

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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International Student Resource Center

# International Student Handbook

INTERNATIONAL STUDENT RESOURCE CENTER

# International Student Handbook

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International Student Resource Center  
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Hours: Monday – Friday 8:00 AM – 5:00 PM

Last Updated: May 2016

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# Welcome to UC Riverside!

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We hope that you will soon feel at home in Riverside. We have developed this handbook concerning life at UCR and in Riverside in order to assist in your adjustment to our community.

The International Student Resource Center was established particularly for your benefit -- to assist with the unique issues faced by those from other countries. We invite you to refer any question or concern to our office. Additionally, you will receive announcements about our programs, workshops, Exploring Southern California culture series, and other special events.

International students have played an important role at UCR for many years. Today you join over 1500 international students from nearly 70 countries currently engaged in study, teaching, training and research.

Time will pass quickly. To achieve the greatest possible benefit from your American experience, we hope that you will find time for personal activities to balance your studies, research and teaching responsibilities. Enjoy yourself and please do give us the opportunity to enjoy knowing you, too.

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**INTERNATIONAL STUDENT RESOURCE CENTER (ISRC)** assists international students with navigating through complex visa regulations, as well as academic, social, and cultural adjustment. Advising sessions, orientations, workshops, programs and activities are offered to international students throughout each quarter and available year-round.

## MISSION STATEMENT

The ISRC exists to support and promote the success, wellness, and personal growth of international students through expert advising, intercultural programming, and advocacy. We create a safe and welcoming environment that respects cultural diversity and fosters intercultural skills and communication across campus.

## CORE VALUES

The ISRC team is guided by the principles of accountability, confidentiality, integrity, and transparency.

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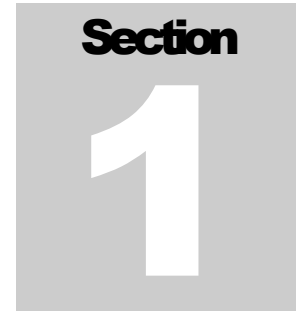
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## Complying with U.S. Immigration Regulations

**U**CR is very fortunate to have students from around the world who make significant contributions to our diverse community. As an international student, you are required to comply with U.S. immigration regulations. If you do not comply with these regulations, there could be severe consequences, including deportation and being barred from returning to the United States for an extended period of time. We want you to be able to successfully complete your studies. It is extremely important that you read and fully understand the information in this handbook. **Maintaining your immigration status is your responsibility.** You agree to this responsibility when you sign your Form I-20 or DS-2019 and enter the United States. Immigration laws are complex and change often due to global circumstances. The information in this handbook is therefore subject to change. Please help us assist you in navigating these complex immigration regulations by:

- **Using your University web-based email address:**  
Information about changing immigration regulations and other circumstances that affect you as an international student in the United States will be sent to your UCR webmail/R'mail address. University policy **requires** that you use this email address to review academic and administrative electronic correspondence. You can log-in to your account at <https://rweb.ucr.edu>
- **Asking an international student advisor when you have a question about what you can and can't do as a non-immigrant F or J student in the U.S. Do not rely on advice from a friend or an academic advisor at UCR.**  
They are not qualified to give you an appropriate answer regarding your immigration.
- **Notifying our office immediately of any change in your contact information.**  
Our contact information is always readily available on our website, and directly at [internationalcenter.ucr.edu/about](http://internationalcenter.ucr.edu/about).

## **Student and Exchange Visitor Information System (SEVIS)**

**S**EVIS is an electronic computer database created by the United States Department of Homeland Security for F and J international students and their dependents. You were entered into the SEVIS system when you applied to UCR and were issued a SEVIS generated I-20/DS-2019. Located on the top line to the left of your SEVIS I-20 is your SEVIS ID number. This number starts with the letter N. The SEVIS system keeps track of all the information on your I-20/DS-2019, your travels into and out of the United States, your residential addresses, and your compliance with immigration regulations. Designated School Officials, the Department of Homeland Security, and the Department of State can all access the information in your SEVIS record.

## What You Must Do to Maintain Your Status – F/J Students

- **Report Address Changes to the International Student Resource Center within 10 days.**  
This includes address changes of any of your dependents as well. Please report your change of address with the University GROWL system and with the International Student Resource Center. Changing your address in one system will not update the other system.
- **Maintain a full course load (12 units) at all times.**  
You are allowed to deviate from this full course of study only with PRIOR authorization of an International Student Advisor, and only under very limited circumstances. After obtaining approval from ISRC, you must also get approval from your dean or department as appropriate. Students must attend in the fall, winter and spring quarters at UCR. Attendance during the summer quarter is optional.
- **Report any leaves or reasons for interrupting your program of study to the International Student Advisor in advance.**  
For a variety of reasons, students leave prior to the scheduled date of degree completion. Some of these reasons include early graduation, leave of absence, suspension or transfer to another institution in the U.S. You must notify the ISRC if you leave before the date indicated on your I-20/DS-2019.
- **Report any change of major and/or degree objective to the ISRC as well as any change in financial sponsorship.**
- **Do not engage in any unauthorized employment.**  
You may work no more than 20 hours per week on campus while school is in session. These 20 hours include the work you do for your assistantship if you have one. You are not permitted to work off-campus without receiving PRIOR authorization from the U.S. Federal Government and/or an International Student Advisor. Employment possibilities are very limited. **J-1 students must obtain permission from the ISRC before beginning any on campus work.**
- **Keep your passport and I-20/DS-2019 valid at all times.**  
You may apply for a program extension at the ISRC if your I-20/DS-2019 will expire before you are able to complete your studies. You must apply for this **before** your current document expires. Your passport can be renewed in the United States at your country's embassy or consulate. It is okay for your entry visa to expire while you are here, but you should not travel internationally, or plan to apply for a new entry visa while abroad if you plan to return.



**MAINTAINING YOUR STATUS AS AN  
INTERNATIONAL STUDENT**

- **File the appropriate federal and state income tax returns of every calendar year by the appropriate deadline.**  
Most students will need to file by the federal deadline of April 15, but there are a few exceptions. For more tax-related resources, check the International Student Resource Center website, and refer to the ISRC emails.
- **J-1 students must maintain certain health insurance requirements as specified by the Department of State.**
- **Complete immigration transfer procedures in a timely manner.**  
Students who transfer from another university in the United States to UCR must complete an immigration transfer. They must meet with the UCR International Student Advisor within 15 days of beginning courses. Students who plan to transfer from UCR to another institution must notify the International Student Advisor in advance so their file can be released to the school that they plan to attend.

# **Dependent Reporting Requirements**

## **Separate Entry of Dependents**

For immediate family members (children and spouses) planning to arrive separately, specific forms must be completed. For all F-1/J-1 visa holders, an I-20/ DS-2019 Request Form must be completed to provide the name, relationship, date of birth, country of birth, and if applicable, the passport number and expiration date of EACH family member who intends to join you. In addition, your dependent must be entered into the SEVIS system and a SEVIS-generated Form I-20/DS-2019 must be issued on their behalf. They will then use this I-20/DS-2019 Form to apply for an F-2/J-2 visa at the United States Embassy/Consulate in their home country. Forms and specific guidance can be obtained through our office.

## **Reporting Dependent Arrivals and Change of Residential Address**

You are required to report your dependent(s) arrival in the United States and local residential address to our office. Regulations require us to record and update this information in SEVIS. Therefore, please complete a Dependent Form immediately upon the dependent's arrival. You can obtain this form from the ISRC. After completing the Dependent Form, you may drop it off at the ISRC for an advisor to process.

## SEVIS Reporting Requirements

**W**e are required by law to report and update certain information about you into SEVIS. The information that we are required to report includes:

- Withdrawal from the University
- Failure to register for classes
- The information on your Form I-20/DS-2019
- Your residential address
- Full-time or part-time enrollment
- Registration: we must confirm each quarter that you are registered full time (at least 12 units quarterly)
- Your employment authorization information (if applicable)

**We report only what we are required to report by federal law. Any other information remains confidential and private.**

## Reporting Changes

**Y**ou may report changes in your local address, overseas address, or employer address using the online forms on the International Student Resource Center's website. When updating your local address, also make sure to change your address in GROWL. Bring the appropriate documentation to the International Student Resource Center when updating your program (major or degree objective), funding, or making a name change.

# Section 2

## Immigration Forms and Validity

### Passport Validity

You must maintain a valid passport at all times for the duration of your stay. If your passport expires while in the U.S., you should obtain an extension through the nearest Consulate or the Embassy of your home country.

**What is a Form I-20?** A Form I-20 is a certificate of eligibility used by students to apply for an F-1 visa to enter the United States.

Department of Homeland Security  
U.S. Citizenship and Immigration Services

U.S. Certificate of Eligibility for Nonimmigrant Student Status  
Form I-20 (08-01)

**KEY-TO-REGISTRATION**

DATE OF BIRTH	ISSUE DATE	CLASS
ISSUING OFFICE	EXPIRES	<b>F-1</b>
ISSUING OFFICER	ISSUING OFFICE	ACADEMIC AND LANGUAGE

**PERSONAL INFORMATION**

NAME (Last, First, Middle Initial)  
 DATE OF BIRTH (MM/DD/YYYY)  
 SEX (M/F)  
 PLACE AND DATE OF BIRTH  
 NATIONALITY (Country of Birth)  
 CURRENT RESIDENCE ADDRESS (Street, City, State, ZIP+4)  
 HOME PHONE NUMBER (Country Code, Area Code, Number)  
 CELL PHONE NUMBER (Country Code, Area Code, Number)  
 EMAIL ADDRESS (Country Code, Area Code, Number)

**PROGRAM OF STUDY**

DEGREE PROGRAM  
 DEGREE LEVEL  
 DEGREE MAJOR  
 DEGREE MINOR  
 DEGREE FIELD OF STUDY  
 DEGREE INSTITUTION

**FINANCIAL RESOURCES**

DEGREE PROGRAM COST (Estimated)  
 DEGREE INSTITUTION COST (Estimated)  
 DEGREE INSTITUTION SCHOLARSHIP (Estimated)  
 DEGREE INSTITUTION AID (Estimated)  
 DEGREE INSTITUTION OTHER (Estimated)  
 DEGREE INSTITUTION TOTAL (Estimated)  
 DEGREE INSTITUTION TOTAL (Actual)  
 DEGREE INSTITUTION TOTAL (Required)

**INSTITUTIONAL INFORMATION**

DEGREE INSTITUTION (Name, Address, City, State, ZIP+4)  
 DEGREE INSTITUTION TYPE (College, University, etc.)  
 DEGREE INSTITUTION AGENCY (Department of Education, etc.)  
 DEGREE INSTITUTION AGENCY ADDRESS (Street, City, State, ZIP+4)  
 DEGREE INSTITUTION AGENCY PHONE NUMBER (Country Code, Area Code, Number)  
 DEGREE INSTITUTION AGENCY FAX NUMBER (Country Code, Area Code, Number)  
 DEGREE INSTITUTION AGENCY EMAIL ADDRESS (Country Code, Area Code, Number)

**ISSUING OFFICER INFORMATION**

ISSUING OFFICER (Name, Title, Address, City, State, ZIP+4)  
 ISSUING OFFICER PHONE NUMBER (Country Code, Area Code, Number)  
 ISSUING OFFICER FAX NUMBER (Country Code, Area Code, Number)  
 ISSUING OFFICER EMAIL ADDRESS (Country Code, Area Code, Number)

**What is a Form DS-2019?** A Form DS-2019 is a certificate of eligibility used by students to apply for a J-1 visa to enter the United States.

