed job description
- Specific employment start date and end date (end date, if applicable)
- Full-time or Part-time and the number of hours per week
- Supervisor's name, title, and contact information

Note: Please specify the branch/physical location of employment if it is different from the official employment headquarters.

OPTIONAL PRACTICAL TRAINING (OPT)

International students in the U.S. in valid F-1 immigration status are permitted by USCIS to work off-campus in Optional Practical Training (OPT) status both during and after completion of their degree. Eligible students can apply to receive up to 12 months of OPT employment authorization.

Rules established by the U.S. Citizenship and Immigration Service (USCIS) govern the implementation of OPT, and all OPT employment requires prior authorization from USCIS and from their school's Department of International Affairs.

According to USCIS, a student can be granted to engage in temporary employment for three types of OPT:

- **Pre-Completion OPT:** Employment authorization that is given before graduation
- **Post-Completion OPT:** Employment authorization that is given after graduation (excluding thesis or equivalent)
- **STEM Extension OPT:** A 24-month OPT extension given to students who have STEM (Science, Technology, Engineering, Mathematics) degrees/ major concentrations after post-completion OPT

Pre-Completion OPT

According to USCIS, that students may apply to participate after they have been lawfully enrolled on a full-time basis for one full academic year at a SEVP-certified college, university, conservatory, or seminary. If a student has been authorized to participate in Pre-Completion OPT, the student may work part-time (20 hours or less per week) while school is in session. If there is a school break or a student is approved for an annual vacation the student may work full-time (more than 20 hours per week). For more information, please see section under 'Vacation'.

Post-Completion OPT

F-1 students may apply to participate in Post-Completion OPT after completion of their program of study. To be eligible for Post-Completion OPT, the student must be in lawful full-time F-1 status for one full academic year, must be conditionally approved to graduate on a set program end date, has not accrued 12 months or more of full-time CPT, and must not have previously had OPT for the same degree level. If the student participated in Pre-Completion OPT for the current degree level, USCIS will deduct that amount of time from the authorization period for Post-Completion OPT.

STEM OPT Extension

Certain F-1 students who majored in science, technology, engineering, and mathematics (STEM) may apply for a 24-month extension of their Post-Completion OPT. To find out more information in applying for STEM OPT Extension, please see USCIS webpage for [Optional Practical Training Extension for STEM Students \(STEM OPT\)](#).

Applying for OPT

To apply for OPT; students can contact the International Affairs Department to see if they are eligible. If eligible, the DSO will issue and endorse a new I-20 with OPT recommendation. Along with the OPT recommendation I-20, students will need to gather documents required for the type OPT they are applying for. Please check the USCIS website for more information on required documents. Students also do not need to have a job offer to apply for OPT. The International Affairs Department can assist in reviewing OPT applications before they are mailed to USCIS. OPT application processing time may take up to 2-4 months so, students are recommended to plan ahead and apply early.

Authorization to Work

Students must not begin employment until they receive an Employment Authorization Document (EAD) from USCIS. If they do not have employment upon receiving an EAD card under Post-Completion OPT, they are subject to the 90-day unemployment provisions. Moreover, the students should make sure to work closely with their school's Department of International Affairs. As with everything students will do while in the U.S., permission is based on maintaining lawful F-1 status and the Department of International Affairs is there to help them maintain that status throughout their stay.

ELIGIBILITY REQUIREMENT

1. Employment must be "directly related" to the student's major
2. Student must maintain lawful F-1 status
3. Student must apply for OPT before completion of all work towards a degree
4. Students who have engaged in 12 months or more of full-time Curricular Practical Training (CPT) are not eligible for OPT
5. OPT is permitted for up to 12 months full-time in total – part-time OPT (while still in school) reduces available full-time OPT by half of the amount of part-time work (for instance, if the student works part time for 6 months, h/she can work full-time for up to 9 months)

If students drops below the required credit load for any other reason, they put themselves out-of-status, which affects their employment and practical training eligibility, and they will need to be reinstated to proper immigration status. Please discuss any course load reduction with the international department.

VOLUNTEERING

Students who wish to engage in any ‘volunteer’ work must be sure it would not impact their immigration status. It is a very complex area in which immigration regulations and labor laws intersect. A common misconception between employment and volunteering is that employment is paid and volunteering is unpaid. However, based on U.S. labor laws, there is more to distinguish between employment and volunteering. Unpaid work may still be considered employment that necessitates F-1 off-campus work authorization.

Students must be aware of the relevant regulations so that both the student and the organization for which the student is volunteering would not inadvertently violate any laws and/or penalized for unauthorized employment. It is usually case-by-case since the facts surrounding the activity can vary and the laws other than immigration laws can be taken into consideration (i.e., labor laws). Labor laws governs the type of activities that constitute “employment” for which minimum wage must be paid. Therefore, if a non-immigrant engages in unpaid activity that would constitute “employment” under labor laws, then the student would be seen as employed. In this case, the employer would be at risk to pay fines and provide back pay under labor laws. Moreover, the non-immigrant would risk his or her immigration status if there was no appropriate work authorization.

According to the Department of Labor, a volunteer is an “individual who performs hours of service... for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered.”

The Department of Labor considers a number of factors to determine whether an individual is a true volunteer. No single factor is determinative. Below list include the factors:

- Is the entity where the one plans to volunteer a nonprofit organization?
- Is the activity part-time?
- Are the services offered freely and without pressure or coercion?
- Are the services of the kind typically associated with volunteer work?
- Have regular employees been displaced to accommodate the volunteer?
- Does the worker receive (or expect) any benefit from the entity to which it is providing services?

