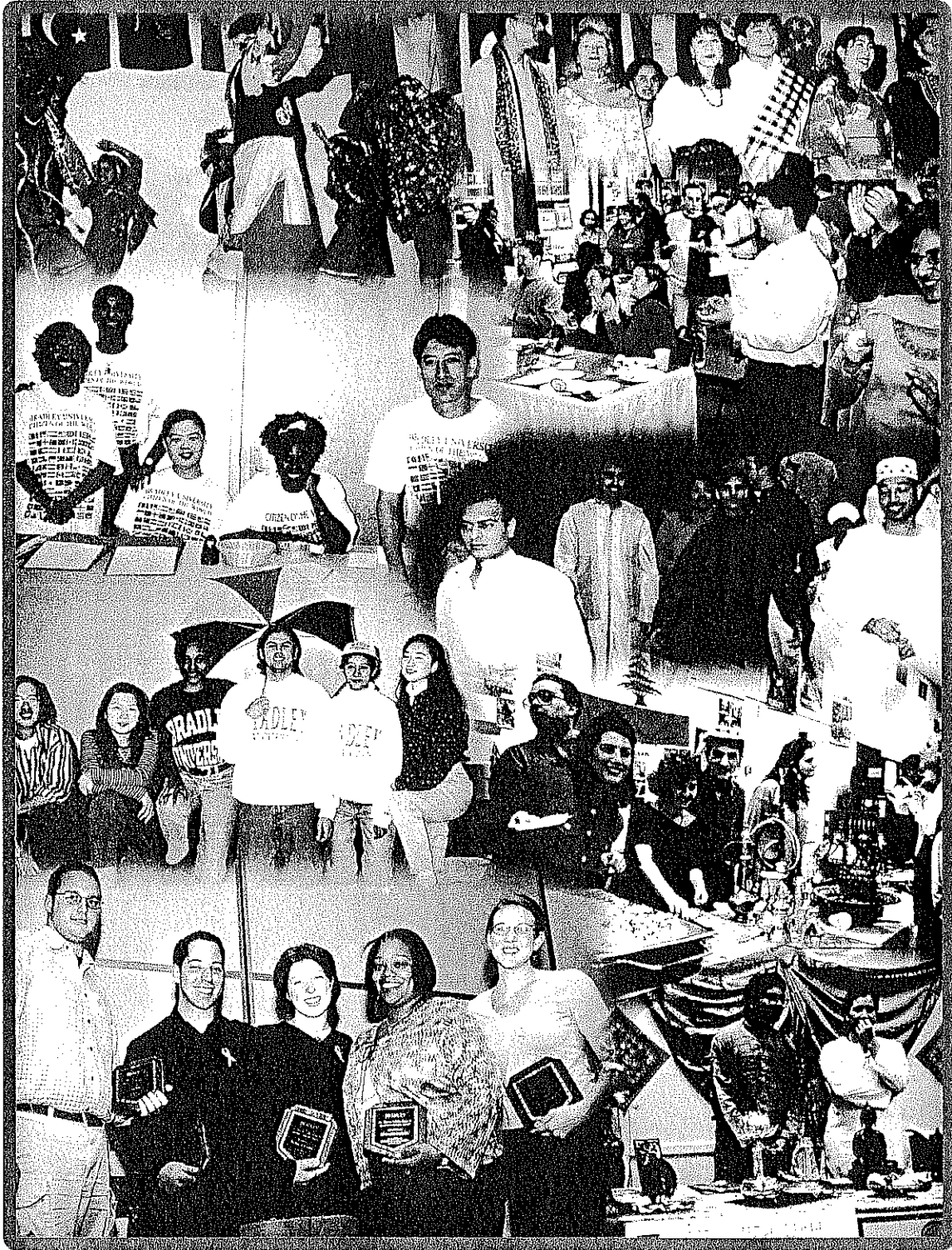


# INTERNATIONAL STUDENT HANDBOOK



**MULTICULTURAL STUDENT SERVICES**

**BRADLEY**  
UNIVERSITY

## Statement

The Office of Multicultural Student Services serves as a catalyst in assisting students of color and international students in reaching their full potential. This mission is accomplished through our goals in providing support programs and services, promoting and cultivating an awareness and appreciation for multiculturalism campus-wide.

Through its programs and services, the Office of Multicultural Student Services seeks to:

- Encourage, through sensitivity training and programming, the development of a climate in which all cultures are appreciated as valued members of the campus community.
- Encourage and assist students with their academic and social adjustments to college life.
- Coordinate culturally enlightening and educational programs for students, faculty and the University.

We will strive to empower, cultivate leadership, foster respect, and develop leaders who will rise to any occasion and situation, both at Bradley University and within all aspects of society.

### Student Services Staff

Frances Jones, Director and PDSO  
Room 210  
fjc@bradley.edu

Assistant Director  
Room 212

Eugenia Kyle  
Administrative Unit Support  
Room 203  
eugenia@bradley.edu

Office Hours  
8:30 a.m. — 5:00 p.m.  
Monday — Friday  
Main Number: (309)677-2646  
Fax: (309)677-3739

<http://www.bradley.edu/multicultural/>

## Multicultural Student Services

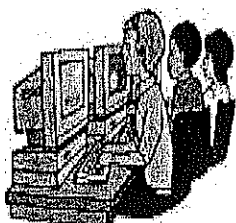


➤ MSS is open to all students on campus

➤ Academic & Student Advising

➤ Computer Lab with computers, printer & phone

➤ Conference Room with student access by reservation



➤ Student Lounge with TV/DVD/VCR

➤ Multicultural Resource Library

➤ Copier for your printing needs



➤ Diverse Issues in Higher Education Magazine

➤ The Hispanic Outlook in Higher Education Magazine

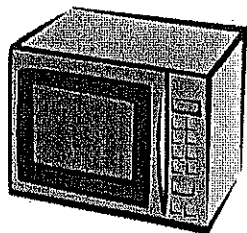


➤ Microwave

➤ Refrigerator

➤ 3-hole punch

➤ Paper cutter



## Introduction

Bradley University is fortunate to be located in an area of the United States where we experience all four seasons (fall, winter, spring, and summer) each year. Students should keep this in mind when planning what to bring.

