

PRE-DEPARTURE HANDBOOK 2017

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INTRODUCTION

This brochure is compiled by the **Fulbright Center**. It outlines certain regulations and procedures you must follow before you leave the Netherlands and upon arrival in the United States. It also offers information that might be useful to you as you settle down in a different country and culture.

Requirements and programs differ at the various educational institutions. The university or college you are admitted to will provide you with specific information and other materials.

Most universities and colleges have orientation programs for new students, and many have orientation programs specifically for international students. These programs, held before the school term officially begins, acquaint new students with the university or college and the community in which it is located. You are urged to attend these orientation programs if offered and/or contact the International Student Advisor prior to your arrival on the best way to get acquainted with 'the American way of life.'

PRE-DEPARTURE PREPARATION

VISA

The following is very general information. If you have more specific questions please check with our information sheet number 27 'Visa ten behoeve van Studie, Stage en Onderzoek in de Verenigde Staten' at www.fulbright.nl -> Kennis -> Informatiebladen.

You can also access the website of the US Consulate at <https://nl.usembassy.gov/embassy-consulates/amsterdam/> -> Visas -> Non-Immigrant Visas.

The US Visa is an official document (usually stamped in your passport), which is issued by the Government of the United States to a person who does not hold citizenship in order to regulate entry into and departure from the US. For students there are two types of visa:

- **STUDENT VISA (F-1)** is for regular students who have been accepted for full time study at a US institution of learning.
- **EXCHANGE VISITOR VISA (J-1)** issued to persons who are admitted for full-time study at a US college or university, under the sponsorship of the US Government, the home government, the academic institution or another formal organization. **Fulbright** graduate students must apply for this J-1 visa.

The following is required to obtain the visa:

1. a passport valid for the duration of your stay in the United States.
2. a 'Certificate of Eligibility':
for the F-1 visa this is an I-20AB form.
for the J-1 visa this is a DS-2019 form.
The I-20 form or the DS-2019 form will be issued by the college or university at which you will be enrolled; for **Fulbright graduate students** the DS-2019 will be issued by the Fulbright Center.
3. evidence (in English) of financial support to cover all your expenses in the United States; the amount required is mentioned on Form I-20 or DS-2019. Evidence could be a detailed statement from your bank, or from your parents' bank, indicating that sufficient money is available to support you during your stay in the US.
4. the visa application form DS-160, accessible via <https://ceac.state.gov/genniv/>. Read the information carefully before completing this form. The form will be saved in the application system and you will submit it online. However, it may be advisable to also regularly save this

web-based visa application form on the hard drive of your computer or flash drive (usb). Please keep the following information and materials ready:

- SEVIS ID number. You may find this at the right hand corner of your form I-20 or DS-2019.
- Passport
- A digital passport photo. Please find more information about the specific requirements here: <https://travel.state.gov/content/visas/en/general/photos/digital-image-requirements.html>
- Dates of your most recent five visits to the US, if applicable.
- Date you intend to depart to the US (if known).
- Resume (Curriculum Vitae)

Please write down your application ID. Remember to print the confirmation page of your DS-160 form and bring this page to your interview at the Consulate. You will need the confirmation number to set up an appointment for the visa interview. Any questions on the DS-160 form can be addressed to: amsterdams160info@state.gov

5. an appointment for the visa interview. You can book an interview time online and pay the fee for the visa. The visa costs \$ 160 (March 2017, subject to change). **Fulbright graduate grantees do not** have to pay this application fee and do not use the online appointment system.
6. bring a recent passport photograph (less than six months old) with you for your visa appointment, regardless of whether you uploaded a photo to the DS-160! Please note the specific requirements for this photo: at least 50 mm by 50 mm, square with the head centered in the frame, full face, front view image, in color, no borders, and white background. A regular 'pasfoto' will not do! You may share the following instructions with a photographer: http://photos.state.gov/libraries/netherlands/328651/PDFS/photo_reference_sheet_4_.pdf
7. the Department of Homeland Security (DHS) collects the mandatory SEVIS fee to cover the costs to maintain the Student and Exchange Visitor Information System (SEVIS). You need to fill out the online I-901 form and pay the SEVIS fee (\$ 200 for F-1 visa applicants; \$ 180 for J-1 visa applicants) by credit card through the Internet at <http://www.FMJfee.com>. Do not forget to print the receipt (form I-901) immediately at the time of payment and bring this paper form to your interview at the Consulate. Make sure to pay the SEVIS fee at least three business days **before** the date of your actual interview appointment at the Consulate. The US Immigration and Customs Enforcement (ICE) also offers an alternative way of paying the SEVIS fee by using the Western Union Quick Pay™ service. The Western Union receipt serves as proof-of-payment for the visa interview at the Consulate. The steps you need to take to use this service are outlined at http://www.ice.gov/sevis/i901/wu_instr.htm. Participants of the Campus Scholarship Program and the Internship Program have to pay the SEVIS fee. **Fulbright graduate and other exchange visitors** who participate in a federally sponsored exchange visitor program do **not** have to pay the SEVIS fee!
8. ESTA: If you require a visa, you must NOT apply for an electronic travel authorization through ESTA. ESTA is only for travelers who will visit the US without a visa.

Please visit the Consulate's website at <https://nl.usembassy.gov/embassy-consulates/amsterdam/access-security-notice/> for detailed and updated information on preparing for your visit. You may also watch this video on YouTube: <https://www.youtube.com/watch?v=5XOaXke6Ldg>

Please be aware that the US Consulate processes the vast majority of its visa applications during the summer months. Therefore, schedule your interview well in advance of your intended departure date. The global website for visa applications has a link to a landing page that also allows you to observe the current appointment wait time: https://ais.usvisa-info.com/en-nl/niv/information/visa_wait_times
The Consulate issues F-1, F-2, M-1 and M-2 visas up to 120 days before the start of your (academic) program. Visitors who are eligible for a J-1 or J-2 visa can apply any time before the start of their

studies. US regulations require that all students and exchange visitors enter the country 30 days or less in advance of the course of study as reported on their I-20 or DS-2019 forms.

The address of the Consulate in Amsterdam is:

Visa Section, US Consulate

Museumplein 19

1071 DJ AMSTERDAM

MAINTAINING YOUR STATUS

F-1 visa

You must attend the university or college that issued your I-20 form. You must also be a full-time student during each regular term of the academic year (minimum of 12 credits per term). Under an F-1 visa, you may remain in the US for whatever length of time is required to complete your degree program provided you show good academic progress and have sufficient financial means to pursue your studies.

