International Student Handbook
Dear International Student,

On behalf of the College for Creative Studies I would like to welcome you to CCS and to the city of Detroit! A warm welcome is extended to those students who are visiting the United States for the first time.

While your primary objective is to obtain a quality education from CCS, we want you to take advantage of the many opportunities that the Detroit community has to offer. Your educational experience will be enhanced twofold through interaction with our diverse neighborhood. CCS is located in the hub of the University Cultural Center. Please take the opportunity to visit the Detroit Institute of Arts (DIA), the Detroit Historical Museum, the Charles H. Wright Museum of African American History, the New Detroit Science Center, the International Institute and the main branch of the Detroit Public Library. All of these places are a short walking distance from our College and several are free for CCS students.

Like many international students before you, you can expect to develop lifelong relationships with other CCS students and faculty members. Even though the environment may be different than what you are accustomed to, it is important to be open to new experiences and the people you meet along the way. Many times these new people will act as wonderful resources and will provide support as you make what might be a difficult transition. You may experience difficulties during your first year here that you did not expect, such as culture shock, academic rigor, language barriers, institutional policies and confusing rules and regulations. These situations are common, and we are here to support you with your transition to CCS, Detroit and the United States.

Please never hesitate to contact our office regardless of your needs. We also want to hear of your successes, so please come and share those as well.

It is your responsibility to be aware of the requirements for maintaining your legal status while in the United States. Rules for staying in status are printed in this book and on the back of your I-20 form. You can also check the United States Citizenship and Immigration Services website at: http://www.uscis.gov. Or contact me at anytime when in doubt regarding immigration rules and regulations at jdickey@collegeforcreativestudies.edu. Please adhere to the rules and regulations in this international student handbook as well as the CCS student handbook that will be given to you at orientation.

Wishing you the best for the 2009–10 academic year!

For CCS,

Jennifer K. Dickey
Director, International Student Services
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Section I: Cross-Cultural Adaptation

CULTURE SHOCK
The term “culture shock” refers to the feeling of disorientation and confusion that often occurs when a person leaves a familiar environment for an unfamiliar one. Upon arriving in the United States, you will encounter a multitude of new things; the physical environment will look strange, the look, smell and taste of food will probably not be the same and the people will look, speak and act differently. You will also notice differences in behavior, language and appearance between various groups of Americans.

At first you will probably be excited, but your family and other support systems are far away and you may become somewhat unsure or confused or may even develop some doubts about your decision to come to the College for Creative Studies. Your English may not initially serve you as well as you expect, and you may be unsure as to how you are being perceived and accepted. You may become depressed or frustrated, perhaps even angry. These are all symptoms of culture shock. They will pass and you will begin to accept and adjust to the new situations.

If you are experiencing culture shock, you may want to obtain personal counseling. Personal counseling is very common and accepted in the U.S. To make an appointment with the CCS personal counselor Jim Bauer, call 313.664.7404. This service is free to all students.

The new environment will stimulate some individuals and not everyone will experience severe culture shock. And even for those who do, it may be experienced in varying degrees, with one person more affected by it than another. In order to make the transition as smooth as possible here are some suggestions for coping with culture shock:

1. Realize that the adjustment will take a little time. Maintain your perspective. Even though you may not understand what is going on, adopt a “wait and see” attitude. Remember that many students before you have successfully made this experience an enriching one.

2. Evaluate your expectations. Your reactions to the U.S. and CCS are the product of both the way you expected things to be and the way they actually are. If there are feelings of disappointment and confusion, try to determine whether your expectations were too high by talking to someone.

3. Explore your new environment. Being in a new culture can be a very fascinating and educational experience. It allows you to experience new ways of living.

4. Utilize the Student Success Center. This is the place to go for academic assistance. If you are having trouble studying, writing a paper, comprehending the language, or you simply do not understand an assignment, the Student Success Center is a valuable resource for you. If you would like someone to help you proofread a paper or just want to practice your English speaking skills visit the Student Success Center. You can call the Student Success Center at 313.664.7680 or just stop in at the Kresge-Ford Building, Room 404.

5. Maintain regular contact with friends and family from home. Email makes this easy. We have plenty of computer labs available on campus, and you can easily establish a CCS email account. You will learn more about how to create an email account during the student orientation. Using this as a tool can let friends and family know that you are thinking about them, and it will keep you aware of what is happening at home.
**TIPPING**

Tipping is the practice of giving a percentage of the cost for a service to the individual who provides that service. In the U.S., customers or clients pay tips to waiters, baggage handlers, hairdressers, taxi drivers and hotel room service providers.

To international visitors, tipping may appear to be giving away extra money for what a person is already paid to do. In many service professions, however, the person who serves you is paid a small wage and depends on customers’ tips to make a living wage. Tipping is meant to encourage your server to give you good service. Tipping is not mandatory, but it is the custom to do so, unless you received terrible service.

Below are suggestions for tipping. Of course, the amount of a tip depends on you and whether or not you feel you received good service.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Average Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant waiters</td>
<td>15% - 20% of the total cost</td>
</tr>
<tr>
<td>Airport and hotel baggage handlers</td>
<td>$0.50 - $1.00 per bag</td>
</tr>
<tr>
<td>Barber shops/beauty salons</td>
<td>15% - 20% of the price for service</td>
</tr>
<tr>
<td>Taxi drivers</td>
<td>10% - 15% of fare</td>
</tr>
<tr>
<td>Hotel room service</td>
<td>$1.00 - $2.00 per night</td>
</tr>
</tbody>
</table>

Remember! You should never tip police officers, government employees or government officials. It may be interpreted as a bribe, which is illegal. You do not tip bus drivers, theater ushers, museum guides, sales people, employees at fast-food restaurants or hotel clerks.

**CLIMATE**

There are four seasons in Michigan:
- Summer (June 21st – September 21st);
- Autumn/Fall (September 21st – December 21st);
- Winter (December 21st – March 21st);
- Spring (March 21st – June 21st).