Bradley University students dress casually for classes. Attire worn to class can range from long slacks and a shirt with a thick coat, hat, gloves, and scarf during the winter, to shorts and a tee shirt during the summer. There are likely to be special occasions when formal attire should be worn, such as when you may be asked to make classroom presentations, for special social functions, interviews, departmental events, and the like. We also suggest that you bring at least one outfit of your national dress, as there may be several opportunities to wear it during the year.

## Adjustment

When people move to another country and culture they sometimes experience culture shock, a disorientation, dissatisfaction, and frustration, sometimes even anger that the new culture is so different from the one from which they came. They also may have had much different expectations about how their life would be in the United States.

Your adjustment may not seem like a shock at all - you may just be uncomfortable at times or more tired than you would normally be. Regardless, all international students and faculty experience culture shock and most learn to accept the differences that they encounter and even adjust to them. Just recognizing that there will be a transition period in your life during the first semester, or second semester.

You also may experience a great deal more stress than is normal. Stress can cause stomach pain and upset and contribute to odd sleeping patterns. Stress also can lead to increased drinking of alcohol. Take care not to allow stress to affect you negatively. If stress is affecting your health, consult with the Student Health Center 677-2700, and or the Center for Wellness and Counseling 677-2408.

## Common Signs of Culture Shock

- Frustration with university bureaucracy and American customs
- Weariness of speaking English
- Odd sleeping patterns
- Feeling constantly tired
- Constant yearning for familiar foods and spices - "American food tastes terrible"
- Lack of interest in studies

- Lack of motivation
- Drinking alcohol
- Escaping to low-contact places (for example, movies or formal restaurants) to be by yourself
- Talking about "them" and blaming "them" for your problems
- Missing class frequently and avoiding social activities
- Weight gain or loss

## How to Fight Culture Shock

The majority of individuals and families that immigrate from other countries have the ability to positively confront the obstacles of a new environment. Some ways to combat stress produced by culture shock are:

- Develop a hobby.
- Don't forget the good things you already have!
- Remember, there are always resources that you can use.
- Be patient, the act of immigrating is a process of adaptation to new situations. It is going to take time.
- Learn to be constructive. If you encounter an unfavorable environment, don't put yourself in that position again. Be easy on yourself.
- Don't try too hard.
- Learn to include a regular form of physical activity in your routine. This will help combat the sadness and loneliness in a constructive manner. Exercise, swim, take an aerobics class, etc.
- Relaxation and meditation are proven to be very positive for people who are passing through periods of stress.
- Maintain contact with your ethnic group. This will give you a feeling of belonging and you will reduce your feelings of loneliness and alienation.
- Maintain contact with the new culture. Learn the language. Volunteer in community activities that allow you to practice the language that you are learning. This will help you feel less stress about language and useful at the same time.
- Recognize the sorrow of leaving your old country. Accept the new country. Focus your power on getting through the transition.
- Pay attention to relationships with your family and at work. They will serve as support for you in difficult times.
- Establish simple goals and evaluate your progress.
- Find ways to live with the things that don't satisfy you 100%.

- Maintain confidence in yourself. Follow your ambitions and continue your plans for the future.

### Checking in at the Office of Multicultural Student Services

All international students, including Canadians, are required to check in at the Office of Multicultural Student Services (MSS), which is located in the Romeo B. Garrett Cultural Center, upon their arrival to campus. It is recommended that you do so upon the first business day following your arrival to the United States. We must complete your SEVIS registration process. Please bring your passport, form I-94 (record of arrival/departure), and SEVIS I-20. All matters related to you are always kept confidential, except for that information we are required to provide to the US government, or the University administration. No one outside the MSS staff will have access to your file.

The Office of Multicultural Student Services holds a one-day "International Student Orientation" program to address the specific needs of international students. All new and transfer, undergraduate and graduate international students are required to attend. The International Student Orientation will provide information on campus resources, immigration requirements, Social Security requirements and information on some practical matters concerning life in Peoria and the US in general. You will also meet other students from your own countries or other countries. A reception will conclude the program. Dress comfortably and casually.

### Health Insurance

All International students on F-1 student visas are required to have health insurance. F-1 students must purchase the enriched benefits coverage if proof of comparable coverage is not demonstrated. If proof of comparable coverage is not provided, the student will not secure class registration until enrollment and payment for the enriched benefit coverage is made. If you have your own health insurance, you must submit proof of this insurance to the Student Involvement Office, 115 Sisson Hall. The Student Accident and Sickness Insurance Plan brochure, enrollment forms and claim forms are available at [www.maksin.com/BradleyU.html](http://www.maksin.com/BradleyU.html).

**Note:** If you must take medicines on a regular basis, it is strongly recommended that you bring the doctors prescription, and a medical history including diagnosis, treatment, and prognosis. Also, please note that the University's medical insurance plan will not provide benefits for preexisting conditions as defined, except where mandated by law. Consequently, if you need regular treatment for a medical condition, it is recommended that you obtain supplemental coverage

to cover preexisting conditions as travel insurance prior to leaving your home country. This will be in addition to the International Health Insurance Program mandated by the University for all international students and exchange visitors.

### Student Health Form

The Health Center requires the submission of the student health form to verify immunization. This form is mandatory; failure to submit it will result in a hold on your future registration and grades.