To be considered a volunteer, the work performed by the student must meet the following criteria:

- No expectation of compensation,

- The services provided by the volunteer should not be the same services for which he or she was previously paid and/or expects to be hired and paid for in the future and the volunteer cannot displace a genuine employee;
- Services are performed for a non-profit organization for public service, religious or humanitarian objective. Work for a for-profit entity is considered employment and must be paid. The only exception is made for training programs where the trainee functions are supervised and provides no significant measurable work for the employer. The trainee must not take the place of a paid employee. There is also a difference between volunteer work and unpaid internship.

Volunteering refers to donating time with an organization whose primary purpose is charitable or humanitarian in nature, without remuneration or any other type of compensation (i.e. local homeless shelter, charitable food pantry, etc.).

On the other hand, an internship can be paid or unpaid, and must be authorized and related to the student's major field of study. Please refer back to CPT in the previous section.

INTERNSHIP COURSE REQUIREMENT

All students enrolled in graduate degree programs are required to take an internship course and engage in an internship as it is a graduation requirement. The required internship is an integral part of the established curriculum here at Westcliff University. The internship course allows students the opportunity to gain practical training and real-life experience pertaining to their current program of study. The internship course is worth one credit each semester. At least one semester of an internship is required for all students to complete prior to graduation. Domestic and F-1 students have the option to acquire an internship opportunity either on-campus or off-campus. On-campus part-time internships (20 hours or less) are on an availability basis and do not require Curricular Practical Training (CPT). Off-campus internships will require CPT authorization for F-1 students. CPT can be paid or unpaid, and can either be full or part time. We can offer assistance in finding an opportunity through our career services department and we can also guide you through the CPT process. Engaging in an internship provides students with networking, educational, and career advancement opportunities. The university also can be more flexible with scheduling on-campus internships that could benefit the busy lifestyles of students.

ACADEMIC PROBATION

Students are required to maintain Satisfactory Academic Progress (SAP) in their program of study. In order to meet Satisfactory Academic Progress, students must meet the following requirements:

1. **Qualitative (GPA) Requirement:** A Cumulative Grade Point Average (CGPA) equal to or greater than 2.0 in undergraduate programs and 3.0 in graduate programs is required for graduation. In addition, at the end of each semester, students must have a CGPA equal or greater than 2.0 for undergraduate students and 3.0 for graduate students in order to be determined as making satisfactory academic progress.
2. **Quantitative (PACE) Requirement:** Students are required to complete his/her educational program in no longer than 150% of the published length of the program. The student agrees to complete the course

within a maximum time frame of one and one half (1 ½) times the length of the course as stated in the enrollment agreement.

If a student fails to meet SAP requirements they will receive an official written notice of their probation status and will be advised to seek academic guidance from their Student Services Representative, the Dean of the relevant college, or the Director of Academic Affairs. F-1 international students placed on Academic Probation will also receive a written warning from the International Affairs Department detailing how probation status may impact a student's immigration status.

A student placed on Academic Probation have two semesters from the time he/she is placed on academic probation to achieve **both** GPA and PACE requirements as defined above. If a student is unable to meet SAP requirements within two semesters, then he/she will be dismissed from the program. F-1 students who are dismissed from the program will be subject to termination in SEVIS.

See the Satisfactory Academic Progress (SAP) Policy in the Catalog/ Student Handbook for more information.

PROGRAM WITHDRAWAL

In the event that a student needs to withdraw from the program because h/she wishes to be transferred to another institution or have to return to his/her home country, the student must follow the withdrawal process for his/her specific request. The following section includes the process to withdraw from the program to transfer out or return home.

TRANSFERRING OUT

F-1 students may request to have their SEVIS Form I-20 transferred out; however, it should be noted that the time at which the students requests the transfer may affect their status and tuition.

F-1 students must complete at least two consecutive sessions in order to be transferred out in *active* status. Otherwise, the student will be terminated and then transferred to the new school. Additionally, students must be in good academic standing before requesting to transfer out. If a student is on academic probation or has fallen below the required G.P.A. prior to transferring, they will be transferred in *terminated* status for "Failing to Maintain Status". Students who are transferred in terminated status must file an application for reinstatement of status with the new school. It is the student's responsibility to confirm with the Transfer-In School that they can be accepted in terminated status.

It is important that F-1 students maintain status by attending classes until the transfer release date. An F-1 student cannot decide to transfer in the middle of a term and immediately stop attending classes. Such an action would be a violation of status and the student's SEVIS record will be terminated. Therefore, any students who stop attending classes prior to the transfer release date will be terminated for "Unauthorized Drop Below Full Course of Study".

Advising Sessions

As part of the transfer-out process, the student will be asked to meet with an academic advisor and an international student advisor to discuss his/her transfer out request. The student's academic advisor will follow up with the student to discuss his/her concerns for transferring out and if there are any options to support them. After the advising session, it will then be determined if the student will need to meet with a secondary advisor or with an international student advisor to process the request.

Transfer Requirements

Transfer-out students are required to submit an acceptance letter from the new school with the start date of classes listed along with the new school's transfer-in form. Additionally, transfer-out students will also need to complete Westcliff University's transfer-out form, program withdrawal form, and any other related documents.

- Meet with an academic advisor
- Provide acceptance letter from school
- Provide transfer form from new school
- Complete Westcliff University's F-1 Transfer and Program Withdrawal form
- Contact Registrar's office to ensure the student's financial account is cleared
- Meet with an international student advisor

RETURNING HOME UNDER AUTHORIZED EARLY WITHDRAWAL

Program Withdrawal Requirements

In an event that a student will need to withdraw from the program and return home, F-1 students may request to have their SEVIS Form I-20 terminated. With sufficient reasons, the DSO can terminate the student under Authorized Early Withdrawal. It is recommended that the date students request to withdraw from the program to be at the end of their current course and before the next session begins to avoid affecting their academic performance and tuition balance. Students are required to maintain attendance until their withdrawal process is completed. Additionally, students are required to complete a program withdrawal form as part of the requirement and a course withdrawal form if applicable.