Your Form I-20 or DS-2019 must remain valid while you are a student in the United States.

U.S. Department of State  
OFFICE OF EXCHANGE VISITOR PROGRAMS

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS  
Form DS-2019 (08-01)

**PERSONAL INFORMATION**

NAME (Last, First, Middle Initial)  
 DATE OF BIRTH (MM/DD/YYYY)  
 SEX (M/F)  
 PLACE AND DATE OF BIRTH  
 NATIONALITY (Country of Birth)  
 CURRENT RESIDENCE ADDRESS (Street, City, State, ZIP+4)  
 HOME PHONE NUMBER (Country Code, Area Code, Number)  
 CELL PHONE NUMBER (Country Code, Area Code, Number)  
 EMAIL ADDRESS (Country Code, Area Code, Number)

**PROGRAM INFORMATION**

DEGREE PROGRAM  
 DEGREE LEVEL  
 DEGREE MAJOR  
 DEGREE MINOR  
 DEGREE FIELD OF STUDY  
 DEGREE INSTITUTION

**FINANCIAL RESOURCES**

DEGREE PROGRAM COST (Estimated)  
 DEGREE INSTITUTION COST (Estimated)  
 DEGREE INSTITUTION SCHOLARSHIP (Estimated)  
 DEGREE INSTITUTION AID (Estimated)  
 DEGREE INSTITUTION OTHER (Estimated)  
 DEGREE INSTITUTION TOTAL (Estimated)  
 DEGREE INSTITUTION TOTAL (Actual)  
 DEGREE INSTITUTION TOTAL (Required)

**INSTITUTIONAL INFORMATION**

DEGREE INSTITUTION (Name, Address, City, State, ZIP+4)  
 DEGREE INSTITUTION TYPE (College, University, etc.)  
 DEGREE INSTITUTION AGENCY (Department of Education, etc.)  
 DEGREE INSTITUTION AGENCY ADDRESS (Street, City, State, ZIP+4)  
 DEGREE INSTITUTION AGENCY PHONE NUMBER (Country Code, Area Code, Number)  
 DEGREE INSTITUTION AGENCY FAX NUMBER (Country Code, Area Code, Number)  
 DEGREE INSTITUTION AGENCY EMAIL ADDRESS (Country Code, Area Code, Number)

**ISSUING OFFICER INFORMATION**

ISSUING OFFICER (Name, Title, Address, City, State, ZIP+4)  
 ISSUING OFFICER PHONE NUMBER (Country Code, Area Code, Number)  
 ISSUING OFFICER FAX NUMBER (Country Code, Area Code, Number)  
 ISSUING OFFICER EMAIL ADDRESS (Country Code, Area Code, Number)

## TRAVELING OUTSIDE OF THE UNITED STATES

### **What is the I-94 and what does D/S mean?**

When you enter the U.S. via air or sea and present your Form I-20 or DS-2019, your travel information is electronically recorded and kept by Customs and Border Patrol. After arriving in the U.S. you should access and print your arrival information by visiting <https://i94.cbp.dhs.gov>. You should place the print-out inside of your passport. If you enter the U.S. by land, you may receive a paper version of this form, called the I-94 card. This is your Arrival/Departure Card and it is usually stapled inside your passport at the port of entry. It is extremely important to verify that all information on your I-94 is accurate, as the form determines your admission status in the U.S. If the information is not correct, please contact an International Student Advisor for guidance.

You will also receive a stamp inside your passport, which is marked “F-1 D/S” or “J-1 D/S.” D/S stands for Duration of Status and indicates that you may stay legally in the U.S. as long as you follow all your F-1 or J-1 rules and regulations. The **F-1 visa holder has 60 additional days** and the **J-1 visa holder has 30 additional days** from program completion date for short travel within the U.S., transfer processes, or departure preparations. This “grace period” may not be used for employment or re-entry into the United States.

### **Visa Validity: Can the U.S. entry visa that is stamped in my passport expire while I am in the United States?**

Yes, as long as you are maintaining your F-1/J-1 student status in every other way as required by law. Please think of the F-1/J-1 visa stamped in your passport as an entry permit. It is necessary to have a valid visa to enter the country, but it does not need to remain valid while you are here. If you travel outside of the United States with an expired visa, however, you will need to apply for a new F-1/J-1 visa before returning to the United States.

## **Before You Travel**

- Check the validity of your passport, visa and I-20 or DS-2019. Make sure your passport has at least 6 months remaining from your planned date of return to the U.S.
- Obtain a travel signature from the International Student Resource Center for your I-20 or DS-2019 if your previous signature is over 6 months old from your date of return.
- Make sure to prepare any necessary visa application documents if your visa has expired or will expire before you return. (See next section for details).
- Check the location (if it is a country other than your own) to see if a visa is required for entry.
- Consult an International Student Advisor if your situation or your travel circumstances are unusual (traveling/returning after a withdrawal, traveling while on OPT, etc.).

## Applying for a Visa

If your US visa is expired, you must apply for a new one in your home country. The documents you need to bring with you when applying for a US-student visa are\*:

- Valid I-20/DS-2019 with a signature from the International Student Advisor
- Valid Passport (at least 6 months prior to expiration date)
- Proof of financial ability (such as a bank statement)
- Letter from International Student Advisor/DSO certifying full-time status (helpful)
- Transcripts

*\*These items may vary if you are eligible for mail-in or drop-off visa renewal services. For more information, check with the consulate you plan to renew your visa at.*

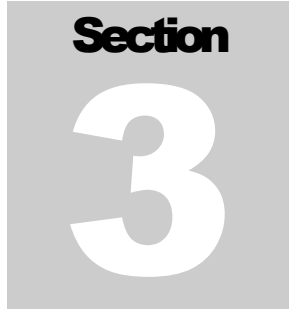
You can go to the U.S. State Department's website and find information relating to visa applications: [www.travel.state.gov](http://www.travel.state.gov). Please consult with an International Student Advisor before deciding to apply for a visa in a country other than your own. For any visa application, planning in advance is highly recommended. Most Consulates/Embassies are required to give in-person interviews to most visa applicants.



## Automatic Revalidation

If you visit Canada or Mexico for a trip of less than 30 days, you may be eligible to return to the United States with an expired visa via automatic revalidation if:

- You are not a citizen of a country that the U.S. Department of State classifies as a [sponsor of terrorism](#).
- You do not surrender your Form I-94 during departure. This form must be kept for reentry. Do not give your I-94 card or print-out away at the border or on a plane. If asked, please indicate that you are traveling under automatic revalidation.
- You have a valid passport with at least 6 months remaining from your date of return and a valid Form I-20 or Form DS-2019 with a travel signature that is less than 6 months old.
- You DO NOT apply for a visa while in Canada or Mexico. If you do, you are no longer eligible to return to the U.S. under automatic revalidation.



## Opportunities for Employment Authorization

**E**mployment opportunities for international students are regulated by United States Immigration Law and are therefore very limited. Students must be maintaining their non-immigrant status and in good academic standing for any type of employment. With the exception of on-campus employment, all employment opportunities for F-1 students require approval from the International Student Advisor and USCIS. Students in J-1 status must have written approval from the Responsible Officer of their exchange visitor program before accepting any employment.

## **Opportunities for F-1 Students**

### **On-Campus Employment**

F-1 students who are maintaining status may work part-time on campus while classes are in session. "Part-time" means not more than 20 hours per week. F-1 students do not need special authorization to work on-campus. Assistantships are considered "on-campus employment" and therefore are also limited to 20 hours per week.

During vacation periods and academic breaks, you may work full-time (over 20 hours) on campus if you are returning to classes the following term. You may not work on campus after completing your course of study.

### **Off-Campus Employment**

Working off-campus requires special authorizations and is only available in certain situations. Working off-campus without authorization is a direct violation of United States immigration regulations and could result in deportation.

Practical Training is temporary employment that allows international students to gain some practical experience in their field of study, before or after completion of studies. Practical training is divided into two categories: (1) curricular practical training before completion of studies and (2) optional practical training both before and after completion of studies.

#### **Curricular Practical Training (CPT)**

Curricular Practical Training is work experience defined as part of your integral curriculum. Therefore, you must enroll in a course and receive unit credit towards your degree.

You must have the International Student Advisor's authorization before you begin employment. CPT can be part time or full time (during summer and vacation periods). However, if it exceeds 12 months full time, you will lose the opportunity to obtain Optional Practical Training. Additional Information regarding CPT is available at the ISRC and on our website.

#### **Optional Practical Training (OPT)**

To be eligible, you must have been in lawful student status for one academic year and be in good academic standing. USCIS approval and a recommendation from the International Student Advisor are required. If you meet the requirements, you are eligible for up to a total of 12 months of practical training for each subsequent higher level of educational degree you pursue.

You may use OPT:

- during your studies; OR
- after completion of your studies; OR
- a combination of both.

**OPPORTUNITIES FOR EMPLOYMENT  
AUTHORIZATION**

Pre-Completion OPT is available part time (20 hours/week) if you have not yet completed your course of study. However, most students prefer to wait and use their 12 months of OPT after they graduate (Post-Completion OPT). Part-time practical training is deducted at a half-time rate from the total 12 months available. Additional Information regarding OPT is available at the ISRC and on our website.

**Optional Practical Training (OPT) Extensions\*\***

In April 2008, two OPT extensions were made available for a very specific set of eligible F-1 students on OPT:

- 17-month “STEM” (Science, Technology, Engineering and Math) Extension: available to an F-1 student on OPT who meets specific criteria related to their major (which must be a [STEM degree](#)) and employer (which must be registered with E-verify).
- Cap-Gap Extension: available to an F-1 student on OPT who has a cap subject H-1B petition filed in a timely manner on his/her behalf and whose OPT may expire prior to the H-1B taking effect.

\*\*Please note these extensions each have very specific criteria. If you have questions about whether you would be eligible, please make an appointment with an advisor or attend an OPT workshop, which are offered frequently throughout each quarter.

## **Opportunities for J-1 Students**

### **On-Campus**

J-1 students **who receive written authorization from the Responsible Officer of their exchange program, and** are maintaining status may work part-time on-campus while classes are in session. Assistantships are considered "on-campus employment" and therefore are also limited to 20 hours per week. You may not work on campus after completing your course of study.

### **Off-Campus & Academic Training**

J-1 students who are in good academic standing may obtain authorization for working off campus as part of an academic training experience. After completing studies, J-1 students are eligible to work for up to 18 months if the job qualifies as "academic training." Academic training must be recommended by your dean or academic advisor and authorized by the Responsible Officer of your exchange-visitor program. Post-completion academic training must be authorized before completion of studies, although students do not have to begin work until a later date. To maintain continuous status, the DS-2019 must have a beginning date no later than the date after the ending date of the previous DS-2019 regardless of when employment commences. The 18-month period starts when the authorization is approved. 36 months of academic training is available for students pursuing post-doctoral work in the United States.

Non-degree students may only engage in Academic Training for a period of time not exceeding their academic studies.

## Maintaining Academic Integrity

**A**t the University of California, Riverside (UCR), honesty and integrity are fundamental values that guide and inform us as individuals and as a community. The culture of academia requires that each student take responsibility for learning and producing products that reflect their intellectual potential, curiosity and capability. Students must represent themselves truthfully, claim only work that is their own, acknowledge their use of others' words, research results and ideas, using the methods accepted by the appropriate academic disciplines and engage honestly in all academic assignments. Anything less than total commitment to honesty circumvents the contract for intellectual enrichment that students have with the University to become an educated person, undermines the efforts of the entire academic community, and diminishes the value of an education for everyone, especially for the person who cheats. Both students and faculty are responsible for insuring the academic integrity of the University.

**Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic misconduct. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course to avoid the serious charge of academic misconduct.**

## UCR Student Conduct & Academic Integrity Programs

**A**cademic misconduct for Graduate Students is governed by the [Graduate Division](#). Other misconduct issues are governed by the UCR Student Conduct and Academic Integrity Programs (SCAIP), which works with all misconduct cases for undergraduates.

SCAIP

[111 Costo Hall](#)

8:00 AM – 5:00 PM

951-827-4208

[conduct@ucr.edu](mailto:conduct@ucr.edu).

# UCR Student Conduct & Academic Integrity Resources

[UCR Academic Integrity Guide for Students](#)

[UCR Student Conduct Brochure](#)

[Academic Integrity Resources](#)

[Academic Integrity and Misconduct Resources: Graduate Division](#)

## **Other Resources**

[\*Avoiding Plagiarism.\* Purdue University, Online Writing Lab.](#)

[\*Using Sources.\* Lisa Trivedi and Sharon Williams, Hamilton College, Writing Center.](#)

[\*Plagiarism: What it is and How to Recognize and Avoid It.\* Indiana University, Writing Tutorial Services.](#)



## Campus Wellness Offices

### **The Well**

HUB 248

951-827-9355

[thewellevents@gmail.com](mailto:thewellevents@gmail.com)

[CALENDAR OF EVENTS](#)

The Well is an office on campus committed to providing a safe, supportive, and connected campus environment through the promotion of healthy minds, bodies and communities. The Well provides accessible, robust resources and support for students in the areas of physical, social, emotional, cultural and spiritual wellness through a network of peer educators, mentors and professionals. In addition to information about nutrition, exercise programs and health screenings, The Well also offers helpful resources about coping with stress and depression, suicide and sexual assault prevention, drug and alcohol education, support groups and leadership programs for underrepresented minorities, and opportunities for community service and peer education.

### **Health Center**

Health Services Building (Veitch Student Center)

8:00 AM – 4:30 PM

951-827-3031

[health@ucr.edu](mailto:health@ucr.edu)

[ONLINE SERVICES](#)

The UCR Campus Health Center provides all students the opportunity to explore and learn about healthful living practices leading to a high level of wellness, so that the individual may enjoy a lifetime of good health. Preventive Care, Dental, Women's Health, Optical, Laboratory, and Pharmacy services are available to UCR students.

**Counseling Center**

Health Services Building (Veitch Student Center)

8:00 AM – 5:00 PM

951-UCR-TALK

[UCR Counseling Center Website](#)

The Counseling Center provides specialized professional services designed to support the educational process and to assist students in their career, personal and social development. People seek help for a range of difficulties or concerns such as stress and anxiety, depression, interpersonal relationships, eating disorders, identity concerns or life transitions. Individuals may be seen individually or placed into a group. Various types of group counseling are offered including interpersonal groups which focus on understanding relationships with others and structured groups to address specialized issues such as depression, anxiety and low self-esteem. Couples counseling is available for students and their partners or spouses to help resolve relationship difficulties. The Counseling Center also offers a variety of workshops and presentations as well as Biofeedback.

## Health Insurance

It is a requirement that all students enrolled at UCR—short term or degree-seeking—are enrolled in a health insurance plan meeting minimum requirements. All students are automatically enrolled in the UC Student Health Insurance Plan and corresponding insurance fees are posted to students' accounts.

Students do have the option to “waive out” of the campus health insurance plan if their personal insurance plan meets the minimum requirements and they meet the appropriate deadlines for waiving out. The insurance waiver must be submitted on a yearly basis.

The Campus Health Insurance Office is located inside the Campus Health Center. Health insurance office contact information, as well as waiver forms, are available on the [UCR Health Insurance webpage](#).

In addition to campus requirements, please note that **all J-1 visa holders are required** to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor program **per federal regulations**. A willful failure to carry insurance is considered to be a violation of the Exchange Visitor Program regulations.

**Department of State treats willful failure to carry insurance as a serious infraction for which neither correction of the record nor reinstatement are available as remedies.**

## Local Medical Services

**W**e encourage you to utilize the Campus Health Center for service and referrals when possible, however, you may encounter a time when you require urgent medical attention. Please refer to the information below regarding local **Urgent Care** and **Emergency Services**.

*For any medical service, you must show proof of health insurance coverage or be prepared to pay for this service out of your own pocket.*

### Urgent Care

An urgent care clinic provides medical services to treat an illness or accident which is not life threatening but **cannot wait for a scheduled appointment** during regular doctor's office hours. Services are available during regular office hours, in the evening, and on weekends. Both the Riverside Community Hospital and the Riverside County Regional Medical Center have an Urgent Care Clinic on site.

Some insurance companies (for example, Health Net or Kaiser) may designate certain medical facilities for non-emergency treatment. Be sure to verify any restrictions on your coverage and payment for medical services.

### Emergency

In the event of a life-threatening illness or accident, **call 911** and ask for an ambulance. The injured person will be taken to the nearest hospital emergency room. Services are available every day of the week, 24 hours. (If you use the emergency room of a hospital for non-emergency treatment, you will have to pay higher fees for services. Fees for the ambulance will also be charged.)

The following identifies the Emergency Room facilities closest to UCR:

[Riverside County Regional Medical Center](#) (Urgent Care and Emergency Services)  
26520 Cactus Avenue  
Moreno Valley, CA 92555  
Main Phone Number: 951.486.4000  
Emergency Room: 951.358.2453

[Riverside Community Hospital](#) (Urgent Care and Emergency Services)  
4445 Magnolia Avenue  
Riverside, CA 92501  
Main Phone Number: 951.788.3000  
Emergency Room: 951.788.3200

**HEALTH AND WELLNESS**

[Kaiser Permanente Riverside Medical Center](#)

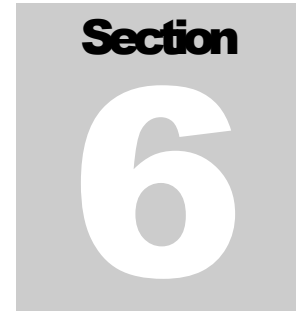
10800 Magnolia Avenue  
Riverside, CA 92501  
Emergency Room: 951.353.3800

(Emergency Services)

[Parkview Community Hospital](#)

3865 Jackson Street  
Riverside, CA 92503  
Main Phone Number: 951.688.2211

(Emergency Services)



## International Student Services

### International Student Advising

It is our goal to assist and promote the success and wellness of international students at UCR. International Student Advisors are here to assist you with questions or concerns related to your student visa status, regulations and opportunities and adjustment to the campus culture and community.

If you would like to meet with an advisor, you may call the International Student Resource Center front office at 951.827.4113 to schedule a **one-on-one appointment** to address your questions or concerns. One-on-one appointments are scheduled in 30 minute-intervals; however, a longer appointment may be scheduled to address complex issues.

If your question is brief in nature (less than 10 minutes), you may also visit with an advisor during **Open Advising hours**. You do not need an appointment; however, students are seen on a first-come, first-served basis. Open Advising times are posted each quarter.

### Document Requests

There are times when you or your family may require documentation showing that you are a full-time student at UCR; our office can provide a letter verifying your international student status, or a letter of invitation for an immediate family member (parent, spouse, brother or sister) to visit you while you are pursuing your studies.

If there is a change in your program or funding, you are required to report that change to the International Student Resource Center within 10 days of the change occurring. In many cases, this will result in the issuance of an updated Form I-20 or DS-2019. You will also receive a new Form I-20 or DS-2019 if you request a program extension or apply for practical training. You should always save previous copies for your records.

Our staff makes every effort to process your requests in a timely manner. Most requests take 5 business days. **Requests may take up to 10 business days or longer during peak times**; please understand that we must process requests in the order received, and there are several times throughout the year where we receive a very high volume of requests. Most requests are done electronically through MyForms at [myforms.ucr.edu](https://myforms.ucr.edu). When making a request that must be done on paper (such as a travel signature request), please submit the appropriate form with all required signatures and documents to the ISRC front office. Status letters may be requested [online](#). However you make the request, once it has been

processed, you will receive an email confirmation in your UCR email account. If any additional documents or a follow up appointment is needed, an advisor will contact you.

### **Workshops**

The International Student Resource Center offers a variety of workshops to help address student wellness, prepare students for travel, and provide important information regarding student and post-graduate employment opportunities. Workshop schedules are posted each quarter.

#### SUCCESS & WELLNESS WORKSHOPS

Personal wellness is an important component to achieving academic success. The ISRC, in collaboration with the UCR Wellness Partners, sponsors workshops reflecting UCR's commitment to providing a safe, supportive, and connected campus environment. Examples of previous success and wellness workshop topics include:

- Cultural Adjustment
- Navigating the American Healthcare System
- Preparing an Emergency Plan
- Stress Relief
- Sleep and Relaxation
- Time Management

#### CAREER EMPOWERMENT WORKSHOPS

Employment opportunities for international students are limited by regulations of the Department of Homeland Security (DHS) and the Department of State (DOS). Workshops are held each quarter to outline the eligibility requirements and application processes for Curricular Practical Training (F-1), Optional Practical Training (F-1) and Academic Training (J-1). Each year, the ISRC also hosts a workshop entitled "Beyond OPT: Employment Opportunities in the United States," which is presented by an immigration attorney. This workshop provides information on post-graduation employment options. Workshops addressing career skills are also held in conjunction with the UCR Career Center. Topics include resume writing, cover letter preparation, and interview skills.

#### TRAVEL WORKSHOPS

As you may wish to travel internationally during your academic program, it is important to be aware of the process and documents required for safe re-entry to the United States. The "Renewing Your Student Visa" workshop is held quarterly; the workshop outlines the process as well as the items you should prepare before your travels. Travel signature sessions are also held every quarter.

TAX WORKSHOPS

As an international student, you are required to file tax documentation each year. Tax experts from the Internal Revenue Service (IRS) and California Franchise Tax Board visit UCR each year to provide you with information on how to complete your federal and state tax forms.



# International Student Programs

## **International Peer Advisors**

The International Student Resource Center is fortunate to have a group of International Peer Advisors (IPAs) who volunteer their time and enthusiasm to our activities throughout the year. You most likely met many of the current IPAs at your international student orientation. The IPAs are here to answer your questions about student life at UCR. If you have a question, don't be afraid to ask!

You may find that you are interested in becoming an IPA in the future. The IPA experience provides a great volunteer opportunity to make new international friends, develop valuable team-building skills, and learn about other cultures and people. Any interested student – undergraduate or graduate, is encouraged to apply. More information will be available in the spring quarter.

## **Global Connections Partner Program (GCP)**

Through the Global Connections Partner (GCP) Program, selected students are paired with a peer to meet, talk and participate in activities in order to facilitate international friendships and foster a mutual exchange of culture and language. GCP partners are selected based upon similar hobbies or areas of interest; new partners are matched each term.

Partners may decide where they want to meet each week and sometimes decide to get together with other partners for a group event like bowling or hiking to the “C.” All GCP partners come together for a large group kick-off meeting and a final potluck celebration each quarter.

## **International Discussion Group**

The International Discussion Group is a weekly program of informal discussion that covers a wide range of topics. Group meetings are held on Monday evenings from 5:15-6:30 PM in our center. A light dinner and drinks are provided.