To secure an F-1 visa and be admitted to the US, a student is required to demonstrate full financial support. The law assumes that the student will not be employed in the US and therefore will not take jobs away from US workers and students. However, a student may be employed on campus if this will not interfere with the student's ability to carry a full program of study and if it will not displace a US worker. Such on-campus employment up to 20 hours a week is allowed while school is in session. Some of the students are offered a campus job with their award, but upon arrival they must confirm such employment with the International Student Adviser. Other students should look at bulletin boards for campus jobs and advertise their services, e.g. as language or science/math tutors within the university. Off-campus jobs are officially prohibited. In certain cases, degree students with an F-1 visa with good academic standing and permission from the International Student Adviser, may apply for an off-campus job after completing a minimum of one year at an American university.

J-1 visa

Students who hold J-1 visas are subject to the same regulations, procedures and restrictions as students who hold an F-1 visa. However, there are some important differences.

The J-1 student is considered a 'sponsored' student and must have a sponsor. For Fulbright graduate students this is the **Fulbright Center**. As the Fulbright program is partly financed by the US Government, these students are required - after completion of their academic program - to return to their home country before they are eligible to apply for an immigrant, temporary worker's visa (H or L visa) or intra-company transferee as a permanent resident of the United States. The purpose of the two-year home residence requirement is to enforce the return home of exchange visitors to carry out the educational exchange objectives of their program sponsors. Waivers of the residence requirement can be granted for specific reasons, but such waivers are very difficult to obtain.

For J-1 students on-campus employment is defined as employment that is on campus and is related to the student's program of study (i.e. assistantships) and these will be automatically authorized, providing the employment does not inhibit a full program of study.

Off-campus employment is only authorized if the sponsor determines that the J-1 student has an 'urgent financial need' which has arisen after the exchange visitor status has been granted. The off-campus work does not necessarily have to be related to the student's program of study.

PERMIT TO STAY

At your initial entry into the United States you will pass through 'Immigration' for an official review of passport and visa documents. Make sure to make copies of the following documents and leave one set at home with parents or family and/or in an online folder, e.g. in your email Inbox or Dropbox, one set in your luggage and one set (hand-carried) ready to present to an immigration officer:

- Passport
- Visa stamped in your passport
- Form I-20 or DS-2019
- Proof of finances. It is possible that customs wants to see evidence of your scholarship,

- grants or other sources of income
- Admission letter from your university.

The immigration officer will indicate the length of time permitted to remain in the US, either by a firm 'expiration date' or by the notation 'D/S'-duration of status, which allows you to remain in the US until the authorized purpose of coming has been fulfilled, and the name of the institution where you are enrolled as a student. In 2013, Customs and Border Protection (CBP) introduced an electronic Arrival/Departure Record (Form I-94) at all airports in the US. This means that your arrival and departure will be recorded electronically. You can find more information about the electronic I-94 and access your record at <http://www.cbp.gov/travel/international-visitors/i-94-instructions>.

While the I-94 form is now electronic for those who enter the US by air, if you were issued a paper version of the I-94 form (after entering a land border or before 2013) you should not **leave** the United States with the form still in your passport, but make sure an airline employee takes it out. If this is accidentally forgotten, visit the U.S. Custom and Border Protection website at <http://www.cbp.gov>.

Allow yourself some time at the airport where you will pass 'Immigration'. If you do not have a direct flight to your final destination, make sure there is at least two hours before the connecting flight. The reason is that the immigration officer has to check that you are registered in the SEVIS database. This is the track-and-trace system for all international students in the US. Once you enter the country the immigration officer will check your status and after you arrive at the university you are required to immediately go to the international office so they can register in the system that you arrived. **Fulbright graduate grantees** should notify IIE or CIES of their arrival.

Upon your entry in the US the immigration officer will also request to register your fingerprints and to make a digital scan of your face. In this brief procedure you will be requested to register prints of all 10 fingers and look straight into the camera. Under this US-VISIT program the biometric information of all foreign visitors is stored in a database. In the fight against international terrorism the Department of Homeland Security has instituted the *U.S. Visitor and Immigration Status Indicator Technology* to make it more difficult to enter the country on a stolen or forged passport.

Please, **at all times**, keep your I-20 or DS-2019 form in your passport. When you leave the US during your studies, e.g. to visit family in the Netherlands, make sure to contact the International Office at your university to sign your I-20 or DS-2019, **before you leave**. Fulbright grantees should contact their regional IIE office. Without this signature, you will not be allowed to re-enter the US.

STUDENTS UNDER 18

If you are under the age of 18 at your time of departure for the US, please take note of the following:

Visa application

If you are applying for an F-visa, one of your parents needs to sign your I-20 visa document before the visa interview.

Credit card

Usually, you are not allowed to apply for a credit card in the Netherlands or the US if you are under 18. In some cases banks in the Netherlands allow you to apply for a 'partner credit card' if one of your parents holds a credit card. Make sure to ask your bank if such an opportunity exists.

Medical release form

In case of an immediate medical emergency when the underaged student or the university are unable to communicate with the parents, the university in the US will need to have the consent of the parents or legal guardians before any medical treatment can be given. We advise to bring a signed medical release form to your institution in the US. This form should include the consent of the parents or legal guardians of giving medical treatment in case of an emergency of the underaged child and their contact information. Preferably, this document should be stored in a permanent place such as an international office.

ALIEN REGISTRATION

It is not mandatory to register at the nearest Dutch consulate (or the Embassy in Washington) after you arrive in the United States. However, it is easy to do and may be handy in case of an emergency. You should report your address to the Department of Homeland Security (DHS). A change of address must be reported to the DHS not later than ten days after it takes place. Make your change of address online at:

<https://egov.uscis.gov/coa/displayCOAForm.do>

You may also use Form AR-11, which can be obtained at the DHS website or ask the International Student Adviser.

<https://www.uscis.gov/addresschange>

Fulbright grantees must inform IIE or CIES and the **Fulbright Center** of any changes in address.