The weather in the month of October is cool (40 to 50 degrees Fahrenheit), getting colder in November (30 to 40 degrees Fahrenheit). The cold lasts through March (at times getting as low as -10 degrees). Heavy winter clothing, including boots for snow will be necessary. Keep in mind, however, that the weather is often unpredictable in Michigan. It may be warm in December or cold in May.
Section II: Immigration Regulations

APPLYING FOR AN F-1 STUDENT VISA
To obtain an F-1 student visa, which is required for entry into the United States, you must apply at a U.S. consulate or embassy (in Taiwan, application is made at the American Institution Taipei). A personal interview with a consular official may be required, but the interview will most likely be a short one. The documents you will need to take with you for the consular officer are:

• Valid passport
• I-901 Fee receipt
• Form I-20 from the College for Creative Studies
• Verification of financial support for at least one year of study
• Proof of English language proficiency (TOEFL test scores)
• Proof of a permanent residence and other ties to your home country that will compel you to leave the U.S. and return to your home country after you have completed your studies

Before visiting the consulate or embassy rehearse what you plan to say to the consular officer. Some questions that you might be asked are:

• Why do you want to study in the U.S.?
• Why do you want to study art/design?
• Why did you choose the College for Creative Studies?
• How will your degree be used in your home country (what type of job prospects do you have when you return)?

A typed statement of intent might be helpful for the consular interview. You must be truthful and willing to answer direct questions. If the consular officer catches you not telling the truth, you will not get a visa.

Demonstrating that you have ties to your home country may be the single most important factor that the consular official uses to determine if you will get a visa. Be prepared to document your ties to your home country. If your family owns a business, take letters from the bank describing the business or papers showing that the business is registered with the government. If you plan to use your studies to enhance your family business then indicate how you will contribute to the business upon your return. If your family owns property, take the deeds or papers showing ownership. Also, membership in a professional organization in your home country can show a desire to return after your studies. If you have the prospect of a job offer, try to get a letter from the company saying that you will be considered for a job upon your return or that people with the kind of education you are seeking are needed in your chosen field.

If you are denied a student visa you probably have not sufficiently proven to the consular officer that you are entitled to student status. In most cases the denial will be based on failure to prove permanent residence or "strong ties" to your home country. A visa denial is not permanent and may be reconsidered if you can show further convincing evidence.

We strongly suggest that you contact International Student Services if you are denied a visa so that we can assist you in your second application to the U.S. consulate.

CANADIAN AND MEXICAN STUDENTS (AN EXCEPTION TO THE VISA REQUIREMENT):
Canadian and Mexican students do not need to obtain a visa as other students do. Instead, your I-20 will be stamped as F-1 upon entry to the US. If you are Canadian or Mexican, you must always carry your properly endorsed I-20 form, I-94 card and financial documentation whenever you cross the border.

IMMIGRATION DOCUMENTS
You should become familiar with the following documents and be aware of their importance in relation to your F-1 immigration status:

Passport: Your passport must be valid at least six months into the future at all times. You can apply for a renewal of your passport in your own country during a vacation at home, or through your country’s consulate or embassy in the U.S. Regardless of your visa type, you should be sure to bring your passport to the office of International Student Services soon after you arrive so that copies can be made for your file.

Form I-20: This is the Certificate of Eligibility for F-1 student immigration status. CCS issues you an I-20 form once you have been accepted and have provided financial documentation that shows your ability to pay for your education and living expenses. The I-20 is used to obtain your F-1 visa at the U.S. embassy or consulate in your home country. It is also required for reentry into the U.S. after your initial entry into the country. The student copy of your I-20 (the page returned to you by the immigration officer at the U.S. port of entry) must be properly signed by the International Student Advisor before you leave the U.S. Signatures for travel are valid for one year except for travel to Canada or Mexico which is valid for only six months.

If you are in the U.S. and are transferring from another college to CCS, your new I-20 will not be issued to you until after you register for classes.
**Important:** The expected date of completion of study noted in the I-20 form (see item 5) is an estimated date and includes a one-year grace period. It may take you more or less time to complete your program of study. You must be enrolled full time and making normal progress toward completion of your program at all times. If you will not finish your studies by the completion date on your I-20, you need to contact the Director of International Student Services 30 days before that date (see Program Extensions later in this handbook).

**Entry Visa:** When you go to the U.S. embassy or consulate in your home country and present a new I-20, the consular official will place a visa stamp on a page inside your passport. This visa gives you permission to apply for entry to the U.S. It indicates the visa type you have been given for your stay in the U.S. and when it will expire. The stamp will also indicate how many times you can enter the U.S. using that visa (e.g., single, two, multiple).

A visa does not determine the length of time you may stay in the U.S. after entry. It does not need to remain valid after you have been admitted into the country. Only your approved program of study determines the length of time you are authorized to stay in the U.S., as indicated on your I-20 form.

**Form I-94:** A small white card will be stapled inside your passport by an immigration official at the U.S. port of entry. On it will be your admission number, your immigration status, date of entry and the length of time that your status is valid. A notation of D/S means that your F-1 status is valid for “duration of status,” or the time it will take to complete your current degree program as a full-time student. This I-94 card will be removed each time you leave the country and a new one will be issued on your reentry to the U.S.

All foreign citizens are issued an I-94 when they arrive at a U.S. port of entry. Therefore, all international students, regardless of visa type, should have this form stapled into their passport or other travel documents.