### Money and Banking

We recommend that you bring at least \$3000-\$4000 US Dollars in Travelers Checks to pay for your initial tuition and living expenses. We recommend travelers checks for initial expenses because (1) it is not wise to travel with so much cash, and (2) it usually takes 2-4 weeks for a bank draft from overseas to be cashed by a bank. During your travel, however, you will need some US currency -not over \$500, to pay for taxi fares, phone calls, meals, and possible hotel expenses. We also strongly advise you to keep your money on your person and not in your baggage. There are a number of banks near the University campus. The closest one is the Heritage Bank. You are encouraged to open an account as soon as possible. When opening an account, you must present your passport for identification purposes and you must state that you will apply for a Social Security number, which is used in the US as the primary means of personal identification.

### Authorization to Release Information by School

To comply with requests from the United States Bureau of Citizenship and Immigration Services (BCIS) for information concerning your immigration status, you are required to give authorization to the Bradley University to release such information from your records. Bradley University will provide BCIS your name, country of birth, current address, and any other information on a regular basis or upon request.

### Full Course of Study

To maintain your F-1 student status, you must be enrolled as a full time student at Bradley University during the fall and spring semesters. Students who fail to maintain their status must request reinstatement from immigration.

You may engage in employment only when you have received permission to work. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

## Travel

An F-1 student may be readmitted after a temporary absence of five months or less from the US, if the student is otherwise admissible. The student may be readmitted by presenting a valid foreign passport, a valid visa, and either a new, or a properly endorsed for reentry SEVIS I-20.

When you leave the United States, you must surrender your Form I-94 Departure Record. Please see back side of the Form I-94 for detailed instructions. You do not have to turn in the I-94 if you are visiting Canada, or Mexico, or adjacent islands other than Cuba for less than 30 days.

## Transfer

Bradley University transfer procedure requires that an F-1 student complete one semester of attendance before approval to transfer will be authorized. Only students who are in legal F-1 status are eligible. To transfer to another academic institution, an F-1 student must do the following:

- Complete the Non Immigrant Visa Status Verification form.
- Complete the Exit Interview Questionnaire.
- Complete relevant coursework.
- Withdraw from all other courses, or you will be charged for registration at Bradley even if you did not attend classes.
- Pay all outstanding bills (phone, housing parking tickets, registration fees) or you will not be able to obtain an official transcript from the Registrar's Office.
- Update your address on Webster so that important tax and other documents can be sent directly to your new address.

**Note:** Once the PDSO enters the release date into SEVIS, you are locked into the transfer (receiving) school.

## Canceling a Transfer

If an F-1 student should change his mind about transferring, the action that the PDSO will take depends on when the decision by you the student is made.

- **If before the release date**, the PDSO can cancel the request to transfer;
- **If after the release date**, the PDSO at the receiving school must complete the transfer in process before immediately transferring the student to the appropriate school.

## Extension of Stay

Although an F-1 student is admitted to the United States for "duration of status" to complete an educational program, the student must actually complete the program before the program completion date indicated in the SEVIS record and appearing at item 5 on the current I-20. If a student will not complete the academic program by that date, he must request a program extension before the I-20 expires. You must demonstrate that you are financially able to support yourself for the entire period of stay in the US while pursuing a full course of study. Request forms are located in the Office of Multicultural Student Services.

## Notice of Address

If you move you must submit a notice within 10 days of the change of address to the Office of Multicultural Student Services who will then update your address in SEVIS.

## Concurrent Enrollment

Concurrent enrollment procedures address the special needs of students who wish to take a particular course(s) at another immigration-approved school and would be less than full time at his or her home school unless the course(s) were counted toward their overall course load.

Students requesting concurrent enrollment at ICC or any university should be mindful of the following:

- The majority of the courses must be taken at Bradley University.
- Through the combined enrollment, the student is enrolled in the equivalent of a full course of study.
- The coursework is not avocational and will be accepted for fulfilling degree requirements.

Students must provide proof of course registration, along with a paid receipt to the program coordinator. The program coordinator will then check **other** on the Reduced Course Load/ F-1 Equivalence form **note** the number of hours taken at other university, attach the receipt, and return all paperwork to the student for delivery to the PDSO in the office Multicultural Student Service office for final authorization.

## On Campus Employment

On-Campus employment for F-1 students must not exceed 20 hours a week while school is in session. Students may work full-time, 40 hours a week, when school is not in session or during the student's annual break, as long as they are enrolling full-time the next semester. Students cannot work on-campus after graduation unless they are continuing their education at the next program level. The types of on campus employment:

- Employment for Bradley University academic departments, library, housing office etc.;
- Work performed on the University campus for an outside contractor or firm is considered to be on campus as long as the employer provides direct service to the students;
- Required assistantship.

A student who is permitted to engage in employment may engage only in such employment as authorized. Any unauthorized employment by an F-1 student constitutes a failure to maintain status.

Types of employment requiring authorization by the PDSO:

- Employment Authorized for Severe Economic Hardship
- Special Student Relief Program Employment
- Practical Training

### Social Security Card

The Social Security Administration (SSA) will only issue Social Security Numbers (SSN) to F-1 students who are authorized to work in the US. Bradley University F-1 students applying for a SSN on the basis of on-campus employment will need the following documents:

- Employment offer letter from an on-campus employer
- Support letter from the PDSO
- Complete an application for a Social Security Card (Form SS-5)
- SEVIS I-20, Passport, I-94 Card

The completed application and original documents should be filed at the Peoria Social Security Office 11 days after you finish the SEVIS registration process at Bradley University.

### Family

The F-2 spouse and minor children of an F-1 student shall each be issued an individual SEVIS I-20.