VACCINATION

Many universities ask for vaccination certificates before you go to the US or after your arrival. There is no national policy on this requirement. Every university requests different certificates about your health. Check with your university what they expect from you. The regional offices of the 'Landelijke Vereniging van Entadministraties' are a part of the Rijksinstituut voor Volksgezondheid en Milieu (RIVM) and called the Dienst Vaccinvoorzieningen Preventieprogramma's (DVP). The DVP offer vaccination certificates. Please contact the regional office that applies to your situation at:

1 RIVM-DVP Noord-Oost, Groningen, Friesland, Drenthe, Overijssel, Flevoland en Gelderland
Lubeckplein 34
8017 JS Zwolle
T (088) 6788950
E dvpmnoordoost@rivm.nl

2 RIVM-DVP West, Utrecht, Noord-Holland en Zuid-Holland
Europaweg 2
2711 AH Zoetermeer
T (088) 6788930
E dvpwest@rivm.nl

3 RIVM-DVP Zuid, Noord-Brabant, Limburg, Zeeland
Keizersgracht 5
5611 GB Eindhoven
T ((088) 6788940
E dvpzuid@rivm.nl

4 RIVM-DVP Centraal
A. van Leeuwenhoeklaan 9
3721 MA Bilthoven
T (030) 2748699/3042
E dvpcentraal@rivm.nl

Below you will find the names of the different vaccinations.
Afk. = Nederlands = Engels = Latijn

D = difterie = diphteria = difteria

T = tetanus = tetanus = tetanus

K = kinkhoest = whooping cough = pertussis

P = polio = polio = poliomyelitis

B = bof = mumps = parotitis

M = mazelen = measles or rubeola = morbili

R = rodehond = german measles = rubella

Men. C = meningokokken C = meningococcal C = meningitides

Hib = hersenvliesontsteking = Haemophilus influenza type B = Hib

Hep B = Hepatitis B = Hepatitis B

Pneu = Pneumokokken = Pneumococcal vaccination

HEALTH INSURANCE

Health care in the United States is extremely expensive. Most colleges and universities in the US offer clinics or an infirmary or some other form of health care service for students; the 'health fee' the student pays each term goes toward providing such service. However, university health services are usually limited to minor and emergency care. Some universities and colleges require that all students carry health and accident insurance plans recommended by the institution. Before you decide upon the selection of a health insurance plan contact your university or institution to find out if you need to buy this mandatory university health insurance. Do not forget to ask for the possibility to waive (the costs of) this mandatory insurance policy. If you need to buy the university health insurance, make sure that the coverage is sufficient for major medical expenses and a possible return to the Netherlands in case of a major illness or accident. If the university policy does not seem adequate (and is not mandatory), there are two insurance companies that have developed policies specifically designed to meet the needs of international students in the US. The policies are comprehensive and reasonably priced:

HTH Worldwide Insurance Services
100 Matsonford Road
One Radnor Corporate Center, Suite 100
Radnor, PA 19807 USA
Tel.: 001-610-254-8700
Email: customerservice@hthworldwide.com
<http://www.hthworldwide.com>

United Healthcare: StudentResources
2301 West Plano Parkway, Suite 300
Plano, Texas 75075
Tel.: 001-800-767-0700
<https://www.uhcsr.com>

You will need to keep the mandatory 'basisverzekering' if you are going to the US with the sole intention to study and your expected stay is temporary. You are no longer mandatory insured by the Dutch 'basisverzekering' in the possible cases of a paid job or internship, or emigration.

A flow-chart is available at:

<https://www.wilweg.nl/documentatie/ziektelkostenverzekering-studenten-in-het-buitenland.pdf>

The following insurance companies in the Netherlands offer an attractive policy for Dutch students studying abroad in addition to the 'basisverzekering':

StudentsInsured
Laan van Nieuw Oost-Indië 123
Postbus 93512
2509 BM Den Haag
Tel.: (070) 302 8598
E-mail: info@ipsinsurance.info
<https://studentsinsured.com>

AON/ICS
Postbus 1005
3000 BA Rotterdam
Tel.: (010) 448 8270
E-mail: students@aon.nl
<http://www.aonstudentinsurance.com>

Be sure to have a dental check-up before you leave. Dental care is very expensive and usually not included in your health insurance. Also, if you wear glasses, have your eyes examined before you leave home and bring an extra pair of (sun) glasses and the prescription with you. Except in the case of injury to the eyes, eye care is generally not covered by health insurance.

If you take special medication regularly, bring a good supply and also bring a copy of the prescription, written in English, with the generic name rather than the brand name since this might be different in the US.

In case you are unable to arrange a satisfactory and sufficient medical insurance in the Netherlands before departure to the United States, we advise you to take out a 'reisverzekering' for approximately 2 weeks and arrange for your insurance immediately upon arrival at your university. Ask your International Student Advisor.

OTHER TYPES OF INSURANCE

We highly recommend liability insurance ('wettelijke aansprakelijkheidsverzekering'). If you can take out an affordable legal aid insurance ('rechtsbijstandsverzekering'), we would recommend this as well. In the StudentsInsured and the AON/ICS insurance some coverage of the cost of liability claims and legal aid is included.

'STUDIEFINANCIERING'

Dutch students who plan to study for a full degree (Associate, Bachelor or Master) at an American university may be eligible for 'studiefinanciering' on the condition that the US degree and education are comparable to a degree from a Dutch institution of higher education. More information can be found here:

<http://www.duo.nl>

'BASISREGISTRATIE PERSONEN (BRP)'

You are required to inform the BRP –previously known as Gemeentelijke basisadministratie or GBA- in your city of your departure to the US, if you spend at least 8 months in a 12-month period abroad. Read more here:

<https://www.rijksoverheid.nl/onderwerpen/persoonsgegevens/vraag-en-antwoord/uitschrijven-basisregistratie-personen>

TRAVEL TO THE UNITED STATES

Flights can be booked through your local travel agent or online.

TRANSPORTATION FROM AIRPORT TO DESTINATION

Your International Student Adviser will most likely provide you with information on how to get from the airport to the university. At most airports you will find Information Centers that will tell you how to get into the city.

Greyhound/Continental Trailways: These are the two main bus companies that provide service to major cities in the US. Their webaddresses are <http://www.greyhound.com> and <http://www.trailways.com>.

Amtrak: This is the name of the train service between major cities in the US. For more information, visit their website at <http://www.amtrak.com>.

If you have baggage, it is customary to tip the driver for loading and unloading (\$ 2 for each bag or suitcase).

TOURIST INFORMATION

You can obtain information about the United States from travel guides and other handbooks that you can buy in any bookstore. Notably good collections can be found at:

American Bookcenter <http://www.abc.nl>

Spui 12

1012 XA Amsterdam

Tel.: (020) 6255537

E-mail: info@abc.nl

Lange Poten 23

2511 CM Den Haag

Tel.: (070) 3642742

E-mail: dh@abc.nl

ARRIVAL AT THE UNIVERSITY

FIRST DAYS AT THE UNIVERSITY

Inform your International Student Adviser of the exact date and approximate time you will arrive at the airport or the university and then follow the instructions you have received.