- Meet with an academic advisor
- Complete the Program Withdrawal form
- Complete the Course Withdrawal form (if applicable)
- Contact Registrar's office to ensure the student's financial account is cleared
- Meet with an international student advisor to process his/her SEVIS record

Advising Sessions

As part of the program withdrawal process, the student will be asked to meet with an academic advisor and an international student advisor to discuss the withdrawal process. Their academic advisor will follow up with them to discuss their concerns for withdrawing and if there are any options to support them.

Refund Policy for Program Withdrawal

“The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In addition, the student may cancel or withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition, if the student has completed 60% or less of the instruction. Cancellation or a withdrawal is effective on the date that the notice was submitted by the student. If the first lesson and materials were sent before an effective cancellation or withdraw notice was received, a refund will be made within 30 days after regardless if the student has returned all lessons and materials.” The effective withdrawal date is determined when all F-1 transfer documents are submitted to the University.

VISA EXPIRATION/CANCELLATION/RENEWAL

Individuals who were admitted for duration of status (D/S) must depart or extend their visas types according to the regulations governing their visa types. There are serious consequences for nonimmigrants, including students, who violate immigration rules even in minor ways, particularly for those who stay in the U.S. beyond the authorized period of stay.

The U.S. entry visa of any individual who overstay by even one day will be cancelled. This is even if the visa is for multiple entry and is valid many years into the future. These individuals will be unable to obtain a new visa except by applying at a U.S. Consulate in their home country prior to returning to the U.S. F-1 students must extend his or her stay at least 30 days before the expiration of their I- 20, or depart no later than 60 days after the completion of his or her education program or after their I-20 expires (see item 5 on the I-20), whichever comes first.

A provision of U.S. immigration law bars admission or re-entry to the U.S. to anyone who was previously unlawfully present in the U.S., either by entering illegally OR by staying beyond the authorized date on his or her visa documents beyond a certain period of time. There is a three-year bar for anyone unlawfully present for more than 180 days but less than one year. There is a ten-year bar for anyone unlawfully present in the U.S. one year or more. There are some limited exceptions, which are expected to be difficult to obtain.

Unauthorized work is a serious violation of the student's visa status and could negatively impact his/her ability to stay in the United States. Working without a work permit by an F-1 student is illegal.

Students with the F-1 visa may not work off-campus without employment authorization from Immigration or permission from the Director of International Affairs to engage in practical training. Family members with the F-2 visa may not accept any employment under any circumstances. Permission to be employed ceases at the conclusion of a program of study or at the expiration of the period of lawful stay, whichever is earlier, or at the expiration of employment authorization as noted by BCIS.

Employment may continue in certain F-1 instances pending BCIS approval of a timely request for extension of stay or the replacement of a document on which employment authorization was noted.

F-1 students with permission to work are not required to pay Social Security taxes, but are subject to income tax withholding and must file an income tax return before April 15th of each year. It is important that the student retains his/her W-2 Forms (tax withholding statements from the previous year issued by employers each January). Students will need their W-2 Forms when leaving the country.

LIFE AT WESTCLIFF UNIVERSITY & SURVIVAL TIPS

Westcliff University understands that traveling to a foreign place to study may be overwhelming for students. In addition, there are certain necessities students need in order to adjust to life in the States. Here at Westcliff University, we strive to ensure students have all the resources available to make their stay convenient and comfortable and produce a pleasant experience for each student. There is information and resources below that may assist with the adjustment process. If additional assistance is needed, students can contact the Department of International Affairs for further assistance at intlservices@westcliff.edu.

HOUSING

Westcliff University provides assistance in seeking a variety of housing options including homestay, private apartments, and shared apartments. There are two main types of options for housing: homestay and housing:

Homestay

Homestay options are one of the most popular choices for new international students coming into the U.S. for the first time. Homestays are where students get to stay at the home of a local host or family in a safe community near the university campus. It allows students to quickly learn the English language and successfully merge into the local culture.

Homestay features include:

- Meal Options: Breakfast/Dinner provided or No meals
- Shared or private rooms
- Utilities included
- Fully furnished
- Friendly American host family
- Safe Community
- Convenient distance to campus

Note: Please refer to the appendix for available third party options for homestay.

Please refer below for optional (third party) homestay plans:

- ❖ StudentLink International
- ❖ CEH California English Homestay
- ❖ Universal Student Housing
- ❖ Student International Housing Inc.

Housing

Housing is another option for international students. This allows students to be more independent and learn how to live in a new environment. Most international students either rent private rooms or share apartments with roommates or colleagues to save money.

Housing features (based on our third-party options) include:

- Furnishing packages
- Matching roommates
- Private or shared rooms
- Utilities included (for selected options)

For more information, please contact housing@westcliff.edu.

TRANSPORTATION

The primary forms of transportation in the immediate area are:

- Walking
- Bicycling
- Public Transportation (Bus, Train)
- Carpooling Services (RideMatching, Vanpooling)
- Automobile
- Private Transportation Service (Uber, Lyft)

Public Transportation Services:

- Bus: OCTA – The Orange County Transportation Area is the main bus service provider for Orange County. For information regarding the bus schedules and fares go to: www.octa.net or call (714) 560-6282
- Train: Metrolink- Southern California’s premier regional passenger rail system reaching cities including Irvine, Anaheim, Los Angeles, San Clemente and San Bernardino. For information on the train schedules and fares go to <http://www.metrolinktrains.com/>
- Carpooling Services: The Orange County Transportation Area (OCTA) offers third-party services where commuters are able to match their trip with other drivers in the area. In terms of RideMatching, the OCTA does not regulate the exchange of money so riders have the option of either trading off driving or paying partially for gas. ridematch.info
- Vanpooling Services: The vanpooling service is an option for a group of five or more riders with a regular schedule. Riders are able to lease a car at a discounted price and ride as a group to and from school at the same time. <http://www.octa.net/vanpool>
- Private Transportation Service: Transportation network companies like Uber or Lyft allow students to use their smartphones to submit requests to a destination which then coordinates a driver to pick them up at their exact location.