**DO NOT LOSE THIS CARD. THE REPLACEMENT FEE IS $320.**

**GENERAL INFORMATION FOR F-1 STUDENTS**

It is essential that you carefully follow the regulations set forth by the Department of Homeland Security here in the U.S. The following responsibilities apply to students who are in the U.S. with F-1 status for study at CCS:

- You must be registered **full time** in a degree program. At CCS this is a minimum of 12 credits each fall and winter semester. Students are not required to enroll for classes during the summer.
- You must be in possession of a valid and unexpired passport. Your passport must be valid at least six months into the future at all times.
- You may not seek or accept paid employment off-campus without permission from the USCIS.
- You must follow the correct USCIS procedures for transferring from one school or from one educational level to another (e.g., Bachelor’s to Master’s).
- You must report a change of address to the CCS Office of Registration, Office of International Student Services and to USCIS. Make sure you do this each time you change residences. Your grade report, tuition and general CCS information will be sent to the address that you indicate through the name/address change form available from the Office of Registration.

**ADMISSION FOR “DURATION OF STATUS” (D/S)**

You will be admitted to the U.S. as an F-1 student for “duration of status,” noted as D/S on both your I-94 form and your I-20 ID (student copy), which means you may remain in the country for the period during which you are pursuing a full-time course of study. At CCS you must be enrolled for at least 12 credit hours each semester to be full time.

While you are in the U.S., if you are a full-time student and follow all the rules for F-1 students, it does not matter if your visa expires. However, if you travel out of the U.S. and your visa has expired, you must travel to another country to obtain a new visa so you can reenter the U.S. as an F-1 student. It is STRONGLY advised that students return to their home country to apply for a visa.

1. **Transferring from Another College:** If you attended another school as an F-1 student, immigration regulations require that you complete a school transfer procedure in order to be authorized to attend CCS. The school transfer procedure is required even if you graduated from your former school. Visit the International Student Services Office for this procedure.

**REQUESTS FOR DOCUMENTATION/CERTIFICATES**

The Office of Registration is able to assist you by providing letters certifying your enrollment, your tuition expenses and your student status, which are normally required for opening a U.S. bank account or for transferring funds from abroad. Letters requesting postponement of required military services in your home country can also be provided.
LOST OR STOLEN DOCUMENTS
If any of your immigration documents are lost or stolen, you should make an appointment to see the Director of International Student Services immediately. The I–20 can be replaced on-site, but other documents may require application to USCIS.

If you are leaving the U.S. for a trip abroad and you have lost your I–20, a new one can be issued by the office of International Student Services. You must show evidence of financial support in order to be issued a new I–20. A new I–94 will be issued to you automatically upon your reentry into the U.S. You are strongly encouraged to bring all of your immigration documents to the office of International Student Services so that copies can be made and placed in your file. If you have lost your passport, you must contact the embassy that represents the country that issued your passport.

PROGRAM EXTENSIONS
If you find, during the course of your time at CCS, that you will not finish your studies by the completion date on your I–20, you must file for a Program Extension. This must be done before current I–20 expires. You must, obtain a letter of explanation from your department and submit new financial documentation to the office of International Student Services.

VIOLATIONS OF F-1 STUDENT STATUS
Violation of F-1 status means that you have broken an immigration rule for F-1 students. If this occurs, you will lose your privileges as an F-1 student, including your ability to work in the U.S. In addition, CCS cannot provide travel authorization for students who have violated status. The following are examples of violations that will cause you to “fall out” of F-1 student status:

1. Your passport has expired.
2. You are not attending the school you were authorized to attend—the school which issued you the I–20 you used to enter the U.S.
3. You do not maintain full-time status or drop below 12 credit hours in any semester.
4. You do not follow the correct procedures for continuing from one educational level to another or for transferring from one school to another.
5. You work off campus without proper authorization.
6. You work on or off campus for more than 20 hours a week when school is in session.
7. Your program completion date has passed and you have not filed for a Program Extension.
8. You do not attend school during the academic year.

REINSTATEMENT OF STUDENT STATUS
If you violate the terms of F-1 student status, you must apply for “Reinstatement to Student Status” with the USCIS. If you believe you are out of status, you should visit the office of International Student Services as soon as possible. It is very important to take care of this immediately.

RENEWING VISAS
When you received your visa stamp inside your passport, an expiration date was also noted. If your entry visa expires while you are studying in the U.S., there is no need to renew it as long as you stay in the U.S., but if you travel abroad (including Windsor, Canada) you must plan to renew it, regardless of how short your trip is. It is not possible to complete this procedure inside the U.S. You may renew your visa at a U.S. consulate or embassy in the country to which you are traveling (preferably your home country; countries other than your own may impose stricter requirements or may be unwilling to renew a visa for a citizen or resident of another country). Be sure to allow plenty of time to obtain a new I-20 from the office of International Student Services before you depart from the U.S. A new I-20 is always necessary when you apply for a visa.

Documents You Should Have With You When Renewing Your Visa:
• Valid passport
• Properly endorsed I-20 form
• Current photograph
• Financial verification of your ability to pay for your education and living expenses while you study at CCS

Some countries may require:
• Transcripts from every school you have attended while in the U.S.
• I-20s from all the schools you have attended in the U.S.
• A letter of enrollment from the Office of Registration

If you fail to renew your visa while you are abroad it is likely that you will be denied reentry into the U.S.

SIGNATURES AND DOCUMENTS
If you require special letters or other documents, or if you need a signature on your I-20, be sure to request them long before your departure. You must allow one to two days processing time for a signature on your I-20 and three days for letters and documents (see Request for Documentation/Certificates earlier in this handbook). If the International Student Advisor is unavailable for a travel signature on the back of the I-20, then you may visit the Registrar to obtain a signature. **DO NOT COME TO THE INTERNATIONAL OFFICE THE DAY BEFORE OR THE DAY OF TRAVEL EXPECTING TO HAVE YOUR I-20 SIGNED. YOU MUST PLAN AHEAD AND VISIT THE OFFICE EARLY.**
TRAVELING

If you have a valid (unexpired) F-1 visa and your passport has not expired, all you need is a CCS I-20 with the signature of the International Student Advisor on the back in order to travel outside of the U.S. You can go home and return without visiting an embassy or consulate.