Discussion topics stem from relevant local and world news stories, hot university issues, and the personal inquiries and interests of the group. Examples of previous discussion topics include cultural adjustment, the impact of stereotypes, wedding ceremonies and traditions across the globe, second language acquisition, and study preparation for finals.

## **International Spouse & Partner's Program (ISPP)**

The ISPP is a free program created especially for spouses and partners of international students, who are both international and American. It is an opportunity for all nationalities to exchange friendships, cultures, and ideas. Participation in this program will give you a chance to make many new friends, discover new places in Riverside, and experience various cultures. Students, spouses, and children are welcome to participate.

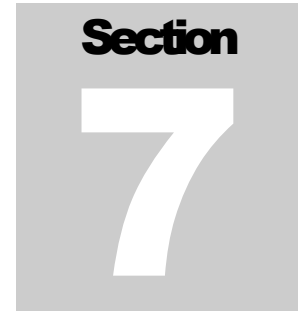
Examples of our activities include: a picnic at the UCR Botanic Gardens, personalized card making on Mother's Day, and presentations of dances and traditions from women of different cultures.

### **Friendship Family Program**

The Friendship Family program connects international students with UC Riverside Faculty or Staff and their families for an exchange of culture. Students do not live with their friendship family; unlike a homestay program, the Friendship Families program is designed for both parties to meet once each month for an activity of their choice, based on mutual interest and need (e.g. dinner, Thanksgiving Day, airport pick-up, exploring Riverside).

### **Exploring Southern California Series**

Join us in exploring the natural, cultural, artistic, historic, and social wonders of Southern California! The ISRC sponsors various trips throughout the year to help you become more acquainted with your new home, meet other students and IPAs, and have a great time! Activity fees include the event ticket price (which, many times is either free or discounted) and transportation to and from the destination. Examples of previous trips include the Getty Center in Los Angeles, Universal Studios Hollywood, whale watching in San Diego, Santa Monica Pier, the beach, local festivals, etc. Check your UCR email for future activity announcements!



## UCR Campus Resources

### Academic Resource Center

380 Surge Building, Room 156

951.827.3721

<http://arc.ucr.edu>

The Academic Resource Center is a team of educators, counselors, and advanced students who provide a variety of services to help students succeed in their college classes. Services include tutoring, study skills workshops, supplemental instruction sessions for certain courses, customized academic support programs, graduate examination test preparation, and a computer lab for online research.

### Career Center

[careercounseling@ucr.edu](mailto:careercounseling@ucr.edu)

Health Services Building (Veitch Student Center)

951.827.3631

<http://careers.ucr.edu>

The Career Center offers a comprehensive program of career information, advising and placement-related services to undergraduate and graduate students and alumni. Services include career planning counseling and seminars, drop in counseling, career resource guides, job search assistance, internship resources, and assistance with graduate and professional school applications.

### Disabled Student Services

[specserv@ucr.edu](mailto:specserv@ucr.edu)

125 Costo Hall

951.827.3861

<http://specialservices.ucr.edu>

This program is operated through the Special Services Office. Assistance is provided to permanently and temporarily disabled students. Academic support services include readers, note takers, interpreters, test-taking arrangements, materials in Braille, large print and on tape, and a variety of equipment, including talking calculators and computers, Kurzweil Reading Machine, and closed circuit TV print magnifiers. Mobility support services include handicapped parking, transportation, wheelchair, and loan of wheelchairs, canes and crutches.

**Office of the Ombuds**

ombuds@ucr.edu

390 Surge Building

951.827.3213 Appointments M-F 8am-5pm

<http://ombudsperson.ucr.edu>

An Ombuds is a person with no formal connections to any office or administrative unit on campus who can offer you absolute confidentiality and the security of knowing that speaking to the ombuds has no repercussions elsewhere. He/she acts as a liaison who can carry your complaint higher in the administration hierarchy if you are unable to do so or unable to get a response, either with or without endorsing your appeal with him or herself. He/she is also an uninvolved third party that can help you analyze your situation, and identify and evaluate options for responding to it. This person is familiar with university procedures and can guide you in pursuing the route you have selected.

**Additional Resources**

[International Student Resource Center](#)

[University Writing Program](#)

[UCR Libraries](#)

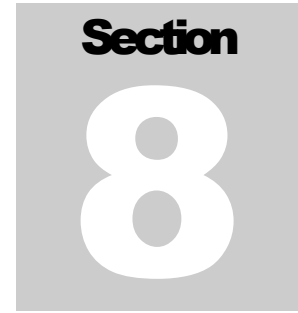
[UCR ARTSblock](#)

[UCR Botanic Gardens](#)

[UCR Fine Arts Ticket Office](#)

[UCR Campus Store](#)

[KUCR Radio Station](#)



## Living at UCR

On-campus living is an enriching part of your education. It allows you to become a part of the University community, and provides an environment conducive to academic, as well as social, cultural, and personal growth. Students who live on-campus are invited to participate in a variety of programs and activities that will supplement and/or complement their in-classroom experience.

There are three housing options available to students: Residence Halls, Campus Apartments, and Family Housing. Each choice, as well as the individual communities within them, exhibit their own unique advantages and opportunities for students.

We encourage you to choose on-campus living accommodations.

Please see the links below for further information on Residence Halls, UCR Campus Apartments and UCR Family Housing.

[UCR Housing Options](#)

You may contact UCR Housing Services at 951.827.6350 or [housinginfo@ucr.edu](mailto:housinginfo@ucr.edu)

## Off-Campus Housing

UCR Housing Services can provide you with a list of all apartment complexes within a 3 mile radius of UCR. In addition, they carry lists of homes and rooms for rent in the UC Riverside area.

You can view some of these on the [UCR Community Living](#) page, logging in with your UCR Net ID.

Although student situations are unique and some students prefer to live off-campus, our staff highly encourages you to choose on-campus living accommodations. More than the convenience, living on-campus allows us to help you solve issues should they come up. We are unable to assist beyond a certain measure for housing issues that are off-campus.

Whatever you decide, please remember that a contract is a contract. Once you sign and agree to a lease, there can be legal complications and/or strict financial penalties for trying to break the contract!

# What You Need to Know Before Renting an Apartment

**T**his information is designed to acquaint you with the rights and responsibilities involved when renting a house or apartment in the Riverside area. Please read this information thoroughly. It is meant to help avoid misunderstandings between landlord and renter. These misunderstandings can become costly.

**IMPORTANT!** Under the law, no person may be denied the right to rent property because of race, color, creed, religion, sexual persuasion, national origin or ancestry, **NOR** because such person is blind, visually handicapped, or physically disabled. [The Fair Housing Council of Riverside](#) has more information on this.

## **Common Rental Terms to Know**

**FURNISHED:** To provide what is necessary for basic apartment living. Housing is equipped with furniture and large appliances: bed, dresser, couch, table, chairs, refrigerator, and stove. Kitchen utensils (pots, pans, etc.) and bedding supplies are not included.

**SINGLE FAMILY DWELLING:** Housing that restricts residence to the immediate family (husband, wife, and children): This may also include a single grandparent, but not a brother, his wife, and children.

**UTILITIES:** Electricity, water, gas, trash/sewer, telephone, internet, television.

**DEPOSIT:** A deposit is money that is used either as a security to provide that terms of an agreement will be met, or for cleaning upon termination of the tenancy. A landlord usually requires a tenant to pay a damage deposit when renting an apartment or house. This deposit is an amount of money used either as a security that the terms of the agreement will be met or for cleaning upon termination of the tenancy. The landlord may not use, invest or retain its earnings until they are legally entitled to the money.

When a tenancy is terminated, a landlord can keep the deposit (part or all of it) to cover only the following:

- 1) Damages caused by tenant.
- 2) Utility bills the tenant has failed to pay.
- 3) Any rent the tenant has not paid.
- 4) Any cleaning or repair work that must be done.

It is the tenant's responsibility to clean the premises thoroughly before moving out. Protect yourself by taking care of your apartment or house, and leaving it in a clean condition.

**CHECK-IN SHEET:** Before moving into your apartment you should complete a check-in sheet. This sheet is a written document that states the condition of rooms, furniture and

appliances. The sheet should be dated and signed by both tenant(s) and landlord. This is for your protection so you do not get charged for damages remaining from a previous tenancy. Each party should keep a copy. It is also recommended to take photos and /or video of the premises before you move in.

**LEASE: A lease is a legal and binding contract between you and your landlord. Failure to abide by the terms of the agreement can lead to legal complications.**

Example: the contract states that you are to rent the apartment an entire year and you decide to move out after six months. You are then legally obligated to pay the remaining six months rent unless the contract is re-negotiated.

In order for the lease to be legal and binding, the following must be included:

- 1) The names of the landlord and tenant(s),
- 2) A clear description of the premises to be leased,
- 3) A specified leasing period that includes both commencement and termination dates,
- 4) A specific amount of rent to be paid, including time and manner of payment,
- 5) A provision for the transfer of use and possession of the premises to the tenant, and
- 6) The signature of the landlord or his authorized agent and the signature of the tenant(s).

Read your lease carefully so that the following are understood:

- 1) Whether the premises are to be furnished or unfurnished
- 2) Who is responsible for plumbing and electrical repairs
- 3) Who is responsible for yard work and what lawn equipment is to be provided
- 4) Who pays utility bills
- 5) Who pays for trash removal
- 6) Days notice required prior to termination of tenancy
- 7) Restrictions as to the number of people who may occupy premises
- 8) Check for a clause in the lease that allows you to sublease
- 9) Are you allowed to have pets

**SUB-LEASE:** To lease premises to another person for a certain period of time while remaining under the same documented regulations from the initial lease. Make sure you check to see if you are liable for the sublease if he/she does not pay rent or follow other regulations stated in the initial lease.

### **Responsibilities as a Renter**

**PAYMENT OF RENT:** You are responsible to pay the rent each month, even if you are on vacation. Failure to pay your rent could result in eviction.

**MAINTENANCE:** You are responsible for general up-keep of your house or apartment. Ask your landlord what tools or services are provided.

**PLUMBING:** Never put anything except toilet paper down the toilet. Most plumbing units cannot take disposable diapers, garbage, feminine hygiene products or sand.



**CARPETING:** If your apartment is carpeted you should vacuum at least once a week.

**DRAINS:** Avoid using caustic drain cleaner in any drain (baking soda cleans well). Leaking faucets can waste considerable water.

**APPLIANCES:** Make sure you read instructions thoroughly before using appliances. Use caution; immersion of electrical appliances in water can cause electrical shock.

**HEATING SYSTEM:** You may control your heating system by properly setting the thermostat or heat control valve. When you are not at home turn your thermostat down to conserve energy.

**TRASH REMOVAL:** Your lease may state that you are responsible for trash removal. Do not leave trash outside your apartment in bags. Animals and wind scatter trash.

**UTILITIES:** If utilities are not provided for in your lease or rental agreement, you must register for service yourself at local Utility Companies. There is a deposit and service fee for hook-up. The account will be in your name.

**STOVES:** Tenants should make an effort to clean stoves and ovens on a regular basis. Soaking burner grills in soapy water will prevent build-up of grease deposits. If your kitchen has an exhaust fan, use it when frying and cooking strong smelling foods, such as curried foods.

**REFRIGERATORS:** Continual cleaning of the refrigerator is recommended. A solution of baking soda (1 tablespoon soda to 1 quart of water) works well.

**GARBAGE DISPOSAL:** When operating an electric garbage disposal, cold water must be left running for a few minutes after shutting off the disposal. Do not put the following down your disposal: metal, glass, bones, paper, string, banana peelings, celery, corn husks and meat fat.