**Employment.** The F-2 spouse and children of an F-1 student may not accept employment.

**Study.** The F-2 spouse of an F-1 student may not engage in full time study, and the F-2 child may only engage in full time study if the study is in an elementary or secondary school (kindergarten through twelfth grade). The F-2 spouse and child may engage in study that is avocational or recreational in nature.

An F-2 spouse or F-2 child desiring to engage in full time study, other than that allowed, must apply for and obtain a change of nonimmigrant classification to F-1 status.

### Deviations from a Full Course of Study - Reduced Course Load

In general, permission to register for less than full time should occur rarely in a student's career. The designated school official, based upon the recommendation of the program coordinator, program advisor, may allow an F-1 student to engage in less than a full course of study. Except as otherwise noted, a **reduced course load must consist of at least six semester hours required for a full course of study.** A student who drops below a full course of study without the prior approval of the PDSO will be considered out of status.

### Reason(s) for Reduced Course Load

#### On Campus Employment

On campus employment pursuant to the terms of:

- Scholarship
- Assistantship

#### Academic difficulties - First Semester

- Initial difficulty with the English language or reading requirements
- Unfamiliarity with U.S. teaching methods
- Improper course level placement.

The student must resume a full course of study at the next available semester, excluding a summer session, in order to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is **not eligible for a second authorization** by the PDSO due to academic difficulties while pursuing a course of study at that program level.

#### Medical Condition(s)

Student must provide current medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the PDSO to substantiate the illness or medical condition.

#### Completion of Course of Study

Student who is in the final semester and fewer courses are needed to complete the course of study.

## Off Campus Employment - Practical Training

F-1 students may wish to engage in temporary employment to gain practical experience in their field of study. To obtain permission for this kind of employment the student can seek authorization for practical training. There are two types of practical training:

- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)

For authorization or more information about CPT or OPT contact Frances Jones, PDSO, Room 210 Garrett Center.

### Curricular Practical Training (CPT)

An F-1 student becomes eligible to begin practical training only after being enrolled for a full academic year. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training.

An F-1 student may be authorized by the PDSO to participate in a curricular practical training program that is an integral part of an established curriculum as follows:

- Training that is required of all students within a program to fulfill degree requirements.
- Training a student may opt for when pursuing a particular course or curricular track.

A student may be granted authorization to engage in temporary employment for curricular practical training:

- For 40 hours during the student's annual vacation.
- 20 hours a week while school is in session.

### Optional Practical Training (OPT)

A student may apply to the Bureau of Citizenship and Immigration Services (BCIS) for authorization for temporary employment for optional practical training directly related to the student's major area of study. The student may not begin optional practical training until the date indicated on the employment authorization document. A student may be granted authorization to engage in temporary employment for optional practical training:

- 20 hours a week while school is in session
- For 40 hours after completion of the course of study, or, for a student in a bachelor's,

master's, or doctoral degree program, after completion of all course requirements for the degree (excluding thesis or equivalent).

Authorization to engage in optional practical training employment is automatically terminated when the student transfers to another school or enrolls in a new program of study at the same school.

## Income Tax

All F-1 students are required to file federal and state income tax forms even if they received no income from employment or scholarship. Your earnings are subject to applicable federal, state and local taxes. Students who have been in the United States for less than five years are exempt from Social Security (F.I.C.A.) and Medicare Taxes. Students must file federal form 1040NR on or before April 15 of each year. During the spring semester, the Office of Multicultural Student Services will offer a seminar to assist students in competing tax returns.

## Religious Centers

The University recognizes the religious practices and observance of an ecumenical campus community. Bradley University has several religious student organizations which hold meetings, prayer sessions and various events both on and off campus. Churches, mosques, synagogues and other religious centers are available throughout the Peoria area.

## University Police

Bradley University police force provides help and assistance to students 24 hours a day. In the event of an off campus emergency, you may contact the University Police by dialing 677-2000. Off campus dial three digits, 911 which is an emergency telephone number that provides direct access to the City of Peoria police, fire and ambulance services.

A student escort service is available every evening from 9:00 p.m. to 1:00 a.m. The program provides a means for students to travel safely from places within close proximity to campus. To request an escort call 677-2800.

## PAFIS

Peoria Area Friends of International Students (PAFIS) brings students together with individuals and organizations for the purpose of providing for a student of other lands a maximum educational and cultural experience, as well as an understanding of American life. Under PAFIS, the Friendship Partner program provides non-residential assignments of Bradley University students to local families or individuals (Partners) at the beginning of the academic year and other times if necessary. Students

can request a Friendship Partnership application form at the Office of Multicultural Student Services, or by visiting [www.pafis.bradley.edu](http://www.pafis.bradley.edu).

### **Transportation**

CityLink provides bus transportation throughout the Peoria area. Schedules are available at the Student Center information desk.

Peoria Charter Coach Company bus provides service to O'Hare and Midway Airports. Schedules are available at the Student Center information desk, or [www.peoriacharter.com](http://www.peoriacharter.com).

### **Postal Service**

Bradley University mailroom operates a postal service for receiving and delivering student mail. Students may also contact the US Post Office located in downtown Peoria, 95 State Street, telephone 309/671-8800.

### **IMPORTANT NUMBERS**

**Bradley University**  
**Multicultural Student Services Office**  
Romeo B. Garrett Cultural Center  
309/677-2646

**Student Health Center**  
Heitz Hall  
677-2700

**Driver License Examiner**  
**Secretary of State**  
3311 N. Sterling  
Peoria, IL  
Phone: 309/686-6040  
Open: Tuesday 8:00 a.m. to 6:00 p.m.  
Wednesday – Friday 8:00 a.m. to 5:00 p.m.  
Saturday 8:00 a.m. – 12:00 p.m.