If your visa has expired, you must get a new one while you are home. Embassies and consulates do not accept old financial documents (bank statements and proof of income) when you apply for a new visa. Therefore, a month before you plan to travel, you should go to the office of International Student Services and apply for a new I-20. If your financial documents are less than six months old, we will simply prepare a new I-20 and attach financial documents from our files. If they are older, you will have to prepare new bank statements and proof of income. You will need to take these documents with you when applying for a new visa.

If you changed your status to F-1 after entering the U.S., you still do not have an F-1 visa, and you will have to get one while you are at home. This means that you will need to present a new I-20 with recent financial documentation to the U.S. consulate or embassy in your home country (see Renewing Visas earlier in this handbook).

TOURIST VISAS

A student may need a tourist visa to enter Canada, Mexico or the Caribbean depending on his/her nationality. Information concerning tourist visas (and which nationalities are required to obtain visas) can be obtained by visiting their website or calling the consulate general of the country the student wishes to visit. All required information is explained on a on their website. If a tourist visa is required, the student must go in person to the consulate to complete the application. Be sure to give yourself sufficient time before your trip to obtain the tourist visa.

Students in F-1 status may travel with an expired F-1 visa to adjacent islands in the Caribbean Sea as well as to Bermuda, St. Pierre and Miquelon but must be certain that the I-94 is not removed from their passport before leaving the U.S.
**Section III: Preparing for the United States**

**ENTERING THE U.S.**

When you arrive at the U.S. port of entry, you must present your passport with the visa stamp, verification of financial support and I-20 form to the immigration official.

When admitting you to the U.S., the immigration officer issues you a small white card (it will be stapled to your passport) called the I-94, or the Arrival Departure Record. The I-94 shows the date and place of your entry, your immigration status as F-1 and your admission number—a special immigration number you will use as long as you are in the U.S.

*The I-94 should remain stapled in your passport at all times. You will surrender it only upon leaving the U.S. (except in cases of visits of 30 days or less to Canada, Mexico or the Caribbean, if one of these countries is not your home country). When you reenter the country you will be issued a new I-94 with your same admission number.*

In addition, the admitting immigration official will stamp your I-20, separate it, keep the I-20 school copy (pages 1-2) and return to you the I-20 ID student copy (pages 3-4). The stamp on your I-20 ID will show the date and place of admission as well as your admission number.

Your I-20 ID is the most important document you have in addition to your passport. Keep it with your passport at all times and never surrender it when leaving the country. You must retain all I-20s issued to you from CCS or any other school.

**PREPARING FOR YOUR ARRIVAL AT CCS**

If you are staying in student housing:

1. Make sure that you have thoroughly completed and returned the CCS housing application and supplied the $200 housing security deposit and $350 first housing payment. The application and deposit ensures that you have an on-campus housing space reserved. You should do this as soon as possible so that we can reserve a space for you. Housing is offered on a first-come, first-served basis. Please see the lists later in this handbook for recommendations of items that you may want to bring with you to Art Centre Building (ACB) housing.

2. Fax or email your name, airline and flight number, date and arrival time at Detroit Metropolitan Airport to: Jennifer Dickey, International Student Services. The fax number is 313.872.2739; email: jdickey@collegeforcreativestudies.edu. If your arrival time or date changes, please call 313.664.7428 between 8:30 a.m. and 4:30 p.m. (Eastern Standard Time) or email Jennifer Dickey as soon as possible. At other times, you may leave a voice mail message stating your new arrival time. **Please make sure that the arrival time, date, airline and flight number are correct.** We will try to arrange airport pickup for you if you supply the above information at least two weeks in advance of your arrival. Otherwise you will have to take a taxicab.

3. The most efficient way to get to the CCS campus is to take a taxicab. These are located just outside of the baggage area. Provide the driver with the address of your destination and have directions ready. Directions from Detroit Metropolitan Airport: Take Interstate 94 east to exit 215C, turn right onto John R Street, go four blocks and turn left on Kirby Street. The cost should be approximately $40-$50.

4. Airport luggage trolleys cost $2 U.S. and it helps to have the money ready at the airport.
WHAT TO BRING WITH YOU

Residents may wish to discuss with their suitemates whether they are bringing some of the larger/more expensive items on the list so your suite does not end up with four microwaves, etc. The following list is just recommended items. You can bring these with you, ship them from home or purchase them once you get here.

Linens:
Sheets (standard twin size)
Blankets
Pillow
Comforter
Mattress pad
Personal bath towels/hand towels
Personal washcloths
Bath mat

Electronic:
TV/VCR
Radio/stereo
Alarm clock
Computer
Power strips/surge protectors for all electronic equipment
Converters to make two-prong outlets work with three-prong plugs (available at hardware stores)

Kitchen:
Pots and pans
Silverware and cooking utensils
Dishes and glassware
Storage containers
Cutting board
Kitchen towels
Dish soap
Microwave oven (talk with roommates before bringing one)
Oven mitts
Other appliances such as a toaster
Trash cans/trash bags
FOOD—we do not have a full-time food service or meal plan on campus

Cleaning Supplies
(keep in mind that suites are inspected monthly):
Mop
Broom
Sponges
Bucket
Cleaning/disinfecting solutions
Vacuum
Plunger
Brillo pads
Toilet brush

General:
Iron and ironing board
Hangers
Trashcans/bags
Desk or drafting table to work on with a light and comfortable chair or stool
Lamps for your living and work areas—NO HALOGEN LAMPS ALLOWED
Personal size refrigerator (if you would like to have your own)
Shelving unit
Money for food and art supplies
Laundry detergent and supplies (50 cents to wash, 50 cents to dry)
Trunk with a lock
Laundry basket
Phone/answering machine
Toilet paper
Personal bath supplies
Fan
Tension rods for hanging curtains (the bedrooms have window shades, but no shades are provided in the other rooms in the suites. If you would like to hang curtains please bring tension rods because drilling into the walls to hang curtains is not permitted.)