**ROOMMATES:** Selection of a roommate should not be taken lightly. This is someone you will be living and interacting with regularly, as well as sharing legal and social responsibilities. To avoid conflict, it is important to meet with a potential roommate before signing a lease. Many tenants assume that when they sign a lease they are responsible only for their own share of the rent. This is not true. If all roommates sign one lease, they are each responsible for the entire rent. This means that if your roommate leaves, you can be held responsible for his share of the rent as well as your own. To be sure you will not be held responsible for your roommate's share of the rent if he/she leaves, you must sign a separate lease.

**NOISE AND NEIGHBORS:** It is important that you are not overly noisy if you have close neighbors. It is considered reasonable to expect people to be quiet before 8:00 am and after 10:00 pm on weeknights: check with apartment management for specific hours set aside for quiet times. You can learn about UCR's Good Neighbor Program [here](#).

## Utility Companies & Furniture Rentals

### [City of Riverside Electric Service](#)

Phone: 951.782.0330

Call to place your order for service. Before you call, be prepared to give one or two forms of identification and their numbers (i.e., passport, driver's license, California I.D., birth certificate, social security card, checking or savings account numbers). You may be asked to show your rental agreement.

**COST:** You may not be required to pay a deposit fee if you can give two acceptable forms of identification **and** proof of your source of income. If you must pay a deposit, the fee will be based on the average bills (for both electricity and water) of that residence for two months. The deposit fee will be included on your first bill.

### [Southern California Gas Company](#)

Phone: 1.800.427.2200

Call or go online to set up service. The Gas Company will send a representative to your address.

**COST:** Deposits are based on the average bills of that residence for the past two months.

### **Cell Phones**

There are many cell phone providers in southern California, and some of the most popular are [AT&T](#), [Verizon](#), and [T-Mobile](#). Some of the main features of cell phone usage in the United States that may differ from your home country include most providers allowing users to call anywhere in the US for the same flat rate, minutes being counted for both incoming and outgoing calls, international calls being very expensive, and the ability to keep the same phone number, even if you move or change your provider. You can either have a prepaid pay-as-you-go phone, or a contract that is paid monthly. One good tool for comparing available plans and pricing can be found at <http://wireless.amazon.com>.

### [AT&T Home Phone Service](#)

Phone: 1.800.310.2355

Place your order by phone or online. Be prepared to give some form of identification number, such as your passport number and/or California Driver's License/ID number.

**COST:** There is a deposit required to begin service. The deposit can be waived under certain circumstances ask for details when placing your order. There will also be a connecting charge to begin service. This charge varies depending on where you live.

### **Cable/Internet**

There is a variety of cable/internet providers in Riverside. In many cases, you may save money if you purchase these services together (possibly including telephone service).

Common providers include [Time Warner](#), [Charter](#), [AT&T](#) and [Verizon](#).

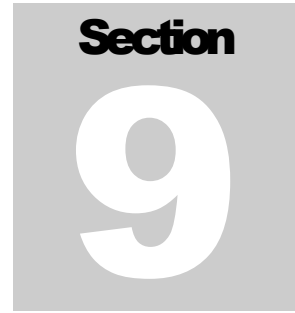
### **Furniture Rental**

#### [Rent-A-Center](#)

3862 Chicago Ave, Riverside  
951.686.3003

#### [Rent-A-Center](#)

5160 Arlington, Riverside  
951.687.9911



## International Families

**M**any students have families that join them while they pursue their studies at UCR. The International Student Resource Center would like to welcome our students' spouses and children to Riverside and the UCR community.

If you would like your spouse and/or children to join you in Riverside, please contact the International Student Resource Center for information on obtaining a Form I-20 for the F-2 visa or DS-2019 for the J-2 visa.

## Reporting Requirements for Dependents

**Y**ou are required to report your dependent(s) arrival in the United States and local residential address to our office. Regulations require us to record and update this information in SEVIS. Therefore, please complete a Dependent Form immediately upon dependent arrival. You can obtain this form from the ISRC or from our website. After completing the Dependent Form, call 951.827.4113 to schedule an appointment to meet with the International Student Advisor.

## Employment for Dependents

**D**ependents of F-1 visa holders (F-2s) are not permitted to work.

Dependents of J-1 (Exchange Visitor) visa holders may be granted employment permission by the United States Citizenship and Immigration Services (USCIS) when the earnings of the employment will be used for the support of the dependent spouse and children - not for the support of the principal Exchange Visitor. There is a special application procedure to request employment permission. The staff of International Student Resource Center will assist you with the application.

## Study for Dependents

F-2 spouses are only allowed to enroll in courses that are part-time or less. F-2 children may attend elementary and secondary schools (K-12) in the United States. F-2 spouses and F-2 children (beyond secondary education) are only allowed to participate in courses that are recreational or vocational in nature, or less than part-time.

If your F-2 dependent wishes to pursue his/her own studies in the U.S., please make an appointment with an International Student Advisor to learn about the process of a change of status to F-1.

J-2 dependents may pursue a full course of study in any level/program that they gain admission to.

## Medical Insurance

**A**s healthcare can be very expensive in the United States, all family members need to be covered by health insurance. You may be able to add your dependent family members to your insurance policy at UCR for an additional fee. Please consult with the [Health Insurance Office](#) on campus for details.

You may also purchase separate insurance plans for your dependents. Brochures for different insurance plans are available in the International Student Resource Center. You and your family members should always be covered by insurance while in the United States. **J-2 dependents must maintain certain health insurance requirements as specified by the [Department of State](#).**

## Schools and Day Care Services

### Child Care at UCR

<http://www.childservices.ucr.edu>

Priority is given to children of full-time registered students. The Child Development Center at UC Riverside accepts children from age 2 months through 5 years old. Visit the [Child Care website](#) for eligibility and rate information. There is a waiting list. In addition, there are several pre-schools and nursery schools near the UCR campus.

### School-Age Children

<http://www.rusdlink.org>

Families with school-age children should bring all previous academic records (original and English translation) and records of immunization, either issued through the World Health Organization or from your physician. **Before your child can be enrolled in school, records of immunization must be shown, otherwise the child will be required to receive inoculations prior to enrollment.** Your child will be assigned to a school according to the location of your residence in Riverside. Please call the Riverside Unified School District at 951.788.7135 for specific information regarding enrollment and attendance guidelines.



## Getting Involved

### **International Student Resource Center Activities**

Dependents are welcome to join in the fun in our quarterly events! Many of our events are designed with our students' families in mind. Examples of great family activities include our yearly Universal Studios trip, and International Student Picnic. We encourage your family to become involved! Spouses may be especially interested in joining the International Discussion Group and/or International Women's Exchange.

### **International Spouses & Partners Program (ISPP)**

The ISPP is a free program created especially for spouses and partners of international students, who are both international and American. It is an opportunity for all nationalities to exchange friendships, cultures, and ideas. Participation in this program will give you a chance to make many new friends, discover new places in Riverside, and experience various cultures. Students, spouses, and children are welcome to participate.

Examples of our activities include: a picnic at the UCR Botanic Gardens, personalized card making on Mother's Day, and presentations of dances and traditions from women of different cultures.

### **International Discussion Group**

The International Discussion Group is a weekly program of informal discussion that covers a wide range of topics. Group meetings are held on Monday evenings from 5:15-6:30 PM in our center. A light dinner and drinks are provided. Discussion topics stem from relevant local and world news stories, hot university issues, and the personal inquiries and interests of the group.

## General Safety at Home

### Install Strong Door and Window Locks

*Apply the following recommendations ONLY with the approval of your landlord. Some of the recommendations may not be feasible for your particular circumstance.*

- Install deadbolt locks on all outside doors. The bolt should extend at least one inch when in the locked position.
- Install auxiliary patio door locks to secure sliding glass doors. You may also use a snug-fitting piece of wood in the tracks for added protection.
- Secure your garage and tool shed. Burglars can enter your home through an attached garage, or they can use your tools to break in.
- Use your locks. Make sure all doors and windows are secure when you leave your house.

### Teach Your Children Safety Tips

- Teach your children:
  - How to call the police.
  - Not to talk to strangers or accept rides from them.
  - Not to play alone in lonely or deserted places.
- Make sure your children carry some form of identification.
- Make sure your children fully understand the consequences of getting caught shoplifting or taking drugs.

### While at Home

- When the door bell rings:
  - Inspect who is at the door through the “peep-hole.”
  - Ask the visitor to identify himself.
  - Make sure the safety chain is attached before opening.
  - Before talking to salesmen or repairmen, ask to see their credentials.
  - If a stranger asks to use your phone, do not permit him/her to enter. Offer to make the call for him/her.
- Keep your valuables locked in a safe and concealed place. Remove wallets from pants left near the bedside.
- If a burglar gains entrance to your home:
  - Do not try to capture him.
  - Lie still if you are in bed, or if you prefer, make some small noise to let him know you are awake. The burglar's main interest is most likely to escape.

### **Neighborhood Safety Tips**

- Get your neighbors to keep an eye on your house when you are away.
- When you see a suspicious person in your neighborhood, call the police to check him/her out. While waiting for the police to arrive, obtain the license number of his/her vehicle and a full description.
- When you witness a crime or traffic accident, call the police right away. Do not depend on others to call.

### **While on Vacation**

- Discontinue all home deliveries either by telephone or in person - NEVER leave notes indicating you will be away.
- Leave a key with a neighbor and ask them to check the house occasionally and take in the mail and circulars.
- Make your home look occupied. Install an automatic timer to turn lights on and off during usual hours.
- Leave an emergency number where you can be reached.
- Notify the police department that you will be gone and ask them to check your residence, as time permits, during your absence.

### **Identify and Mark all Valuables**

- Report stolen or lost items to the police as soon as possible.
- Maintain a detailed description or photos and serial numbers of all your valuables including your credit cards.

### **If You Discover Your Home Has Been Entered**

- Do not disturb the scene.
- Call the police immediately and report the burglary.
- Leave everything exactly as you found it. Otherwise, you may destroy valuable evidence such as tool marks, fingerprints and footprints.
- Provide the police with the serial numbers of your stolen valuables and a description of the articles taken.

# Earthquake Safety and Preparation

**E**arthquakes strike suddenly, violently and without warning; however, identifying potential hazards and preparation before an emergency can reduce the dangers of serious injury to you and your family.

## Basic Preparation Advice:

1. *Check for hazards in the home.*
  - a) Fasten shelves securely to walls.
  - b) Place large or heavy objects on lower shelves.
  - c) Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
  - d) Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.
  - e) Brace overhead light fixtures.
  - f) Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
  - g) Secure a water heater by strapping it to the wall studs and bolting it to the floor.
  - h) Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
  - i) Store household chemicals, weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves. Storing within a secondary containment, such as a plastic dishpan, is advised for all household chemicals.
2. *Identify safe places in each room.*
  - a) Under sturdy furniture such as a heavy desk or table.
  - b) Against an inside wall.
  - c) Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
3. *Locate safe places outdoors.*
  - a) In the open, away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.
  - b) Make sure all family members know how to respond after an earthquake.
  - c) Teach all family members how and when to turn off gas, electricity, and water.
  - d) Make sure children play areas are located away from earthquake hazards, such as walls made of brick, adobe, masonry veneers or concrete blocks without steel reinforcement. Also keep play areas away from chimneys since these tend to crumble.
  - e) Teach children how and when to call 9-1-1, police, or fire department and which radio station to tune in to for emergency information.
  - f) Contact your local emergency management office or [American Red Cross](#) chapter for more information on earthquakes.