**Student Payroll**  
225 Sisson Hall  
677-3115

**Social Security Administration**  
815 W. Pioneer Parkway  
Peoria, IL 61615  
Phone: 309/589-1330

**Internal Revenue Service**  
300 Hamilton Blvd., Ste. 230  
Peoria, IL 61602  
Phone: 800/829-1040  
Open: 8:00 – 11:00 a.m. and  
12:15 – 4:30 p.m.  
FILE TAXES AT:  
INTERNAL REVENUE SERVICE  
PHILADELPHIA, PA 19255

## GLOSSARY OF TERMS

**Academic Advisor:** The person at a postsecondary school who helps students decide what classes to take, what major to pursue, etc.

**Accredited:** Postsecondary schools that meet formal requirements in academic programs, facilities, etc. are certified by certain state, regional, or national accrediting agencies. Usually, schools must be accredited in order for their students to receive financial aid.

**Admissions Requirements:** Students who want to attend a specific post secondary school must meet a series of requirements (high school grade point average, standardized test scores, high school course, etc.) set up by the school in order to be considered for admission.

**Board of Trustees:** The policy-making and governing body of a postsecondary school. Members may be appointed or elected.

**Campus:** The grounds of a school, with all the class buildings, residence halls, and other buildings.

**Catalog:** A booklet about a particular school. It contains general information about classes, faculty, tuition and other costs, and admission and degree requirements. You can get catalogs from a school's admissions office.

**Coeducational:** A school which both men and women attend, or a residence hall where both men and women live.

**College:** A school offering studies that lead to an academic degree. A college can be an independent school or part of a larger university system.

**College Work-Study Program:** A form of financial aid in which students earn money by working for their postsecondary school. Apply for work-study help by filling out a need analysis form.

**Commencement:** Graduation ceremonies at which students receive their degree in person.

**Community College:** A school that offers programs (usually two-year or shorter) that prepare students for immediate entry into the job market, or for transfer to a four-year school.

**Commuter Student:** A student who lives at home, or somewhere off campus, and travels to campus.

**Core Courses:** Basic classes which all students of a major program are required to take.

**Course:** Another name for "class".

**Credit:** Postsecondary schools require a minimum number of credits for a degree. Credits are related to the number of hours spent in the classroom. For a semester, three hours of credit

for one class is common.

**Curriculum:** All the courses available to students in a particular program of study.

**Dean:** The highest officer of a division, college, school, or faculty at a postsecondary school. For example, Dean of Students.

**Declare a Major:** Officially tell the postsecondary school your area of interest.

**Degree:** After completing a program of study at a postsecondary school, students receive an academic title. For example, a Bachelor of Arts degree from XYZ University.

**Double Major:** Meet requirements for two majors. See MAJOR.

**Emeritus Faculty:** Honored faculty members who have retired from teaching but keep the title of "professor".

**Enroll:** To officially select classes. See REGISTRATION.

**Extracurricular Activities:** Programs or activities that occur outside the classroom.

**Faculty:** The teachers, professors, and instructors who teach at schools.

**Finals Week:** The time at the end of the semester when classes do not meet and tests are given.

**Financial Aid:** Federal, state, institutional, and private programs which help students pay for postsecondary education costs. Financial aid can be in the form of loans, grants, scholarships, or work-study programs.

**Full-time Student:** A student who carries a certain number of credits or hours is considered "full-time" by a postsecondary school. The number of credits considered to be a full-time load can vary from school to school.

**General Education Requirements:** Many postsecondary schools require that students take a variety of classes in different academic areas.

**Grade Point Average (GPA):** A system for evaluating the overall scholastic performance of students. A student's GPA is found by dividing the sum of grade points by the number of course work credits or hours. Grade points are found by multiplying the number of hours for a course by the student's grade in that course. Grades are often measured on a four-point scale in which 4.0 equals "A", 3.0 equals "B", etc.

**Graduate:** A student who has received a degree.

**Grant:** A form of financial aid award based on student need. Grants do not have to be paid back.

**Housing:** Living arrangements for students at postsecondary schools.

**Identification Card (ID Card):** Card issued to student. These identify students and are often required for admission into school-sponsored

activities.

**Independent Study:** The study of a subject, outside the classroom. This can involve lessons mailed back and forth, or meetings between the student and instructor. Correspondence Courses are examples of Independent Study.

**Institution:** Another name of school, college, or university.

**Instructor:** A non-tenured teacher at a postsecondary school.

**Internship:** Students can work at jobs on or off campus which give them practical experience in their major and graduation credit.

**Liberal Arts:** A school or course of study where the focus is on developing students' general knowledge and reasoning ability instead of preparing for a specific career. It is a well-rounded, general education, usually in the arts of sciences.

**Major:** An academic subject area such as psychology or education in which students take a variety of classes. It is an area of interest about which students choose to learn a great deal and in which they earn a degree after completing a required number of credits or courses.

**Matriculate:** A student who enrolls in a postsecondary school becomes a "matriculate".

**Minor:** An area of interest studied at the same time as a major. It is often not in the same department as a major, and requires fewer classes.

**Open Admissions:** Anyone with a high school diploma or its equivalent can take college classes. Students don't have to meet all requirements.

**Orientation:** First year or transfer students and their parents participate in orientation programs in order to help them get acquainted with and learn more about the school. Orientation usually takes place before the regular school year begins.

**Part-Time Student:** A student who is enrolled in a certain number of course credits or hours, which are less than full-time. Usually, this is less than twelve credits or hours.

**Prerequisite:** Beginning level class that prepares students for more difficult class.

**Private School:** A non-public, independent postsecondary schools, which sometimes has a religious affiliation or can be a single sex school.