Within the metropolitan area, there are several airports and train stations. The primary airports are:

- Los Angeles International-LAX (Los Angeles)
- John Wayne (Santa Ana)
- Long Beach (Long Beach)
- LA/Ontario International (Ontario)

Airport Shuttle Services:

ShuttletolAX <http://shuttletolax.com/>

Super Shuttle <http://www.supershuttle.com/>

OBTAINING A DRIVER’S LICENSE

If the student is planning on driving or purchasing a vehicle in California, are recommended to obtain a California driver’s license.

Although students are permitted to drive in this state without obtaining a California driver’s license with a valid license from their home state or country, they may still be cited by local police for driving without a driver’s license. This is as the police may not be able to verify the validity of a foreign license.

Before obtaining a California driver’s license, wait at least 10-11 days after the student enters the United States to ensure that his/her SEVIS I-20 record has been registered with Westcliff University and labeled as “active” status. Applying for a license before the 10 day mark may lead to an application being delayed or denied.

F-1 students will be required to bring the following documents:

- 1) I-20 form
- 2) I-94 Arrival/Departure Record
 - a. Note: The I-94 form will either be attached to their passport or available electronically. To access and print a copy of the electronic I-94 record, go to www.cbp.gov/94
- 3) Passport with visa (if applicable)

- 4) Social Security Number (International students that are legally present in the US are exempt from SSN requirements. However, must provide acceptable birth/legal presence documents)

To apply for a California driver’s license, follow these steps, students should:

- 1) Make an appointment prior to the visit to the DMV (Department of Motor Vehicles) office through the website: <https://dmv.ca.gov/portal/dmv/detail/portal/foa/welcome>
- 2) Complete an original DL 44 application form & pay application fee
- 3) Give thumb print and have picture taken
- 4) Must pass vision exam and written traffic laws & sign test
Note: Please refer to a sample study guide at www.dmv.ca.gov/pubs/interactive/tdrive/exam.htm
- 5) After passing the written test, students will be required to take a driving test.
 - Make an appointment for a test online or by calling 1-800-777-0133
 - Must show proof of insurance (financial responsibility)

If students do not plan to drive in California, there is an option to apply for a picture identification card. Students should:

- 1) Make an appointment prior to the visit to the DMV office.
<https://dmv.ca.gov/portal/dmv/detail/portal/foa/welcome>
- 2) Complete an original DL 44 application & pay application fee
- 3) Give thumb print and have picture taken
- 4) Social Security Number OR acceptable documents including birth date & legal presence in the US (i.e. I-94 form, I-20 form, and passport with visa)

GETTING A MOBILE PHONE

Getting a mobile phone has become a necessity for students to communicate, explore, travel, and get adjusted to their surroundings. Although many students might be familiar with cell phones carriers in their home country, cell phone providers in and plans in the United States may function differently.

❖ Major mobile phone plans in the US:

- Two-Year Contracts
- Prepaid plans
- Buying a SIM card

Two- Year Contracts	<p>Most common cell phone plans in the US. Cell phone providers offer low monthly rates for customers that opt for this plan. However, terminating a contract early may result in customers paying a large penalty.</p> <p>*Note: Most providers in the US require either a Social Security Number (SSN) or a high security deposit (roughly ranging from \$400 to \$500)</p> <ul style="list-style-type: none"> ✓ Low monthly rates ✓ Low prices on new phones
Prepaid plans	<p>An easier option for international students because it does NOT require a social security number and/or credit history check. This cell phone plan allows students to pay by the month, day or minute without the worry of ending a contract with a large fee.</p> <ul style="list-style-type: none"> ✓ Does not require social security number and/or credit check ✓ No contract/deposit ✓ No penalties

Buying a SIM Card	<p>For students that plan on using their own cell phone from their home country, buying a SIM Card will allow them to do so. Before purchasing a SIM card, please be sure that the mobile phone (mainly GSM and CDMA) is unlocked so that it can be used by another cell phone provider. In terms of plans, this type of service will require a month by month payment plan.</p> <ul style="list-style-type: none"> ✓ No contract ✓ Secure the data and preferences ✓ Portable
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❖ **Local Mobile Phone Providers/Carriers:**

<p>T-Mobile www.t-mobile.com</p>	<p>University Town Center 4237 Campus Drive Suite B158 Irvine, CA 92612-2758 949-509-7413</p> <p>Culver & Alton 3995 Alton Pkwy Suite B, Irvine, CA 92606 949-251-1576</p>
<p>Verizon Wireless www.verizonwireless.com</p>	<p>Park Place 2981 Michelson Dr Irvine, CA 92612 (949) 756-3515</p> <p>Jamboree 3601 Jamboree Rd, Newport Beach, CA 92660 (949) 222-0991</p>
<p>AT&T www.att.com</p>	<p>Harvard 17675 Harvard Ave Ste B, Harvard Place Auto Plaza, Irvine, CA 92614 (949) 622-8240</p> <p>Campus 4678 Campus Drive, Ste. C,D,E, Newport Beach, CA 92660 (949) 553-9861</p>
<p>Sprint www.sprint.com</p>	<p>Crossroads 3992 Barranca Pkwy, Irvine, CA 92606 (949) 654-8000</p> <p>Tustin 2871 Park Ave, The District, Tustin, CA 92782 (714) 247-2200</p>

HEALTH INSURANCE

Medical accidents and injuries can unexpectedly happen and medical expenses can get very costly in the United States. Westcliff University strongly recommends that all students are covered by a health insurance plan during the student's educational period at the school.

What is health insurance?

Health insurance protects students by decreasing the cost of medical charges students may encounter during the period away from their home country.