Be sure to contact your International Student Adviser upon arrival.

University dormitories usually do not open until a few days before registration. Even if you have made arrangements for university housing you may not be able to move in when you arrive. You may have to find temporary housing for a few days.

Most universities have orientation programs for new students, to acquaint them with the university, its campus and the community and many universities will have special orientation programs for international students.

UNIVERSITY REGISTRATION

Registration procedures vary from university to university but they are almost always complicated and time-consuming. During the orientation meeting the procedures for registering and for signing-up for classes will be explained. At some universities, you will be able to register before your departure.

Before registration, you must select the courses that you will take during the semester or quarter ahead. Therefore you have to study the university catalogue, the departmental course schedules and the printed schedule which lists all the courses offered during the term and the days and times these courses will meet. Note that all courses are not offered every term and that some courses must be taken in sequence.

Also consult with your Academic Adviser and plan your schedule as early as possible.

On registration day, be sure to line up as early as possible and bring the following:

- passport and letter of admission to the university.
- social security or student ID number.
- an appropriate amount of money (cash, traveler's checks).
- university course schedule you have worked out for yourself with the help of your Academic Adviser. Have some 'alternate classes' in mind, in case some of your 'principal' classes are fully booked.

At some universities you can register online through the universities' intranet. Do not automatically assume that the university bureaucracy is infallible - if you are well informed; speak up if you suspect that someone is making a mistake. Do not be afraid to ask questions.

ACADEMIC LIFE

Most universities and colleges start their academic year late August or early September. The academic year lasts until late May or beginning of June. Often international students are expected to arrive earlier because they are offered an extra orientation program. At many universities the academic year is evenly divided in two semesters of 16 weeks. Some universities run a quarter system and divide the year in three periods of each 11 weeks. During the summer most students take time off, although there are summer programs available to help finish their coursework more quickly.

ACADEMIC PROGRAM

Most undergraduate programs are designed to give students a broad education. During the first two years students follow courses in many different fields such as art history, literature, political science or physics. You can use these years to find out what really interests you and what subjects you're good at and suit your career goals. Students select their main subject (major) in the third and fourth year. At the graduate level you already have selected your main field of study. The graduate school offers a more comprehensive curriculum and the courses you'll take will give you a more in-depth knowledge of your field. Usually, you still have the opportunity to select some other subjects. You will have to discuss with your Academic Adviser in what way that extra subject will count toward your degree.

ACADEMIC ADVISERS

Many students emphasize that the relationship with professors and other academic staff is quite different from their experience at Dutch universities. They establish more frequent contact with their professors and they are - in general - also easier to approach. Every student is assigned an Academic Adviser. You may find it helpful to talk with him or her about your study plans. For instance, in your first year at the undergraduate level it is not that unusual that you have to make a selection out of a total of more than two hundred courses. For your own benefit, consult your adviser if you have trouble determining what to do. Also, if you already more or less have a plan, do talk with your adviser for approval or suggestions.

PROFESSORS

There is not a defined social code or behavior between students and professors. Some universities or professors adhere more to tradition, others will come to class dressed in jeans and sweaters just like the students.

Here are some pointers that help you deal with them:

- Much of the professor's impression of you will be based on your level of class participation. Be prepared for each class. Demonstrate interest in class, speak up and ask questions. However, do this not simply to be noticed but make sure to contribute constructively and positively to class.
- Address teachers always as 'Professor' or 'Doctor' unless you are instructed otherwise. At the undergraduate level, you will sometimes have class from a Teaching Assistant (TA). They usually are Ph.D. candidates and often teach partial or full courses. You call them 'Mr.' or 'Ms.', or by their first name.
- Professors hold office hours every week. If you want to discuss a certain subject, exchange ideas or review the class material, you can walk in their office at these hours without setting up an appointment beforehand.

STUDY SKILLS

Be prepared that it may be possible that you are not as successful academically as you are at home. Education in a foreign language and in a different culture might influence your study results. Most colleges at the beginning of the term offer short-term classes that will help you to become a successful student. Topics might include instructions on how to use the library, but also how to practice effective time management. The experience of Dutch students in the US is that they find it relatively easy to handle the level of education at most universities. The course work, though, does involve much more time than you are used to. You will frequently find yourself writing multiple papers for a single course and experience that it is no longer possible to postpone your work towards the exams and still pass. Students in hard sciences and arts will often be expected to work until late in the evening in the lab or studio.

THE HONOR CODE

Most American universities have established honor codes or statements of rules students are expected to follow in their academic work. These rules refer to academic honesty and originality. US universities take these rules very seriously. Usually these are distributed at the beginning of the year

during one of the orientation sessions. The essentials of an honor code is based on the principle that cheating and plagiarism is forbidden. It is obvious that you must not help another student with an assignment or exam. Also, it is unacceptable to receive any information or answers during the exam. Plagiarism is another form of cheating. It is illegal and be aware of the fact that in the USA these codes are taken very seriously. Some universities expect you to tell the staff if you know of someone else cheating. Breaking the honor code may result in expulsion from the university.

HOUSING

Undergraduate students in their first year are often required to live on campus. Unlike in other countries it is very common to share your room with a roommate. There is little you can do about choosing the student you want to live with because often you will be assigned a student. This does not mean that if you are unable get along with your roommate you cannot change the situation. This is a matter of speaking up and taking action. You can go to your adviser or the housing office to explain the situation. Often there is a possibility to arrange an alternative. Despite the fact that your roommate may not be your best friend – although often enough he or she will become a good friend after a while – you will never be alone on campus.

You may also choose to live off campus. Often, there are special residence halls for students run by private owners. These buildings are usually not available for first year's students. Fraternities and sororities may also offer housing options for international students. For finding housing off campus the methods are not very different from home. Watch the local newspaper, check the notice boards at the university and talk to your fellow students.

CAFETERIA AND MEALS

If you live on campus and bought a meal plan you can attend the meals in the cafeteria three times a day: breakfast, lunch and dinner. The cafeteria offers a big variety of different styles of food: for breakfast different kinds of cereals, fresh juices and fruit, different kinds of yoghurt, bagels and eggs. For lunch you can have a hot meal, sandwiches, salads and fruit. And for dinner you have a different choice every day. It depends a little bit on the university but the quality of the meals is usually good, though the meals contain more fat that you are probably used to at home. Still, it is possible that you will be bored with the food after a while. Depending on how far you are from other restaurants or supermarkets you can make variations on your meals. If you have a kitchen or live off-campus and do your own shopping, ask around for students who have a car. You can go to the huge supermarkets at the outskirts of the town for your weekly groceries.