**Professor:** A teacher, usually tenured, at a postsecondary school.

**Proprietary Schools:** Schools that are run to make a profit. These schools provide students with practical training with specific fields.

**Public:** A postsecondary school that receives money from the state to pay part of the cost of

operation.

**Red Tape:** Paper work.

**Registrar:** The person in a postsecondary school who keeps track of classes and academic records. The registrar records student enrollment in classes and keeps track of which classes are filled.

**Registration:** Officially selecting/enrolling in classes for the upcoming semester.

**Religious Affiliation:** Some private postsecondary schools are associated with religious organizations. For example, the religious affiliation of Manchester College is with the Church of the Brethren.

**Residence Hall (Dormitory):** A building on campus where students live. Residence halls provide dining and food service along with social and educational activities. Some schools require that all students live in residence halls for a certain amount of time.

**Residency Requirements:** Most schools require that students spend a certain amount of time on campus, taking classes or living in residence halls. This term can also refer to the minimum amount of time a student has lived in the state in order to be eligible for state tuition rates.

**Resident Assistant (RA):** An experienced, trained student who lives on a dormitory floor and coordinates social and educational programs for the hall. Resident assistants can Get useful resources people for hall members.

**Room & Board:** The term is used to indicate the cost of living in residence halls or other campus housing and receiving meals from the housing food service.

**Scholarship:** Financial aid awarded for academic and other achievements (music, athletic, etc.). Scholarships do not have to be paid back.

**Semester:** A calendar system used by some postsecondary schools. With this system, classes and grade reports are divided into two periods, each lasting about 15 weeks.

**Spring Break:** A time period midway through the spring semester when student takes a break from classes.

**Student Activities Booklet:** A book listing campus student organizations for example, Manchester College International Association (MCIA).

**Student Body:** All the students who attend a particular postsecondary school.

**Student Center or Student Union:** A building on campus designed for a variety of recreational uses by students. The campus bookstore, student organization offices, dining facilities,

administrative offices, game rooms, etc. may be located in the student center or student union.

*Study Abroad:* Programs where students can go to school for a period of time in another country while making regular progress toward their degree.

*Support Services:* Services provided by most postsecondary schools to help students. Such areas include academics (tutoring, etc.) And special student needs (differently-able student services, etc.).

*TBA:* To be announced.

*Tenure:* Status granted after a review period to professors at postsecondary schools. Tenure guarantees life-long employment there.

*Terminal Program:* Programs intended to provide all the preparation a person needs for a particular field or career.

*Transcripts:* The official record of student educational progress. Transcripts usually include listings of classes, grades, major area, and degree earned.

*Transfer:* A student who changes from one postsecondary school to another. This process involves transferring grades and credits. Some schools may not accept all the credits from another school.

*Tuition and Fees:* The cost of classes or credits at a postsecondary school.

*Undergraduate:* Student working toward receiving a bachelor's degree.

*University:* A postsecondary school which has 3 or more colleges or schools, offers bachelor's and/or graduate degrees, and may have research facilities.

*Vocational/Technical:* A school where students get "hands on" training in a specific career area. These schools usually offer two-year and shorter programs.

## How to Ride the CityLink Bus

If you are new to the system, or have questions about riding the bus, the following steps will help to make your trip a pleasant one.

### What Bus to Take?

You want to take the bus but what bus do you want? The CityLink system consists of eighteen routes:

**#1-University/#2 Monroe.** This route runs from Pioneer Park down University to downtown out Monroe to North Adams St. Every hour the #2 Monroe will operate along Galena Road.

**#3-Parkview.** This route runs from downtown to Northwoods Mall via Columbia Terrace, passing Parkview Estates on Gale Ave.

**#4-Knoxville.** This route runs between downtown Peoria Riverfront and Knoxville Square via Knoxville. This bus stops at Proctor Hospital.

**#5-Main.** The Main St. bus runs up Main from downtown past Bradley University to Farmington Road to Sterling to Northwoods Mall.

**#6-Sheridan/#7 Garden.** This route runs down Sheridan past Evergreen Square and Sheridan Village to downtown. The Garden segment travels from downtown to the Greater Peoria Regional Airport and returns to Madison Park and back downtown on Garden.

**#8-and-#9 East Peoria.** The #8 Sunnyland bus connects downtown Peoria and Sunnyland Plaza and travels on Rt. 8 in East Peoria. The #9 Pleasant Hill bus connects downtown Peoria and the Pleasant Hill Antique Mall traveling on Rt. 150 in East Peoria.

**#10-Sterling/#11 Western** This route runs from Northwoods Mall down Sterling to Reservoir Blvd. to

downtown by Jumer's to Madison Park Shopping Center. Service to Wal-Mart, Community Workshop, Lexington Hills Apartments and Northwoods Mall, is also provided.

**#12-Heights/#13 South Adams.** This route runs from Northwoods Mall across Glen to Peoria Heights down Prospect to Jefferson to downtown down South Adams to Madison Park Shopping Center.

**#14-Wisconsin/#15 Lincoln.** This route takes you from Northwoods Mall along Brandywine Drive to Sheridan Village to Lake to Wisconsin. This route goes past St. Francis Medical Center to downtown and then runs to Madison Park Shopping Center via Howett onto Belwood Nursing Home and the Peoria County Jail. The bus returns to Madison Park and comes back on Lincoln past Manual High School.

**#16-Northwest Express.** Service between downtown and Northwoods Mall along I-74. This route provides service out to LR Nelson along War Memorial.

**#20-ICC Express.** Service between downtown and Illinois Central College. This route serves the Rt. 116 corridor in East Peoria, as well.