What can health insurance can do for international students?

Medical costs can get expensive especially during a time of medical emergency. A sound health insurance plan can provide coverage of costly medical expenses such as doctor appointments, accident costs, prescription costs, injuries, etc.

Where can I find affordable health insurance?

There are a variety of health insurance agencies and plans that can provide international students with benefits according to their own needs. International students have the option of choosing health insurance plans that is recommended by Westcliff University or through other agencies.

All students must complete Westcliff University's health insurance form before the first day of class. Students must certify that all the information on the form is accurate information. Westcliff University is not liable for any incurred medical cost, loss of health insurance premiums for not following the insurance policy guideline, or loss of academic privileges due to inaccurately completed waivers.

Note: Please refer to the appendix for information on Westcliff University recommended health insurance plans.

Please refer below for optional (third party) health insurance plans:

Option 1:

ISO Insurance – International Student Organization (multilingual services)

https://www.isoa.org/westcliff_university

(800)244-1180

- COMPASS Gold
- COMPASS Silver
- ISO Secure

Plan	Monthly Rate	Main Benefits
COMPASS Gold	\$42	<ul style="list-style-type: none">• 100% coverage per injury & sickness to daily limit• \$600,000 annual medical maximum benefits
COMPASS Silver	\$31	<ul style="list-style-type: none">• 100% coverage per injury & sickness to daily limits• Recommended for F1 students• \$400,000 annual medical maximum benefits
ISO Secure	\$46	<ul style="list-style-type: none">• No annual maximum• \$500,000 per accident/illness

Option 2:

International Student Insurance

<http://www.internationalstudentinsurance.com/schools/westcliff-university.php>

(904)758-4391

Plan	Benefits
Student Health Advantage Plan	<ul style="list-style-type: none"> • Two plan options: \$500,000 or \$1,000,000 • Universal Rx Pharmacy Savings • As low as \$25 deductible • Online Instant Application • Pre-existing conditions after 12 or 6 months • Mental Health/ Maternity Coverage

MANAGING MONEY

Managing personal finances can be a challenging part of academic study in the United States. Dealing with a new currency and cost of living can be difficult initially. Pay attention to the exchange rate between the home country's currency and the U.S. dollar. Learn to think in dollars! When handling American currency, it is important to look closely at the paper money, as much of it looks alike. Coins can present difficulties too. The five-cent piece (20 per dollar) is known as the nickel, ten-cent (10 per dollar) as the dime, and 25-cent (4 per dollar) as the quarter.

The dime is smaller than the nickel, even though it is worth more. The United States is becoming a "cashless" society, meaning that rather than carry large sums of money on their person, people find it more convenient and safer to make purchases by check, charge account, or credit card. It is advisable for the student to open a checking or savings account at a local bank and deposit any large sums of money h/she have in a bank. A visit with a banker at a local bank can clarify for the student the variety of checking and savings accounts available and determine which type best suits his/her needs.

BANKING

There are numerous banks in the immediate area of Westcliff University in Irvine offering checking and savings accounts. Establishing a local account is advantageous because out-of-town (or foreign) checks are sometimes not accepted. Having a U.S. account separate from a home country account at home is probably the best option. Using a U.S. based credit card, offered through the U.S. bank, is also advisable. Below are the names and addresses of the banks that have branches in the vicinity of Westcliff University in Irvine:

Chase Bank	Campus Plaza Shopping Center, 4543 Campus Dr, Irvine, CA 92612
Schools First Federal Credit Union	A311 Student Center, University of California, Irvine, UCI Student Center & Event Services, Irvine, CA 92697
Wells Fargo Bank	University of California Irvine, 1 W Peltason Dr g202b, Irvine, CA 92697
Bank of America	4101 MacArthur Blvd, Newport Beach, CA 92660
	Newport Hills Shopping Center, 2600 San Miguel Dr. Newport Beach, CA 92660

Westcliff University does not endorse or recommend any of the above listed banks. This list is provided as a service only for those requiring information about the banking facilities located near the campus of Westcliff University.

Additional banking facilities can be found via Google search. It is important to open a banking account as soon as possible. A checking account permits the withdrawal of money whenever necessary at an ATM (Automated Teller Machine), and to use checks or a debit card to pay for goods and services. Traveler's checks in U.S. dollars can be used temporarily until a bank account is opened.

SOCIAL SECURITY NUMBERS

A Social Security Number is a number assigned by the U.S. Federal Government to all U.S. citizens and temporary residents who apply for one. International students are not required by Immigration or by the College to have a number; however, a Social Security number is required to work on or off campus, obtain a driver's license, and to open an account at most banks.

If the student wishes to obtain a Social Security Number, please see the International Student Advisor for a letter to take with them to the Social Security Office, located at 208 N. 5th Street. The letter indicates that the student is enrolled at Westcliff University as a full-time student on an F-1 visa. The student will need to bring his/her passport, I-94, and I-20 when h/she applies.

SCHOOLING

- Basic Classroom Rules Classroom behavior differs from culture to culture. Some classes are very formal, while others are more relaxed. If the student is to succeed academically, it is important that h/she knows how to fulfill the expectations of his/her instructors. Higher education institutions in the United States have expectations of their students that the student will want to become familiar with.
- Arrive on time and be seated before the scheduled starting time of class. ! Listen attentively and take careful notes.
- Class attendance is key to maintaining the student's visa as well as the success of his/her studies at Westcliff University. So, make sure the student attends class from the first scheduled day. Never miss a class!
- If the student is ill and misses a class, always check with the instructor to see what work the student has missed and how it can be made up. The instructor may request to see a doctor's note if there is a long absence. Prepare each assignment before the next class.
- Tests/quizzes are given, so study regularly.
- Students should ask questions and express their opinions. Instructors count on this! Do not be afraid to express a different viewpoint than the professor. Students can bring a unique perspective to the classroom and their input will enhance the material being taught.
- If the student does not understand any assignment or material, talk to his/her instructor. Make an appointment to see him/her during office hours or simply talk to them after class. It is important to take initiative in solving difficulties the student is experiencing in class. The student's instructor will be able to suggest ways to improve the situation.
- Understand and be able to use the material from the classroom instead of merely memorizing it.
- Become familiar with the online library (LIRN). Depending on the student's program of study, many of his/her assignments may involve writing and research. There is an online library tutorial the student can use to assist them in learning more about the library.
- Careful records of source material are essential. Always give credit to the source from which the student borrows information to avoid plagiarism.