WHAT NOT TO BRING TO THE ACB

Pets (other than fish in an aquarium no larger than 20 gallons)
Halogen lamps
Weapons
Candles
Incense
Open-flame devices (such as candles, blow torches, etc)
Drugs
Alcohol
Waterbed

CCS can take no responsibility for students’ personal property. If you do not have insurance through your own and/or your parents’ homeowners policy, please consider purchasing renters insurance. It would also be a good idea to keep a list of your valuables and their identification numbers in a safe place.

CLOTHING FOR THE DETROIT CLIMATE

Summer  Lightweight and light-colored clothes
Fall or Spring  Lightweight coat or jacket
Winter  Sweaters, long-sleeved garments
          Warm coat
          Gloves
          Hat and scarf
          Umbrella
          Winter boots
Section IV: Daily Life Issues in Detroit

This section will discuss topics that will assist you with everyday life in Detroit and at CCS. This is by no means an exclusive list or complete information.

CONVERSION OF MEASUREMENTS

Unlike most of the world, the United States does not use the metric system for measurements. The following is a conversion chart:

1 inch = 2.54 centimeters
1 foot = 30.048 centimeters
1 yard = 0.9144 meter
1 mile = 1.6094 kilometers
1 ounce = 28.35 grams
1 pound = 0.4536 kilogram
1 gallon = 3.785 liters

TELEPHONE SERVICE

Most Americans have at least one telephone in their residence. Telephones can be installed easily and quickly. If you live in the Art Centre Building (ACB) on the CCS campus then you will most likely need to have a telephone installed. The residence hall is equipped so you can install the phone yourself (simply by plugging a wire into a “jack” in the wall). You need only to plug the wire in and then initiate line service, as explained in the next two paragraphs. If installation in an off-campus apartment requires more extensive wiring, you can arrange for an Ameritech representative to do the work. You can assume it will cost at least $75 to install a telephone.

Buying a Telephone

Students at CCS should also consider purchasing a cellular phone instead of the traditional home telephone. The benefit to this is that the bill is in your name and this can ease possible billing disagreements among many different people who use the home phone in a suite. There are a number of different companies in the U.S. who sell cellular phones and service: Sprint, Verizon Wireless, Cellular One, AT&T. You can go to the local area malls and purchase a cellular phone at Radio Shack or many other businesses.

313 is the Detroit area code. To make a call to another area code within the U.S., you must first dial 1, then the area code and phone number for example, 1-313-664-7428.

For direct overseas calls, dial 011 followed by the country code, then the city code and the telephone number of the person you wish to call. For collect calls, reverse charge calls or person-to-person calls, dial the number 0, ask for an overseas operator and let them know the type of call you wish to make.

For absolute emergencies, you may dial 911 from any phone. You do not have to pay for this call. It will connect you directly with the police dispatch. It is to be used only for emergencies.

Public Telephones (called “pay phones”)

To use, pick up the receiver, deposit the amount of money the instructions on the phone say is needed – 35 cents or more in the Detroit area or 50 cents if you are calling another area code – wait for the dial tone (a humming sound), then dial your number. Special instructions for using public telephones are attached to the telephones themselves.

U.S. MAIL

U.S. mail is delivered to residences Monday through Saturday, once daily. If you are a resident in the Art Centre Building, you will be assigned a mailbox number and a key to that mailbox. If you are sending mail out you can deposit letters in the mailroom located on the ground floor.

If you live off-campus you will have a mailbox at your residence. Mail you are sending out can be put in your home mailbox for the mailman to pick up, deposited in one of the blue mailboxes located on many streets or taken to the Post Office.

Post Office Locations

The U.S. post office closest to CCS is the North End office located at 60 E. Milwaukee Avenue. To get there from CCS, go north (left from the CCS parking garage) on Brush Street until you see Milwaukee Avenue and then turn left (west) on Milwaukee Avenue. The post office will be on the left side. Their phone number is 873.8280. For a complete listing of area post offices please consult your telephone directory.
TRANSPORTATION: CARS
Detroit is a large, sprawling city. If you can afford it, it is recommended that after you move here you obtain a driver’s license and purchase both a car and car insurance. However, owning a car is expensive and can be very troublesome because cars often need to be repaired. Automobile repairs can be expensive and unexpected. Cars require continuing expenditures for license plates, insurance, parking and fuel. Maintaining a car costs hundreds or sometimes thousands of dollars per year. Unless you have an ample supply of money it is advised that you do your homework before buying a car. If you cannot afford this option you will have to rely on taxis, your friends or the city’s public transportation system (i.e., buses).

If you choose to buy a car there are many car dealerships in the city of Detroit that sell new and used cars. You can also purchase cars privately from individuals. Two good sources for buying cars from individuals are the classified advertising sections of the combined Sunday edition of the Detroit News and Detroit Free Press and the Trading Times. Both of these newspapers are available for sale at local convenience stores.

If you buy a car in the U.S., you are required to purchase car insurance. To obtain car insurance, search the telephone directory for car insurance companies. Some of the more well-known car insurance companies include: State Farm, Geico Direct, Progressive, Allstate and AAA (Triple A).

Driver’s License
You must have a valid driver’s license if you are driving a car in the state of Michigan. You may drive legally in Michigan if you have a current International Driver’s License (issued for one year only) and your home country driver’s license in your possession while you drive. It is advisable, however, to obtain a Michigan license even if your international license is still valid.

To obtain a Michigan license, you must go to the office of the Secretary of State. CCS residents can go to the New Center office at 3046 W. Grand Boulevard or the Highland Park office, located at 14301 Woodward Avenue. You will be required to take a written examination concerning driving laws and practices. In addition to the written test, you may be required to take a road test. If so, you will be asked to drive your car while accompanied by a driver’s license examiner (you must furnish your own car for the test). For more information on the requirements to obtain a driver’s license, please call the Secretary of State at 313.541.5454 or visit them online at http://www.michigan.gov/sos.