4. *Have disaster supplies on hand.*
  - a) Flashlight and extra batteries
  - b) Portable battery-operated radio and extra batteries
  - c) Pipe or crescent wrenches to turn off gas and water supplies, if necessary.
  - d) First aid kit and manual
  - e) Emergency food and water to last at least one week
  - f) An alternate means for cooking, such as a camp stove which must be used outdoors, and the appropriate fuel
  - g) Small bottle of chlorine bleach to purify drinking water
  - h) Non-electric can opener
  - i) Essential medicines
  - j) Cash and credit cards
  - k) Sturdy shoes
  
5. *Develop an emergency communication plan*
  - a) Know where the main shutoff is for your gas, electricity and water – Know how to turn each off.
  - b) In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school), develop a plan for reuniting after the disaster.
  - c) Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it's often easier to call long distance. Make sure everyone in the family knows the name, address, and phone number of the contact person.

**What to Remember During an Earthquake:**

If indoors:

- Take cover under a piece of heavy furniture or against an inside wall and hold on.
- Stay inside.
- The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because objects can fall on you.

If outdoors:

- Move into the open, away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops.

If in a moving vehicle:

- Stop quickly and stay in the vehicle.
- Move to a clear area away from buildings, trees, overpasses, or utility wires.
- Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

Pets during an Earthquake

- The behavior of pets may change dramatically during an earthquake. Normally quiet and friendly cats and dogs may become aggressive or defensive. Watch animals closely. Leash dogs and place them in a fenced yard.
- Pets may not be allowed into shelters for health and space reasons. Prepare an emergency plan for pets in the home that includes a 3-day supply of dry food and a large container of water.

**After an Earthquake:**

1. Be prepared for aftershocks
  - a) Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down.
  - b) Aftershocks can occur in the first hours, days, weeks, or even months after the quake.
2. Help injured or trapped persons
  - a) Give first aid where appropriate.
  - b) Do not move seriously injured persons unless they are in immediate danger of further injury.
  - c) Call for help.
3. Listen to a battery-operated radio or television for the latest emergency information.
4. Help your neighbors who may require special assistance
  - a) infants
  - b) the elderly, and
  - c) people with disabilities
5. Stay out of damaged buildings. Return home only when authorities say it is safe.
6. Clean up spilled medicines, bleaches or gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
7. Open closet and cupboard doors cautiously.
8. Inspect the entire length of chimneys carefully for damage. Unnoticed damage could lead to a fire.

## General Safety in the Community

This article is full of tips that can help you avoid becoming a victim of a crime when you are out in the community, studying or working at your job. By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crimes.

### Be Prepared

- Always be alert and aware of the people around you.
- Educate yourself concerning prevention tactics.
- Be aware of locations and situations, which would make you vulnerable to crime, such as alleyways and dark parking lots.

### Street Precautions

- Be alert to your surroundings and the people around you – especially if you are alone or it is dark.
- When possible, travel with a friend. There is safety in numbers.
- Stay in well-lighted areas as much as possible.
- Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
- Walk confidently and at a steady pace.
- Make eye contact with people when walking.
- Do not respond to conversation from strangers on the street – continue walking.
- If you carry a purse, carry it securely between your arm and your body. Should a purse-snatcher grab your purse, LET IT GO – your personal safety may depend on NOT fighting for it.

### Bicycle Safety

- Use bicycle pods or bike racks when parking your vehicle.
- Lock your bicycle frame and wheels to a bike rack/pod and double check that it is secured.
- Utilize a quality lock. The “U” type locks are very strong and usually cannot be easily cut.
- Remove any lighting equipment or accessories that can be easily stolen while your bicycle is unattended.
- Keep a record of the make, model, serial number and value of your bike.
- Refer to the bicycle safety information brochure in this handbook for more information.

### Car Safety

- Always lock car doors after entering or leaving your car.
- Park in well-lit areas.
- Have your car keys in your hand so you don’t have to linger before entering your car.

- Check the back seat before entering your car.
- If you think you are being followed, drive to a public place or police station -- honk the horn to attract attention to you.
- If your car breaks down, open the hood and attach a white cloth to the car antenna. If someone stops to help, stay in your locked car and ask them to call the police, sheriff or a tow-trucking service.
- Don't stop to aid motorists stopped on the side of the road. Instead, use a telephone and request help for them.

#### **While Waiting for a Bus**

- Try to avoid isolated bus stops.
- Stand away from the curb until the bus arrives.
- Don't open your purse or wallet while boarding the bus – have your pass or money in your hand *before* boarding the bus.
- Don't invite trouble! Keep ALL jewelry hidden as much as possible – turn your rings around so the stones won't show and keep necklaces inside your shirt.

#### **While On the Bus**

- During off hours, ride as near to the bus operator as possible.
- Stay alert and be aware of the people around you.
- If someone bothers you, change seats and/or tell the driver.
- Carry your wallet inside your coat, or in a front pocket. A comb, placed horizontally in the fold of your wallet will alert you if someone tries to remove it from your pocket.
- Keep your handbag in front of you and hold it close to your body with both hands.
- Check your purse or wallet if someone is jostling, crowding or pushing you.
- If you see any suspicious activity, tell the driver.

#### **Office Safety**

- Never leave your purse or billfold in plain view or in the pocket of a jacket hanging on a door.
- Personal property should be marked with your California Driver's License ID number.
- Don't leave cash or valuables at the office.
- Lock your office when it is left unattended.
- If you work alone or outside the normal business hours, keep the office door locked.
- If you work late, try to find a coworker or call for an escort to walk out with you.
- If you are in an elevator with another person, stand near the control panel. If attacked, press the alarm button and pick up the elevator telephone. Elevator telephones at UCR are connected directly to the police department.
- Report all suspicious persons and/or activities to the police department.
- Be aware of escape routes for emergencies and post police and fire department numbers near telephones.



**If a Crime Occurs: REPORT IT TO THE POLICE!**

Everyone should consider it his/her responsibility to report crime. Many criminals develop favorite areas for working, as well as predictable methods of operation. When you report all the facts about a crime, it helps the police assign officers in the places where crimes are occurring or where they are most likely to occur.

At least one out of two crimes in the United States goes unreported, either because people don't think the police can do anything about it, or because people don't want to get involved. If you don't report crime, this allows the criminal to continue to operate without interference.

If it happens on campus, be sure to report it to the UCPD as well.

## **Safety on Campus**

### **Emergency Call Boxes**

Emergency Call Boxes are telephones with a direct connection to the UCR Police Department. The call boxes are located on poles throughout the campus and in most parking lots. They are distinguishable bright yellow boxes with flashing blue lights. It is important to learn the location of these invaluable security telephones.

Should you observe ANY suspicious person or activity – USE THE CALL BOX IMMEDIATELY! This allows the police the opportunity to investigate as quickly as possible. To use the phone, simply open the door on the call box and pick up the telephone receiver – you will be immediately connected to the UCR police.

### **UCR Escort Service**

You may find that there are times you remain in the library or laboratory until it is dark outside. Rather than walk to your residence hall or parking lot alone, we suggest that you utilize the UCR Escort Service. The UCR Escort Service provides escort services on campus from Sunday through Thursday from 6:00 PM to 11:00 PM. If you wish to request an escort, you may do so one of the following ways:

- Pick up any red phone on campus. It will connect you with the Escort Services.
- Walk up to the Dispatcher Desk located at the HUB information desk and ask for an escort directly.
- Call the Dispatcher Desk at (951) 827-3772 and ask for an escort.
- If you see an escort on campus, wave them down and they will walk you to your destination.

For further information, please refer to the [UCR Escort Services Frequently Asked Questions page](#).

# Protecting Yourself from Fraud

Please review the following information from the [Federal Trade Commission](#):

## Tips for Guarding Against Fraud

Do:

- Sign your cards as soon as they arrive.
- Carry your cards separately from your wallet, in a zippered compartment, a business card holder, or another small pouch.
- Keep a record of your account numbers, their expiration dates, and the phone number and address of each company in a secure place.
- Keep an eye on your card during the transaction, and get it back as quickly as possible.
- Void incorrect receipts.
- Save receipts to compare with billing statements.
- Open bills promptly and reconcile accounts monthly, just as you would your checking account.
- Report any questionable charges promptly and in writing to the card issuer.
- Notify card companies in advance of a change in address.

Do not:

- Lend your card(s) to anyone.
- Leave cards or receipts lying around.
- Sign a blank receipt. When you sign a receipt, draw a line through any blank spaces above the total.
- Write your account number on a postcard or the outside of an envelope.
- Give out your account number over the phone unless you're making the call to a company you know is reputable. If you have questions about a company, check it out with your local consumer protection office or Better Business Bureau.

## Reporting Losses and Fraud

If you lose your credit or charge cards or if you realize they've been lost or stolen, immediately call the issuer(s). Many companies have toll-free numbers and 24-hour service to deal with such emergencies. By law, once you report the loss or theft, you have no further responsibility for unauthorized charges. In any event, your maximum liability under federal law is \$50 per card.

**Fraudulent Phone Calls and Emails**

International students can often be targeted by criminals for financial scams, through phone calls or emails. Oftentimes, the scammer may have a lot of personal information to confirm, such as name, address, phone number, date of birth, social security number, and I-94 number, and the subjects are told they are “blacklisted” by the government, or will be denied immigration requests, and risk deportation unless a large amount of money is immediately wired over. Please note that government officials would never contact you in such a manner. USCIS has issued some literature on avoiding scams, which you can read about [here](#).

## Emergency Tips

**W**e care about your safety. Use these resources when you need help in a crisis. Make sure the ISRC has your most current emergency contact information on file.

### In a Health or Safety Emergency

- If you are off-campus: Call 911.
- If you are on-campus: Call UCR Police (951-827-5222) from your cell phone (this is the fastest way to get help). Only dial 911 if you're calling from a campus phone (this will connect you to UCR Police). You can also use phones inside [Emergency Call Boxes](#) located throughout campus to call UCR Police.
- Program the UCR Police number (951-827-5222) into your cell phone!
- If you need to contact an International Student Advisor for an urgent health or safety matter and the office is closed, call UCR Police (951-827-5222) and identify yourself as an international student. Of course, you can call the ISRC directly regarding urgent matters (951-827-4113) during regular business hours.

### Stay Safe on Campus

- [Sign up for the UCR Emergency Notification System](#)
- [What you should do if you hear the UCR Emergency Siren.](#)
- [See UCR Emergency Procedures.](#)
- [Check UCR's Campus Emergency Status.](#)
- [Use the Campus Safety Escort Service](#)
- [See safety tips.](#)

## Social Security, Taxes, and the DMV

### Obtaining a Social Security Number

A Social Security Card/Number (SSN) will be issued to you only if you have employment with compensation. For example, a teaching assistantship or a graduate student research appointment. If you have a fellowship, you will not get a SSN. There is no application fee to get the SSN, but you must apply in person with your passport and the following documentation:

1. I-20 or DS-2019
2. Passport
3. I-94 print out or card
4. Verification of Employment
  - a. **If you are working on-campus**, this will come in the form of a letter. Your on-campus employer and an International Student Advisor must both sign this letter. The format for the letter is established and available from your on-campus employer or the International Student Resource Center.
  - b. **If you have CPT (F-1) or AT (J-1) authorization**, you do not need a letter. You instead need to provide your CPT I-20 or AT DS-2019 that shows you currently have work authorization.
  - c. **If you have received authorization for OPT**, you do not need a letter. You should instead present your EAD card in addition to your passport with I-94 card or print-out.