SALES TAX

Sales tax is added to the price of most goods sold in the U.S. The advertised price on the shelf is without tax. Sales tax is typically 8.00% in Southern California, but varies slightly by community.

INCOME TAX

Income Tax is a tax paid on income received from U.S. sources (i.e. wages, scholarship, internships or fellowship grants, etc.). There are two types of income tax: federal and state. If a student earns income from U.S. sources, he or she will need to complete federal and state income tax returns the following year. An income tax return shows the total amount of the student's income, any allowable deductions, exemptions or exclusions he or she may claim, and his or her ultimate tax liability. If the student worked, his or her employer should have withheld income taxes from each paycheck. If he or she received a scholarship, taxes should have been withheld from those payments as well. If too much tax was withheld, his or her tax return will show a refund is due. If not enough was withheld, he or she will need to pay the difference. Students who are citizens from other countries may not be subject to federal taxes when they work while classes are in session, but these persons must file an income tax return in order to receive credit for any taxes deducted.

RESTAURANTS/MOVIE THEATER/HEALTH CLUB/GROCERY STORE

The campus of Westcliff University is located immediately adjacent to a shopping center, known as the University Center. It contains many different types of restaurants, a movie theater, a health club, a grocery store, a post office and many more options.

Other nearby attractions in Irvine includes:

- Irvine Spectrum: An outdoor shopping center located at the southeast edge of Irvine. Its notable features include Edwards Cinema movie theater, Nordstrom, Macy's, Barnes & Noble, Dave and Buster's, Target, etc.
<http://www.shopirvinespectrumcenter.com/>
- The District at Tustin Legacy: A shopping and dining destination between Jamboree Road, Barranca Parkway and Tustin Ranch Road. Designed as a festive place for people to dine, shop and play, this plaza features AMC Tustin 14, Bowlmor Lanes, DSW, RA Sushi, Lucille's BBQ, Target, PetSmart, and much more.
<http://thedistricttl.com/>

Popular destinations to visit in Southern California:

- Los Angeles County Museum of Art (LACMA)
5905 Wilshire Blvd
Los Angeles, CA 90036
Mid-Wilshire
(323) 857-6000
www.lacma.org
- The Broad Museum
221 S Grand Ave
Los Angeles, CA 90012

Downtown
(213) 232-6200
www.thebroad.org

For more options,

- **Yelp:** An easy way to connect people with great local businesses through reviews and recommendations that are published by the public. Yelp is available through the website and/or smartphone mobile applications
<http://www.yelp.com/>
- **Tripadvisor:** The world's largest traveling site that offers a wide variety of travel choices and assists in planning and booking the perfect trip around town. Tripadvisor is available through the website and/or smartphone mobile applications.
<http://www.tripadvisor.com/>

CULTURAL AREAS

California is filled with a diverse cultural population. It offers great opportunities for students to explore and experience different types of cultural communities. More importantly, international students won't feel too far away from their home country with shopping centers, museums, and towns that are distinct to different countries.

Here is a list of a couple of cultural sites that students can enjoy:

Little Tokyo

319 E 2nd St
Los Angeles, CA 90012
(213) 293-5822
<http://www.littletokyola.org/>

Chinatown

Cesar Chavez & N Broadway
Los Angeles, CA 90012
Chinatown, Downtown
(213) 680-0243
<http://www.chinatownla.com/>

Koreatown

Wilshire and Western
Los Angeles, CA 90010
Koreatown, Wilshire Center
<http://www.yelp.com/biz/koreatown-los-angeles-2>

Historic Filipinotown

Historic Filipinotown
Los Angeles, CA 90026
<http://www.visitasianla.org/index.php/historic-filipinotown/things-to-do>

Little Saigon

<http://www.littlesaigonnow.com/>

Little India Village
18792 Pioneer Blvd
Artesia, CA 90701
(562) 924-5652
<http://www.artesiaindia.us/>

STUDENT ACTIVITIES

A great way to learn more about what Westcliff University has to offer is to keep in the loop with upcoming student activities and events on our social media pages.

Facebook <https://www.facebook.com/westcliff.edu>

Google Plus – Westcliff University Student Services
<https://plus.google.com/communities/105740675827790245275>

EMERGENCIES

In an event of an emergency, students should call 911. Additionally, students should stay calm and give their name, exact location, and telephone number to the 911 dispatcher. Stay on the line with the 911 dispatcher as long as necessary.

AMERICAN CULTURE

PRACTICING PERSONAL RELIGION

The United States is a multicultural society founded on tolerance and mutual respect. People are encouraged to seek out opportunities to practice their religious beliefs. There are usually a variety of denominations and religious groups in every community. Although America has a higher rate of church attendance than most other western societies, many Americans are uncomfortable discussing religion. If the student is in a religious situation or discussion in which h/she is uncomfortable, it is acceptable to excuse themselves or explain their perspective.

ALCOHOL

U.S. laws concerning the sale and consumption of alcohol may seem very liberal or very constraining depending on the person and their nationality. In the United States it is illegal to purchase and consume alcoholic drinks, including beer and wine, until one reaches the age of 21.