ACADEMIC CULTURE

To fully prepare for US academic and social life, be sure to watch the some excellent presentations that were given during an International Student Orientation at the Business School of Columbia University. You will find these useful and entertaining videos, divided into 5 parts, on YouTube, search for 'International Student Experience Columbia University'.

Succeeding as an International Student in the United States and Canada by Charles Lipson and published by the University of Chicago Press is a helpful publication to ease the transition for international students to US higher education and is available through the Amazon website.

WHAT TO BRING

DOCUMENTS

- certified copies of **school and university records and diplomas**. If in Dutch, then accompanied by a certified translation.
- a detailed **list of all courses** you have taken (school and university) stating the number of hours per week and the number of weeks per year including the books read in the course.
- a letter of admission from your host university/college.
- official proof of immunization to measles, mumps and rubella (and other vaccinations if required by the university). If you do no longer have proof, contact the Dienst Vaccinvoorzieningen Preventieprogramma's (DVP).
- birth certificate.
- when applicable: a marriage certificate and children's birth certificate.

INFORMATION ABOUT THE NETHERLANDS

You should be aware of the fact that most Americans know little or nothing about the Netherlands. It is very well possible that some organization or club may ask you to give a short talk on your country. It may be wise to prepare yourself by bringing some books with photographs and facts about the school system and the country in general. Small gift items for possible hosts may be useful, too.

THE INTERNATIONAL STUDENT IDENTITY CARD

The ISIC offers benefits, discounts and services worldwide for full time students. As ISIC holder you are eligible to receive discounts on flights, trains, car rentals, hotels, retail shops and entrance to museums. If you are not a student but aged under 30, the International Youth Travel Card (IYTC) offers similar benefits services and savings to the ISIC card. To apply for an ISIC or IYTC (€ 15) you will have to present your university ID. For more information and addresses visit the ISIC website at: www.isic.org or <http://www.isic.nl>

COMPUTERS

Computers are widely used on US campuses in many, if not all, fields of study. For students computer facilities are easily accessible. You will be able to get your own e-mail account. Check this e-mail account regularly because most universities will use this account to directly communicate with you.

CLOTHING

It is impossible to give a list of clothes to bring since everything depends on the state you will go to. Of course you can buy the necessary clothing in the US.

With the exception of the South and California, you must expect very cold and very warm weather. Also most buildings may seem overheated according to Dutch standards in winter, and air-conditioned (chilly) in summer. Former students recommend that you bring:

- very warm coat, preferably a down-filled coat or a parka, that will allow you to go out without putting on sweaters.
- boots for snow and mud.
- very light clothes for the summer.
- Since you may have to dress up for some occasions, it is important that you take one suit (or sports coats and slacks) and ties or a nice formal dress.

MISCELLANEOUS

The voltage of the electrical current in the US is 110, so be aware that your electrical appliances will need an adapter for the electrical outlet and a transformer for the voltage. If you would like to use a single adapter, then bring a Dutch multiple socket device to connect all your electrical appliances to.

Drugs and cosmetics are in ample supply in the US, and it should not be necessary to bring any of the ordinary medicines with you. Prescription drugs and pharmaceutical products are difficult to obtain and much more expensive than in the Netherlands. If you intend to use them, a good supply should be brought from home, since it is extremely difficult to clear them through US customs if they are sent by mail.

Read about the United States to familiarize yourself with its history, system of government, customs, geography etc. We advise you to bring a good bilingual dictionary and books, manuals or journals that you think may be useful for references in your field of study.

Dutch newspapers have online versions, with both free and paid access. While you will be familiar with resources such as Uitzending Gemist, you may also enjoy BVNTV (Best of Vlaanderen en Nederland TV). Information can be found at www.bvn.tv.

KEEPING IN TOUCH WITH THE NETHERLANDS

In the US you can purchase relatively cheap international calling cards. Another option to stay in touch with your family and friends is to install Skype or Facetime on your computer. These programs allow you to make free phone calls from your computer to another.

VoipBuster is an online service that offers the opportunity to make low-cost and in some cases, free, online calls from the US to the Netherlands and vice versa. To use the VoipBuster service you need to download the online program at: <http://www.voipbuster.com/nl/index.html>

By keeping a weblog or vlog you will be able to tell and show your friends and family your endeavors in the US.

MONEY

You will need an adequate amount of US dollars to pay for meals, lodging, telephone calls, trains, bus or taxi fares while traveling to your college or university. Once you arrive, you will need cash for expenses prior to opening a US bank account. Depending on your itinerary, the amount needed for travel expenses may be anywhere between \$ 200 to several hundreds of dollars. In any case you should at least have a reserve of \$ 600 to meet unforeseen expenses during the first few weeks (for room deposits, insurance, registration fees, meal plans, etc.).

You should not carry all your money in cash. Debit cards ('pinpas') and/or credit cards are a much safer, more convenient form of money. Credit cards, a standard one from your Dutch bank or a prepaid version, are accepted by a great deal of restaurants, hotels and most other businesses in the United States. Please check with your university if it offers the possibility to pay your tuition, fees and other costs via a wire transfer from your Dutch account. Paying with a credit card, if the credit card limit allows for large payments, may not always be the best option, since some university will charge a percentage of the total amount to cover administrative costs of a credit card payment. Some universities will still accept traveler's checks, which you can buy at major banks in the Netherlands.

AUTOMATIC TELLERS AND '24-HOUR-BANKING'

Many banks offer banking privileges 24 hours a day through 'automatic tellers'. If you open a bank account at a local bank, you will be issued a special banking card and a personal identification number (there are limits on withdrawal amounts, usually \$ 100 - \$ 200 a day). This service is also

available for most Dutch banking cards. You must be connected to an American network such as VISA or MASTERCARD and the CIRRUS sign should show on your card. Your Dutch bank may charge a fee each time you use your debit card ('pinpas') in America. Please make sure your card has been cleared to use outside Europe.