TRANSPORTATION: AIRPLANES
Most international flights to Detroit fly into the International Terminal at Detroit’s Metropolitan Airport. This airport is about a 40-minute drive from the College for Creative Studies. If you do not have anyone picking you up from the airport, you can arrange to take a taxicab to CCS. To arrange this service, you can call Checker Cab at 313.963.7000. The fare from the airport to CCS is approximately $40-$50 and up to four people can ride for that rate (although with luggage you probably will not be able to fit four people).

TRANSPORTATION: BUSES
There are two types of buses that travel through the Detroit area:

Smart Buses: These buses travel throughout the metropolitan Detroit area and into some suburbs. For information on schedules, fares and bus routes call 313.962.5515.

D-Dot Buses: These buses travel within the city of Detroit. Base adult fare is $1.25 and transfers are 25 cents. Fares may vary depending on the route you ride, where you board or get off the bus and whether you wish to transfer between routes. For specific route schedules, fare information and estimated travel times call 1.888.336.8287.

TRANSPORTATION: TRAINS
In Detroit trains are used for interstate travel (travel from one state to another state), not for commuter use. The main train company is Amtrak. For specific schedules call: 1.800.872.7245. www.amtrak.com

TRANSPORTATION: TAXICABS
Taxis do not run regularly throughout the city. You usually cannot just go out and hail a taxi. To get a taxi you need to call a taxi service and arrange to be picked up. Here are the telephone numbers of three popular taxicab companies:

Checker Cab 313.963.7000
City Cab 313.833.7060
Detroit Cab Company 313.841.6000
CURRENCY
The currency denominations in the U.S. are $1 (a dollar or a “buck”), $5, $10, $20, $50 and $100. The $50 and $100 dollar bills are not often used nor easily exchanged for small purchases. Coin denominations are 1 cent (penny), 5 cents (nickel), 10 cents (dime), 25 cents (quarter), 50 cents (half dollars) and $1 dollar.

CURRENCY EXCHANGE
Exchanging currency is not a common service in the U.S. You will need to do this either at the currency exchange in the terminal at Detroit Metropolitan Airport when you arrive or by visiting a travel office. The following link can assist you locate a travel office: http://www134.americanexpress.com/travel/CTNWTServlet?request_type=tsofinder&ctrywrap=us

BANKING AND PAYMENT OF FEES
A bank check from abroad (or from anywhere outside the state of Michigan) will generally take several business days to clear (be available as cash). Therefore be sure to bring enough money (mostly in traveler’s checks) with you to pay for your expenses until your check clears. This money should be enough for art supplies, local transportation, food and household and personal supplies.

Due to high U.S. banking service charges, CCS is unable to accept personal checks drafted on an international bank for tuition, fees or housing. Acceptable payment methods for international students who have not established a U.S. bank account are: Credit card (Visa, MasterCard, American Express or Discover) or International Money Orders.

There are several important issues to keep in mind when choosing a bank: location, usage fees, minimum balance required, hours and number and location of ATMs (automatic teller machines). Following is a list of banks in the vicinity of CCS.

Charter One Bank
1001 Woodward
313.965.1400
or
12380 Woodward
313.868.8240
Web Address: http://www.charterone.com

Chase Bank
Cultural Center Office
5057 Woodward
313.833.1900
Web Address: http://www.chase.com

Comerica
Branch Information and Customer Service
313.564.5717
Web Address: http://www.comerica.com

CHECKS
Personal checks are very difficult to use unless you have the proper identification. In order to cash a check you must have both photo ID and a major credit card (Visa, MasterCard, American Express). In addition, checks generally must have a local address printed on them which matches the photo ID presented. It is highly recommended that you obtain a Michigan driver’s license or state identification card for use as your photo ID. Banks generally only cash checks if you have an account with that bank.

AUTOMATIC TELLER MACHINES (ATMS)
Automatic Teller Machines, referred to as ATMs in the U.S., are widely available. Most banks issue an ATM card when you open an account; this card allows you to make deposits, transfer funds or make withdrawals. You can use ATMs 24 hours a day, 365 days a year. Most ATM cards work in the ATMs of other banks, however there is generally a service charge of approximately $1.50 to $2.00 for using the ATM of a bank other than your own. Service fees do vary. There is an ATM machine in the lobby of the Art Centre Building (ACB), which you can access for a $1.50 service charge.

DEBIT CARDS
Many ATM cards connected to checking accounts at area banks also function as debit cards that can be used at grocery stores, retail stores, gas stations and restaurants that accept them. Any purchases placed on your debit card will automatically be deducted from your checking account.

TRAVELER’S CHECKS
Traveler’s checks denominated in U.S. currency are accepted at most hotels, restaurants and large stores. The best place to exchange them, however, is at a bank. U.S. currency and traveler’s checks are the recommended tender.

CREDIT CARDS
Credit cards are widely used and accepted in the U.S. Examples: Visa, MasterCard, American Express and Discover. They are easily used in most hotels, restaurants and retail stores. They can also be used for proof of identity. Be aware that credit cards charge interest rates of 12-25 percent on balances. Be sure to read all the information that comes with a card carefully.
**COSTS OF ATTENDING CCS**

The Office of Admissions has already sent you an estimate of expenses for the upcoming academic year. CCS tuition is charged at a flat rate for 12 to 18 credits per semester. There is no difference in cost to students taking as few as 12 credits or as many as 18. As an F-1 student, you must take a minimum of 12 credits per semester (NOTE: If you take less than 12 credit hours, you will be “out of status” and will need to apply for reinstatement with INS). Please observe that certain courses may have extra fees. These fees are listed in the Schedule Book.