The closest SSA office is located at:

7880 Mission Grove Parkway South

Riverside, CA 92508

(800) 772-1213 or (951) 276-6145

Office Hours: M-F 9am-3pm EXCEPT W 9am-12pm and excepting federal holidays

[www.ssa.gov](http://www.ssa.gov)

### **Federal and State Income Tax**

For those who will be employed with salary at UCR, be aware that the salary indicated is your gross income. Federal and state tax will be deducted from your gross income. Taxes are assessed according to a scale from 12-16%, and can be higher, depending on your monthly income

For example, if your monthly income is approximately \$2,000 your taxes will be about 15% of your gross income. However, some nationals may be exempt from federal tax due to a tax treaty between the United States and the national's home country.

Yearly income tax filing is required of all individuals earning income in the United States, regardless of the National's home country, or tax-exempt treaty. The deadline is April 15<sup>th</sup> of each year for both California State Income Tax and Federal Income Tax filings. While none of our advisors can offer tax advice or assistance, we do point to resources that can assist international students with filing taxes closer to that time. You can read more [here](#).

### **The Department of Motor Vehicles (DMV)**

The Department of Motor Vehicles, or DMV, is a government office that oversees the regulations of motor vehicles, including licensing drivers, and can also issue official identity cards.

Each DMV is state-run, so laws of motor vehicles and licenses do vary from state to state. If you purchase a vehicle or are licensed to drive from/in another state and come to California with the intention to live, you will need to re-register your vehicle in California, and trade in your driver's license for a California one in a timely manner.

While the California headquarters is in the state capitol, Sacramento, offices exist throughout the state, including two in Riverside.

#### **Major DMV functions include:**

- Registering motor vehicles
- Licensing vehicle drivers
- Recording ownership (certificate of title) of the vehicles DMV registers
- Maintaining driving records (accidents and convictions) of licensed drivers
- Issuing identification cards for individuals
- Registering and recording ownership of vessels
- Licensing and regulating driving and traffic violator schools and their instructors
- Licensing and regulating vehicle manufacturers, transporters, dealers, distributors, vehicle salespeople, and dismantlers
- Administering the Financial Responsibility Law
- Investigating consumer complaints
- Maintaining records in accordance with the law

## LIVING IN THE UNITED STATES

International students seeking a California driver's license will need to present their immigration documents, including their passport, I-94 card, and Form I-20 or DS-2019. The DMV will only issue a license until your program end date printed on your I-20 or DS-2019. If you plan to extend your program, you should do this well in advance both for immigration purposes, and to be able to renew your license in a timely manner.

**Driving without a valid license is in violation of California Vehicle Code 12500 vc and is seen as a misdemeanor, which can result in legal action, financial penalties, and/or a criminal record.**

While you can drop by the DMV during their open hours, we strongly recommend that you [make an appointment](#) in advance. You can do this online and it can save you hours of time! Each office also posts their current wait times on their office site.

Below is the contact information for a few of the nearest DMV's to UCR. You can always search for more and see further resources on their website at [dmv.ca.gov](http://dmv.ca.gov).

### [Riverside Office](#)

6280 Brockton Avenue  
Riverside, CA 92506  
(800)777-0133  
M-F 8a-5p except W 9a-5p

### [Riverside East Office](#)

6425 Sycamore Canyon Blvd.  
Riverside, CA 92507  
(800)777-0133  
M-S 8a-5p except W 9a-5p  
\*Saturday hours are appointment-only and exclusively for driver license transactions

### [Redlands Office](#)

1659 W Lugonia Avenue  
Redlands, CA 92374  
(800)777-0133  
M-F 8a-5p except W 9a-5p

### [Rancho Cucamonga Office](#)

8629 Hellman Avenue  
Rancho Cucamonga, CA 91730  
(800)777-0133  
M-S 8a-5p except W 9a-5p  
\*Saturday hours are appointment-only and exclusively for driver license transactions



## Banks and Money Transactions in the U.S.

There are three banks within one mile of UC Riverside:

- Bank of America, 1680 University Avenue 951.686.2590
- Citibank West FSB, 1651 University Avenue, 951.787.0411
- Chase Bank, 1299 University Avenue, 951.782.8805

### Credit Union

Membership in the [Schools First Credit Union](#) is open to students currently employed by the University. The Credit Union is a non-profit organization, which means that it operates to benefit its members. They offer the same services as any regular bank, however, the fees are usually lower here than at other banks or savings and loan associations. You need to have a UCR ID number and proof of employment to open an account.

### Savings Account

All banking institutions offer savings account options. Savings and loan associations usually offer a slightly higher interest rate. The interest rates, amount of deposit and the length of time required for deposits vary with the different banking institutions. It is important to read the benefits AND requirements before opening a savings account. Some banking institutions will charge a fee for savings accounts while others do not.

### Checking Account

You will have a choice of several different types of checking accounts with different service fees. For example, you may get a reduced service charge if you use a small number of checks per month or no service charge if you are able to maintain a certain balance in your account. In addition, interest-earning checking accounts are available. Ask about the qualifications for this type of account.

**Personal checks** are a safe way to carry money. The checking account can be used to pay bills and provides a record of your payments.

### ATM

There are four ATM stations on campus near the HUB; they include Bank of America, Schools First Credit Union, Wells Fargo and Chase Bank.

**Foreign Money Exchange**

Foreign money may be exchanged at Bank of America. It is also possible to cash foreign checks, as well as international drafts and money orders at this bank; however, there may be a long waiting period to clear the money.

**Traveler's Checks**

Traveler's checks are sold at all banks for a fee.

# Weights, Measures and Temperatures in the U.S.

## Weight

The terms ounce and pound are used to express weight. To convert grams to ounces, multiply the number of grams by 0.03527. To convert kilos to pounds, multiply the number of kilos by 2.2046.

30 grams	=	1 ounce	
16 ounces	=	1 pound	= 450 grams
1000 grams	=	2.2 pounds	= 1 kilo

Body weight is expressed in pounds.

## Linear Measure

Length and width are measured by inch, foot, and yard. To convert centimeters to inches, multiply the number of centimeters by 0.39. To convert inches to centimeters, multiply the number of inches by 2.54.

2.54 cm	=	1 inch	
30.48 cm	=	12 inches	= 1 foot
91.44 cm	=	3 feet	= 1 yard
1 meter	=	39.4 inches	= 3.28 feet = 1.09 yards

Personal height is measured in feet and inches. Long distance is measured by the mile.

1609.3 meters = 1 mile. To convert kilometers to miles, multiply the number of kilometers by .621. To convert miles to kilometers, multiply the number of miles by 1.61.

1 kilometer	=	5/8 mile	= 0.6 miles
1 mile	=	1-3/5 kilometers	= 1609.3 meters

## Square Measure (to determine area):

6.45 cm	=	1 square inch	
929 square cm	=	144 square inches	= 1 square foot
9 square feet	=	1 square yard	
1 square meter	=	10.8 square feet	
1 hectare	=	2.47 acres	

## Cooking Measurements

Measurements for recipes in the U.S. are almost always stated by volume rather than by weight. This is true for both liquid ingredients and dry ingredients.

When a recipe calls for a cup or a teaspoon or a tablespoon, it is referring to standard measuring utensil that may be bought at a food store or other stores that sell household supplies. IT DOES NOT MEAN a coffee cup or tea cup, nor a teaspoon or tablespoon with which you eat.

Abbreviations used in cookbooks:

Measurement	Abbreviation(s)		Equivalence	
teaspoon	=	tsp	=	t
tablespoon	=	Tbl	=	T
cup	=	C	=	c
ounce	=	oz	=	
pound	=	lb	=	2 cups = 16 ozs
pint	=	pt	=	2 cups = 16 ozs
quart	=	qt	=	4 cups = 32 ozs
gallon	=	gal	=	4 qts

Metric equivalent for United States liquid measurements: To convert grams to fluid ounces, multiply the number of grams by 0.035. To convert fluid ounces to grams, multiply the number of fluid ounces by 28.35.

5 grams	=	5 cc	=	1 teaspoon	=	1 t
15 grams	=	15 cc	=	1 tablespoon	=	1 T
30 grams	=	30 cc	=	2 T	=	1 oz
0.75 dL	=	¼ c	=	4 T	=	2 oz
1 dL	=	6-2/3 T	=			
2-1/3 dL	=	1 c	=	8 oz		
4-3/4 dL	=	1 pt	=	16 oz		
9-1/2 dL	=	1 qt	=	32 oz		

When cooking with dry ingredients, the U.S., cup-teaspoon-tablespoon measure will vary according to the density or volume of the materials used. For example: One cup granulated white sugar is 6-1/2 ounces or 190 grams. One cup all-purpose white flour is 2-3/4 ounces or 89 grams.

### Temperature

The Fahrenheit system is used in the U.S. to compute temperature. Conversion is calculated as follows:

$$\begin{aligned} \text{Fahrenheit to Centigrade: } & \text{ }^{\circ}\text{C} = [(\text{ }^{\circ}\text{F} - 32) \div 5] \times 9 \\ \text{Centigrade to Fahrenheit: } & \text{ }^{\circ}\text{F} = [(\text{ }^{\circ}\text{C} \times 9) \div 5] + 32 \end{aligned}$$

Water freezes at 0°C. or 32°F. Water boils at 100°C or 212°F. Milk is scalded at 51°C. or 150°F.

**Body Temperature**

Normal body temperature (by mouth thermometer) is 98.6°F. or 37.0°C. Normal body temperature can vary within 1°F. above or below 98.6°F.

37.0 °Centigrade	=	98.6 °Fahrenheit
37.2 °Centigrade	=	99.0 °Fahrenheit
37.8 °Centigrade	=	100.0 °Fahrenheit
38.3 °Centigrade	=	101.0 °Fahrenheit
38.9 °Centigrade	=	102.0 °Fahrenheit
39.4 °Centigrade	=	104.0 °Fahrenheit

## Major U.S. Holidays and Special Occasions

In the U.S., legal holidays are generally observed by the official closing of all government institutions, banks, businesses and professional offices. However, some stores or businesses may remain open and emergency medical services are available. Almost all stores are closed on Christmas Day, New Year's Day and Thanksgiving Day. The following is a list of legal holidays:

### **New Year's Day:** *January 1st*

Celebrations and parties begin on the evening of December 31 with the highlight at midnight as the old year passes and the new one begins. Bell ringing, horn blowing and toasting are common occurrences as the clock strikes 12:00 A.M. It is also a custom to make New Year's resolutions (promises to yourself to improve in some way during the coming year). On New Year's Eve, it is popular to watch the famous ball drop from Times Square in New York City on TV, which is re-broadcast in each time zone to correspond with midnight and the New Year wherever they are in the country. On New Year's Day, families may serve a special dinner, perhaps including ham, turkey or roast beef. It is also popular to attend or watch, on television, the "Rose Parade" or the Rose Bowl football game in Pasadena.

### **Martin Luther King Jr. Day:** *Third Monday in January*

The birthday of this important African-American leader is commemorated on the third Monday in January.

### **President's Day:** *Third Monday in February*

This holiday commemorates the birthdays of two famous US presidents, George Washington, the first president of the United States and Abraham Lincoln, the president during the Civil War. George Washington's actual birthday is February 22 and Abraham Lincoln's is February 12.

### **Memorial Day:** *Last Monday in May*

In 1868 this day was designated as one on which the graves of soldiers who died in the Civil War would be decorated. This day is now dedicated to the memory of all people who died in wars. It is also a time when families remember loved ones who have passed away and place flowers on their graves.