CREDIT CARDS

The use of credit cards is widespread in the US. Banks, credit card companies, gasoline companies and stores issue credit cards that can be used to make purchases. Applications for credit cards include information on the applicant's source and amount of income, length of residence at the present address and bank information. Many companies that issue credit cards require applicants to have a certain minimum income and as a student you may find it difficult, perhaps impossible, to obtain a credit card. Banks sometimes request a statement of your credit history. This form registers whether you have debts, what kind of loans you have etc. It may be useful to bring such an overview in English. The 'Bureau voor Kredietregistratie' can provide you with such a form. Though this may serve as proof of your credibility it depends on the (local) bank how it values this information because the 'Bureau voor Kredietregistratie' is not an agency that American banks are familiar with. You may find this financial information useful also when you need to sign a contract with an electricity company, phone company or the house owner that sublets you a room. You can find all the details at: <http://www.bkr.nl/>. Bringing a (student) credit card from the Netherlands might be another option, of course. Please do realize that you may encounter difficulties to use your Dutch credit card to pay for online purchases because it is not registered in the United States.

OPENING A BANK ACCOUNT

Many students find it necessary to maintain a **checking account** to use for payment of ordinary bills and occasional shopping. Savings accounts are useful for earning interest on excess cash that is not going to be used immediately.

A checking account can be easily opened upon one's first visit to the bank. The essential details of this visit include the filling out of a signature card and the making of an initial deposit. At this time 'personalized' checks can be ordered so that the name, address, and phone number of the depositor can be imprinted upon them. If one plans to use his/her checks for every day transactions, this may be advantageous even if they charge a fee. For an account just used to pay rent, utility and tuition bills, the non-personalized checks provided by a bank are satisfactory. Banks usually charge a small fee for each check cashed.

Checks that you write are called 'personalized checks' and are written by filling in the name of the person or organization to whom the payment is to be made, the date, the amount of payment (once numerically, once long hand). The check is made valid by your signature. It is very important therefore, that one does not sign his or her checks until he/she is ready to use them, and has ascertained that all the information he/she has written on the check (payee, amount of check) is correct.

CASHING CHECKS

A check is, of course, a promise of money. To get actual money, you must 'cash' a personal check, which you have written to yourself to 'cash' and you must show proper identification. Most businesses require at least two pieces of identification. To cash a two-party check (a check written by somebody else to you), ask the merchant or bank officer if they will cash the check and **do not endorse the check until you know that it can be cashed.**

DEPOSITS

Deposits are made by filling out one of the deposit slips included with the checks, and giving it to a teller at the bank with cash. If the money is in the form of a check, one endorses it by signing his/her name on the backside exactly as it appears on the front side.

It is sometimes more convenient to send deposits with their slips to the bank by mail. However, one should never send currency through the mail. A check deposited in this manner should be endorsed with the words 'for deposit only', the depositor's account number, and his/her name as it appears on the face of the check.

KEEPING RECORDS

An accurate record must be kept **by you** of all checks written and fees charged. Periodically, the bank issues a 'statement' of balance. This statement doesn't show all individual payments, it just states your balance. The balance should be compared to the depositor's (your) own records. Any questions should be taken to the bank.

The accuracy of your balance is extremely important, since any check written for more funds than the bank has credited to you, will 'bounce'; meaning it will be returned unpaid, and your account will be charged a fine between \$ 10 and \$ 20. You should avoid writing any checks for more than your current balance, no matter how soon you expect a deposit, for checks can be cleared through banks very quickly (often within 2 days).

TYPES OF CHECKING ACCOUNTS

Basically, there are two types of checking accounts available. For those who write checks and keep a minimal amount in their checking account, most banks carry a plan by which about 10-15 cents is charged for each check written. The fee for each check is deducted from the balance. Under a different plan, fees can be waived for checking accounts, which maintain an average monthly balance of \$ 300. If the balance falls below \$ 300 at any time during the month, fees are charged according to a fee schedule, which varies slightly from bank to bank.

TIPPING AND TAXES

It is customary to tip 15%-20% for services rendered (restaurants, hotels, porters, bellboys). The employees' salaries are mainly based on these gratuities; it is important that you adhere to these customs. To make calculating easy: usually it's twice the amount of the tax stated on the bill. Pay the tip preferably in cash even though you're using a check or credit card to pay the bill.

Americans like to see what they get for their money. So every receipt will show you the sales tax, tourist tax etc. Note that price labels in stores will not show the VAT (Value Added Tax, BTW). You should add from 4-7% depending on state or city.

US OFFICIAL HOLIDAYS

January 1	New Year's Day
3rd Monday in January	Martin Luther King's Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
1st Monday in September	Labor Day
2nd Monday in October	Columbus Day
November 11	Veterans Day
4th Thursday in November	Thanksgiving
December 25	Christmas

In addition to these holidays, many states have their own holidays.

NETHERLANDS EMBASSY AND CONSULATES GENERAL IN THE US

Embassy

Royal Netherlands Embassy
4200 Linnean Avenue, N.W., Washington D.C. 20008
Tel.: (00) 1-202-244-5300
Fax: (00) 1-202-362-3430
E-mail: info@dutchhelp.com
Homepage:
<http://dc.the-netherlands.org/>

Consulates General

Chicago (Illinois)	303 East Wacker Drive, Suite 2600, Chicago IL 60601 Tel.: 1-312-780-1314 E-mail: chi@minbuza.nl
San Francisco (California)	120 Kearny Street, Suite 3100, San Francisco CA 94104 Tel.: 1-415-291-2033 E-mail: sfn@minbuza.nl
Miami (Florida)	701 Brickell Ave, Suite 500, Miami FL 33131 Tel.: 1-786-866-0480 E-mail: mia@minbuza.nl
New York City (New York)	666 Third Avenue, 19 th floor, New York NY 10017 Consular Department: 18 th floor Tel.: 1-646-557-2200 E-mail: nyc@minbuza.nl

MEASURES AND WEIGHTS

Clothes

Men

Suits	USA	36	38	40	42	44	46	48
	Eur.	46	48	50	52	54	56	58

Shirts	USA	14	14 1/2	15	15 1/2	16	16 1/2	17
	Eur.	36	37	38	9	40	41	42

Shoes	USA	6 1/2	7	8	9	10	10 1/2	11
	Eur.	39	40	41	42	43	44	45

Women

Blouses & Cardigans	USA	28	30	32	34	36	38
	Eur.	36	38	40	42	44	46

Dresses	USA	8	10	12	14	16	18
	Eur.	36	38	40	42	44	46

Shoes	USA	5 1/2	6	7	7 1/2	8	8 1/2	9
	Eur.	36	37	38	39	40	41	42

Weight

0,4536 kilo	1 pound
28,35 grams	1 ounce
1000 grams	2.2 American pounds
100 grams	3 1/2 US ounces