SMOKING

In many parts of the United States, all public buildings are designated “smoke free,” meaning that one cannot smoke in any part of the building. Other buildings have designated spaces for smokers. Restaurants often have “smoking” and “nonsmoking” sections. If one is a guest in someone’s home, room, or apartment, always ask

permission before smoking. At Westcliff University, our campuses are all smoke free; however, one can smoke outside the buildings.

AMERICAN HOLIDAYS

There are six major national legal holidays in the United States:

- New Year's Day (January 1st)
- Memorial Day (4th Monday in May)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Thanksgiving (4th Thursday in November)
- Christmas (December 25th)

Not all Americans observe the same holidays, and there are many holidays that are not legal holidays. Also, some holidays are celebrated only by certain religious or cultural groups. Some of the more common U.S. holidays and religious holydays are:

- New Year's Day (January 1st). The big celebration is the night before, New Year's Eve. The New Year is often "rung in" with bells and noisemakers. On New Year's Day itself, there are many parades and college football games on television.
- Martin Luther King, Jr. Day (mid-January). This holiday celebrates the birth date of one of the leaders of the American civil rights movement.
- Valentine's Day (February 14). A day to celebrate love. Cards are given to close friends and loved ones.
- St. Patrick's Day (March 17). An Irish holiday brought to America by immigrants. The U.S. version of this holiday includes wearing something green, eating corned beef and cabbage, and drinking green beer.
- Easter (March or April). Although primarily a Christian holiday, it is widely celebrated in the U.S. This is the celebration of the resurrection of Jesus. The secular Easter tradition is to dye eggs different colors and give baskets of candy to children.
- Passover (March or April). A Jewish holiday celebrated in commemoration of the Hebrews' liberation from slavery in Egypt.
- Memorial Day (late May). This day is dedicated to the memory of all soldiers who died during wars.
- Ramadan (June) An Islamic holiday, the beginning of the Ramada fasting month.
- Independence Day (July 4). The celebration of the day the American Declaration of Independence was signed.
- Labor Day (September). This day honors the country's working men and women.
- Day of Ashura (October) An Islamic religious observance on the 10th day of Muharram, the first month of the Islamic year.
- Veteran's Day (November 11). A day set aside to honor all men and women who served in the Armed Forces of the United States.
- Halloween (October 31). A day when children (and adults) dress in costumes and have parties. Children go "trick-or-treating" to homes for candy, and pumpkins are carved into "Jack O'Lanterns".
- Thanksgiving Day (November). This holiday dates from America's earliest days, when the Pilgrims had a feast to celebrate their first good harvest and give thanks. Large family dinners are common, with turkey and pumpkin pie; more Americans will travel home for Thanksgiving holidays than for Christmas.
- Hanukkah (late November or early December). An eight-day Jewish holiday marking the rededication of the Temple in Jerusalem.

- Christmas Day (December 25). The celebration of the birth of Christ in the Christian faith. This is also a time when families decorate trees and exchange gifts. One Christmas tradition is that Santa brings gifts to good children.

Students who plan to observe their own cultural or religious event should advise the Director of International Affairs at Westcliff University in advance.

INTERNATIONAL STUDENT LOANS

The International Education Financial Aid (IEFA) website, [IEFA.org](http://www.iefaf.org), is the premier internet resource listing financial aid information for students who wish to study in a foreign country. IEFA has partnered with a provider of international student loan programs to provide students around the world with financial aid options to fund their education abroad. Through this site, one will gain access to a loan comparison tool designed specifically for international students. There are up to eight (8) lenders associated with this website which are currently providing financial aid to international students.

[International Student Loans](http://www.iefaf.org/international-student-loans) (<http://www.iefaf.org/international-student-loans>)

DEPARTURE BACK TO HOME COUNTRY

The student has 60 days upon completion of his/her program to leave the United States under his/her F1 visa. To remain in the U.S., the student will need to re-enroll in a higher program, transfer to another school to receive a new I-20 form, or apply to change his/her visa status.

REFERENCES, INFORMATIONAL WEBSITES, AND FORMS

U.S. Immigration and Customs Enforcement (ICE)	https://www.ice.gov/
U.S. Citizenship and Immigration Services (USCIS)	https://www.uscis.gov/
Student and Exchange Visitor Program (SEVP) & Student and Exchange Visitor Information System (SEVIS)	http://www.ice.gov/sevis/
Student Process Steps: How to Navigate the U.S. Immigration System	http://www.ice.gov/sevis/students
Student Visas: U.S. Department of State, Bureau of Consular Affairs	https://travel.state.gov/content/visas/en/study-exchange/student.html
Visa Appointment & Processing Wait Times	https://travel.state.gov/content/visas/en/general/wait-times.html/
U.S. Embassy & Consulates	http://www.usembassy.gov/
Nonimmigrant Visa Applications:	https://travel.state.gov/content/visas/en/forms.html
I-901 SEVIS Fee Payment Tutorial	http://www.ice.gov/sevis/i901/index.htm

WESTCLIFF UNIVERSITY FORMS AND IMPORTANT CONTACT INFORMATION

Admissions Department:	admissions@westcliff.edu
Application of Admissions:	http://www.westcliff.us/forms-for-admissions/application-form/
Catalog/Student Handbook:	http://www.westcliff.edu/students/student-handbook/
Curricular Practical Training (CPT)	cpt_bachelors@westcliff.edu cpt_masters@westcliff.edu cpt_doctorate@westcliff.edu
Credit Card Payment Link:	http://www.westcliff.us/wu_payment/
Registrar:	registrar@westcliff.edu
International Student Services:	intlservices@westcliff.edu
Student Services	studentservices@westcliff.edu
Travel & Vacation	intltravel_vacation@westcliff.edu