**#23-Peoria to Pekin.** Service between Peoria and Pekin.

**If you need further assistance with routing issues and questions, please call one of our Customer Service Specialist at 309-676-4040 and we'll get you on your way!**

**Transfer the Easy Way.....**A Transfer allows you to transfer from the original bus you are riding to another bus in order to complete a one-way trip. It is valid only on the first connecting bus. Transfers can be made to anywhere two routes meet, or at the transfer site. Transfers are not valid for lay-overs or return trips. Making a transfer is easy. When you get on your first bus, pay

your fare and ask your driver for a transfer. Transfers are free and good for one hour from the time they are issued. They are intended for you to make a connection to another bus--not to provide your return trip.

**How to Use a Bus Pass....**You know which route you want and the time but what about the cost? It's \$1.00 to ride on a regular-route CityLink bus. If your 65 or older or disabled, you pay only 50¢ a ride. Children age four and under ride free. But CityLink offers a series of bus passes for your convenience. The CityLink punch pass provides 20 rides for \$18.00 (that's a two dollar savings over the regular cash fare) for adults. A student punch pass provides 10 rides for \$5.00. Seniors and persons with disabilities can buy passes with 20 rides for \$9.00. Where can you purchase these passes? CityLink bus passes are available at most area banks and also from CityLink offices at 2105 N.E. Jefferson Ave., weekdays from 8 a.m. to 4:30 p.m. or you can buy online at <http://www.ridecitylink.org>.

**Riding Tips:** After paying your fare, please move to a vacant seat. The seats immediately behind the bus operator are reserved for senior and disabled riders in order to make getting on and off the bus easier. Please remain seated until the bus comes to a complete stop. If all seats are taken, hold on to the grabrails.

**Leaving the Bus:** Be alert for your destination. If you're not certain about where it is, ask the bus operator to call out your destination. Sitting close to the front will help you hear when your destination is announced. Please remember traffic does not stop for CityLink buses. Be sure to look both ways before crossing the street.

**To signal the operator to stop the bus,** pull the cord above the window or press the black tape near the windows. Please give the operator some advance notice when leaving the bus. Ring the bell about one-half block before the stop. Wait until the bus comes to a complete stop before leaving your seat.

**Buses will only stop at safe intersections** to ensure your safety. Please leave through the rear doors if possible to allow new passengers to board.

## Bus Rider Etiquette

**Reserve the seats immediately behind the driver for senior & disabled riders.**

**No smoking, eating, or drinking while riding on the bus.**

**Radio, cassette & compact disc playing is not allowed.**

**Pets are not allowed, except guide animals.**

*Failure to abide by these rules will result in the removal or expulsion of individual or individuals from CityLink property.*

**CityLink Hours of Operations:** Service hours are from 6:00 a.m. to 10:00 p.m. Monday through Friday and 6:30 a.m. to 7:00 p.m. on Saturdays.

**No Service Days:** We do not run buses on the following days: Christmas Day, New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day.

## **NEW ILLINOIS TEMPORARY VISITOR DRIVERS LICENSE**

screening, and the appropriate written and road tests.

### **What is the new Temporary Visitor Driver's License?**

The Secretary of State's Office issues a "Temporary Visitor Driver's License" (TVDL) for non-citizens of the United States who have been granted temporary, legal entry into this country and are temporarily residing in the State of Illinois and ineligible for a Social Security number.

### **Who is eligible?**

To be eligible for a Temporary Visitor Driver's License, a foreign national must:

- Be a non-citizen of the United States residing in the State of Illinois;
- Be authorized by the U.S. Citizenship and Immigration Services to be present in this country, and provide documentation verifying such authorization;
- Not be required to obtain a driver's license issued by the U. S. Department of State, Office of Foreign Missions;
- Be ineligible for a Social Security number, and present documentation, dated within 30 days of the date the individual is applying for a TVDL, issued by the Social Security Administration (SSA) verifying such ineligibility;
- Be authorized to be in the country for at least one year and have at least six months remaining on an authorized stay;
- Provide acceptable documentation that proves name, date of birth, Illinois residency and verification of written signature;
- Pay the appropriate fee, and successfully complete a vision

A Temporary Visitor Driver's License will only be issued in a class D, L, M, DL or DM, authorizing operation of a personal car, motorcycle or motor driven cycle. A TVDL is valid for three years, or for the period of time the individual is authorized to stay in this country, whichever ends sooner.

Individuals eligible for a Temporary Visitor Driver's License may obtain an instruction permit allowing them to practice driving before taking their road test. To obtain an instruction permit, the applicant must visit one of the designated Secretary of State Driver Services facilities listed below and meet the requirements outlined above regarding obtaining a license for the first time.

### **Where are Temporary Visitor Driver's Licenses and permits available?**

There are six Driver Services facilities authorized to issue Temporary Visitor Driver's Licenses. Applicants must visit one of the following facilities during the business hours listed below. Appointments are not accepted.

#### **Facilities**

Bloomington facility (Tuesday - Saturday)

Champaign facility (Tuesday - Saturday)

Rockford Central -- not Rockford

Express (Tuesday - Saturday)

Springfield Dirksen Parkway facility -

not Klein and Mason (Monday - Friday)

Carbondale facility (Tuesday - Saturday)

Chicago West facility (Tuesday - Friday)  
starting June 1st, 2005

## **NONIMMIGRANT IMMIGRATION CATEGORIES**

### **TEMPORARY VISITORS**

**B-1** Individual in the United States to engage in certain business activities related to the individuals overseas employer. May be reimbursed travel expenses. May not work or be paid for independent contractor services with one exception. May be paid an honorarium by a non-profit institution if certain criteria are met.

**VWB** Individual permitted to enter the United States for business without a visa. Laws regarding employment are generally the same as those for a B-1 visa holder.