Liquid

1 pint (US)	0.4731 liters
1 quart (US)	0.95 liters
1 gallon (US)	3.784 liters
1 gallon (imperial)	4.564 liters

Linear

1 inch	2.54 centimeters
1 foot	0.31 meter
1 mile	1.61 kilometers

1 yard (3 feet)	91.4 centimeters
1 centimeter	0.39 inches
1 meter	39.27 inches
1 kilometer	0.62 mile

Useful Approximations

5 centimeters	2 inches
10 centimeters	4 inches
30 centimeters	1 foot
10 meters	33 feet
10 kilometers	6 miles
16 kilometers	10 miles

Distances

Miles	1	5	50	100
Km.	1.609	8.045	80.45	160.9

Temperatures

$C = \frac{5}{9} (F-32)$

$F = \frac{9}{5} (C+32)$

Celsius	-20	0	20	100	150	200
Fahrenheit	-4	32	68	212	300	390

GLOSSARY OF TERMS FOR INTERNATIONAL STUDENTS

Academic adviser - Member of the faculty who helps and advises the student with an overall educational plan, course selections, registration and other academic matters.

Academic probation - A status resulting from unsatisfactory academic work; a warning that the student must improve his academic performance or be dismissed after a specified length of time.

Academic year - The period of formal academic instruction, usually extending from September to June. Depending on the institution, it may be divided into two semesters, three trimesters or four quarters (usually three regular terms and an extra summer school).

Accreditation - Approval of colleges, universities and secondary schools by nationally recognized professional associations. Institutional accreditation makes the transfer of credits from one institution to another easier, before a degree program is completed.

Advanced placement or advanced standing - A waiver of some of the studies normally required of an undergraduate degree, granted to a student on the basis of prior study or experience (often as indicated by the student's performance on special examinations).

Admission-conditional - Admission of a student who lacks some requirements. The student may be placed on probation for a certain period of time until he demonstrates his ability to do acceptable work.

Assistantship - A study grant of financial aid to a graduate student that is offered in return for certain services in teaching or laboratory supervision (as a teaching assistant) or services in research (as a research assistant).

Audit - To take a class without receiving a grade or any credit. Requirements and fees are the same as for taking the class for credit.

Bookstore - Store operated by the school or privately; sells textbooks, reference books, fiction and school supplies.

Bulletin - A university 'Bulletin' is usually the same thing as a catalogue.

Bursar - Same as 'cashier'; person or office within the university administration to which all fees are paid.

Cafeteria - Self-service eating place operated by the university or privately. Meals at university cafeterias are usually less expensive than at restaurants.

CGPR (cumulative grade point ratio) - The total number of grade points divided by the total number of credits taken for the entire course of study.

Class card - An official card (often computerized) authorizing entry into a particular class.

Class rank - A number or ratio indicating a student's academic standing in his or her graduating class.

College - An institution of higher learning that offers undergraduate programs, usually of four years duration, which lead to the bachelor's degree in the arts and sciences (B.A. or B.S.). The term 'college' is also used in the general sense to refer to a post-secondary institution.

College catalog - An official publication of a college or university giving information about academic programs, facilities (such as laboratories, dormitories, etc.), entrance requirements and student life.

Community College - An institution of higher learning that offers programs of up to two years duration leading to the associate degree in the arts or sciences (A.A. or A.S.) or to a technical degree. Credits earned at a community or junior college are usually transferable to a four-year institution with programs leading to a bachelor's degree. Students on a two-year program prepare for semi-professional or technical employment. Community colleges usually require a secondary school diploma, or its equivalent, for admission.

Coop - A store operated by students with the co-operation of and approval of the school - can sell books, school supplies, computers and other items useful to students at low cost. Another type of coop is a food coop.

Core curriculum - A group of courses in varied subject areas, designated by a college as one of the requirements for a specified degree (same as required courses).

Course - Regularly scheduled class sessions of a set number of hours a week during a term. A degree program is made up of a specified number of required and elective courses. Courses are assigned names and numbers.

Course number - The number given to identify a course, e.g. Chemistry 103. Numbers 100-299 generally refer to undergraduate courses during the first two years, numbers 300-499 refer to the third and fourth year, and numbers above 500 are graduate courses.

Cram - Intense study for a test, done at the last possible moment.

Credit - One 'credit hour' is usually defined as 50 minutes of lecture per week over a period of one semester, quarter or trimester. When a student takes a 3-credit course, he usually attends lectures for that course 3 times (50 minutes each) per week for a semester, etc. Credit can also mean the recognition given for successful completion of course work – "Did you get credit for that course?" or "Do you have enough credits to graduate?" etc.

Cut - Unauthorized absence from a class.

Dean - Director of a department, professional school or college of a university.

Dean's list - A list of full-time undergraduate students who have earned grades of honor (usually between 3.5 and 4.0) for a given term.

Degree - Diploma or title conferred by a college, university or professional school upon completion of a prescribed program of study.

Department - Administrative subdivision of a school, university or professional school in which instruction in a certain field of study is given (such as an English department, History department etc.).

Designated School Official (DSO) – A regular employee of the university or college who represents the school in F-1 and M-1 visa matters and is approved by the U.S. Citizen and Immigration Services (USCIS). A DSO is required to maintain and update the SEVIS records of nonimmigrant students. Only a DSO will sign and endorse immigration documents when a student prepares to leave the U.S (on the back of your I-20 document).

Discussion group - A group that meets with a professor or the teaching assistant to discuss lectures given by the professor.

Dismissal - A student is asked to leave temporarily or permanently by the university, usually because of unsatisfactory grades, or sometimes because of undesirable conduct.

Dissertation - A formal paper presenting the results of original study and research that is submitted to fulfill the requirements for a Ph.D. degree.

Doctorate (Ph.D.) - The highest academic degree conferred by a university on students who have completed at least three years of graduate study beyond the bachelor's and/or master's degree and who have demonstrated their academic ability in oral and written examinations and through original research presented in the form of a dissertation.

Dormitories - Housing facilities for students on the campus of a college or university. A typical 'dorm' would include student rooms, bathrooms, common rooms, and usually a cafeteria.

Double room - Room for two persons.

Drugstore - A store which has a pharmacist, who fills doctors' prescriptions for medicines, sells non-prescription drugs (for example, aspirin), medical supplies, as well as an assortment of other items (pencils, cigarettes, cosmetics, magazines, and greeting cards).

Electives - Courses that students may 'elect' (choose) to take for credit toward a degree - as distinguished from a required course necessary to the completion of work for the degree.