Remember that in addition to tuition there are other costs that accompany going to CCS and living on your own. Books and supplies are major expenses, sometimes adding up to $1,500 or more in one semester. Also rent, food, clothing, entertainment, travel and transportation are a few more items to keep in mind and prepare for financially.

**FINANCIAL AID**

One type of financial assistance for international students studying at CCS is institutional scholarship money for those who qualify. Financial assistance in the form of scholarships is awarded on the basis of both artistic and academic merit and is determined at the time of application to the College. Federal financial assistance is not available to international students. Students are encouraged to look for other sources of financial assistance, such as bank loans or scholarships from independent organizations. Some websites that might be useful in this search are included below:

http://www.edupass.com/finaid/loans.php
http://www.uwsp.edu/finance/wasfaa/altloan.htm
www.citibank.com/
http://www.fastweb.com/
http://www.finaid.org
http://www.edupass.org
http://www.iefc.com
http://www.collegeboard.com/
http://www.iie.org/pgms/
http://www.macfdn.org/
http://www.nafsa.org/
http://www.studentloan.com/slcsite/fr_apnow.htm
http://www.rotary.org/
http://www.isoa.org/
http://www.iefa.org/
http://www.teri.org/
http://personalfinance.firstunion.com/
http://www.salliemae.com/
http://www.bibl.u-szeged.hu/oseas/links.html

General health insurance is available through the same company, Student Assurance Services Inc., for an additional cost. You can request this information from the Office of Student Life by phone 313.664.7676 or from International Student Services at 313.664.7428. You can also email the Office Student Life at studentlife@ccscad.edu for insurance information. Because the U.S. does not provide any type of socialized medicine and the cost of medical services without health insurance is extremely high, it is very important to have health insurance.

*Please note: All students living in CCS student housing must have proof of health insurance in order to be assigned housing.*

**EMPLOYMENT OF F-1 STUDENTS**

There are three ways an F-1 student can be employed:

1. On-campus Employment
2. Optional Practical Training
3. Curricular Practical Training

**ON-CAMPUS EMPLOYMENT**

For F-1 students, work on-campus (on-campus being defined as work within the physical boundaries of the campus and paid by CCS) does not have to be authorized by the Immigration and Naturalization Service. NOTE: On-campus employment is restricted to 20 hours each week while school is in session and up to 40 hours each week during vacation periods. Some examples of on-campus employment opportunities would be working in the library, the bookstore, working with your department or serving as a resident assistant in the resident hall. The Office of Financial Aid handles on-campus jobs and can let you know what jobs are available.

**HEALTH INSURANCE**

All degree-seeking students are automatically enrolled in the accidental health insurance program offered through CCS. This insurance will cover you if you have an accident on or off campus. Please be aware that this insurance only covers accidents, not sickness or regular medical check-ups.
OPTIONAL PRACTICAL TRAINING
As a continuation of their learning experience, F-1 students are permitted to work for a maximum of 12 months in an American business or industry after they receive their degree. Students must apply for this permission before completion of program; otherwise they are ineligible for post-graduation Optional Practical Training. The application must be received at the USCIS office no later than 60 days after the completion of final exams.

Students are eligible for a maximum of only 12 months for all practical training. Students may apply for authorization for optional practical training directly related to their major area of study and commensurate with their educational level in the following cases:

• After completion of course requirements except for the senior thesis, project or portfolio (it is recommended that students have a job offer before applying).

• After completion of the course of study (this type of practical training must be applied before completion of the program).

HOW TO APPLY FOR OPTIONAL PRACTICAL TRAINING
For Optional Practical Training international students should see the International Student Advisor for permission. If permission is granted, the International Student Advisor will record the OPT in the student’s file and update the student’s file in SEVIS. It is the student’s responsibility to submit the following documents to INS:

• A check or money order made payable to the USCIS, check website for updated fees

• A completed Form I-765
  The International Student Advisor can give you this form

• An I-765 signature card. Make sure the signature is within the rectangular box.
  The International Student Advisor can give you this form

• Photocopy of the I-94 card (front and back)
  This is given to you when you enter the country and is stapled inside your passport

• Photocopy of the last Employment Authorization Document (front and back), if available and applicable

• Two ADIT-style photos

• Photocopies of the identification pages from your passport or other photo identification (school ID, driver’s license)

• A photocopy of the I-20 ID student copy (front and back) with the International Student Advisor’s recommendation that Optional Practical Training be approved.

CURRICULAR PRACTICAL TRAINING
Co-op jobs and required internships are known as Curricular Practical Training (CPT) to the Immigration and Naturalization Service. This is training that is an integral part of a student’s curriculum. Students must have been in F-1 status for at least nine months before they are eligible for Curricular Practical Training.

For employment to be considered Curricular Practical Training it must fall into one of two categories:

1. Required Part of the Degree Program – if the academic program requires employment in the field of study to graduate, the student may participate in CPT as long as the student meets other requirements of lawful status. If the employment is required, CPT need not be credit-bearing.

2. Optional Part of Degree Program – credit-bearing training opportunities that are an important part of the program of study may be used for CPT.

Students who have received one year or more of full-time Curricular Practical Training are ineligible for post-completion practical training (i.e., practical training after graduation).

HOW TO APPLY FOR CURRICULAR PRACTICAL TRAINING
Students must come to the office of International Student Services in order to be approved for CPT by the International Student Advisor. If the training is approved, the International Student Advisor will update student’s file in SEVIS, endorse the student’s I-20 for approval and make copies of documents for the school’s files. Students should bring the following to their appointment with the International Student Advisor:

• Letter form employer confirming employment

• Bring your I-20 ID (student copy), on which the authorization for the practical training will be written and endorsed by the school official.