**B-2** Individual in the United States to engage in tourism and recreation. May not be paid with one exception. May be paid an honorarium by a non-profit institution if certain criteria are met.

**B-2** Individual entering the United States with the clear intent to engage in study. Must change to an F-1 or J-1 student category before I-94 period expires.

**VWT** Individual permitted to enter the United States for pleasure without a visa. Laws regarding activities and payment are generally the same as those for a B-2 visa holder.

**C-1** Individuals in transit through the United States on stopover.

**D-1/D-2** Crewmen employed on a ship or aircraft on stopover in the United States.

**U-1** Victim of criminal activity.

### **TEMPORARY WORKERS**

**E-1** Individual in the United States to conduct trade under a treaty. Category includes key employees of the organization engaged in such trading. Dependents also enter on E-1 visa. E-1 spouse may work for up to two years with an EAD. Dependents may engage in full-time study but only spouses may work.

**E-2** Individual in the United States to develop and direct an organization in which the individual has invested substantial capital under a treaty. Dependents also enter on E-2 visa. E-2 spouse may work for up to two years with an EAD. Dependents may engage in full-time study but only spouses may work.

**H-1B** Individual in the United States to perform professional services for a sponsoring employer for a specified period of time.

**H-1C** Individual in the United States to perform professional nursing for the sponsoring organization for a specified period of time.

**H-2A** Individual in the United States to perform temporary agricultural work.

**H-2B** Individual in the United States in a temporary position for which a shortage exists in the United States.

**H-3** Individual in the United States to participate in a training program provided by the sponsoring employer.

**H-4** Dependent of an H principal visa holder. May engage in full or part-time study. May not work.

**L-1** Individual transferred to the United States from an affiliated office or entity of the U.S. employer to work as an executive, manager or specialist.

**L-2** Dependent of an L-1 transferee. May work up to two years with an EAD or may engage in full or part-time study.

**O-1** Individual of extraordinary ability in the sciences, arts, business, education or athletics.

**O-2** Personnel accompanying an O-1 visa holder.

**O-3** Dependent of an O-1 or O-2 visa holder. May engage in full-time study. May not work.

**P-1** Internationally recognized entertainer or athlete and essential personnel.

**P-2** Artist or entertainer in the United States under a reciprocal exchange program.

**P-3** Individual in the United States in a culturally unique program to perform, coach, teach or train.

**P-4** Dependent of a P principal visa holder. May engage in full-time study. May not work.

**R-1** Individual in the United States as a member of a bona fide religious organization carrying out religious activities.

**R-2** Dependent of an R-1 visa holder. May engage in full-time study. May not work.

**TN** A citizen of Canada or Mexico in the United States under NAFTA to perform specific services for a sponsoring employer for a specific period of time.

**TD** Dependent of a TN visa holder. May engage in full-time study. May not work.

### **GOVERNMENT RELATED INDIVIDUALS**

**A-1/A-2** Individual in the United States as employees of a foreign government. Authorized to work for the sponsoring organization only. Dependents are also issued A-1/A-2 visas. Dependents may be authorized to engage in full-time study or work. EAD required.

**A-3** Personal employee of a foreign government official.

**G-1/G-2/G-3/G-4** Individual in the United States as a representative of an international organization such as the United Nations. Authorized to work for the sponsoring organization only. Dependents are also issued these visas. Dependents may be authorized to engage in full-time study or work. EAD required.

**G-5** Personal employee of a representative of an international organization.

### **STUDENTS**

**F-1** Academic or language training student admitted for duration of stay (D/S). May be employed on campus. No EAD required. May be employed off campus for economic reasons. EAD required. May be authorized for curricular practical training. No EAD required. May be authorized for optional practical training. EAD required.

**F-2** Dependent of an F-1 student admitted to accompany principal visa holder. May not work.

**F-3** Part-time student commuting from Canada or Mexico.

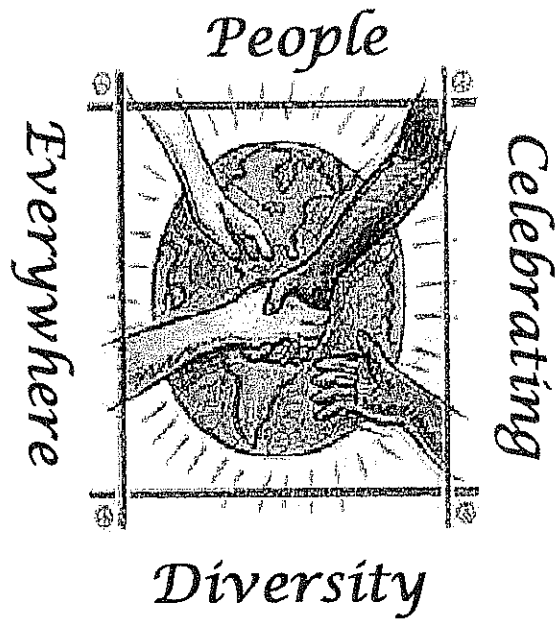
**J-1 (Student)** Student category checked on DS-2019 admitted as a student for duration of stay under the Exchange Visitor application. May be authorized by responsible officer at the institution for practical training. No EAD required.

**J-2 (Student)** Dependent of a J-1 (Student) principal visa holder. May be authorized to work for economic reasons. Must have an EAD.

**M-1** Vocational student admitted for duration of status. May be employed for practical training. EAD required.

**M-2** Dependent of an M-1 principal visa holder. May not work.

**M-3** Part-time student commuting from Canada or Mexico



Bradley University  
Multicultural Student Services  
Dr. Romeo B. Garrett Cultural Center  
824 N. Duryea  
Peoria, IL 61625  
Telephone Number: (309)677-2646  
Fax: (309)677-3739  
<http://www.bradley.edu/multicultural/>