Faculty - The members of the teaching staff, and occasionally the administrative staff, of an educational institution.

Fees - An amount charged by schools, in addition to tuition, to cover costs of certain services (lab fees, application fees, late registration fee, etc.).

Fellowship - A student grant of financial aid, usually awarded to a graduate student.

Financial aid - A general term that includes all types of scholarships, loans, grants-in-aid and other financial assistance offered to students.

Final - A terminal examination in a class or course.

Flunk - To fail an examination or course.

Foreign/International Student Advisor - The person associated with a school, college, or university who is in charge of providing information, guidance and assistance to international students in such areas as US government regulations, student visas, academic regulations, social adjustments, language, financial and housing problems, travel plans, insurance, and certain legal matters.

Fraternity - A social organization of men. Membership is by invitation and is usually limited to undergraduates. Members may live together in a large house called a fraternity house. (For women 'sorority').

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

GPA (grade point average) - Same as CGPR (Cumulative Grade Point Ratio), except when you say "my grade point average or grade point ratio is 3.0", (numerical values are assigned to letter grades: A=4, B=3, C=2, D=1 and F=0) you are usually referring to just one semester, quarter or trimester. You calculate your GPA by taking into account all of your semesters, quarters or trimesters.

Grading system - Schools, colleges and universities commonly use letter grades to indicate the quality of a student's academic performance: A (excellent), B (good), C (average), D (below average), and F (failing). Work rated C or above is usually required of an undergraduate student to continue his/her studies; work rated B or higher is usually required of a graduate student to continue. Grades of P (pass), S (satisfactory), and N (no credit) are also used. In percentage scales, 100 percent is the highest mark, and 70 percent (65 percent) is usually the lowest passing mark.

Graduate - A student who has completed a course of study. A graduate student at a university is a student who has received his Bachelor's degree and is studying towards a Master's or a Doctorate (Ph.D.).

I.D. Card (identification card) - An official card which tells who you are and which is issued by the university during the registration period. It is an important form of identification particularly on campus.

Junior - A third-year student at a high school, college, or university.

Laundromat - A self-service place to wash your clothes, etc., with many automatic washing machines and dryers, used by inserting coins. Usually you must supply your own soap. Less expensive than a laundry.

Leave of absence - Permission for a student in good standing to take a leave and then return to continue his studies.

Lecture - A prepared talk about a specific subject.

Liberal arts - A bachelor's degree program intended primarily to provide general knowledge. (Also called 'liberal arts and science', or 'arts and sciences'). The curriculum emphasizes the humanities (languages, literature, philosophy, the arts), the social sciences (economics, sociology, anthropology, history, political science), and the sciences (mathematics, physics, chemistry).

Maintenance - Referring to the expenses of attending a college or university, including room (living quarters), board (meals), books, clothing, laundry, local transportation, and miscellaneous expenses.

Major field of study (major) - A student's primary field of study.

Master's degree - Degree conferred by an institution of higher learning after student's completion of 1-2 year program of graduate study. (Designated as M.A. or M.S.).

Mid-term - A 'mid-term' is a test or examination given in the middle of a semester, quarter or trimester.

Minor field of study - A student's second field of study.

Multiple-choice exam - Examination in which questions are followed by two or more answers from which the student must select the correct one.

Open-book exam - Examination in which the students are permitted to use textbooks.

Oral exam - Examination on an individualized basis, in which the professor asks the student questions which are answered orally.

Ph.D. - Doctor of Philosophy, highest degree in US education, conferred on candidates who have completed at least three years of graduate study and who have demonstrated their academic ability in oral and written examinations and through original research presented in the form of a dissertation.

Placement test - An examination used to test a student's knowledge in a certain field so that the student may be placed in the appropriate courses in that field so that the student may be given academic credit based on the results of a placement test.

Prerequisite - Programs or courses which a student is required to complete before being admitted to enroll in a more advanced program of study.

President - The rector or highest administrative officer of an academic institution.

Quiz - A short test which may or may not be announced ahead of time.

Registration - Official selection of courses to be taken during the term.

Residence hall - Same as dormitory.

Sabbatical - Leave time with pay granted to a teacher or professor after serving six or seven years on the same faculty. Its purpose is to give an extended period of time for concentrated study.

Scholarship - A study grant of financial aid, usually given at the undergraduate level, which may be supplied in the form of a cancellation of tuition and/or fees.

Semester - Period of study, usually 15 to 16 weeks in duration, including a final examination week.

Seminar - A form of small group instruction combining independent research with class discussion under the guidance of a professor.

Senior - A fourth-year student at a high school, college or university.

Sign-up sheet - Informal way of registering for an activity - you usually give your name and where you can be contacted.

Single room - Room for one person.

Social security number - A nine-digit number used in the US Social Security Administration. Anyone who works regularly must obtain one. Many institutions use the Social Security number for registration purposes.

Sophomore - A second-year student at a high school, college or university.

Sorority - A social organization of women. Membership is by invitation and usually limited to undergraduates. Members may live together in a large house called a 'sorority house.' (For men 'fraternity').

Syllabus - An outline of topics to be covered in an academic course.

Take-home exam - Examination which may be written at home.

Test - Any procedure measuring the academic ability of a student.

Theme - A brief composition or essay on a particular topic.

Thesis - A formal paper presenting the results of study and research which is submitted to fulfill requirements for an advanced degree, usually a Master's degree.

Transcript - A copy of a student's academic record at a particular institution; contains titles of courses, numbers of credits and the final grade in each course.

Trimester - Usually 10 weeks of classes plus a final examination period. Three trimesters comprise the academic year.

Triple - A room for three persons.

True-false exam - An examination in which statements are made and the student marks whether they are 'true' or 'false'.

Tuition - The money an institution charges for instruction and training (does not include the cost of books).

Unit - Usually means the same thing as credit.

Undergraduate studies - Two or four year programs in a college or university, after high school graduation, leading to the associate or bachelor's degree.

University - An educational institution that usually includes one or more four-year undergraduate colleges (or schools) with programs leading to a bachelor's degree, and graduate schools awarding master's degrees and doctorates (Ph.D.'s) and professional schools awarding Ph.D.'s.

Withdrawal - A release from enrolment; a student notifies the school officials that he or she will no longer attend classes (an 'Official Withdrawal'). If the student does not notify the proper authorities, failing grades will be recorded and charged against him ('Unofficial Withdrawal').

Zip code - A series of numbers in mailing addresses that designate postal delivery districts in the United States.