• Bring either a) a letter of support from your major advisor indicating how the CPT is directly related to your academic program, whether the work is optional or required and if academic credit will be received, or b) a letter from your co-op advisor stating that you are enrolled in the co-op program and (if known) the name of the company for which you will be working.
Section V: International Resources in Detroit

There are a variety of International Resources in Detroit, from grocery stores specializing in international foods to churches and community groups. If you are looking for a taste of home, a newspaper or magazine reporting news of your country, or you simply want to meet more people from your nation—here are some resources:

THE INTERNATIONAL INSTITUTE

111 E. Kirby St.
Detroit, MI 48202
Phone: 313.871.8600

The International Institute is conveniently located across the street from CCS. Founded in 1919, the International Institute was created to help immigrants learn English, become citizens and otherwise become assimilated to their new communities. Today, the Institute's goals are similar, with a dedicated multilingual social work staff, specially trained to help newly arrived immigrants, foreign-born Americans and ethnic Detroiters with their needs in adjusting to American life.

The International Institute staff is sensitive to the many ways in which different languages and cultures affect adaptation to the American lifestyle. Social workers, who are accredited by the Board of Immigration Appeals, are available to handle questions and procedures involving the legalization and naturalization process. The International Institute also provides individual counseling, job counseling, translating and interpreting, consultation and referrals on ethnic matters. Additionally the International Institute offers all levels of English language classes (including English conversation), foreign language classes, and citizenship classes.

Finally, the International Institute hosts a full range of ethnic cultural events for the public to enjoy throughout the year. There is also a small cafeteria called the Small World Cafe in the basement of the Institute. The Small World Cafe is open for lunch weekdays and sells Indian, Middle Eastern, Mexican and Italian meals. The cafe is a favorite restaurant among CCS students and staff.

BOOKSTORES:

Barnes and Noble at Wayne State University
Corner of Woodward and
Detroit, MI
A varied selection of paperback books, maps and newspapers from all over the world.

CHURCHES:

Korean
Korean United Methodist Church
42693 Dequindre Rd.
Troy, MI 48085
Phone: 248.879.2240

Korean Community Church
27075 West 9 Mile Rd.
Southfield, MI 48034
Phone: 248.356.4488

DISTRICTS/COMMUNITIES:

Detroit has four large international communities: Arabic, Greek, Polish/Slavic and Hispanic/Latino. They are centered in these areas of Detroit:

Dearborn: This westside suburb is the center of the Arabic community. Located on Michigan Avenue between I-94 and Greenfield and on Warren Avenue between Wyoming and Greenfield. This area features Middle Eastern restaurants and markets.

Greektown: This lively area with many Greek restaurants, markets and bakeries is located downtown on Monroe Street between Beaubien and the I-75 service drive.

Hamtramck: A community of Polish and Slavic immigrants and citizens, Hamtramck features restaurants, bakeries and markets typical of these nationalities and is located on Joseph Campau between Caniff and Holbrook St.

Mexican Village: A community with many Mexican and Latino restaurants and markets, Mexican Village is centered around two streets, Bagley and Vernor, between 18th and 24th Streets.
FOOD

Most major local grocery stores (such as Kroger, Farmer Jack, and Meijer) have an ethnic or international foods section. This usually consists of an area in the store where there are several shelves of Asian, Hispanic/Latin and Indian food products.

Here is a list of some food markets that exclusively stock food of a particular country:

**African, Caribbean, and Philippino**

**The Tropical Food Mart**
3020 W. Grand Blvd.
Detroit, MI 48202
Phone: 313.972.5656
Groceries and spices from Africa, the Caribbean and the Philippines.

**Asian**

**Han Mi-Mart**
King's Row Mall
5060 Rochester Rd.
Troy, MI 48098
Phone: 248.528.0022

**Redford's Asian Mart**
23806 Joy Rd.
Redford, MI 48239
Phone: 313.255.8855

**Uri Market**
31557 W. 13 Mile Rd.
Farmington Hills, MI 48334
Phone: 248.488.0477

**Hispanic and Latin America**

**La Gloria Bakery**
3345 Bagley St.
Detroit, MI 48216
Phone: 313.842.5722

**The Honey Bee (La Colmena)**
2443 Bagley St.
Detroit, MI 48216
Phone: 313.237.0295
Hispanic groceries.

**Indian**

**Sana Palace**
11319 Conant
Hamtramck, MI 48212
Phone: 313.893.7200

**Japanese**

**Noble Fish Market**
415 E. Mile
Clawson, MI 48017
Phone: 248.585.2314
Japanese food market features fresh vegetables, seafood, noodles, sauces and sake. There is also a sushi bar in the back.

**One World Market**
42705-B Grand River Avenue
Novi, MI 48375
Phone: 248.374.0844

**Variety: Asian, Indian, and Hispanic/Latin America**

**Rafal Spice**
2521 Russell St.
Detroit, MI 48207-2632
Phone: 313.259.6373
Has a large variety of international spices for sale.

**Rocky Peanut Company**
2489 Russell St.
Detroit, MI 48207
Phone: 313.871.5100
Sells some food products from Asian, Indian and Hispanic/Latin American countries.
Section VI: General Immigration Information and Consulates

UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES—DEPARTMENT OF HOMELAND SECURITY (USCIS–DHS)

The USCIS has a toll-free “Ask Immigration” hot line for the Detroit district. Michigan residents who call **1.800.375.5283** can listen to tape recording on various topics or speak with a representative. Tape recordings can be heard 24 hours a day, and assistance is available from 8:00 a.m to 6:00 p.m. You can also talk with a representative who can provide information about how and where to file for available benefits by calling **313.259.8560**.

DIRECTORIES AND INTERNET RESOURCES

Note some of these sites will change over time, don’t be surprised if information from this list is out of date.

*Foreign Embassies in the US*
www.state.gov/misc/10125.htm

*Global Phone Card*
www.goabroad.ekit.com

*Global Wireless Phone*
www.smartcoms.com

*U.S Citizenship and Immigration Services*
www.uscis.gov/graphics/index.htm

*World Clock and Time Zones*
www.timeanddate.com/worldclock