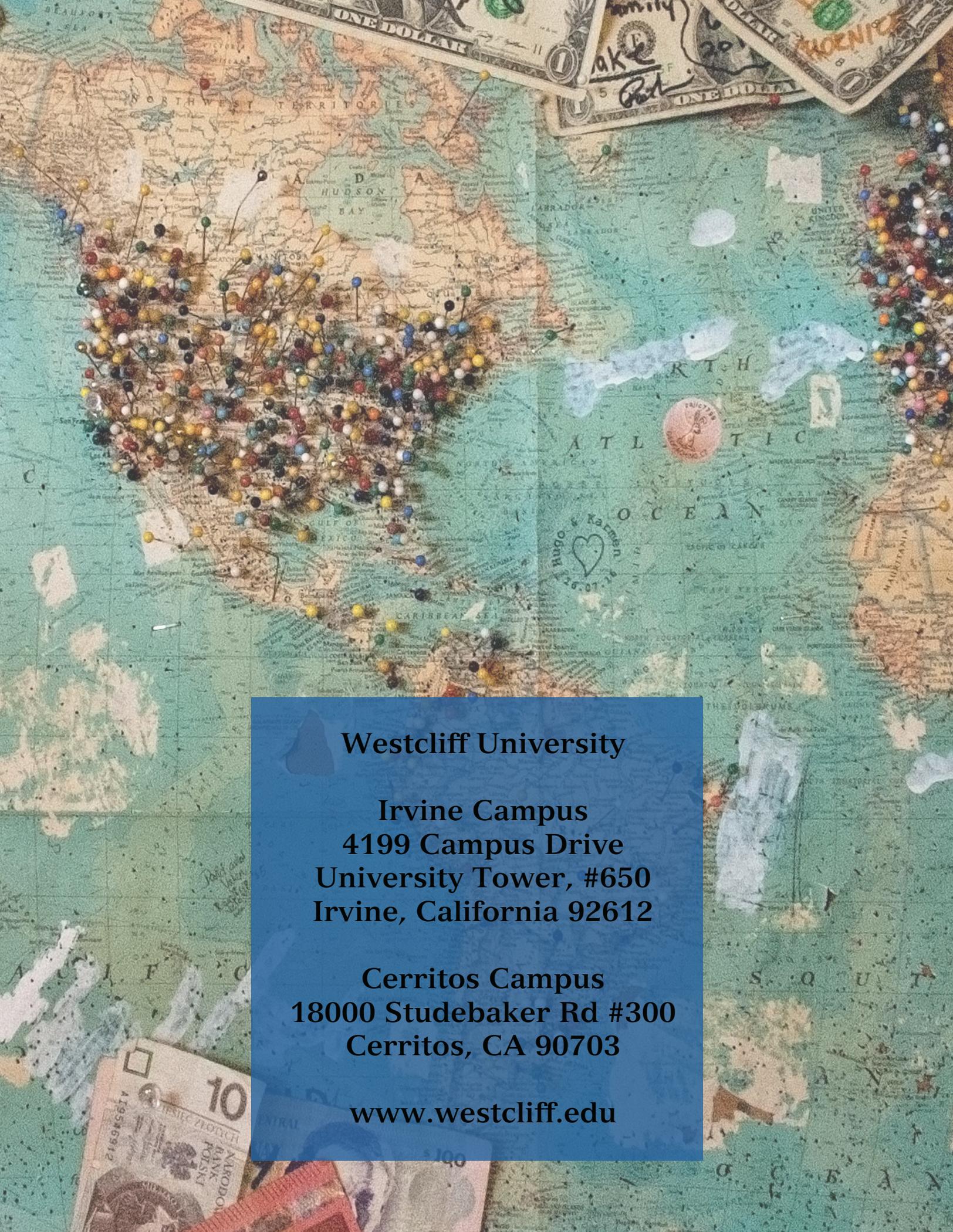
GLOSSARY

BCIS:	Bureau of Citizenship and Immigration Services
CBP:	Customs and Border Protection (Responsible for immigration and customs inspections at U.S ports of entry)
CPT:	Curricular Practical Training
DSO:	Designated School Official
D/S:	Duration of Student Status
DHS:	Department of Homeland Security (Oversees CBP, ICE, and USCIS)
DS 157:	With most visa applications, male and female applicants fill out the same forms in the same manner. However, due to security concerns, some male applicants may need to provide additional information on their applications. For example, Form DS-157 (Supplemental Nonimmigrant Visa Application) must be completed by any male applicant between the ages of 16 and 54 who is filing for a nonimmigrant visa.
DS 160:	The DS-160, Online Nonimmigrant Visa Application form, is for temporary travel to the United States, and for K (fiancé(e)) visas. Form DS-160 is submitted electronically to the Department of State website via the Internet. Consular Officers use the information entered on the DS-160 to process the visa application and, combined with a personal interview, determine an applicant's eligibility for a nonimmigrant visa
EAD:	Employment Authorization Document
F-1:	Category of Visa required of all non-immigrant students
I-20:	Establishes the individual meets the basic criteria for nonimmigrant student status
I-539:	Application to Extend/Change Nonimmigrant Status.
I-901:	Form to pay SEVIS fee of \$200
I-94:	Arrival/departure card, received from the airline during the flight
ICE:	Immigration and Customs Enforcement (Responsible for maintaining the student & Exchange Visitor Information System (SEVIS) conducting immigration investigations, detentions, and removals –deportations)
OPT:	Optional Practical Training

POE: Port of Entry
SEVIS: Student and Exchange Visitor Information System
USCIS: United States Citizenship and Immigration Services

THANK YOU!

The administration, staff and faculty thank you for considering Westcliff University. We look forward to helping you in achieving your dreams as a global citizen and becoming an integral part of Westcliff University!



Westcliff University

**Irvine Campus
4199 Campus Drive
University Tower, #650
Irvine, California 92612**

**Cerritos Campus
18000 Studebaker Rd #300
Cerritos, CA 90703**

www.westcliff.edu