### **Independence Day:** *July 4*

In 1776, the Americans declared their independence from Great Britain. Parades and fireworks are traditional events on this day. While fireworks cannot be legally purchased and displayed by private residents in Riverside, firework displays are allowed by certain organizations. Check the [Press Enterprise](#) newspaper for times and locations.

**Labor Day:** *First Monday in September*

This day, which is set aside to honor the working person, began in 1882 under the sponsorship of the Central Labor Union in New York.

**Columbus Day:** *Second Monday in October*

This holiday is observed on the second Monday in October and serves to commemorate the discovery of America by Christopher Columbus in 1492.

**Veteran's Day:** *November 11*

Veteran's Day, or Armistice Day (as it was originally called), was created to mark the date of the treaty ending World War I. This day now honors veterans of all wars and is recognized with parades and speeches. Some schools and businesses are closed. If this date falls on a weekend, the holiday is observed on the Monday or Friday nearest November 11.

**Thanksgiving Day:** *Fourth Thursday of November*

Thanksgiving Day is celebrated on the fourth Thursday in November. The first national celebration took place in 1863. The holiday was established by the pilgrims who set aside a day in the fall to give thanks for a bountiful harvest. Traditional Thanksgiving dinners include roasted stuffed turkey, sweet potatoes, cranberry sauce, vegetables and pumpkin pie. The Friday following Thanksgiving is observed as a holiday by schools, including UCR.

**Christmas:** *December 25*

This holiday began as a Christian celebration of the birth of Jesus Christ, but is now often observed as a non-religious event by many people as a family time and season of gift-giving. This is a very festive time of the year, with a lot of lights, decorations in homes, businesses and sights around the city to see. Most families put up a Christmas tree inside their homes, either a freshly cut, potted or artificial one, to decorate with lights, ornaments and garland, etc. "Santa Claus" the American version of St. Nicholas, appears in stores and shopping centers as the holiday approaches. Young children sit on his lap and tell him their wishes for Christmas. Many children believe that Santa Claus brings them their gifts that appear on Christmas morning under the Christmas tree. It is traditional for families to gather on Christmas to exchange gifts and to share a special dinner. Friends sometimes exchange gifts as well. Churches hold special services and groups sing Christmas carols in neighborhoods.

## Other Holidays and Special Occasions

The following days are observed in some way but are not official government holidays. Government offices, schools and places of business are not closed on these days.

**Groundhog Day:** *February 2*

Folk legend states that if the weather is cloudy when a groundhog emerges from its burrow on February 2<sup>nd</sup>, then spring is predicted to arrive early. If it is sunny, the groundhog will supposedly see its shadow and retreat back into its burrow; this indicates the winter weather will continue for six more weeks. The most famous Groundhog Day celebration is held annually in Punxsutawney, Pennsylvania, starring the popular groundhog Punxsutawney Phil. Groundhog Day, which began as a Pennsylvania German custom in the 18<sup>th</sup> and 19<sup>th</sup> century, originated in ancient European folklore, where a badger or sacred bear was instead used to make this weather prediction.

**Valentine's Day** : *February 14*

This day celebrates Love. School children exchange Valentine cards and have parties. Adults also send cards of affection to sweethearts, family and friends. Gifts, such as flowers (especially red roses) and candy are given to sweethearts. Going out to a nice restaurant for dinner is popular on this day.

**Saint Patrick's Day:** *March 17*

On this day, dedicated to the patron saint of Ireland, the custom is to wear something with the color green. Children and close friends would pinch each other if the other person was not wearing something that visibly displayed a shade of green.

**Passover:** *March or April*

One of the most widely observed Jewish holidays, Passover is a 7-8 day festival commemorating the story of the Exodus, in which the ancient Israelites were freed from slavery in Egypt. Passover begins on the 15th day of the month of Nisan in the Jewish calendar, which is in spring in the Northern Hemisphere. Eating foods containing leavening is not allowed during this time. Matzo, an unleavened flatbread, is a common food to enjoy during Passover. A traditional meal filled with many customs is held on the first night of Passover.



**Easter Sunday:** *March or April*

The date varies year to year based on the Christian Advent calendar. This day represents the Christian celebration of the Resurrection of Jesus Christ from the dead. A secular celebration of the day involves the mythical "Easter Bunny" who supposedly hides colored, boiled eggs or candy for children to find. Children are also given an Easter basket filled with candy and toys.

**Cesar Chavez Day:** *March 31*

Cesar Chavez Day is an official state holiday in the U.S. states of California, Colorado and Texas. The day is commemorated to promote service to the community in honor of Cesar Chavez's work. Many state government offices and schools, including UCR are closed. Chavez is a well-known Latino civil rights activist and is recognized for his accomplishments in strengthening unions and rights for farm workers.

**April Fool's Day:** *April 1*

On this day there is a custom among friends of playing practical jokes on each other. It is suggested that the timing of this day is related with the changing of seasons, when around the world nature fools mankind with sudden changes in the weather and when the cuckoo, a bird associated with foolishness, returns from its winter habitat to areas where it is a summer resident.

**Cinco de Mayo:** *May 5*

Cinco de Mayo ("Fifth of May" in Spanish) is celebrated primarily in the United States as well as regionally in Mexico. The holiday is used to celebrate Mexican food, culture, and pride and to commemorate the cause of freedom during the first years of the American Civil War. In the Mexican state of Puebla, Cinco de Mayo celebrates the Mexican army's unlikely victory over French Forces in the Battle of Puebla on May 5, 1862. In the U.S., holiday celebrations typically include traditional Mexican beverages, food and music.

**Mother's Day:** *Second Sunday in May*

Celebrated on the second Sunday in May, this tradition of honoring mothers began in 1907 when Anna Jarvis of Philadelphia started the custom. On this day, mothers are given cards, gifts such as flowers, and taken out to dinner. Restaurants are probably the most crowded on this day of all days throughout the year.

**Flag Day:** *June 14*

This holiday commemorates the adoption of the Stars and Stripes and the U.S. flag on June 14, 1777. Many families fly the flag in front of their homes on this day.

**Father's Day:** *Third Sunday in June*

Celebrated on the third Sunday in June, this day honors fathers with card and gifts.

**Rosh Hashanah:** *Autumn; First 2 days of Tishrei*

Rosh Hashanah celebrates the Jewish New Year. Holiday traditions include the sounding of the shofar (a horn, usually of a ram) and eating symbolic foods such as apples dipped in honey and pomegranates. Rosh Hashanah symbolizes the start of the new year for people, animals and legal contracts.

**Halloween:** *October 31*

The eve of All Saint's Day used to be called "All Hallows Eve." The custom is for children to dress up to masquerade in costumes, go from house to house knocking on doors and saying "trick or treat." They are usually given candy, or other goodies that presumably protects householders from having tricks played on them. Children go out trick or treating just after dark and escorted by older children or parents.

**Hanukkah:** *December, 8 Days*

Hanukkah is an eight-day Jewish holiday commemorating the rededication of the Holy Temple in Jerusalem at the time of the Maccabean Revolt of the 2nd century BCE. Hanukkah is often referred to as the "Festival of Lights." The festival is observed by the lighting of one of the nine-branched Menorah each night of the holiday. Money (traditionally coins) or presents are given to children. Children play a game with the dreidel, or spinning top, during Hanukkah.

**Kwanzaa:** *December 26 –January 1*

Kwanzaa, first observed in 1966-1967, is a week-long celebration honoring African-American heritage and culture. Kwanzaa celebrates the 7 principals of African heritage: Unity, Self-Determination, Collective Work & Responsibility, Cooperative Economics, Purpose, Creativity, and Faith. It features activities such as lighting a candle holder with seven candles and culminates in a feast and gift-giving.

**State and National Elections**

They are held on the first Tuesday in November according to an Act of Congress passed in 1845. Other local elections may also be held on other dates during the year. While election days are not holidays, employees may be given time off to go and vote.

## Attractions in Southern California

The following is a selection of activities and attractions that you may want to visit during your stay in Southern California. Discount tickets for many of these attractions may be purchased on campus at the [ASUCR Exchange](#).

### Big Bear

[Big Bear Discovery Center](#)

[Big Bear Solar Observatory](#)

[Moonridge Animal Park](#)

### Chinatown

[Chinatown](#)

### Disneyland and California Adventure

[Disneyland/California Adventure](#)

### Exposition Park

[California Science Center](#)

[African-American Museum](#)

### Griffith Observatory and Planetarium

[Griffith Observatory and Planetarium](#)

### Huntington Library, Art Gallery and Botanical Gardens

[Library, Art Gallery and Botanical Garden](#)

### Getty Center

[J. Paul Getty Museum](#)

[Getty Villa \(Malibu\)](#)

### Grauman's Chinese Theatre

[Grauman's Chinese Theatre](#)



1: Disneyland Park, Anaheim



2: Joshua Tree National Park

**ATTRACTIONS IN SOUTHERN CALIFORNIA**

**Joshua Tree National Park**

[Joshua Tree](#)

**Knott's Berry Farm, Buena Park**

[Knott's Berry Farm](#)

[Knott's Soak City Waterpark](#)

**Little Tokyo**

[Little Tokyo](#)

**Children's Museums**

[Zimmer Children's Museum of Los Angeles](#)

**Los Angeles Philharmonic Orchestra**

[Walt Disney Concert Hall](#)

[Hollywood Bowl](#)

**Los Angeles Zoo and Botanical Gardens**

[LA Zoo](#)

[Botanical Gardens](#)

**The Mission Inn, Riverside**

[Mission Inn Hotel and Spa](#)

[Mission Inn Museum](#)

**Mission San Juan Capistrano**

[Mission San Juan Capistrano](#)

**Los Angeles County Museum of Art**

[LACMA](#)

**Museum of Contemporary Art**

[MOCA](#)

**NBC Studio Tour**

[Studio Tours](#)

**Norton Simon Museum of Art**

[Norton Simon Museum of Art](#)

**Oak Glen**

[Oak Glen](#)

**Olvera Street**

[Olvera Street](#)



3: J. Paul Getty Museum, Los Angeles



4: Walt Disney Concert Hall, Los Angeles



5: Olvera Street, Los Angeles

**ATTRACTIONS IN SOUTHERN CALIFORNIA**

**Orange Empire Railway Museum**  
[Orange Empire Railway Museum](#)

**George C. Page Museum of La Brea**  
[Museum](#)  
[La Brea Tarpits](#)

**Palomar Observatory**  
[Palomar Observatory](#)

**Petersen Automotive Museum**  
[Peterson Automotive Museum](#)

**Raging Waters Water Park, San Dimas**  
[Raging Waters](#)

**San Diego**  
[San Diego Tourism](#)  
[San Diego Zoo](#)  
[Sea World](#)  
[San Diego Safari Park](#)  
[Old Town San Diego](#)  
[San Diego Gaslamp Quarter](#)

**Six Flags**  
[Magic Mountain](#)  
[Hurricane Harbor](#)

**Santa Catalina Island Attraction**  
[Catalina Island Chamber of Commerce](#)  
[Catalina Express](#)

**Universal Studios**  
[Universal Studios Theme Park](#)  
[Citywalk](#)

**Will Rogers State Historic Park,**  
**Pacific Palisades**  
[Will Rogers State Historic Park](#)



6: The Mission Inn, Riverside



7: Raging Waters, San Dimas



8: San Diego Zoo



9: Six Flags Magic Mountain, Valencia